

Creating,  
Simple HR.



# **5H Services**

## **Company Presentation**

# WHO WE ARE AND WHAT WE TEND TO CREATE SIMPLE

Creating,  
Simple HR.

**5H**  
SERVICES

Opening words of our Founder,

5H Services is Company Founded in Q2 2023 in Novi Sad, Serbia.

Our Main Focus is to create simple and strategic HR Concepts for the People and Organizations and to provide Support in every single segment of employment cycle.

We Tend to enhance expertise of Human Resources Professionals to help them thrive in HR Services and Achieve Recognizable and Useful Outputs.

Our biggest strength is Experience Generated on Various HR/Finance Roles in Different Industries, Such as FMCG, Oil, Banking, Retail and Automotive/IT.



## **Jonathan Harding**

Founder and GM

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### A. OUR VISION

### B. OUR MISSION

### C. ENTERPRISE SOLUTIONS

- Services
- Tools

### D. SMALL BUSINESS SOLUTIONS

#### – Project 5XSOLUTIONS

- Small Business Organization Development
- Sustainable Work Experience

### E. TRAININGS HUB

- HR Budgeting
- Org. Design Compensation and Benefits

### F. PRICING

### G. OUR CONTACT DETAILS



# A. OUR VISION

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Simple HR.



Every Organization needs Guidance in Creating of Their HR Potential, Capabilities and Efficiency.

5H's Team own set of HR skills, Concepts and **Almost 20 Years of Experience** Necessary for The Task.

5H Services will **Continuously Grow and Develop** its Knowledge and Experience in order to be Successful in Conducting of its Vision.

In the Following Decade **5H Services** tends to be **amongst Leading Organizations** in Providing Services for Creating Simple but Strategic HRs.

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## B. OUR MISSION

5H Services helps People and Organizations to:

**A: Analyze and Understand Numbers and Metrics,**

Create HR Culture Driven by Facts, Constant Analytics Processes and Simple KPIs.

**B: Build up Processed and Procedures,**

Creation of HR Flows by Applying Rules, Road Maps ar  
Defining of Key HR Stakeholders.

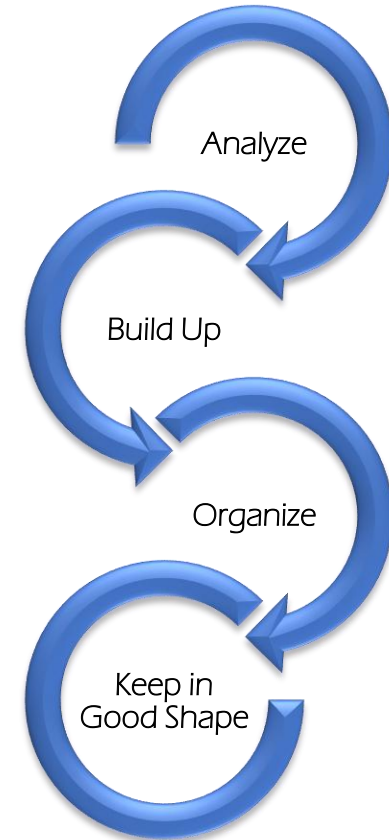
**C: Organize Successful Internal Collaboration Platforms,**

Lead HR Professionals to Recognize Important Business Stakeholders,  
Organizing of Collaboration Environment with Business Stakeholders and  
by Being Involved With Them Strengthening of HR Expertise and HR Function.

**D: Keep in Good Shape Data and Organization Design.**

Lead HR Professionals to Create and Follow Rules about Handling HR Data  
and Prioritize Constant Efforts in Creating of Most Efficient Organization Design.

How We  
Create



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# C. ENTERPRISE SOLUTIONS

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- **Services**
- **Tools**

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5H Services Team Can Help with Following HR Services:

- A. HR Information Systems
- B. Organization Design
- C. Compensation and Benefits
- D. HR Controlling
- E. HR Operations

## Our Acronyms

### Our Services

**HRIS** - Human Resources Information Systems

**OD** - Organization Design

**C&B** - Compensation and Benefits

**HR Co** - HR Controlling

**HR Ops** - HR Operations

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# Creating Simple HR.

