



STAFFING SERVICES



At TeamPRO, we help our clients with staffing, by creating a pool of candidates, thus enabling the client to choose and hire from the candidate pool with ease. With services including Short-term / Long-term supply, our staffing services helps organizations in hiring right people for their operations.

TEAMPRO

OUR SERVICES

Organization creates a pool of applicants through staffing and this will act as a way-bridge to choose the right person for a job, thus increasing the organizational effectiveness without much burden to the principal employer. Staffing is the process of acquiring, deploying, and retaining a workforce of sufficient quantity and quality to create positive impacts on the organization's effectiveness. We do offer staffing solutions at TeamPRO to provide our clients with both Professionals and Technical Resources. Any organization needs the right people to succeed! We support short-term, seasonal, high-volume and niche contract requirements. We also provide contract-to-hire talent for project-based support with the option to hire our contractors as permanent employees, or find the permanent top talent your company needs today. By listening to our clients' business needs, we have gained a unique perspective into how we can help.

WE SUPPLY



OPERATING PROCEDURE

Signing up the service level agreement (SLA) & Scope of work (SOW)	Sourcing of matching resources as per JD	Shortlisting Potential Candidate	Providing sponsorship (International only)	Mobilization & Deployment	Monitoring of basic life support activity transportation food & Accommodation on Daily basic	Salary disbursement on time
--------------------------------------------------------------------	------------------------------------------	----------------------------------	--------------------------------------------	---------------------------	----------------------------------------------------------------------------------------------	-----------------------------

STANDARD OPERATING PROCEDURE

Assesment & Understanding of Job Description	First Level Screening of Potential Candidates	Arranging the Interviews with the Selected Candidates	Documentation & Processing	Daily attendance Monitoring	Monthly Timesheet and payroll Management	Remittance of Statutory Payments
----------------------------------------------	-----------------------------------------------	-------------------------------------------------------	----------------------------	-----------------------------	------------------------------------------	----------------------------------

OUR USP

- INDUSTRY EXPERTISE**
- RICH EXPERIENCE & PROVEN SERVICE TRACK RECORD**
- EXCLUSIVE RESOURCE TO MONITOR THE TIMESHEET AND MOVEMENTS**
- COMPLETE COMPLIANCE OF STATUTORY REQUIREMENTS**
- TECHNOLOGY EQUIPPED PROCESS**
- DIGITALLY OPERATED PAYROLL SYSTEM**
- PAYROLL AND NON-REMUNERATION PROCESS MANAGEMENT**
- ON TIME PLACEMENTS**
- PLUG AND PLAY TYPE RESURCES**
- SERVICE EXPERTISE**

SCOPE OF WORK

CLIENT REQUIREMENT ASSESSMENT & MIGRATION

- Setting up of employee master – Employee Details, Earnings & Deductions
- Setting up of rules – Tax, LTA, Medical Reimbursement, Loans
- Sign-off on the process document and deliverables
- Dry run for the current month to match output
- Parallel run for 2 months and match output
- Live-run

MONTHLY:

- Collection & Verification of variable input
- Payroll and full & final settlement process
- One cycle reimbursement processing in a month
- Income tax computation based on the ITDF's and proofs
- Pay slips and IT computation sheets through email
- Dispatch of the final pay out master.
- Standard reports & MIS as agreed in the agreement

YEARLY:

- Proof collection, verification & updation
- Communication of the tax liability
- Form 16 & 24 processing
- Form 24 filling

CLIENT RELATIONSHIP :

- A CRM based client interaction and engagement process
- High and measurable standards for responsiveness and first time resolution
- Feedback calls to access the quality of our service
- Detailed communication charter

REPORTS & MIS:

- A web based client portal
- Configured for selective viewing: Ensuring confidentiality with access
- Ability to factor in a complex set up of cost centers, SBU, Line managers, Geographic zones etc

VALUE ADDS :

- Automated reminders and checklists to ensure that the workflow is timely and accurate
- Reminder / Alerts for PAN/ITDF/Proof submission
- E pay slips

