



Your trusted Partner for everything in Payroll

Payroll Outsourcing

Statutory Compliances

Online Employee Helpdesk

Time, Attendance & LMS

Reimbursement Processing



## Who we are? Quick Facts

- Self funded company, started by CA & IT Professionals.
- Promoters bring in, 15 years of BPO, KPO & Payroll industry experience.
- Offices in Mumbai & Pune.
- Robust Software Systems.
- Updated Domain Knowledge.
- Client references across industry verticals.
- Young, Active & Flexible Solution oriented culture.

## Payroll Processes Exposure

- All Indian Regular Payrolls
- Time Sheet Processing
- Expatriate Payrolls
- Shipping Contract Payrolls
- Temp Staff Payrolls
- Facility's Staff Payrolls
- HR Data Processing
- Reimbursements

## Industry Verticals Covered

- IT, ITeS & BFSI
- Manufacturing & Heavy Ind.
- Healthcare & Pharma
- Path Labs & Clinics
- Hotels & Resorts, Malls
- Small Businesses
- Professional Services Firms
- Schools & Colleges

## What we do? | Scope of work.

- End to end payroll outsourcing services.
- Time Sheet, Attendance & Leave Management services.
- Employee Record Management.
- EPF, ESIC, LWF, Bonus, Ex-gratia, Leave Encashment.
- Statutory Challans preparation & e-returns
- Employee's Investment Proof Verification.
- Online Employee Self Service & Query Management.
- Payroll & Non Payroll Reimbursement processing.
- Payroll & MIS reporting to HR & Finance Departments
- E - TDS Filing, Income Tax Reporting & Tax Forecasting.
- Employee Loans, Advances, EMI, Arrears processing.
- Payroll journal preparation.

## Why do we exist in business ? | Benefits to clients.

- Payroll process time savings.
- Direct & indirect payroll cost savings.
- Penalty risk mitigation due to zero statutory mistakes.
- Payroll Confidentiality & its competitive advantages.
- Payroll Accuracy, boosting employee moral.
- Sorted HR, Finance Reporting for cleaner accounting.
- Improved Client focus on their core businesses.
- Simplified processes, easy scalability & service flexibility.

## How do we do it ? | Services Sample Workflow.

- For an on going payroll, existing process is reviewed.
- For new payroll, pay-cycle & structure is given to clients.
- Initial set up & transition findings are documented.
- Client validation is sought on the payroll schedule, reports, pay structure, workflows etc.
- Trial/Parallel run of the payroll cycle is carried out.
- Payroll goes live upon client's approves.
- Offsite support if given on Phone, Email & Web portal.