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# Services

## HR Information Systems

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Necessary Steps / Analysis before HRIS Can be developed:



- A. **Validation of Data Base,**  
Understanding Reliability of Data Base and How It is Connected with Other Information Systems.
- B. **Validation of System Modules,**  
Determining What are Main Functionalities of Implemented HRIS and How Deep Implementation Went.
- C. **Evaluation of Roles and System Users,**  
Determining If there is Organized, Audit Compliant and User Efficient Role Management in the Place.
- D. **Evaluation of HRIS Input Parameters,**  
Understanding How Processing Parameters Can Be Updated.
- E. **Evaluation of Processing Capabilities,**  
Investigating possibilities for Faster and More Reliable Processing and Making Sure That HRIS Capacity is in Line With Company Plans.
- F. **Evaluation of System Support**  
Understanding Levels and Complexity of System Support and Provisions of System Support Agreement.
- G. **Proposal of HRIS Implementation / Upgrade Project Plan.**

“Efficient and Successful HR Relies on Precise and Well Organized Information.

#5Hservices Team Posses Sound Experience and Knowledge in How #hris Can Be Analyzed, Build up, Organized and Kept in Good Shape”.

SAP SuccessFactors 



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# Services

## Organization Design

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Necessary Steps / Analysis Before OD Can be developed:

Methodology Part (External Methodology or Methodology Developed By Company)

- A. **Analysis of Job Model,**  
Understanding Nomenclature and Correlations of Job Model Elements.
- B. **Analysis of Org. Structure Design Rules,**  
Understanding Nomenclature of Org. Structure and Rules of Org. Structure Build Up.
- C. **Analysis of Job Evaluation Method (Grading or Job Leveling) That is In Place,**  
Understanding Principles and Work Flows of Job Evaluation Method.
- D. **Proposal for Introduction / Upgrade / Change of OD Method.**  
Proposal of Suitable OD Method, Build up of Process and Procedure, Organizing Work Flows and Creation of Templates for the Following OD Documentation.

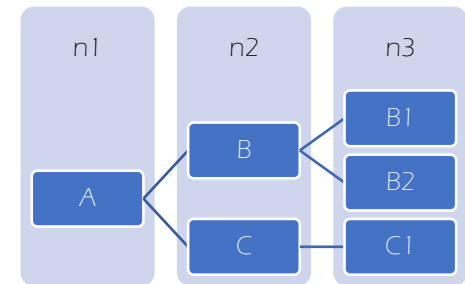
Legal Part (Systematization of Jobs According to National Labor Law)

- A. **Analysis of Systematization Act and Following Documentation,**  
Understanding of Organization Structure, Existing Jobs and Positions and Documentation that Needs to Be Prepared.
- B. **Analysis of Process and Frequency of Systematization Update,**  
Understanding of Work Flow and HR Stake Holders Effort Over the Year.
- C. **Alignment of Systematization Process (Legal Part) With Implemented Methodology Part.**

“Definition of #organizationaldesign.

#od is HR Practice That Tends to Result with Effective Management Influence, Highly Applicable Knowledge and #skills of Specialists and Successful Functional and Cross Functional Team Work Reflected in Org. Chart.

#5hservices Can Provide #expertise and #support in Setting Up of The Most Efficient #od as One of The Most Relevant Factors for Sustainable Good Results of Organization”.

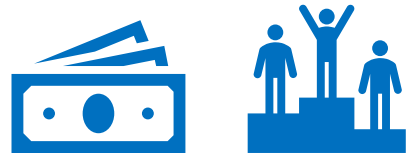


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Necessary Steps / Analysis Before C&B Can be developed:



### Salary and Benefits Survey

- A. Validating Sources of HR Data,
- B. Benchmarking in Cooperation With Business Stake Holders,
- C. Putting in Correlation results of Salary and Benefits Surveys with Existing Rewarding System Metrics and Budgeted Values,
- D. Preparing HR Leaders for Presenting of Results.

### Rewarding (Compensation and Benefits) Schemes

- A. Analyzing Existing Rewarding System,
- B. Exploring Chances for Development of Existing Rewarding Schemes and Aligning them with Business Stake holders,
- C. Determining of Budgets for Existing and Developed Rewarding Schemes,
- D. Development of Workflows, Processes and Procedures,
- E. Preparing HR leaders for Driving of Approval Process.

### Compensation and Benefits Cycles

- A. Implementing Approved Results of Salary and Benefits Surveys in Rewarding System Metrics,
- B. Determine Time Tables,
- C. Aligning Templates and Metrics with Stakeholders,
- D. Driving of Cycles Processes,
- E. Preparing HR Leaders to Present Cycle Results and After Approval, Preparing Specialist to Execute them.

