

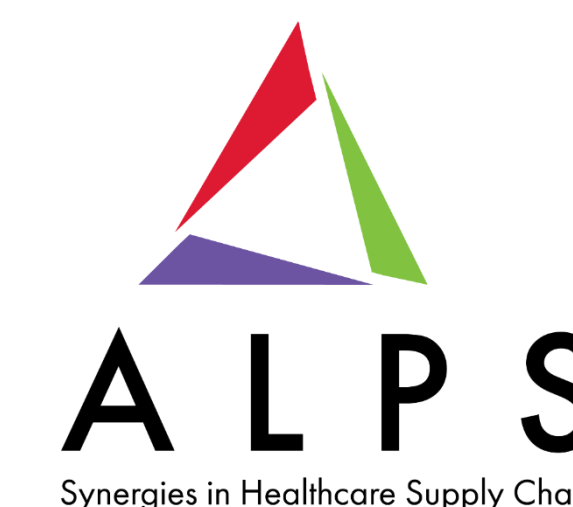


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# STREAMLINE OF EMPLOYMENT CONTRACT TEMPLATE

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## INTRODUCTION

As part of on boarding process, HRBP would prepare the employment contract for CHRO's signatory.

Prior to this process review, the template used was an open editable version, which resulted in an increase of grammatical errors and inconsistency across the team.

## OBJECTIVES



1. Streamline the template to minimise and prevent typos and errors
2. "Go Green" by reducing paper wastage from potential mistakes
3. Enhance work efficiency by reducing total time taken for this process
4. Improve overall company branding to new hires

## METHODOLOGY



### Improved Internal Process

Using a simple Microsoft Word function

– Restrict Editing to restrict the fields that HR Staff will need to amend in the employment contract for each new hire.

Location / Site	:	[ALPS-HQ]
Department	:	[ALPS-HQ]
Position	:	[Executive]
Monthly Base Salary	:	[\$x,xxx.00]
Contract Duration	:	[xx months]

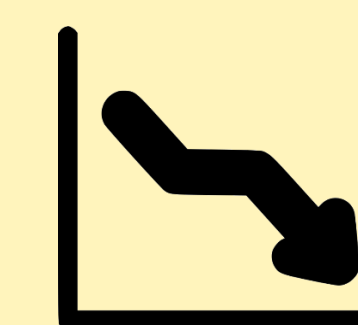
### Improved Consistency

The password for the restricted fields will only be authorized to the HR team lead and project POC to ensure control and compliance.

## RESULTS



- ✓ Significant reduction of grammatical typos and errors
- ✓ Reduced paper wastage
- ✓ Total savings of 125 man-hours per year led to overall HR efficiency to focus on better talent search and staff engagement activities.



## CONCLUSION

This initiative helps to streamline the process across the team, eliminates the risk of grammatical typos and errors and thus led to improved workflow efficiency, staff productivity and satisfaction. In addition, the total saving of man-hours also helped to increase the productivity of the other aspect of HR functions.

