



**INTELLETO**  
CONNECTING PEOPLE AND BUSINESSES



# TALENT MASTERS

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BRINGING PEOPLE  
AND BUSINESS TOGETHER

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When you grow talent, you know the pain of wasting it.

 [info@intellecto.co.za](mailto:info@intellecto.co.za)  
 [www.intellecto.co.za](http://www.intellecto.co.za)

# UNDERSTANDING BUSINESS & PEOPLE

Your people - the only asset that can never depreciate if they are appreciated.


Intellecto was established in 2014. Over the years, we have developed a deep well of trusted experience across different industries in accruing the right talent, training and supporting talent and managing various talent programs. The embodiment of its name - Italian for Intellect - brings highly skilled, diverse people together to solve the questions posed to it. At Intellecto we believe that diversity drives optimal partnerships, innovative thinking and sustainable impact.

We provide our partners and clients with the intellect, resources and capabilities to identify previously unseen problems, rectify business deficiencies, design and implement new systems and revenue streams, and ultimately make organisations more efficient and rewarding for all stakeholders.

## Business = People




**CORE**  
Chartered Accountants




**70 +**  
Dedicated Staff Compliment



**15 +**  
Professional Consultants



**40 +**  
Diversified Client Portfolio



**40 YRS**  
Combined Experience



**500 +**  
Associated Employees



**APPROACH**  
Human Resource Services



ACCOUNTABILITY



INTEGRITY



INNOVATION



TRUST

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## The Human Resource Function

The human resource functions should be a visible aspect to the executive committee of the business, same as the financial results in the business. We follow an end-to-end approach using skilled human resource specialists combined with technology to close the gap from onboarding to exit interviews. This process ensures visibility of all employees.

We ensure that electronic employee files are built and kept in a secure environment and move away from the traditional employee file cupboard. Our electronic human resource function makes the process effortless to interact with all departments as well as with employees. Audit trails are kept for all employees through one central point of interaction and management.

Functions included are:

- Full electronic employee management system
- Recruitment (human resource planning)
- Onboarding and induction of staff
- Full payroll function
- Design, review and implementation of policies and procedures
- Reporting and submissions, including workplace skill plans and employment equity reports
- Industrial relations management
- Performance management
- E-learning and training facilitation

## Talent Recruitment

Bringing talent into your business is not a question of just bringing a body to a seat, but truly finding the candidate that will be part of your business, the beliefs, ethos and culture you want to establish. We specialise in recruiting back office staff (Finance, Administrative, Human Resource and Sales) ranging from entry level to executives.

Our first goal is to understand your business, the culture and people working in your business. This ensures accurate matching of candidates to business.

We have developed an extensive database over 7 years with a range of candidates available. The candidates can be accessed through a number of recruitment options such as once-off fees, retainer based, short-term placements (either on our payroll or client's payroll) and permanent recruitment services. Included in our recruitment:

- Assisting with job descriptions
- Salary benchmarking
- Recruitment and screening
- Shortlisting of candidates
- Interview setup (face-to-face or electronic: Zoom/Teams)
- Background checks (criminal and qualifications)
- Reference checks
- Negotiations

## Payroll and administration

Paying your people should not be a time-consuming and burdensome process. We focus on simplifying the administration process to ensure people are paid correctly

and on time. We design and implement processes and systems to ensure changes to payroll are tracked and approved in one centralized solution. Payroll and administration functions include:

- Leave-, overtime-, loan-, advance-, expense claim-, management
- Monthly payroll
- Monthly loading of the payroll EFT file onto the bank for release of salaries
- Month to month payroll reconciliation
- Submission of EMP201 to SARS
- Submission of bi-annual EMP501 to SARS
- Employment equity reports
- Workplace skills plans

## Talent Incubation

Organisations across the globe are struggling with the issue of attracting talent and how to upskill that talent alongside maintaining engagement. Candidates are assessed and verified as potential or current talent, aligned with the needs of the client's business.

Whilst in the incubator the talent is taken through training and upskilled to meet the requirements of clients onsite and offsite. This is an excellent way to maintain engagement and create a career path that is tailor-made for individuals at all levels. The following talent incubation services are offered

### INTERNSHIPS

- Fund raising
- Candidate sourcing, screening, shortlisting, interview logistics
- Onboarding and induction of interns
- Intern payrolls
- All industrial relations and intern support
- Full monitoring and evaluation, logbooks, attendance of interns
- BBBEE strategic input, programme alignment, audit management

### LEARNERSHIPS

- Learner Management System
- Full e-learning, online learnerships, as well as traditional learnerships
- Full learner and training management, student selection, onboarding, progress tracking, administration
- Tailor-made training and development solutions

## Bursary Management

Our bursary management solution has been running for 7 years, servicing programs as big as 3 500 students. The solution incorporates both the sponsored student as well as the company ensuring a full view of applications, current bursaries, current progress and completed bursaries.

What we do:

- Advertising of bursaries
- Bursary applications (develop potential shortlist)
- Contract management of selected bursars (complete bursar record)
- Progress monitoring and reporting (academic results)
- Disbursements to universities and colleges
- Loan repayment management

# CERTIFIED SOLUTION PROVIDER

## Partnering with Technology

My Solutions is the origin of a new revolution – the much-hailed Fourth Industrial Revolution – a fusion of leading-edge production techniques and smart systems that integrate with organisations and people. Come with us on a journey through the technologies driving this process and its accelerating advantage. This is achieved by simplifying digital engagement and experiences for clients and understanding the digital platforms.

Our Tech team assess every need and requirement, internally and externally and develops fit-for-purpose technology solutions to enhance processes and assist our clients.

## RANGE OF PRODUCTS



<100%  
CONVERTING  
DATA INTO  
INTELLIGENCE



Converting data into intelligence, equips you with the right information to make impactful strategic decisions for your business.

# my SOLUTIONS SUITE



A complete range of business operation solutions hosted in the cloud. My Product Solutions is used by accounting- and legal firms, companies and individuals.

LET US FOCUS ON YOUR COMPANY'S PROCESSES AND SYSTEMS, SO THAT YOU CAN DO BUSINESS...



## my CFO

INTERESTED?

- Full financial function
- Daily transactional processing
- Electronic tracking and approval of all expenses, payments and reconciliations
- Onsite or offsite or any combination
- Taxation, regulatory compliance
- Annual Financial Statements

## my SECRETARY

INTERESTED?

- New registrations with regulatory bodies
- Amendments to regulatory details
- Compliance management
- Board of Directors information packs

## my HR

INTERESTED?

- Full Human Resource function
- Recruitment
- Payroll
- Talent Incubation
- Internships, Scholarships, Learnerships, e-Learning
- Bursary Management

## my IMPACT

INTERESTED?

- BBEEE Strategy
- Business Incubator
- Skills development
- Supplier development
- Enterprise development
- Monthly scorecard

## my OPS

INTERESTED?

- Claims management
- Job card Management
- Fleet Management
- Stock/Asset Management

## my CLIENT

INTERESTED?

- Full CRM function
- Contract management
- Profitability analysis and Improvement
- Billing and collection



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get what they want.”

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