“Being Able to Understand #compensationandbenefits Market Trends is Great...  
Having a #budget to Remediate #marketrends is Awesome...  
But Creating Compensation and Benefits Strategy and #enabling Employees to Constantly Develop #strategy is One of the Top Musts for Every Organization.  
#5HServices Team is Properly #trained to Enable This Must”.



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# Services

## HR Controlling

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Necessary Steps / Analysis Before HR Co Can be developed:



### HR Budgeting

- A. Setting up of HR Planning Assumptions, Process and Timeline,
- B. Setting up of Planning Templates For the Head Count, Rewarding and Other HR cost (Opex) and Aligning them with Business Stakeholders,
- C. Execution of HR Budgeting, Aligning and Delivery of HR Budget Results and Analytics with HR and Business Stakeholders.

### HR Reporting, Analytics and Internal HR Metrics

- A. Defining Reporting and Analysis Demand and HR KPIs by Type and HR Topic,
- B. Validating Sources of Data,
- C. Aligning Templates with Stakeholders,
- D. Determining Time Tables,
- E. Enabling HR Specialists to Deliver Demanded.

Since #labormarket is Rapidly Changing Every Organization Must Have HR #controlling Factor In the Place.

HR #controllers Must be Able to Provide Detail Analytics of HR Data and Must Be #Capable to Prepare #managementteam for Decision Making.

HR #controllers are Main Support to #hrleaders In Building up, Executing and Further #developing of Employee Engagement Strategies.

#5hservice Team is 100 % Fit For the Task of HR #controlling .



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# Services

## HR Operations

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Necessary Steps / Analysis Before HR Ops Can be developed:



### Determining of HR Operations Model

- A. Analysis of People's Skills,
- B. Analysis of Existing Procedures, Processes, Service Typology and SLA,
- C. Analysis of HRIS Capabilities,
- D. Analysis of Available Budget,
- E. Determining Which Model is Most Appropriate: In House, Outsourced or Hybrid.

Providing #quality and #OnTime #hrservices Is Main Task in The Broad Service Typology of #hroperations.

#5hservices Team is #specialized to Define and #enable Your HR Operations #model in a Very #simple and Effective Way.

### HR Administration

- A. Analysis of Document Management and Proposal for Most Efficient Handling of Documents,
- B. Analysis of SLA Fulfillment (Deadlines and Quality) and Defining Corrective Actions.



### Time Attendance and Time Management System

- A. Validation of Data Base,
- B. Analysis of Integration With Payroll System,
- C. Analysis of Compliance With Labor Law and Internal Rules,
- D. Defining Corrective Actions.

### Payroll

- A. Analysis of Payroll Control System,
- B. Defining Corrective Actions.



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5H Services Team Can Enable Following Products:

- A. 5H | Job Profiles Kit
- B. 5H | Rewarding Dashboard Kit
- C. 5H | Labor Cost Kit



Interactive Model for Creation of Job Profiles.

Job Profiles consists of:

-  A. Organization Design and Work Model Information,
-  B. Minimum and Maximum Employee Qualification, Education and Skillset Requirements for the Work to be done,
-  C. KPIs that needs to be fulfilled for the Work to be done,
-  D. Available Rewarding Package for the Work to be done,
-  E. Job Description for the work to be done.

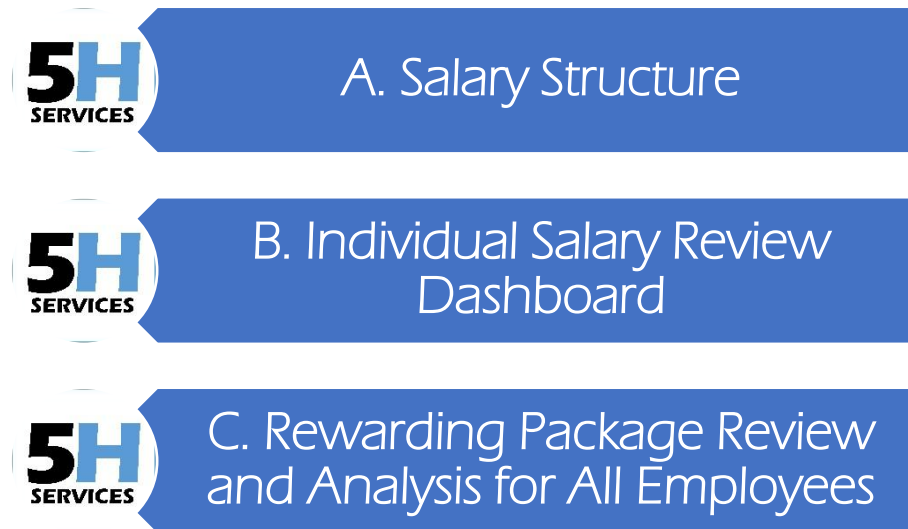
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## 5H | Rewarding Dashboard Kit




Interactive Spreadsheet Model for Individual Salary Review and Total Rewards Cycles

Review Model is Consists of:



Interactive Spreadsheet Model for Rewarding Budget.

