

Payroll & HRMS Presentation

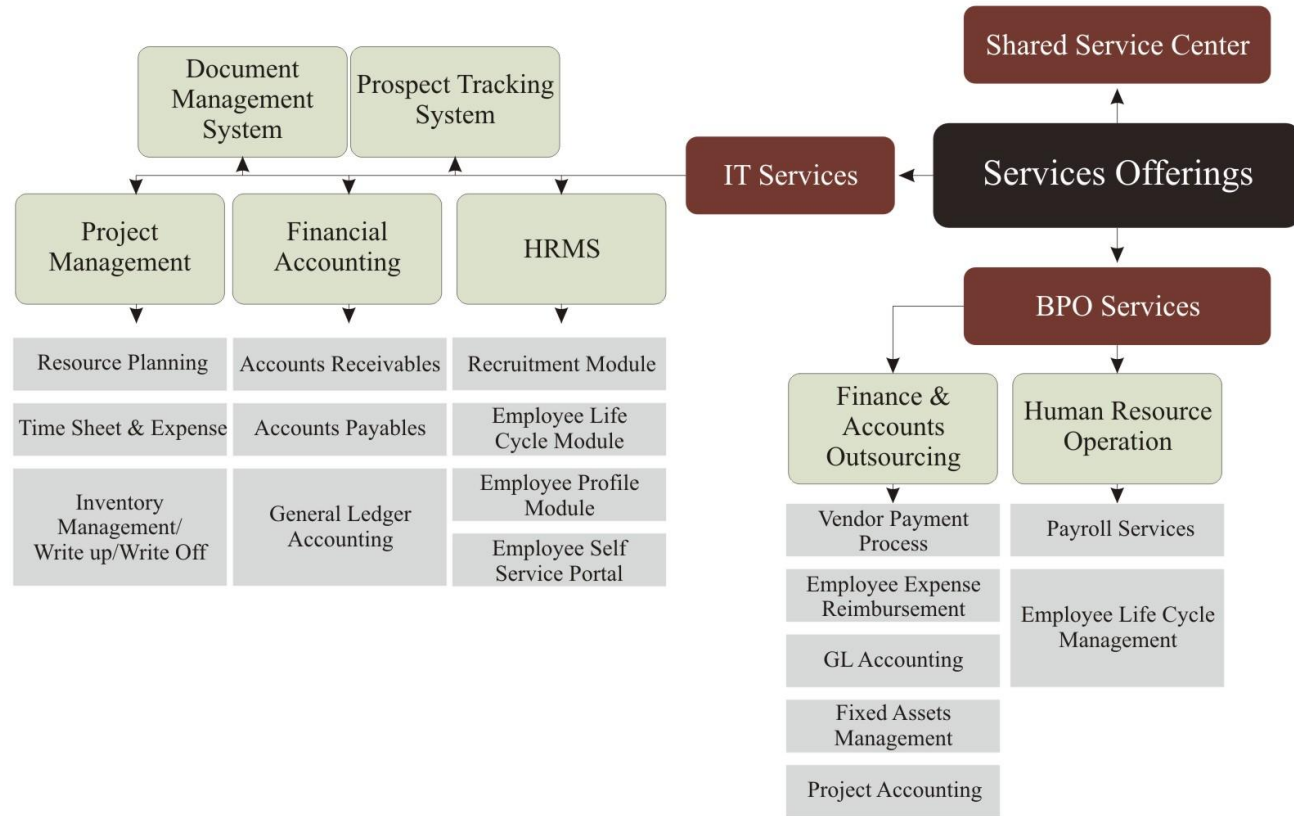
Osource (India) Private Limited – An ISO 9001:2008 Certified Organization

About Osource

Osource is one of the leading providers of outsourcing and technology solutions. Osource blends its deep process expertise and best practices with optimum technology deliver a comprehensive solution. Owing to strong focus on coupling business processes & technology platforms, Osource has been one of the first organizations to have offered platform-based outsourcing solutions.

