

HR Shared Services Initiative

What is HR Shared Services?

To help SMEs improve and optimise HR operational efficiency, SPRING Singapore has appointed a common pool of HR service providers to offer SMEs shared access to HR systems and services, including advisory services. This will enable SMEs to outsource some of their HR operational activities and leverage on IT to enhance their HR systems and processes.

Potential Benefits for SMEs

SMEs can strengthen their HR capabilities, and look forward to savings in costs and resources required to support HR operations. By outsourcing operational HR activities such as payroll processing and employee data administration through this initiative, SMEs will also be able to focus on core business functions and more strategic HR activities such as talent management and succession planning.

Funding Support & Qualifying Cost

SMEs can receive funding support of up to 70% of qualifying costs¹, including a **onetime set up cost** and **monthly subscription cost** capped at 12 months. Participating SMEs must commit to the subscription of these services for a minimum period of 12 months.

1. The following will be supported under the one-time set up cost:
 - Needs analysis
 - Enhancement of existing HR policies
 - Data migration from existing process/system to HR Information System
2. The following will be supported under the monthly subscription cost:
 - Engaging appointed HR service providers to manage the HR services and/or subscribe to the HR modules under HR Information Systems

¹ The following services **will not be supported**: Consultancy cost on developing new HR policies; Successful manpower placement and job advertisement cost; Training cost; System installation cost

Eligibility

All local SMEs can apply if they meet the following criteria:

- Registered and operating in Singapore
- Have a minimum 30% local shareholding (by Singaporean or PR); and
- Have group annual turnover of not more than S\$100 million OR group employment size of not more than 200 employees.

How to Apply?

The project application period is from 1 May 2015 till 30 April 2016.

- Step 1: Contact the appointed HR service providers to discuss your HR outsourcing needs.
- Step 2: Before submitting the application, the company should agree with the outsourcing proposal and the project scope prepared by the selected service provider. The company should also ensure that service level and confidentiality agreements, if necessary, are put in place.
- Step 3: Obtain a copy of the "Capability Development Scheme (Industry)" application form from the selected service provider.
- Step 4: Company to submit both hard and softcopies of the completed application form with the supporting documents, including the project proposal from the selected service provider, to SPRING. All applications will be processed within 4 weeks upon submission of all required documents.

Softcopies of the applications to be emailed to: hcd@spring.gov.sg

Hardcopies of the applications to be submitted to:

SPRING Singapore

1 Fusionopolis Walk, #01-02 South Tower, Solaris

Singapore 138628

Attention to: Human Resource Capability Development

- Step 5: Company will receive a Letter of Offer from SPRING via post for successful applications.

How to Claim?

Step 1: Company to engage an auditor from the panel of auditors (listed in the Letter of Offer) for auditing of claim documents.

Step 2: Claim documents are required to be submitted concurrently to SPRING and selected auditor during claim submission.

Documents to be submitted to selected auditor:

- Copy of the signed Letter of Acceptance
- Claim form 1a & 1b
- Invoices with invoice date & invoice number from the service provider
- Proof of payment such as copy of cheque and company bank statements and official receipts of payments

Documents to be submitted to SPRING:

- Project report
- Original hardcopy GIRO form duly signed by authorised personnel from the company and endorsed by the bank.

Please note that the claim forms / GIRO form and the project report template will be provided as Annexes in the Letter of Offer.

Step 3: The evaluation of the claims and disbursement will be processed in 6 weeks upon submission of all required documentations. The funds will be reimbursed to your company via GIRO to your designated corporate bank account.

Please note that all claims must be submitted to SPRING within 6 months from the project end date. Any incomplete claim submission and/or invalid GIRO form will result in a delay in the claim disbursement. Claims will only be processed upon submission of all required documents.