

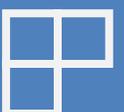
2015

Free Guide on Payroll Management Services

Managing Payroll and Cloud Payroll

The document covers the basic payroll management techniques and also briefly explains the benefits of Cloud Payroll Services.

Payroll Management Services
Gapeseed Consulting Pvt. Ltd.
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Payroll Services

We shall be pleased to offer payroll services to your esteemed organization. To ensure a better understanding of the company, this guide sets forth the standard processes as well as the nature and limitations of payroll services.

Payroll is an important business process. It demands correctness, timeliness and complete confidentiality. Gapeseed provides you access to secure online payroll services account.

At Gapeseed Consulting, we offer:

- End to End payroll administration right from employee joining to full & final settlement.
- Customizable tax tables, calculations and forms.
- Export data into any one of several supported accounting programs or create spreadsheets or reports for manual entry into the system or for informational purposes.
- Provident Fund and complete Medical reimbursement calculations & payments
- Track vacation, sick & holiday pay in addition to regular bonus and commissions.
- View, save and/or print archived payroll information, tax forms and payslips.
- Maintain all statutory records such as Tax deducted at Source, Provident Fund contributions etc.
- Generation of quarterly, half-yearly and annual reports for electronic filing.
- All statutory forms such as Form 16, Form 12, Form 6, Form 24Q and Form 24 etc., are required for filing quarterly and yearly returns
- Statutory Audit Services
- Easily accessible reports covering key trends/ metrics

Payroll Cloud Services:

The business processes are going strong in technology and the HR processes are getting automated through these technological up-gradations.

Cloud system is developed to simplify entire payroll processing. It will help you to streamline your entire payroll process and manage it efficiently without any additional investment on hardware or software infrastructure.

Features of Cloud Payroll include:

Fully automated and easy to use

The cloud payroll solution is built to simplify and automate your entire payroll processing activities so that you can focus more on what is important to you – your employees. The applications provide great interface and offers great ease of execution.

Convenience: Mobile payroll, integration and flexibility

You can access the payroll software on cloud via desktop or mobile devices from anywhere, anytime. The solution can also fully integrate with other ADP cloud software solutions such as time, attendance and leave management systems.

Secure: Best in class data security and confidentiality

Your employees rely on you to keep their data private and secure. Our services ensure best practices in security and confidentiality.

Advantages:

HR Leaders & Key Decision Makers	Workforce
<ul style="list-style-type: none">• Accuracy• Easy Interface and Multiple Access• Streamline & scalability• Anytime access to reports and data• Ready access to statutory updates• Data Security and maintenance	<ul style="list-style-type: none">• Flexible online pay-slips, tax computation sheets, reimbursement slips• Ready access to company policy• Convenience-Online claim submission, investment plan submission

Gapeseed is focused on aligning and customizing its solutions to meet client needs. A detailed proposal shall be shared with you after the initial discussions with your HR team. We have Payroll Packages for

Startups & SMEs of 0-20 employees. We offer Cloud Payroll Assistance for an organizational size of 100-5000 employees.

Briefly about Gapeseed Consulting's **8 Steps Payroll Process** for payroll execution.

Step 1. PRE-PROCESS DOCUMENTATION

Gapeseed Consultants will understand the existing process before offering any suggestions on the re-engineering process of Payroll Management. This would help us share the expectations and streamline the scope of payroll processing.

- The trial run for a month will be closely monitored by our team to ensure that we are in line with the expectations of the client.

Step 2. ADHERENCE TO CORPORATE POLICY

It is important to ascertain that the business processes and procedures are as per the desired corporate policies. The following is a brief checklist on the policy check:

- To make sure that the procedures are in place to maintain the records of Corporate Circulars and the related payroll policies are updated at the regular time intervals.
- The details on salary components – both fixed and variable.
- Details on employee benefits –monthly as well as yearly.
- To make sure that the policies are abiding the local laws and the payroll process is abiding to them.
- Receiving job details along with job code allocation. The job code allocation is to be given according to the type of job description.

Step 3. COLLECTING TIME SHEETS with ATTENDANCE SHEETS

If the on-line system is maintained, then it will ensure automatic checking with the attendance register and time sheets. Otherwise the attendance sheets and the time sheets are to be compared manually and shared regularly.

Step 4. RECEIVING SALARY DETAILS

- Receiving attendance details from personnel department
- Terms of appointment
- Receiving details of salary structure
- Receiving details of Promotion, Increment and Confirmation

Promotion: Changes of Grade, Salary Structure, and Department etc. will be initiated in case of promotion on the basis of the information received from personnel department.

Increment: The increment letter of an employee is to be forwarded to us and necessary changes shall be incorporated in the system.

Confirmation: All the Information forwarded to us on entry/ exit of an employee shall be incorporated before the payroll processing of every month. However, there will be cutoff dates for provision of such information.

- Details of disciplinary action taken
 - Every disciplinary action is based on certain terms and conditions.
 - Terms and conditions, if have any effect on salary, the same will be incorporated in the system.
- Receiving details of Resignation and Retirement
 - **Resignation:** In the event of resignation by any employee, the exit documentation shall be made available at your end and final settlement amount calculation and disbursement will be our responsibility.
 - **Retirement:** In the event retirement of any employee, be it normally or voluntarily, the final settlement amount will be computed by our experts and disbursed in the native's account.
- Receiving the details of Employee Advance

Step 5. UPDATING SALARY DETAILS

- The terms of appointment
- Salary Structure
- Annual benefits
- Attendance details
- Overtime details
- The details of reimbursement
- The promotion, increment and confirmation details
- The details of departmental transfers
- The details of resignation, retirement and retrenchment
- The employee advance position

Step 6. PRE -REPORT GENERATION & VERIFICATION

- Salary register
- Variance Report

Step 7. RECTIFICATION

- Data Correction

- Entry Modification
- Special Case review (if any)

Step 8. GENERATION OF REPORTS

- Salary register (Monthly)
- Pay slips
- Advance register
- Bank Statements
- Other deductions and allowance statement

MIS REPORTS

- As per client requirements.
- Reports to comply with local authorities, if any

For More Details write to us at info@gapeseedconsulting.com with the subject, 'Payroll Services' and we will be happy to help.

You can also fill up this contact form [here](#) and we will touch base with you.

Or call us at, +91-9599444639 | +91-9599444630 between 9am to 6pm, Monday to Friday