



## Corpvalues

## Recruitment Process & Outsourcing (RPO)

### Background

*corp. values is a young company has been established since 4 years in Egyptian market specialized in outsourcing & projects management.*

“Corpvalues combines a comprehensive transformation of the recruitment function of an organization with a collaborative approach to delivering the service so you don't lose control. We evaluate and modify the recruitment process to deliver a higher quality outcome. Core to the success of our service is our commitment to transfer skills and share best practices with our clients. “

“Now is the time to think about investing to increase the quality of the processes and services that drive customer loyalty and revenues, as well as cutting costs. That can involve handing over control of non-core processes to outsourcers; not just improving process efficiency and effectiveness, thus cutting costs, but also allowing the enterprise to focus on what it does best.”

### Are you looking for :

1. **Free Up Your Time** , focus in your core business
2. **Reduce Costs** , running healthy financial modeling
3. **Avoid Penalties** , governmental paperwork and complicated processes
4. **Offer Direct Deposit** , quick payments
5. **Avoid Technology Headaches** , no need to source hardware and software to deploy high standard of management

**if any of the above is "YES" , the you need to review the coming pages .....**

## what we do in HR outsourcing

### Payroll management

Corp values is ready to manage all tasks related to the Human resources department from A to Z

### Social insurance

Corp values manages the social insurance procedures from adding , modifying , deleting and registering in electronic data bases where it is accessible all time for the most important documentations

### Bank transfer

Corp values can manage all the banking relations related to the staff , opening accounts , transferring , delivering and closing accounts. Special programs to corp values staff

### Pay slip management

Corp values has the ability to generate monthly pay slip on monthly bases electronically , hard copy and online

### Income taxation

Corp values is following the monthly changes in the staff income to settle all taxations issues

### Payment calculations

Corp values can calculate all staff payments based on the fact sheet provided by client and driven by your internal payment policy

### Digital storage

Corp values will keep a digital records of all documentation of the staff includes requests , official papers and any actions by staff in which will ease recalling of any document or action over the last 5 years

### Contracts keeper

Corp values has its own data base which is used to keep softcopies a digital images of contracts with its renewals along with all requests by staff and any other related important documentations

### Staff survey

Corp values does a semi yearly pulse survey to the staff with a very transparent evaluation matrix to be submitted to top team

## why corp. values

*At Corp Values Projects Management we are more than just a full service HR management agency – we aim to be your exclusive partner. While there are hundreds of companies who claim to match our level of expertise, we boast service levels and a track record that you won't find anywhere else.*

*corp. values is offering a comprehensive solutions to the clients , with corp. values our clients do not need other third party as a result of a wide range of services that we can provide*

*in corp. values as a result of being believed in deploying high technology , we have a different databases and internal communications channels driven by a very special software was designed especially for project management and outsourcing in Egypt*



## Corp Values service list

### Corporate level

Service	Benefit / description
Monthly report of social insurance (c2)	It will confirm that the staff is secured in terms of social insurance as well as the payments of the company's share
Monthly report of taxation card of each staff	Confirms the deduction deducted from the staff was directed to the right direction
Quick processing of payments	No delay , within 1 working hours
Variety of local banks	We deal with Ahly bank & credit Agrecole
Weekly visit to the location	Will the way to maintain the relation with the staff & will b best way to quick fix any issues , one scheduled & others if required
Calculating the salaries based on the sys outcome	Calculating salaries hassle free
Delivery at work	Cards & pins will be delivered at your location
Our extra services	Free recruitment up to 10 head counts every month

### Staff level

Service	Benefit / Description
Sms confirms that pay slip is ready	Being updated with the new pay slip before the processing of the salary into the account
Sms confirms processing of salary	Being notified that the salary has been processed
Electronic pay slip with history	Electronic pay slip over secured link with option to review the details of the monthly salary
Corporate offers	We have a different corporate offer from time to time, as special rate for car insurance.....
Debit card	Will delivered at your door with no need to visit the banking branch
Credit card	After completing 3 months , staff will b eligible for credit cards
Personal / car Loan (after 6 months)	After 6 months of employment , staff will be eligible for loans up to 7 years
VHR (virtual HR)	e- mail that could be used for any request from 10:00 AM to 10:00 PM every day except Fridays



## Corp Values SLA Matrix

One of the main differentiator factors of Corp values is availability of the SLA (service level agreement) per process:

### On staff level:

Process	SLA (days)	Remarks
Opening accounts	10 working days	
Delivering ATMs	7 working days	
Replacement ATMs or Pins	7 working days	
Pay slip availability (hard copy)	5 working days from the request	
HR letter	5 working days from the request	
SMS enrollment	Automated with the first salary	
Stamping official papers	10 working days	
Pay slip (electronically )	1 day after salary day	
Corporate offers	90 days of employment	
Online logging user & password	2 days after delivery ATMS	

### On corporate level:

Process	SLA (days)	Remarks
Pay roll transfer	1 working days	
Calculating payroll	2 working days	
Social insurance payment	10 working days after salary day	
Income tax payment	10 working days after salary day	
Adding staff to social insurance	5 working days	Starts when the all documentation is available
Removing staff from social insurance	5 working days	Starts when the all documentation is available

All the above processes SLA will be added to the contract as appendix

# HUMAN RESOURCES MANAGEMENT



for Better choice , we have designed the below table to help you in choosing stage

Service name	Outsourcing company A	Outsourcing company B	Corp Values
Monthly report of social insurance (c2)			Available
Monthly report of taxation card of each staff			Available
Quick processing of payments (1 day)			Available
Variety of local banks			Available
Weekly visit to the location			Available
Delivery at work			Available
Free recruitment up to 10			Available
Sms confirms that pay slip is ready			Available
Sms confirms processing of salary			Available
Electronic pay slip with history Online pay slip management			Available
Corporate offers			Available
Credit card			Available
Debit card			Available
VHR (virtual HR)			Available
Staff on line services			Available
Clear SLA per process			Available
Yearly survey			Available
Psychometric staff tests			Soon
IQ tests			Soon

*the above is just a short list of what we do .....*