Labor Cost Kit is Consists of:

-  A. Head Count Planning Model
-  B. Rewarding Planning Model
-  C. Analysis of Plans



# D. SMALL BUSINESS SOLUTIONS

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Show Case Project of Company **5H Services!**



- **Small Business Organization Development**
  - **Sustainable Work Experience**

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# Small Business Organization Development

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## Knowledge to Find the Root Causes of Success and Boost Efficiency

You are Small Business Owner and Your Business is Growing Fast.

Let us Help You to Mapp Your Processes and Develop Your Organization.

✓ Process Management

**MAP YOUR SUCCESS**

- ✓ Process Maps
- ✓ KPIs
- ✓ Goals

✓ Organization Design

**S H A P E   Y O U R   W A Y S**

- ✓ Job Profiles
- ✓ Skills
- ✓ Reorganizations



**Experience Counts!**



**Experience Counts!**

# Sustainable Work Experience

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## Concepts to Manage Work Environment and Create Happiness

Experience You Create as Business Owner and Leader is Crucial for Successful and Stressless Work Environment for Your Employees.

Let us Help You Create HR Concepts for Your Employees and Secure Their Wellbeing and Sustainable Work Experience.

✓ Implementation of HR Information Systems and HR AI

**EQUIP YOUR HR**

- ✓ Data Quality
- ✓ Document Management
- ✓ AI Help

**5X SOLUTION!** Experience Counts!

✓ Benefits Management

**VALUE YOUR CREW**

- ✓ Health and Wellbeing
- ✓ Engagement
- ✓ Recognition

**5X SOLUTION!** Experience Counts!

✓ Fixed Compensations Management

- ✓ Compensation Survey
- ✓ Compensation Budget
- ✓ Compensation Review

**FORTIFY YOUR WINS**

**5X SOLUTION!** Experience Counts!

✓ Rewarding

**REWARD YOURS**

- ✓ Short Term Rewarding
- ✓ Long Term Rewarding
- ✓ Performance Rewarding

**5X SOLUTION!** Experience Counts!

✓ HR Operations Management

- ✓ Employee Self Service
- ✓ Time Management
- ✓ Admin, Payroll and Labor Law

**BOOST YOUR SERVICE**

**5X SOLUTION!** Experience Counts!

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# E. TRAININGS HUB - RS

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**Training  
HR Budgeting**



**Training  
Org. Design,  
Compensation and Benefits**

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# Training HR Budgeting

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## BLOK 1

Satnica	Tema	Minuta
9:00-10:00	Upoznavanje Učesnika Treninga, Uvod u Trening i Svrha HR Budžetiranja	60
10:00-11:00	Postavka Planskih Pretpostavki, procesa i vremenskih odrednica	60
11:00-11:15	Pauza 15 Minuta	
11:15-12:00	Postavka Organizacionog Dizajna i postavka strukture pozicija	45
12:00-13:00	Postavka strukture zarada, nagrađivanja i Benefita i ostalih HR Opex Troškova	60
Ukupno Trajanje Bloka		Sati 4

## BLOK 2

Satnica	Tema	Minuta
13:00-13:45	Planiranje brojnog stanja zaposlenih	45
13:45-14:30	Vežba i odgovori na pitanja	45
14:30-14:45	Pauza 15 Minuta	
14:45-15:15	Postavka Budžetiranja troškova zaposlenih	30
15:15-15:45	Vežba i odgovori na pitanja	30
15:45-16:00	Pauza 15 Minuta	
16:00-16:30	Postavka Budžetskog izveštavanja o troškovima zaposlenih	30
16:30-17:00	Vežba i odgovori na pitanja i Zaključak Treninga	30
Ukupno Trajanje Treninga		Sati 4

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# Training Org. Design Compensation and Benefits