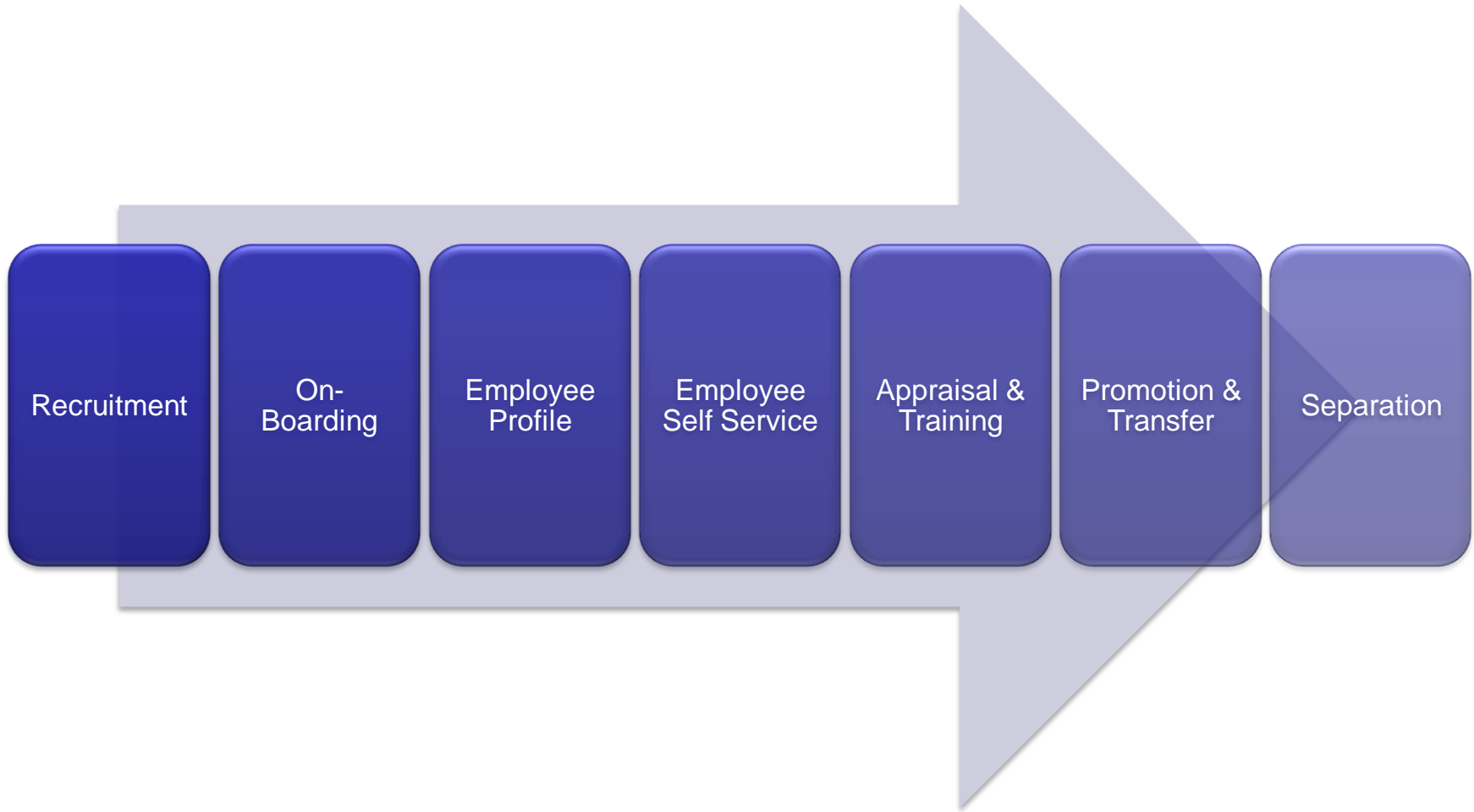
The services are offered and seamlessly delivered from multiple delivery centers to meet client's business objectives, process enhancement and cost optimization goals.

Osource provides customized solutions to an eclectic range of industry verticals namely, Banking & Financial Services, Media & Entertainment, Logistics, Hospitality & Health Care, Travel & Foreign Exchange, Legal, Print & Publication, Telecom & Networking, Pharmaceutical, Manufacturing, FMCG, Cosmetics, Mall & Retails companies, Online Retail, Petrochemical, Software & Business Process Outsourcing.

