

Haycroft Workplace Solutions: Professional Employment Services



What is a Professional Employer?

A Professional Employer provides an integrated service that enables you to cost-effectively outsource employment-related functions in your business, leaving you with the time and resources to do the things that generate profit.

How does a Professional Employer operate?

Using our Professional Employment services creates a form of co-employment between you, your staff, and Haycroft Workplace Solutions. We effectively become the employer of your staff, assuming full responsibility for all the operational functions that you delegate our way. Whilst you retain the right to control and direct your workers, we take over the complex duty of employing them.

What will appointing a Professional Employer achieve?

Appointing a Professional Employer will result in the seamless outsourcing of your Human Resources, Industrial Relations, and payroll administration. It becomes our responsibility to:

- Maintain full compliance with Fair Work regulations;
- Ensure workers receive the correct pay rate for their age and job classification;
- Pay workers on a regular cycle and issue them with pay slips;
- Administer PAYG tax, payroll tax, Centrelink deductions, Superannuation, WorkCover premiums, and Group Certificates;
- Manage the recruitment, performance, and termination of workers; and
- Protect you from hefty penalties such as Unfair Dismissals, breaches of Workplace Health & Safety, and failure to comply with the Government's ever-changing industrial legislation.

How can a Professional Employer save me money?

A Professional Employer is one of the most powerful cost-cutting business efficiency tools you can use. Haycroft Workplace Solutions will help to improve your bottom line by reducing your unit labour costs by eliminating penalty rates and overtime, and protecting you from the potential of huge liabilities for breaching industrial legislation.

All workers employed by us are covered by our approved Collective Workplace Agreements, which pays a flat rate for all hours of work. This eases cashflow and dramatically simplifies rostering as we are not obligated to pay overtime, penalty rates, or allowances. With all these savings, most businesses achieve increased productivity with less staff.

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No penalty rates. No overtime.

This enables you to have a flexible workplace with no penalty rates or overtime; instead, employees receive flat rates of pay.

Flat rates do not disadvantage the employee; in fact the opposite is true as employees can, if they wish, work more hours and receive more money.

Happier and longer-term employees

It's not simply a matter of removing penalty rates; it's about setting up a long term permanent arrangement with the workers.

You can give valued workers the hours they want and, as an added benefit, automatically simplify your rostering.

No unfair dismissal claims

Our Professional Employer services and co-employment strategies mean you retain full ownership of the workplace, with absolute support from us.

Our administrative services encapsulate everything from recruitment to payroll and performance management; whilst our specialist consultants also provide you with expert advice and guidance on complex business matters such as workplace health and safety, industrial relations, human resources, and ever-changing legislation.

If you find that a worker is no longer required or you deem them unsuitable, you needn't deal with the hassle of dismissing them. Simply inform us of your concerns and we will reassign them. There are no Unfair Dismissal issues for you.

And if you're thinking of selling, having no employees means no liability and that could mean a higher selling price.

Full Compliance - Keeping the Workplace Ombudsman from your door

The other immediate effect is to take you out of the firing line of the Workplace Ombudsman's activities by ensuring full compliance with every aspect of employment. We take on the responsibility of meeting all employee obligations for PAYG tax, superannuation, worker's compensation, workplace health and safety, and employment law compliance.

This is a major factor. Failure to comply absolutely with these requirements can lead to extremely serious financial penalties.

All services. One invoice. Low rates.

Once we have established a working relationship and you are a client, it is as simple as sending us the total hours worked each week for each person. We calculate all employee payments including Superannuation, WorkCover, PAYG, payroll tax, and any other entitlements. Then we pay the workers, and you pay us.

Our charging structure is simple and transparent; calculated as a small percentage of the payroll we administer on your behalf. Our rates are low because we maintain very tight credit controls. If your business can meet our realistic requirements then you will enjoy the benefits that so many firms across a range of industry sectors have done for years.

And there's more!

Haycroft Workplace Solutions, at not extra cost for routine functions, offers you the expertise of:

- A Human Resources Manager
- Policy and Procedures Writers
- Industrial Relations Advisers
- A Payroll Officer
- A Workplace Health & Safety Officer
- A Workplace Rehabilitation Coordinator
- Superannuation Consultancy

Common Myths & Misconceptions about using a Professional Employer

I will lose control of the business: False

While handing over such intrinsic functions within your business may initially seem daunting, we know that by appointing a Professional Employer you will actually seize greater control of your business. You regain full ownership of the workplace with absolute support from us.

