



Managed HR Services

from

KRANIUM HR SERVICES PVT LTD

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Why Managed Human Resource Services?

Without argument, Human Resource is the single most valuable resource in any organisation. The quality and efficiency of the Human Resource determines the making or breaking of the organisation.

Human Resource Management spans from recruitment to exit and has various processes like Payroll, compensation and Benefit etc. Typically, a large amount of time is spent on repetitive tasks making it a sizable drag for the organisation in terms of Money spent, Infrastructure required and Management time spent.

By Outsourcing the management of Human Resources, the organisation can free itself from the non core function and focus its resources and energy into its core business. Need less to say, vigorous focus into the core function yields better revenues and profits. Typically by outsourcing the HRM, organisations can increase productivity by 20-30%.

Who Should look for Managed HR Services ?

1. Any company with more than 10 employees
2. Any company with the intention of scaling up the operations in times to come.
3. Any company that intends to professionalize and bring in transparency in the Human Resource Department
4. Any company that desires to have a structured Human Resources Department
5. Any company that requires to adhere to Stipulations
6. Any company that requires to measure the performance of their employees
7. Any company that intends to scale up the performance of their employees

Why Kranium ?

1. Kranium HR Services Pvt Limited is uniquely positioned with a very good understanding of the Human Resources Domain and accessibility to cutting edge Technology..
2. Kranium has expert consultants on board to advice on matters within Human Resources.
3. Kranium has the infrastructure and resources to deliver as per requirement.
4. Kranium has a deep understanding about how businesses are run and in turn is better equipped to partner with organisations.



Kranium HR Services Pvt Limited has been operational since 2005 and has been associated with leading organisations for providing various HR services.

The HR Services offered can be classified into the following :

1. Performance HR
2. Process HR

Performance HR

Performance HR involves strategic alignment with the organisation with a focus to improve the performance of the organisation from the human capital angle.. Here , a senior resource associates with the client to assist in managing all activities relating to strategic HR.

Some of the activities involved are :

I. Aligning employees to the organisation's goals.

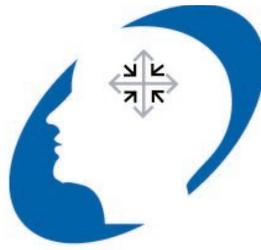
This is done by :

1. **Identifying and articulating the organisations goals and the steps to reach the goals.**
2. **Identifying and Defining Organisation Roles for the goals.**

Based on the Business Objectives of the organisation various roles are developed. From the roles , Job descriptions and profiles of people required are also developed.

3. Elaborating role descriptions.

The key role descriptions are the activities that each of the unique role holder has to perform. This is typically the top 4-5 roles that each role holder performs.



K R A N I U M

4. Rationalise the organisation structure:

A list of employees are tabulated with their current age, role, experience, level in the organisation and existing compensation.

Introduce grades / levels to structure based on a combination of compensation, competency and experience logic; if already available, audit the structure and recommend changes if any.

5. Derive the Key Performance indicators for each of the unique role

Key Performance Indicators are 2-3 important parameters that determine the performance of a given role. The Key Performance Indicators of each unique role will be derived from the expectations of the team leaders and the management and from the roles that each role holder does.

6. Derive Competencies required for each role :

List down the competencies that are required by each role to perform its task to its agreed level. Create a desired level of competency for each role and then create a system where the scores after appraisal is marked against the desired levels. This is done by having several group and individual discussions with the various heads of the units.

II. Create a culture of appraisals and measurements.

1. Based on the KPIs and competencies derived, a culture of appraisals and reviews are instituted.

Fix the frequencies for appraisals, conduct the appraisals, analyse the results.

2. Derive training needs :

On completion of the competency assessment, a list of skills that needs improvement is made. The list is prioritized on the basis of number of employees lacking in a particular skill. Based on the gaps identified, a set of competency improvement methods can be identified, which can include training workshops, e-learning initiatives etc.

III. Create a continuous learning culture.

Institute a culture of continuous learning by having on the field and off field learning initiatives.

IV. Motivate/ reward

Design and run a suitable reward program to motivate the perform



2. Process HR

Process HR primarily involves managing the HR operations of the organisation. The following are the key tasks that will be managed.

Employee Data Management :

1. Create and Manage a comprehensive database on the employees
2. Make available all information pertaining to the respective employees on a user friendly platform.

Employee Acquisition:

1. Recruitment planning
2. JD preparation and Profile Identification
3. Initial Screening – Telephonic/ Personal
4. Assessment – questionnaire.
5. Interview Scheduling
6. Reference Verification
7. Offer Management
8. Transitioning
9. Induction
10. orientation
11. Employee profile
12. Resume Databank Management

Leave And Attendance Management:

1. Leave and attendance management per employee
2. Accessibility of the employee to his details

Travel and Expense Management:

1. Travel and expense management of employees

Compensation and Benefit Management:

1. Track and manage compensation history
2. Accessibility of each employee to his compensation details



Pay roll Management:

1. provide inputs to Payroll on the salary payable.

Employee Separation Management:

1. Pre-separation check lists
2. Exit Interviews

Mode of Operation:

1. **Consulting** : Based on the agreement on areas that are to be addressed, Kranium will consult and suggest ways to go forward.
2. **Implementing**: Kranium will engage in implementing the solutions arrived upon. Kranium may use appropriate automating tools to implement the solutions better.
3. **Managing** : Kranium will manage the said processes and will be accountable for the mutually agreed deliverables.
4. **Hand over** : Should the client deem so , kranium will hand over the process to the client at a mutually agreed time.

Kranium works project based model for consulting and implementing .

Kranium works on a monthly fee for managing the process, based on the activities to be handled. The engagement with the client is long term and the fees tend to reduce as key strategic deliverables are completed.