

PERSONAL HOUSEHOLD HR SERVICES

Our in house HR Service supports clients who have up to five workers employed by the household.

Based on an annual fee, we have developed three service levels as seen below- Bronze, Silver & Gold – which ensure that you are covered and are up to date with UK Employment Legislation.

	 Bronze	 Silver	 Gold
Offer letters & enclosures	✓	✓	✓
Contracts of employment	✓	✓	✓
Contracts to provide service	✓	✓	✓
Working Time Directive Opt Out	✓	✓	✓
Guidance on Right to Work checks	✓	✓	✓
Employee Privacy Notices	✓	✓	✓
Guidance on how to set up HR record keeping	✓	✓	✓
Site visit to include*: - Taking each employee through relevant paperwork - Checking right to work & relevant evidence - Setting up HR Files - Ensuring all paperwork supports initial compliance		✓	✓
12 months support to include: - Ongoing telephone guidance & support** - Drafting new employee offer letters - Drafting contacts - Any changes due to legislative changes			✓

This service can also be adapted to cover small businesses and in addition, our Payroll department can quote on payroll, pension enrolment and BACS services. To find out more visit [sopherco.com/services/UK Payroll](https://sopherco.com/services/UK-Payroll) or contact: thepivateoffice@sopherco.com.

* A checking service for up to one year from the date of issue is included. Where site visits are required travel time and expenses are additionally charged.
 ** The gold service gives up to five hours consultancy work. A minimum charge of 15 mins is applied to all calls. Any additional hours required are subject to a further fee.

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