



moneris

Human Resources

Leveraging a
company's greatest
asset. Its people.

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Human Capital management and compliance with employer's obligations are focal points for companies today. Market change in itself compels companies to view their employees as a key area for development. Companies are increasingly reliant on their human capital to pursue a path of continuous innovation and thus ensure new forms of value creation.

Outsourcing the Human Resources administrative component allows companies to focus on their critical success factors and thus possess a critical analysis of their strategy. This outsourcing of administrative processes increasingly results in a more efficient strategy and alignment of human resource management with an organisation's core business.










Our methodology encompasses three dimensions. A support and compliance dimension, comprising payroll processing and compliance with employer's obligations. A technical dimension that seeks to attract, develop, enhance and motivate your organisation's human capital. And a strategic dimension where we promote employee engagement by implementing tailor-made solutions.

This approach allows us to adjust the needs of each organisation, in an integrated philosophy that allows us to reduce costs, make structures more flexible, achieve high service levels and, consequently, increase the competitiveness of businesses and companies.

Our 360-degree monitoring of human resource management allows us to design a value proposition tailored to the needs and distinctive characteristics of each business.

Dimensions of human resource management



Support and Compliance Dimension	Technical Dimension	Strategic Dimension
 HR Classic	 HR Recruitment	 HR 360°
 HR Plus	 HR Qualify	 HR Interim Management
 HR Compliance	 HR Optimise	
 HR Boost		



HR Classic and Plus

Our team ensures the administrative management of your human resources, especially in the performance of payroll processing and compliance with related legal reporting obligations.

In addition, we undertake monitoring of compliance with employment obligations related to management of holidays, employment contracts, training and occupational medicine, as well as intermediation with the client's external partners.

Scope	Classic	Plus
Notification of admission and termination of workers to Official Bodies	•	•
Maintenance of the computerised staff register	•	•
Payroll processing and issue of the respective pay slips	•	•
Simulation of pay calculation for new employees and calculation of compensation for termination of employment	•	•
Monthly issue of payroll processing support schedules	•	•
Monthly issue of bank transfer schedule for payment to employees	•	•
Issue and emailing of pay slips	•	•
Monthly submission of Social Security return and notification of payment amount due from TSU	•	•
Issue of compensation funds payment document and preparation of repayment requests	•	•
Monthly submission of the Monthly Remuneration Statement (DMR) to the tax authority and issue of the respective payment	•	•
Issue of annual statement of income (IRS) for each employee	•	•
Issue of wages and salaries schedule to the insurer for the purposes of occupational accident insurance	•	•
Annual preparation of the Single Report (by specific budget)	•	•
Preparation of management reports and responses to human resources surveys	•	•
Monitoring compliance with legal requirements applicable to staff holiday management		•
Monitoring compliance with legal deadlines for the hiring and termination of employees with individual fixed-term employment contracts		•
Monitoring compliance with legal requirements applicable to professional training		•
Monitoring compliance with prescribed occupational medical examinations (on admission, periodical and occasional)		•
Support for response to statistical surveys from competent official bodies		•
Liaison with the client's external partners (health, hygiene and safety at work, lawyers, financial advisors, among others)		•
Procedural support within the scope of employee secondment		•
Nominations for internship programmes and other employment incentives		•

HR Compliance



In order to assess the suitability of your processes and procedures in the light of applicable law, our specialist technicians perform an audit of the area responsible for human resource management in order to identify opportunities for improvement and submit proposals to limit the risk of fines and ancillary penalties being imposed by the competent official bodies.

Scope
Audit of human resource management processes and procedures performed by an independent team of Moneris HR consultants with extensive experience in human resource management
Formal processes and procedures are audited in an interview with those responsible for human resource management
On-site document analysis of employment, contributory and tax documents, as well as a site visit
Production of an audit report with findings from the consultant team
Preparation of proposals adjusted to the reality of each project that aim to correct any situations that may lead to employment, social security and tax infringements, as well as improve human resource management processes

HR Boost



We help start-ups and young companies set up their human resources departments and, consequently, the design and implementation of key HR policies and practices, customised to business circumstances and context, ensuring human resources management compliance with employment regulations from the outset.

Scope
Mandatory Social Security notifications and Compensation Fund registration
HR administrative management procedures and records
Competency profiles
Support for the organisation of occupational safety and health services
Training in relation to key legal obligations

HR Recruit



Recruitment and selection tasks present some of the greatest difficulties and some of the most costly risks for management functions. We invest in knowledge of your business and new hiring objectives so as to ensure an efficient selection process that undergoes a rigorous set of methodologies and processes.

Scope
Job specification and profile tailored to customer needs
Obtain knowledge of the organisational culture
Identify competences
Select recruitment sources
Review applications
Implement candidate selection tests
Draw up candidate short list
Validate references
Support finalisation of agreement
Monitor induction of the selected person(s)



HR Qualify

In support of training management in companies, we deliver a differentiated and customised value proposition, which extends from planning and execution of the training plan to evaluation of its results.

Scope

- Identify and prioritise training needs
- Describe actions, identify recipients and goals to achieve
- Budget and schedule the training plan
- Document training actions
- Support assessment of trainee satisfaction
- Support assessment of training effectiveness



HR Optimise

In order to optimise your company's compensation and benefits plan, we deliver a specialised consulting solution with proposals for improvement, whether financial, savings-related or through internal and external equity promotion.

Scope

- Study the current compensation and benefits plan
- Submit proposals for improvement, whether financial, savings-related or through internal and external equity promotion
- Evaluate the expected quantitative and qualitative impact due to implementation of the stated measures in relation to the current compensation and benefits plan



HR Interim Management

The Interim Management solution is used especially in supporting or top management roles to fill critical gaps in competencies existing within your organisations during times of change, crisis and growth.

Organisations must ensure that they have access to all the talent potential they need for the sustainability and growth of their business, enabling them to keep up with challenges such as implementing new processes, systems or departments, managing crises or changes, managing mergers, acquisitions or restructuring, and managing international expansions, among other temporary and immediate motivating factors for organisations.

Input and
diagnosis

Intervention
plan

Implementation and
monitoring

Conclusion
and Transition



With an integrated response of services and solutions, our specialists design a solution tailored to each challenge, ensuring compliance with the 3 major dimensions of HR management (Support and Compliance, Technical and Strategic).

The HR 360° solution provides total support for management, covering all services described in the following programmes:

- HR Classic
- HR Plus
- HR Compliance
- HR Boost
- HR Recruit
- HR Qualify
- HR Optimise
- HR Interim Management

Exclusions

Preparation and conduct of disciplinary proceedings

Technical and legal opinions

Employment, tax, civil or criminal litigation

Drafting of employment contracts, other agreements, complaints and other standard employment-related communications

Legalisation related to foreign employees

The above services may be provided through partners outside the Moneris group, through an intermediation system, at the request of the client



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We share your vision of the future.

Moneris has a customer-focused approach with an integrated offer of services and solutions that allows it to deliver 360-degree management support to organisations, promoting excellence in financial information and improving decision-making processes that are critical for their success.

We are the largest national accounting and management support group, present from the north to the south of Portugal, with a network of 18 offices supported by some 300 consultants.

Our services are provided by teams with in-depth knowledge of all industry sectors, which means that each client benefits from the support of professionals who understand their challenges and help them to overcome every obstacle. Knowing our customers well is essential for us, so that we can proactively address their needs.

- accounting and reporting
- tax
- human resources
- corporate finance
- risk and compliance
- insurance management
- training

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