1
GATHERING OF DATA
MR will get all data from client, with regs to attendance/leave/ OT/expenses claim/ loss of pay etc
2
VALIDATION OF DATA
MR wil be validate the data provided and share a report about the same with the client
3
PAYROLL CALCULATION
MR will share a report towards payroll calculation - net pay out values & share Employee TDSreport
4
APPROVAL FOR PAYROLL
Approval from client to process payroll
5
PROCESS SALARY
MR will process the salary & Client will do the Payout from thier end
6
MONTHLY SALARY PAY SLIPS
MR will share payslips to client employees
7
EMPLOYEE TDS
MR will process TDS for Employee if applicable
8
STATUTORY COMPLIANCE
All statutory deductions like ESI/EPF will be remitted to the repsctive govt. agencies
9
PAYROLL REPORTS
All reports/challans, like salaryregister/EPF/ESI challans will be shared with client