



# HR ADMINISTRATION

Traditionally, HR administration includes the development and management of documentation, related to personnel management, the movement of personnel and personnel records, as well as attendance and payments to staff.

HR administration - is a laborious and lengthy process, where you need constantly take into account the nuances of the labor legislation and constantly monitor its changes.

It should also be borne in mind that the majority of personnel documents in Ukraine are issued on the basis of standard forms, which have approved rules of registration.

In accordance with Ukrainian legislation, HR administration is the direct responsibility of the employer (legal entity, institutions, organizations) regardless of their form of ownership, type of activity, number of personnel and financial turnover.

Failure to comply with the various aspects of labor legislation leads to the material, administrative and criminal liability.

Our company helps you keep your HR administration in order.