

HR TECH TRANSFORMATION PROGRAMME (HRTTP)

Programme Objective

The HR Tech Transformation Programme (HRTTP) aims **to support enterprises in implementing HR technology through HR process re-engineering, redesigning of impacted HR job(s) and managing HR job transitions arising from the HR technology adoption.**

With strengthened processes and job redesign, HR professionals could spend more time on strategic HR to meet the organisation’s business objectives. HR technology could also enable a positive employee experience through online delivery of HR services at their fingertips.

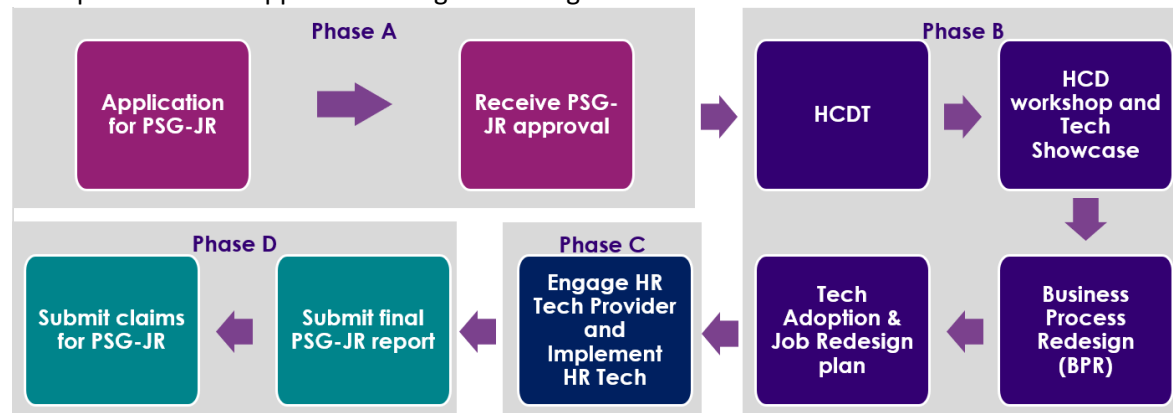
HRTTP Support for Enterprises

Through the HRTTP, enterprises can focus on three priorities:

- Increase job value and attractiveness through job enrichment or enlargement;
- Review work processes to streamline administrative or transactional tasks and improve productivity; and
- Implement HR technology solution.

There are four phases in the HRTTP. Upon receiving project approval (Phase A), enterprises will complete Phase B and C with support from Job Redesign consultants for the various job redesign services and HR technology implementation. At Phase D, enterprises will submit project report that is required for funding claims.

Enterprises will be supported through following milestones and services:



Details of Components in Phase B:

- Human Capital Diagnostic Tool (HCDT)** – Diagnose HR gaps and identify priority areas for improvement
- Consultancy for Human Capital Development (HCD)** – Enable HR professionals with the skills required to redesign jobs and manage change

- c. **Tech Demonstration Workshop** – Help enterprises understand the advantages of adopting HR technology solutions for different HR functions and select relevant HR technology solutions
- d. **Consultancy for HR Tech**¹ – Recommend HR technology solutions to streamline or automate transactional and administrative HR tasks for improved productivity and delivery of employee experience
- e. **Consultancy for HR Process Re-engineering** – Redesign HR processes with HR Experts to embed HR technology solutions
- f. **Consultancy for HR Job Redesign** – Recommend how impacted HR job roles can be enriched or enlarged to enable business objectives

Programme Outcomes

The Job Redesign consultant for HRTTP will support the enterprises on job redesign and deliver the following programme outcomes, i.e.:

- a. Increase job value and attractiveness through job enrichment or enlargement
- b. Review work processes to streamline administrative or transactional tasks and improve productivity
- c. Implement HR technology solution

Support for Job Redesign under Productivity Solutions Grant (PSG-JR)

Enterprises will receive funding support through PSG-JR for job redesign related consultancy costs incurred in their projects.

About PSG-JR

The Singapore National Employers Federation (SNEF) is appointed by WSG as the Programme Manager to administer the PSG-JR. Consultancy services for HRTTP will be provided by the following consultants supporting PSG-JR:

- Aon Solutions Singapore Pte Ltd, or
- Ernst & Young Advisory Pte Ltd, or
- Mercer (Singapore) Pte Ltd.

The appointed consultant will support participating enterprises to redesign work processes, job tasks and responsibilities, including the following areas:

- Scope and develop proposals for PSG-JR; and

¹ The programme does not fund procurement of technology solutions. Enterprises can consider tapping on the SMEs Go Digital programme concurrently to support the costs of equipment/IT solutions.

- Support the implementation of the PSG-JR project and work with the enterprises to achieve the committed deliverables for the project.

Funding Rates

Eligible enterprises will receive the following for approved projects²:

- Up to 70% funding for consultancy services, capped at \$30,000 per enterprise.

Participating enterprises have up to one year to complete their job redesign project.

On top of the above funding support for PSG-JR, eligible enterprises can also tap on the SkillsFuture Enterprise Credit (SFEC) to defray out-of-pocket (OOP) expenses for supportable programmes and components. Eligible enterprises will receive a one-off \$10,000 credit per firm to cover up to 90% of OOP expenses. More details can be found on <https://www.enterprisesg.gov.sg/financial-assistance/grants/for-local-companies/skillsfuture-enterprise-credit>

Eligibility Criteria

All participating enterprises must fulfil the following criteria in order to qualify:

- Registered or incorporated and operating in Singapore; and
- Must have at least three local employees³ at the point of application

In addition to the criteria above, at the point of application, applicant **must not have**:

- Made any payment to the JR consultant or third party in relation to the engagement of JR-related consultancy service; and
- Signed or confirmed any contract or purchase order with the JR consultant or third party in relation to the engagement of JR-related consultancy service.

All applications will be evaluated on a case-by-case basis.

Contact Details

Enterprises that are interested to find out more about the HRTTP can contact Ms Ong Jie Min from SNEF at jmong@snef.org.sg.

For more information on the PSG-JR grant, you may visit <https://snef.org.sg/incentives/psgjr> or contact SNEF at psgjr@snef.org.sg.

² Excluding Goods and Services Tax (GST).

³ Local employees can be Singapore Citizens and Singapore Permanent Residents. For enterprises related to the same parent enterprise, these affiliates will have to prove that their employees are not double counted in the enterprises applying for PSG JR.