



**HR Administration Services**  
**Tailored HR Support for Growing Businesses**  
*(Effective from April 2025)*

**Welcome!**

**At PM Business Support Services, we believe that great HR administration is the foundation of a successful team. Our HR Administration Packages are designed to take the stress out of everyday HR tasks — from managing HR software to ensuring accurate, timely payroll support — so you can focus on growing your business. With flexible Bronze, Silver, and Gold options, you can choose the right level of hands-on support that fits your team's size and needs.**

# HR Administration Support

What's included?	Bronze	Silver Best value for money	Gold
<b>HR Software</b> <i>With a daily email and video to help you get the most out of your trial</i>	✓	✓	✓
<b>HR Software management</b> <i>With a weekly email and video to help you get the most out of your software</i> <i>A quarterly review of your software usage with a report to highlight any observations</i>		✓	✓
<b>Payroll Expert</b> <i>Taking the stress out of accurately paying your team</i>			✓
<b>Up to 10 employees:</b>	£15	£49	£75
<b>11 – 20 employees</b>	£31	£65	£91
<b>21 – 50 employees</b>	£75	£109	£135
<b>51 – 100 employees</b>	£140	£174	£200
<b>101 – 150 employees</b>	£347	£381	£407
<b>151 – 200 employees</b>	£497	£531	£557
<b>201 – 250 employees</b>	£547	£581	£607
<b>251+ employees</b>	Please enquire		

## **Next Steps:**

If you'd like to discuss the best package for your business, please email [pam@pmbusinesssupportservices.co.uk](mailto:pam@pmbusinesssupportservices.co.uk) or call 07487 380714

In the meantime, as a thank you for your interest in our services, please do check out our additional resources that you might find useful:

- [Blogs](#): on the current things happening in the people management world
- [Podcast](#): our podcast - Solve and Thrive - The HR Solutions Unleashed Podcast covering those really difficult team member challenges that managers need to support and manage.
- **Wellbeing Wednesday Session for Managers** - the first Wednesday of every month at 1pm - an opportunity for Managers to drop in and discuss the latest tools and techniques to help them keep well - to attend just drop me an email with the details for anyone interested and I will send them on the log in details.
- **HR Surgery** - the first Wednesday of every month at 2.30pm - an opportunity for Managers or HR to drop in and ask any questions they may have around a particular situation they are dealing with - to attend just drop me an email with the details for anyone interested and I will send them on the log in details.

**We hope these resources help you stay ahead of any legal challenges.**

**If you would like to receive our weekly HR Insights email – please do drop me an email.**

**Kind regards**

**Pam Molyneux - HR Specialist  
Founder of PM Business Support Services Ltd**