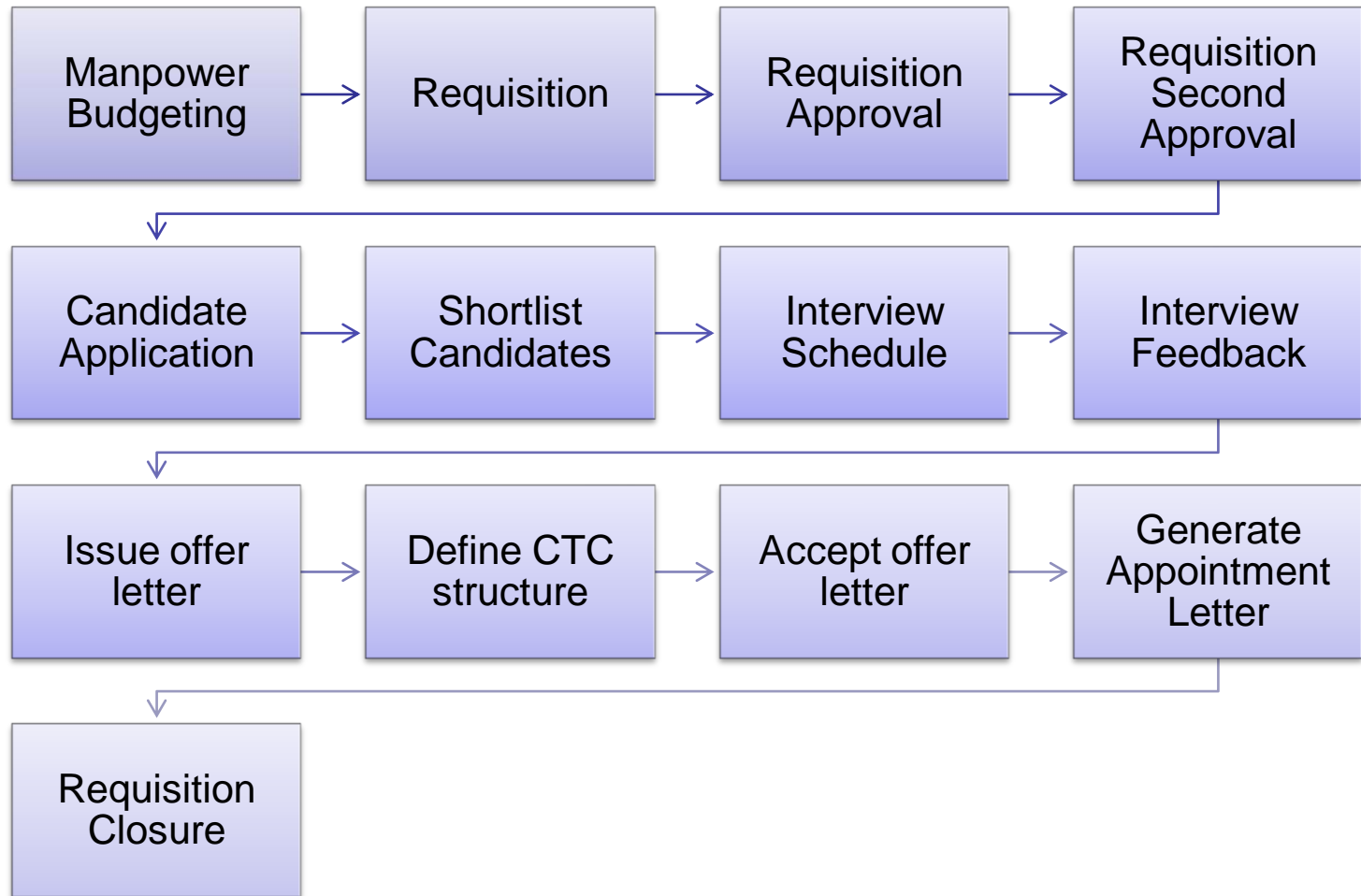


HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

