

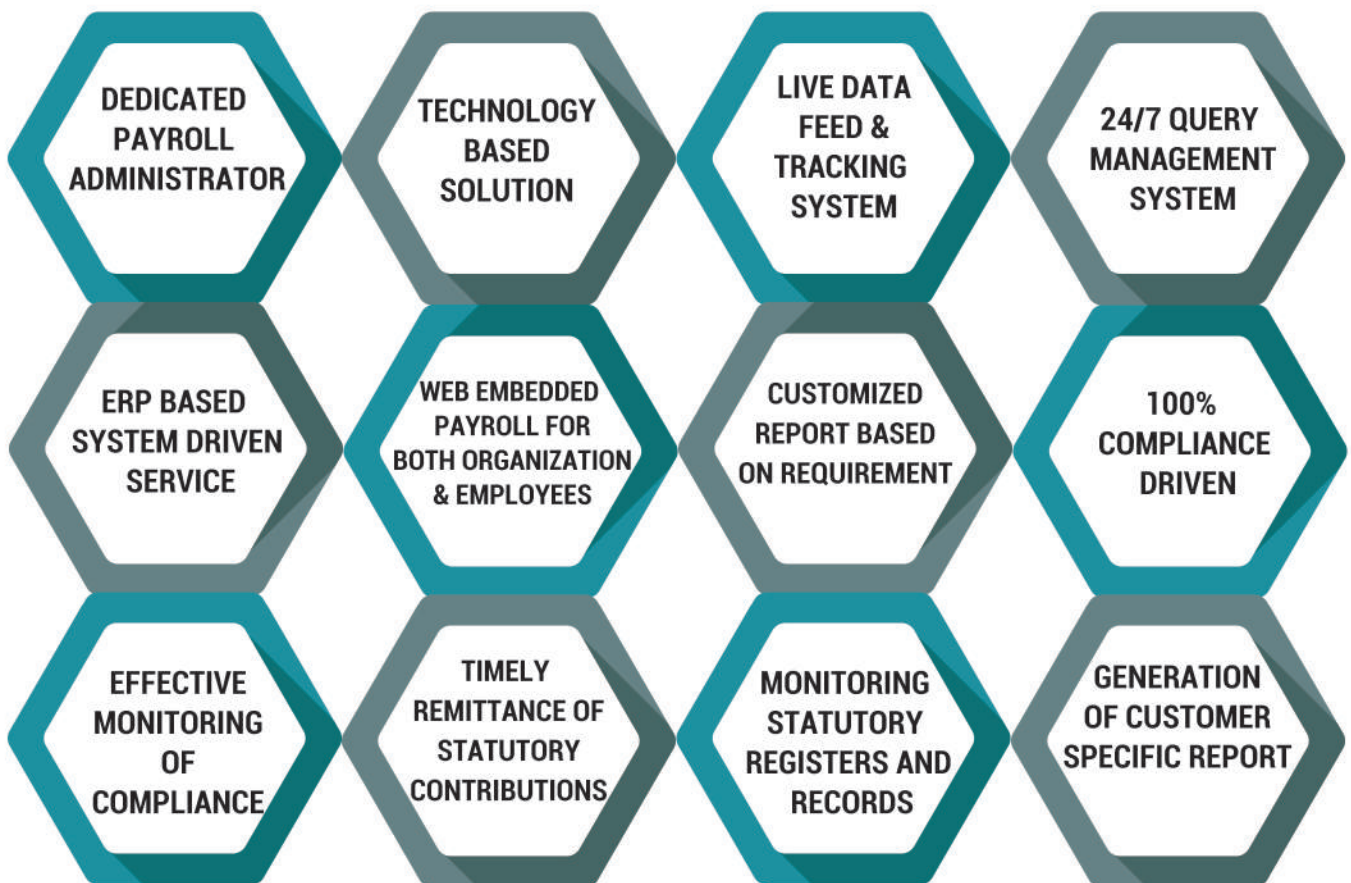
PAYROLL SERVICES



TeamPRO offers complete payroll outsourcing services in India. Our cloud based system allows for huge connectivity benefits while your business is on the go. Our services will be alongside you as your business travels around the world.

PAYROLL SERVICES

AUTOMATED CLOUD BASED PAYROLL SYSTEM



Team PRO offers complete payroll outsourcing services in India. Our cloud based system allows for huge connectivity benefits while your business is on the go. Our services will be alongside you as your business travels around the world. Our state-of-the data center ensures a high level of security of data and information in any format. Absolute confidentiality of client and employee information is maintained at all times. Our diversified presence has enabled our specialists to cater to our clients' Payroll requirements for any location in India or abroad. We pride ourselves on delivering the highest possible standards in payroll Outsourcing Services in India and overseas and this has been possible due to our high levels of automation. Our Internet-based portal allows quick approvals and disbursements while maintaining security, accuracy, and confidentiality. We understand and appreciate the importance of confidentiality of employee data. Our Payroll processing system meets the SSAE18 – Type II certification for the adherence to the payroll process and IT controls. This naturally involves several security measures to protect data while preventing unauthorized access.

OPERATING PROCEDURE



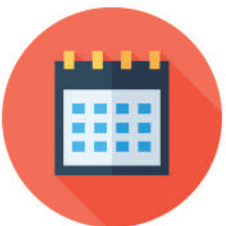
INITIAL SET-UP

- Salary & benefits structure
- Data migration
- Employee Mater & Rules
- Dry & Parallel run



RECURRING MONTHLY

- Collection of time sheet
 - Biometric integrated attendance system (Client data)
- Payroll process
- Draft and final payroll submission
- Report generation
 - a. Pay register*
 - b. Leave Reports*
 - c. Bank Advance*
 - d. IT reports*
- Generation of pay slips
- Computing of TDS statements (Adjustments if any)
- Computation & validation of EPF, ESI & PF
 - a. Generation of challans*
 - b. Alert of payments*
- Leave Management
- Reimbursement module updation & Validation



ANNUAL

- Taxation – Employees
- Receipt & verification of IT declaration document
- Generation of form 16

STANDARD OPERATING PROCEDURE

The payroll services we deliver follows clearly defined processes and clearly defined SLA's. Our commitment to delivery can be easily understood and verified. We follow fully automated processes to handle your payroll outsourcing process so that possibilities of human errors are removed. We have ensured that our payroll processing follows all the required standard and government and Tax regulations. To ensure accuracy, we execute multi-level process check that eliminates any errors. We have strong quality assurance mechanism in place that includes pre-payroll validations and post payroll Quality Assurance. This enables us to provide highest quality service and achieve 100% accuracy. We take away all your headaches for payroll processing and ensure you have to literally do nothing.

EXECUTION PROCESS

**DAY
1**

Client will provide payroll sheet (PS)

**DAY
2**

We will process the payroll for data validation & execution

**DAY
3**

1st cut / Draft processed payroll sheet will be submitted to client for approval

**DAY
4**

Final processed payroll sheet will be submitted to client for approval

**DAY
5**

Final processed payroll sheet (FPSS) is approved by the client

**DAY
7**

Execute the payroll and pay slips for all employees

**DAY
13**

TeamPRO will upload data and generate challan for PF, ESI & PT

**DAY
15**

Submit all originals of statutory forms and submission of challans to the client

**FINAL
STEP**

Receive TDS challan information from client, file E-TDS on quarterly basis as 15th July, October, January & April & submit form