

HUMAN RESOURCE SERVICES

At Vital.org, we provide access to HR expertise at multiple levels. We aim to help you run your HR effectively, so that you can concentrate on managing and growing your business.

Outsourcing your HR administration to us will give your team the time to take a more proactive and strategic approach to people management.



OUR HR SERVICES

Appointment, Deployment & Service Conditions

(1) Professionally executed services:

- ▲ First Appointment
- ▲ Re-employment
- ▲ Part-time / Casual Employment
- ▲ Promotion / Reversion
- ▲ Emplacement / Change of Scheme
- ▲ Posting / Transfer / Secondment
- ▲ Confirmation
- ▲ Crossing of Efficiency Bar / Discretionary Point

Superannuation

(1) Outplacement

- ▲ Process Resignation, Dismissal, Termination, Expiry of Contract & Vacation of Office cases promptly
- ▲ Manage Special Resignation & Gratuity Schemes
- ▲ Perform all recovery of overpayment of salaries/liquidated damages transactions
- ▲ Provide periodic reports

(2) Retirement

- ▲ Process Pension cases
- ▲ Execute Age-limit / Early / Optional retirement cases

(3) Other Superannuation Benefits and Processes

- ▲ Performs Death Gratuity & Insurance Claims
- ▲ Prepare Certificate of Service & Valedictory Letter



Benefits

(1) Leave

- ▲ Manage and Administer Vacation, Medical, Maternity, Paternity, Unrecorded & No Pay Leave

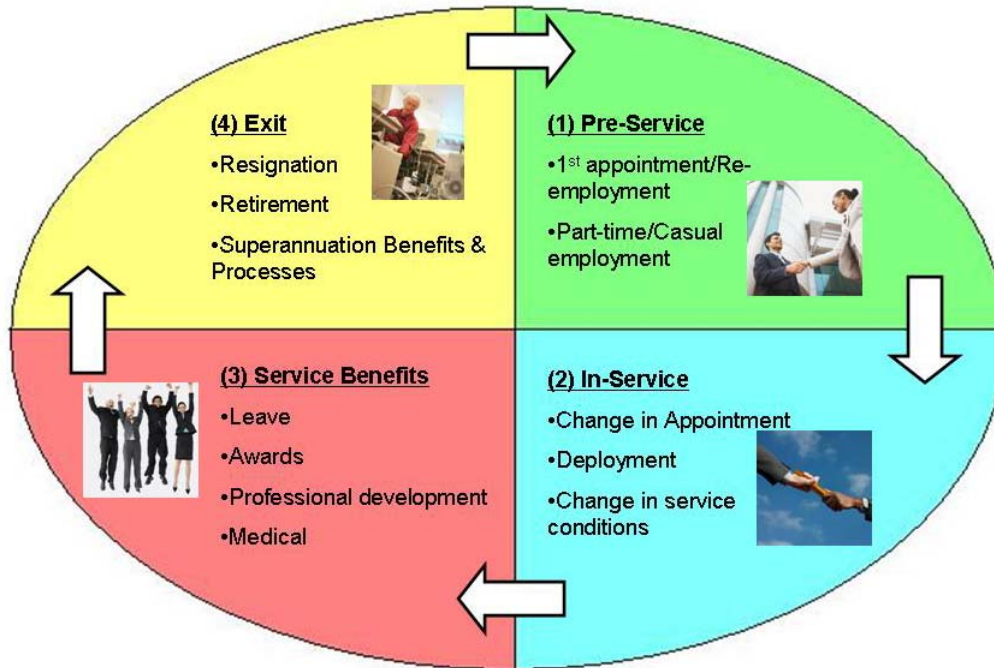
(2) Awards & Financial Schemes

- ▲ Administer Long Service Award
- ▲ Process Financial Assistance / Study Loans

(3) Medical

- ▲ Administer Medical Schemes
- ▲ Arrange Medical review
- ▲ Print & issue medical cards

THE HR CYCLE



BENEFITS OF OUR HUMAN RESOURCE SERVICES

<p>HR Officers' Perspective</p>	<ul style="list-style-type: none"> ▲ Efficient Processing ▲ Consistent application of HR policies ▲ Proper verifications of documents ▲ Up-to-date employee records ▲ Good knowledge of the public sector
<p>Employee Perspective</p>	<ul style="list-style-type: none"> ▲ Fast response time ▲ Dedicated HR administration service ▲ Excellent customer care ▲ Ensure personnel data are kept accurate & confidential
<p>Costs Perspective</p>	<ul style="list-style-type: none"> ▲ Reduced manpower costs ▲ Savings by leveraging on economies of scale ▲ Improve your employee productivity by freeing them from routine transactions ▲ Experts in HR services to offer assistance to agencies on Appointment, Benefits and Superannuation concerns
<p>Whole-of-Government's Perspective</p>	<ul style="list-style-type: none"> ▲ Policy Compliance ▲ Public Sector-Wide Business Intelligence to analyze overall HR management