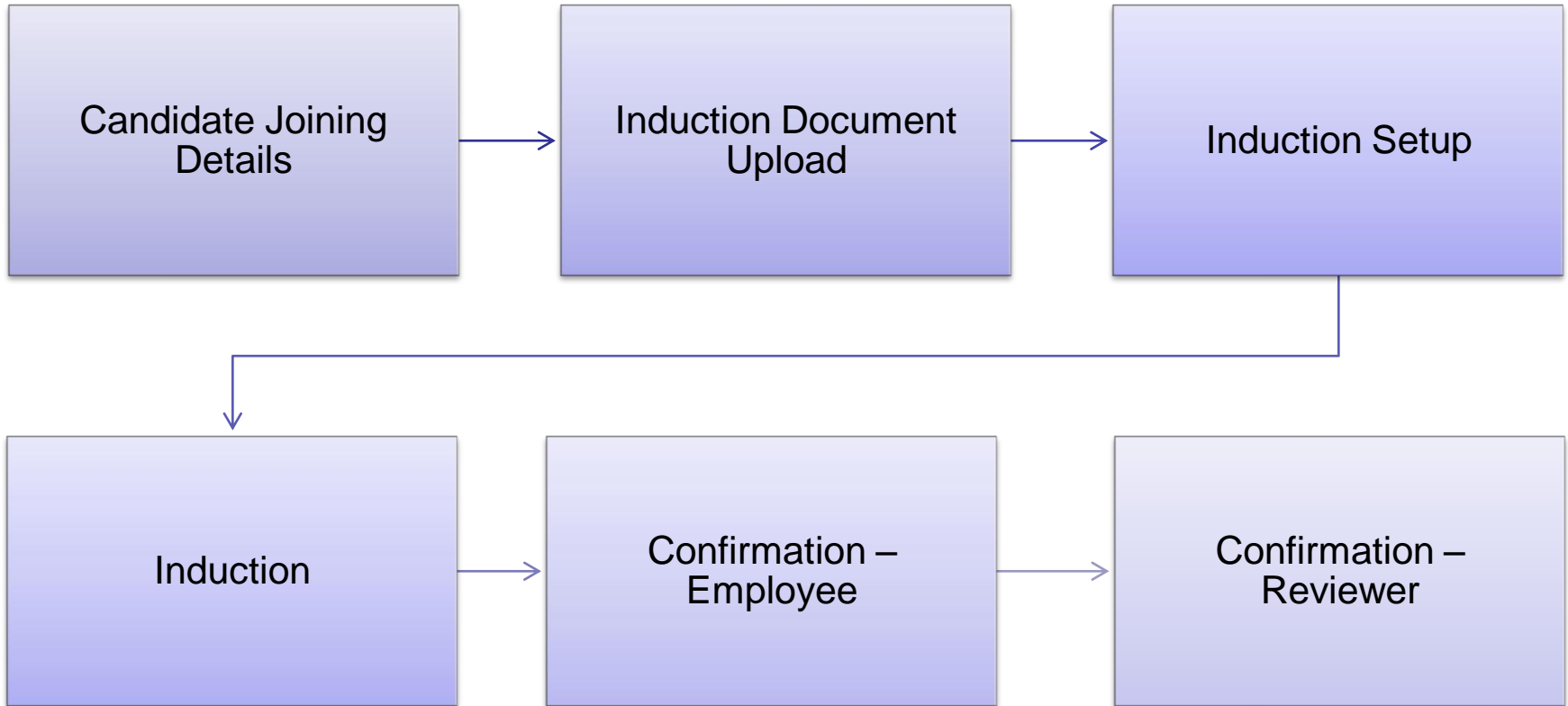
HRMS at a Glance



Recruitment Module Workflow



