

INTELLIOB

MANAGED PAYROLL SERVICES

PayrollClick.com

HIGH-LEVEL
SOLUTIONS FOR FAST GROWING
BUSINESS



Intelliob™

Managed Payroll Services | INTELLIOB TECHNOLOGIES (P) Ltd.

OUTSOURCING YOUR PAYROLL PROCESS

In the current era of extreme competition in the marketplace, companies need to stay 'lean and mean', focusing on the core area of their business while outsourcing the critical but resource consuming back office functions. HR Management and Payroll Processing are back office activities that are better outsourced than done in-house.

The more variables involved in an organization's payroll, the more it makes sense to use payroll outsourcing. Payroll service companies can calculate payroll, adhere to the latest tax obligations, print and deliver checks, and provide management reports for a fraction of the Total Cost of Ownership of building and maintaining a large in-house department. It might seem ironic when you notice that the HR department itself adds to HR, staffing and payroll tasks.

Despite the potential savings, cost is not the primary reason why most firms make the payroll outsourcing leap. Rather, they want to get rid of the hassle of internal processing. This way, firms can deploy more resources to improving their core business area and thereby achieve the 'lean and mean' structure.

ONGOING COST SAVINGS

Outsourcing saves money. With outsourcing, you can convert fixed costs to variable costs and eliminate non-revenue-generating activities. Also, you don't need to spend money on planning for every eventuality that might come up. You pay only for those services you use and only when you use them. As your business grows, and with it your HR & Payroll requirement, your savings on outsourcing only increase. Your organization need not make the capital and operational expenses to build this infrastructure and keep on updating it as your requirement changes.

Our payroll outsourcing service is already equipped with the requisite infrastructure and the technology to manage every kind of processing requirement; small or large, simple or complex. This is where we help your organization work smart, not work hard.

SCALABLE SERVICES

Making changes to payroll processing systems is fraught with danger, not to mention terribly expensive and time consuming. This is where outsourcing saves the day. Our service adapts as your business evolves. Whether your company undergoes internal growth or contraction, merger or other corporate change, our highly scalable processes and technology easily integrate new business units, employees and systems, growing as you grow. And you no longer need to worry about the implications of ever-changing taxation rules. It is our responsibility to ensure compliance with the applicable laws.

Intelliob offers a wide range of customizable packages of end to end HR & Payroll processing solutions and you can pick and choose services as and when you need them.

PAYCARE PAYROLL PROCESS OUTSOURCING SERVICES

- We host an HR & Payroll management solution on Intelliob Servers
 - We manage hardware and software updates
 - We ensure compliance with the latest laws and rules
 - We provide timely and meticulous reports and MIS
 - We provide periodic data back-up
- You get peace of mind –

THE INTELLIOB ADVANTAGE

- Online-assisted conversion of existing data: We provide assistance with converting your legacy data from the current system to our state-of-the-art HR & Payroll Automation System.
- Web-based training: We provide web-based training and refresher courses to your personnel. Since the training is web-based, your employees can choose the time and place of their convenience to receive this training.
- Dedicated Internet Support Center: Intelliob maintains a dedicated Support Center on the Internet. As our valued customer, you are entitled to comprehensive support on HR & Payroll related issues.
- Convenient round-the-clock, Internet self-service: Whether it is usage training or viewing the latest payslip, your employees and managers can access our 24-hour self-service counter on the Internet and get up to date information.
- Reports on CD-ROM: Each pay period, your payroll reports are delivered on a CD. Reports can be sent through email as well, thereby reducing delivery time. You now have volumes of information available without wading through stacks of printouts or paying for the storage space for these stacks.

KEY ADVANTAGES FOR YOUR BUSINESS INCLUDE

Benefits to you as an employer include:

- Reduces exposure to cheque loss and fraud
- Eliminates need for local accounts for payroll-related transactions
- Increases staff productivity by reducing administrative tasks
- Helps boost employee productivity by eliminating payment delays
- Reduces capital investment and operations costs of IT, HR and Accounts units.
- Eliminates your risk of hardware / software maintenance and obsolescence
- Reduce costs on stocking stationery and consumables
- Get timely statistics, reports and MIS on salary-related expenditure
- Scalable service levels

- Immediate and long-term savings
- Resources freed up for better utilization in core areas

Benefits for your employees include

- Timely payment of salaries
- Hassle-free management of taxes and deductions
- Provides your employees with 24/7 online access to view their current and historical payroll information, whether at home or at the office
- View a three year history of their cheques and vouchers
- Access their payroll history for loans, mortgages or other financial needs
- Compute estimated Taxes on Investments
- Plan tax-reducing investment schemes
- Receive email notification when pay documents are ready for viewing

SOLUTIONS

Creation & Maintenance of database that will capture the following data:

- Configuration Masters, Rules, Wage structures
- Complete Employee footprint

The flexibility built into the system and exhaustive wage structures allow the system to meet most requirements with minimal customization.

Provision for investment intent declaration at start of the year to facilitate tax planning

- Monthly processing
- Payroll processing that will be undertaken on a monthly basis
- Processing of Attendance data to compute Pay.
- File for direct credit to employee's salary account
- Updating of Masters and Employee footprint
- Incorporating any wage structure changes
- Reimbursements in the nature of Cash / Voucher adjusted in the payroll

- Incorporating any rule changes both internal and regulatory
- Incorporating any tax laws changes
- Ad-hoc payments - bonus, performance awards, etc.
- Exemptions under LTA, Medical allowances and Conveyance as per rules
- Automatic arrears computation for cases such as :
 - Delayed wage revisions
 - Retrospective adjustments

All Statutory requirements as per the requirements of various regulatory authorities as well as a comprehensive tax module

- Income Tax compliance
- Profession Tax compliance
- PF compliance
- ESIC compliance

Compliance with Employee Welfare Scheme such Labour Welfare Board and others that may be applicable to the establishment

Prioritized recovery sequence and carry forward of any un-recovered amounts to next processing month. The Loans covered can broadly be classified as:

- Company loans
- External loans - LIC, HDFC, etc.
- PF refundable loans
- Pay-slips (printed or emailed).
- Payments
- Deductions
- Loan balances
- Leave Balances

Form 16 (Income Tax) to employees with an option for bulk filing at Income tax office at a nominal rate borne by the employee

Statutory Reports needed for compliance with the various regulatory authorities

- Form 24 (Income Tax)
- Form 12 BA (Perquisites)
- Section 217 (Companies act - attachment to the directors report)
- PF Return
- Prof. Tax Return
- ESIC Return
- Employee Welfare Scheme Reports
- Web interface for Employees
- Employee / Manager login
- Pay-slip queries
- Downloading loan application forms and additional nomination forms.
- Submitting loan applications
- Applicable wage structure
- Investment declaration Online
- Reimbursements Online

THE PROCESS FLOW