You are responsible for actual business operations while we focus solely on employment-related tasks and issues. A small to medium sized business simply doesn't have the available workforce to do both; the owner either works around the clock or diverts workplace resources at the cost of core operations and profit.

Liberated from the burden of employing staff, your time and resources can be channelled into the core operations that generate profit, increase productivity, and grow the business.

My affiliation with the workers will be lost: False

The client selects the workforce and controls worksite employees in the manufacturing, production, and delivery of its products and services. It provides the worksite, the tools, the instruments, and place of work and directs the workers what to do. These are the functions that most clients want to control.

Haycroft Workplace Solutions, as the employer, deposes its right to direct employees to you; however it retains responsibility for the functions that you definitely don't want, such as all matters of human resource management and compliance with employment laws. Employees are provided with a worksite that is safe, conducive to productivity, and operated in compliance with all laws and payment regulations.

Using our Professional Employment services is too costly: False

You can actually reduce your business costs, so the investment you make may result in an improved bottom line. This is done through a flexible workplace with no penalty rates or overtime.

These arrangements do not disadvantage the employee; in fact the opposite is true. You can give valued workers the hours they want, and as an added benefit, your rostering will automatically simplify. As this relationship is intended to be long-term, not temporary, staff turnover and training costs will inherently be reduced.

There are reductions in your direct labour costs and in your operating costs too as Haycroft supplies all the services of a Payroll Officer, Workplace Health and Safety Officer, Workplace Rehabilitation Coordinator, Human Resource management for recruitment, Policies and Procedures writing, Industrial Relations advice and Superannuation Consultancy.

My business is not big enough to use a Professional Employer: False

We actually find that our system often works better in smaller businesses because the savings are more apparent and kick in sooner. Even if you only employ one person, you're better off using us. Haycroft Workplace Solutions services businesses that employ as few as one and as many as 500+ people.

Payroll can be handled either by me or my staff: True, but wouldn't you & your staff rather focus on making money?

You can eliminate the costs of finding and hiring payroll people, their training, the software, the liability for full legal compliance and internal fraud, and you'll save your own time managing this part of your business when you use our payroll system.

This will achieve a significant reduction in costs, and we take on the responsibility of meeting employee obligations for PAYG tax, superannuation, workers compensation, workplace health and safety, and employment law compliance.

It's as simple as completing and returning our weekly timesheet. We ensure all entitlements are met, that records are kept, and that time and

wage and pay slip requirements all fully comply with legislation.

We also keep your business immediately and fully informed about any legislative changes regarding pay and conditions and advise you on the practical interpretations of these.

We haven't had an accident in our workplace for years: Not yet.

Every year one worker in every twelve is injured seriously enough to lodge a worker's compensation claim and there are nearly three times more work-related deaths annually than there are road fatalities in Australia.

If you haven't taken the appropriate actions for areas of concern, you will be liable for big fines and possibly crippling costs.

Nor does it make sense to assign responsibility to someone on your staff as a part of their job. The regulations are myriad and constantly changing, and full and proper compliance with these requires the services of a properly trained and up-to-the-minute Workplace Health and Safety expert, which we provide.

The end result is that you have greater security and achieve lower compliance costs.

Our employees are happy so we don't have any worries: Act now!

Of course your employees are happy. But is that because the workplace suits them at the expense of proper productivity for the employer?

Our consultants understand the importance of maintaining a happy workplace if change is going to occur. We also know from experience that the best time to make any type of change is when workers are happy.

Even when all is calm, problems can still come along – for example, changes in workplace laws that directly affect your employees and/or your obligations to them. We can assist you in foreseeing, planning for, and coping with these changes.

Change can be painful, difficult, and disruptive to business: Absolutely, but not if you do it the right way.

When you decide to use a Professional Employer, it is essential that the transition is conducted smoothly. There are many wrong ways of doing this, but experience has taught us how to get it right the first time every time.

With hundreds of successful transitions under our belt, we use a tried and tested procedure to facilitate effective communication between everyone involved, streamline integration to the new scheme, minimise disruption within the business, and foster a happy workplace.

My accountant may need to be involved: Absolutely!

They're the best placed people to offer professional financial advice and in most cases, it is their figures that determine the true benefits of appointing us.

Haycroft Workplace Solutions already works with an extensive network of accountants. They review our recommendations, analyse the financial ramifications and also identify business clients who may benefit from outsourcing.

We look forward to working with your accountant.

Call Haycroft Workplace Solutions now on 1300 766 380.

A consultant will talk with you by phone, at no cost, and ask some key questions to decide whether your business suits our system

It could be the most important step you take for the future growth and strength of your business.