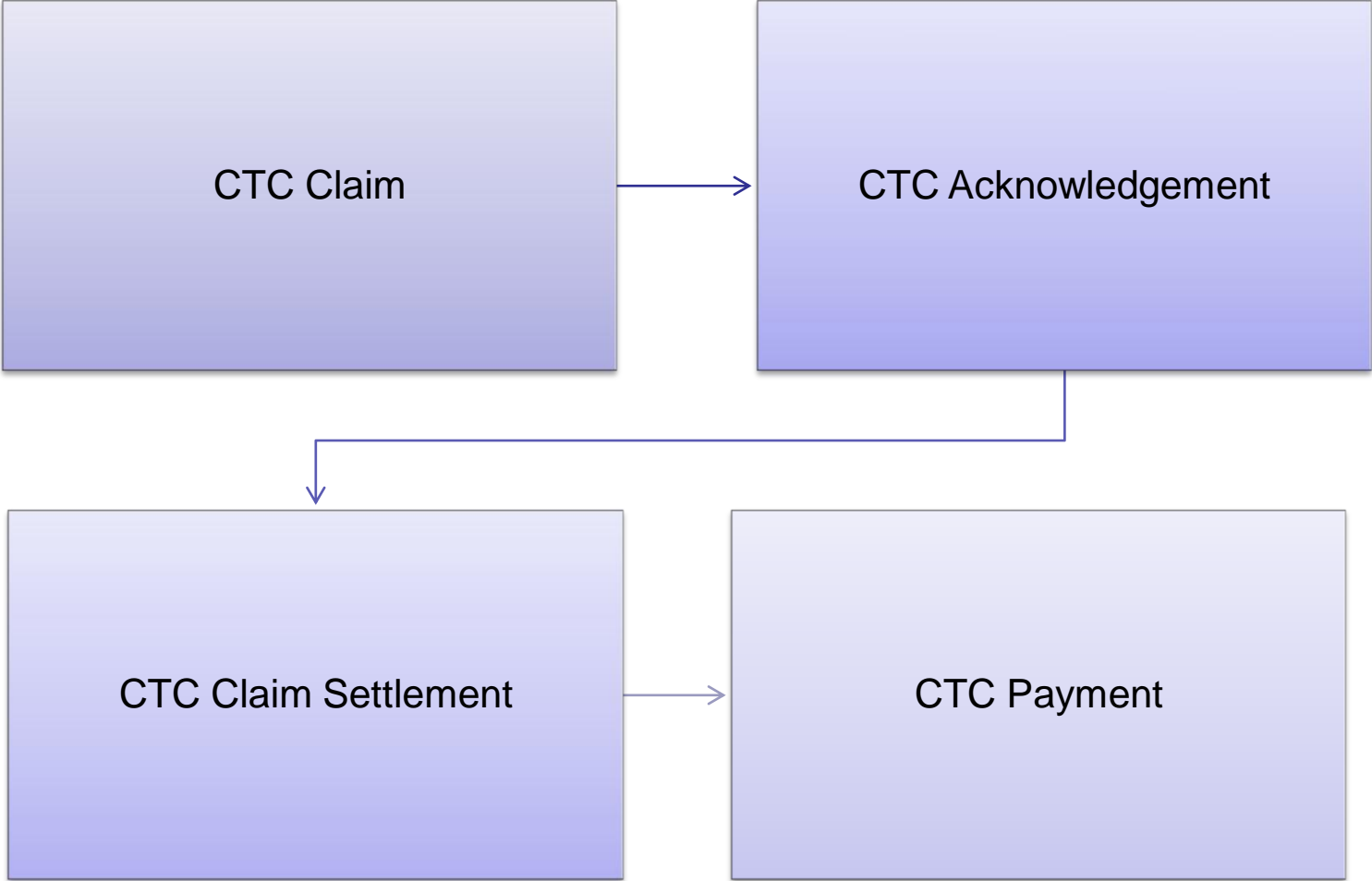
On-boarding Module Workflow