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## BLOK 1

Satnica	ORGANIZACIONA STRUKTURA I STRUKTURA POZICIJA	Minuta
10:00-10:30	Upoznavanje učesnika treninga i uvod u trening Svrha organizacione strukture i strukture pozicija	30
10:30-11:15	Dizajn i dizajniranje organizacione strukture	45
11:15-11:30	Pauza 15 Minuta	
11:30-12:15	Evaluacija radnih mesta i grejding	45
12:15-13:00	Vežba i odgovori na pitanja	45
13:00-13:45	Pauza za Ručak 45 Minuta	
13:45-14:30	Struktura pozicija i profili poslova	45
14:30-15:00	Vežba i odgovori na pitanja i zaključak bloka 1	30
<b>Ukupno efektivno trajanje bloka 1</b>		<b>Sati</b> 4

## BLOK 2

Satnica	FIKSNE KOMPENZACIJE	Minuta
10:00-10:30	Upoznavanje učesnika treninga, uvod u trening i svrha fiksnih kompenzacija	30
10:30-11:15	Istraživanje zarada	45
11:15-11:30	Pauza 15 Minuta	
11:30-12:15	Struktura fiksnih kompenzacija	45
12:15-13:00	Vežba i odgovori na pitanja	45
13:00-13:45	Pauza za Ručak 45 Minuta	
13:45-14:30	Upravljanje fiksnim kompenzacijama	45
14:30-15:00	Vežba i odgovori na pitanja i zaključak bloka 2	30
<b>Ukupno efektivno trajanje bloka 2</b>		<b>Sati</b> 4

## BLOK 3

Satnica	VARIJABILNE KOMPENZACIJE	Minuta
10:00-10:30	Upoznavanje učesnika treninga, uvod u trening i svrha varijabilnih kompenzacija	30
10:30-11:15	Analiza ključnih procesa	45
11:15-11:30	Pauza 15 Minuta	
11:30-12:15	Struktura varijabilnih kompenzacija	45
12:15-13:00	Vežba i odgovori na pitanja	45
13:00-13:45	Pauza za Ručak 45 Minuta	
13:45-14:30	Upravljanje varijabilnim kompenzacijama	45
14:30-15:00	Vežba i odgovori na pitanja i zaključak bloka 3	30
<b>Ukupno efektivno trajanje bloka 3</b>		<b>Sati</b> 4

## BLOK 4

Satnica	BENEFITI	Minuta
10:00-10:30	Upoznavanje učesnika treninga, uvod u trening i svrha benefita	30
10:30-11:15	Analiza tržišta benefita	45
11:15-11:30	Pauza 15 Minuta	
11:30-12:15	Struktura benefita	45
12:15-13:00	Vežba i odgovori na pitanja	45
13:00-13:45	Pauza za Ručak 45 Minuta	
13:45-14:30	Upravljanje benefitima	45
14:30-15:00	Vežba i odgovori na pitanja i zaključak bloka 4	30
<b>Ukupno efektivno trajanje bloka 4</b>		<b>Sati</b> 4

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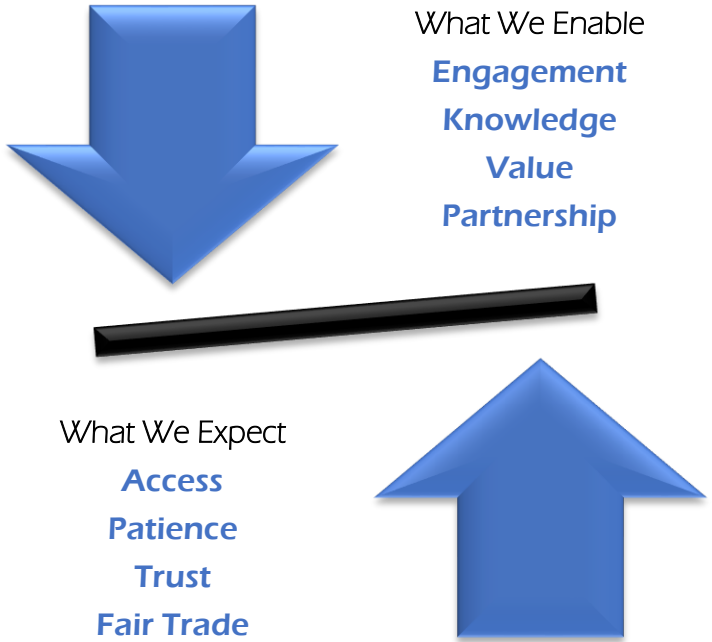
# F. PRICING

## Hourly and Daily Rates

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Please Contact Us for the Rates  
**Contact Details are on the Next Slide.**



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# G. OUR CONTACT DETAILS

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## Ready to Create Value for Everyone!?

### 5H Services

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