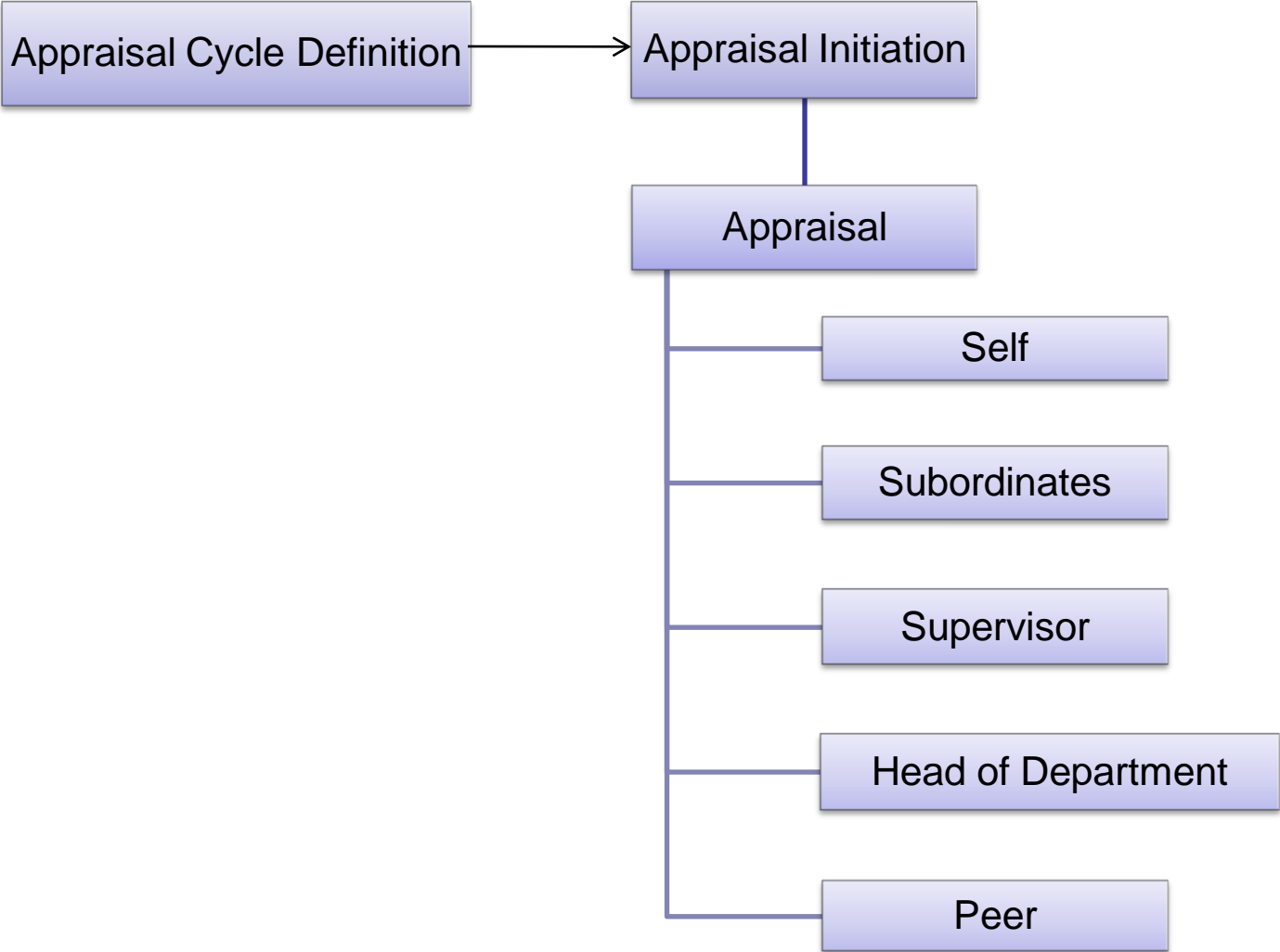
Employee Self Service Module



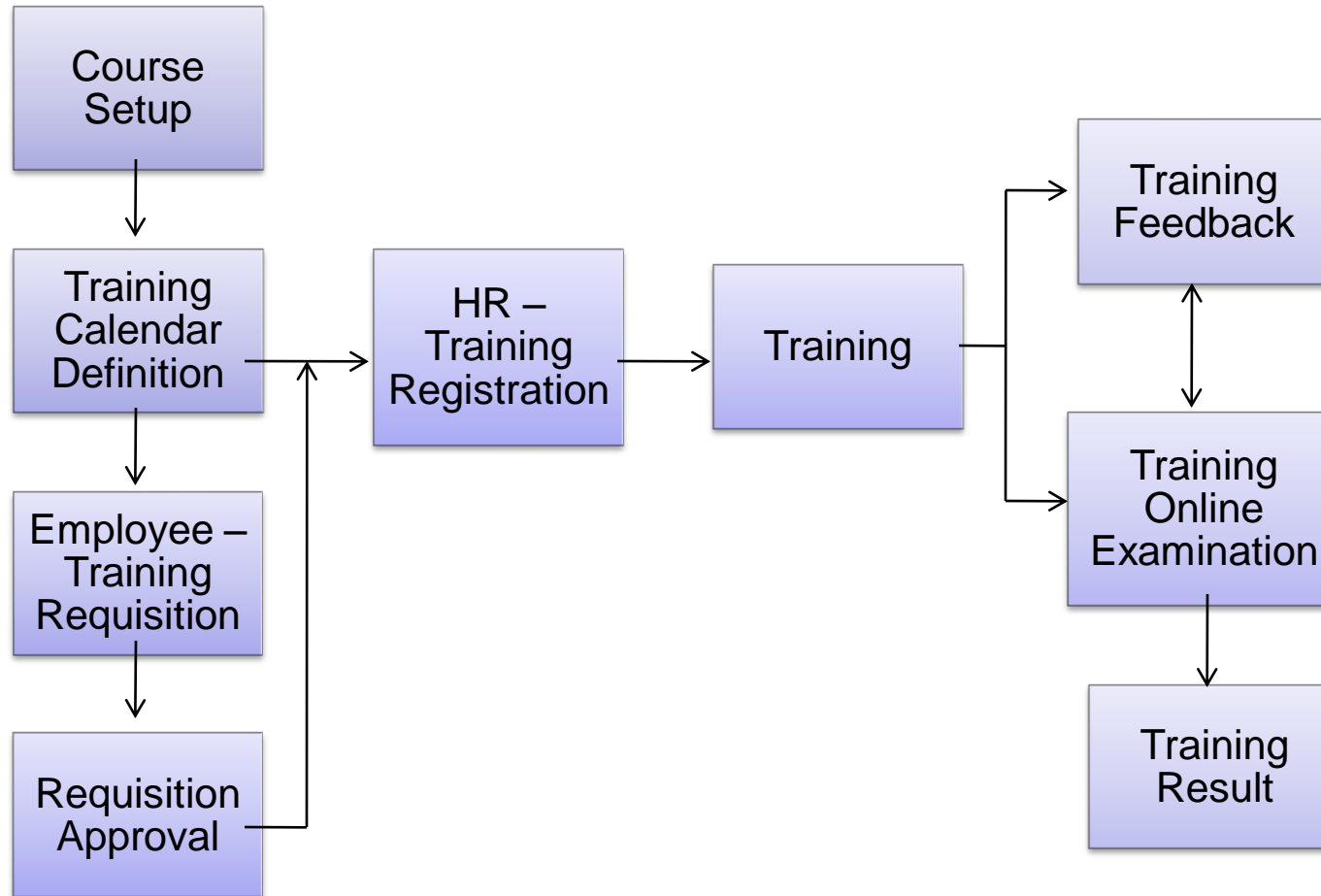
CTC Reimbursement Module Workflow



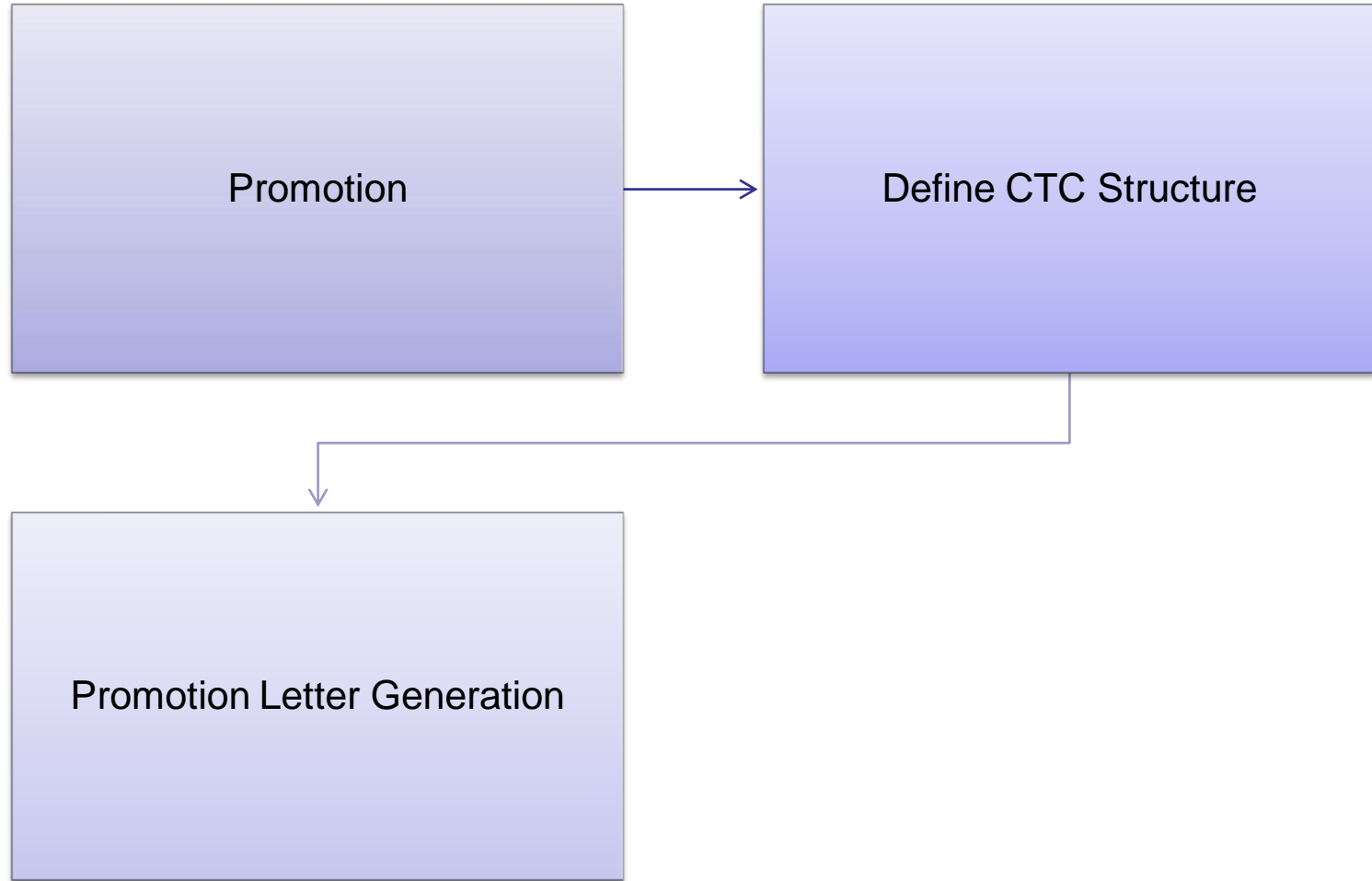
Appraisal Module Workflow



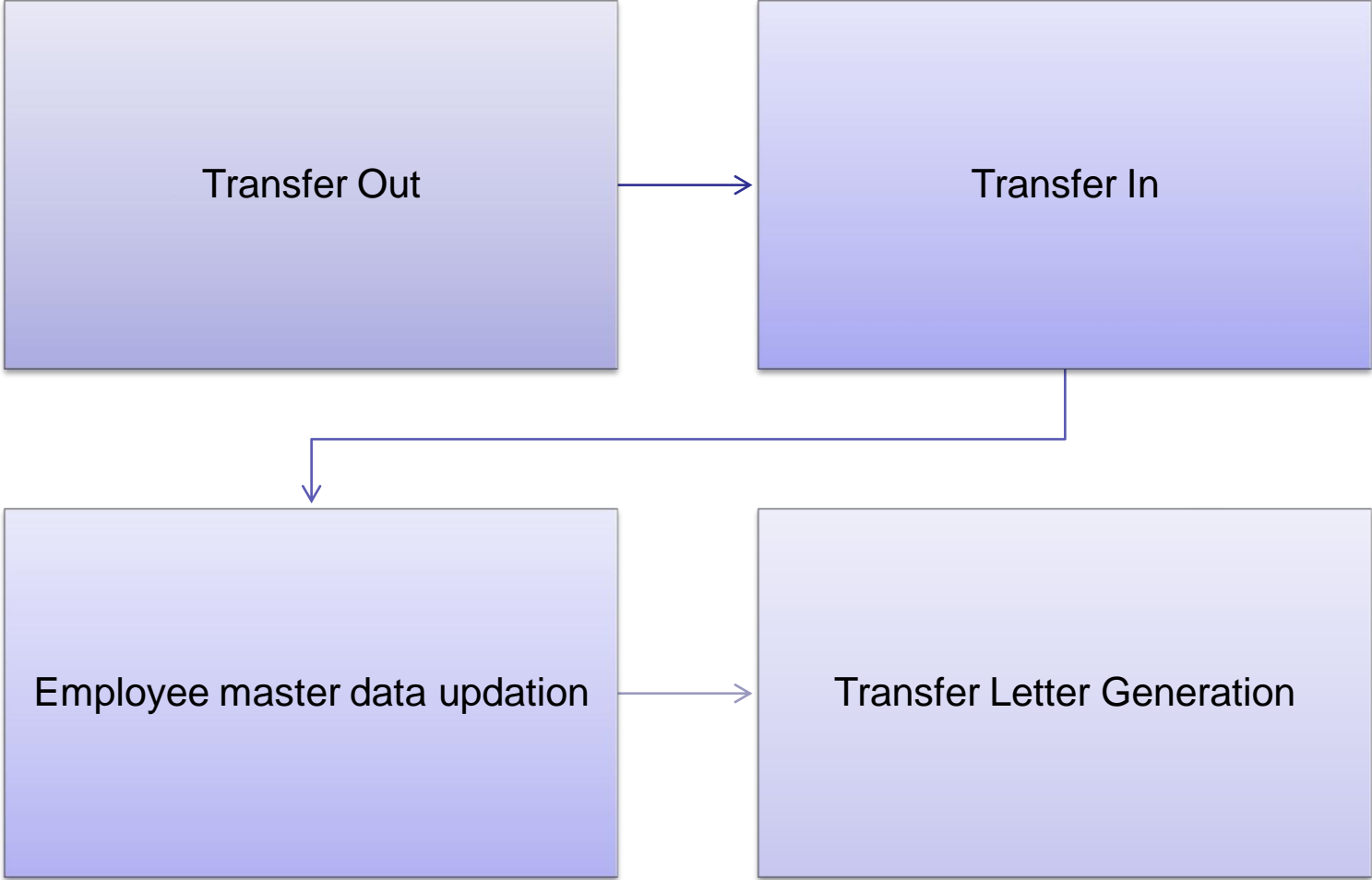
Training Module Workflow



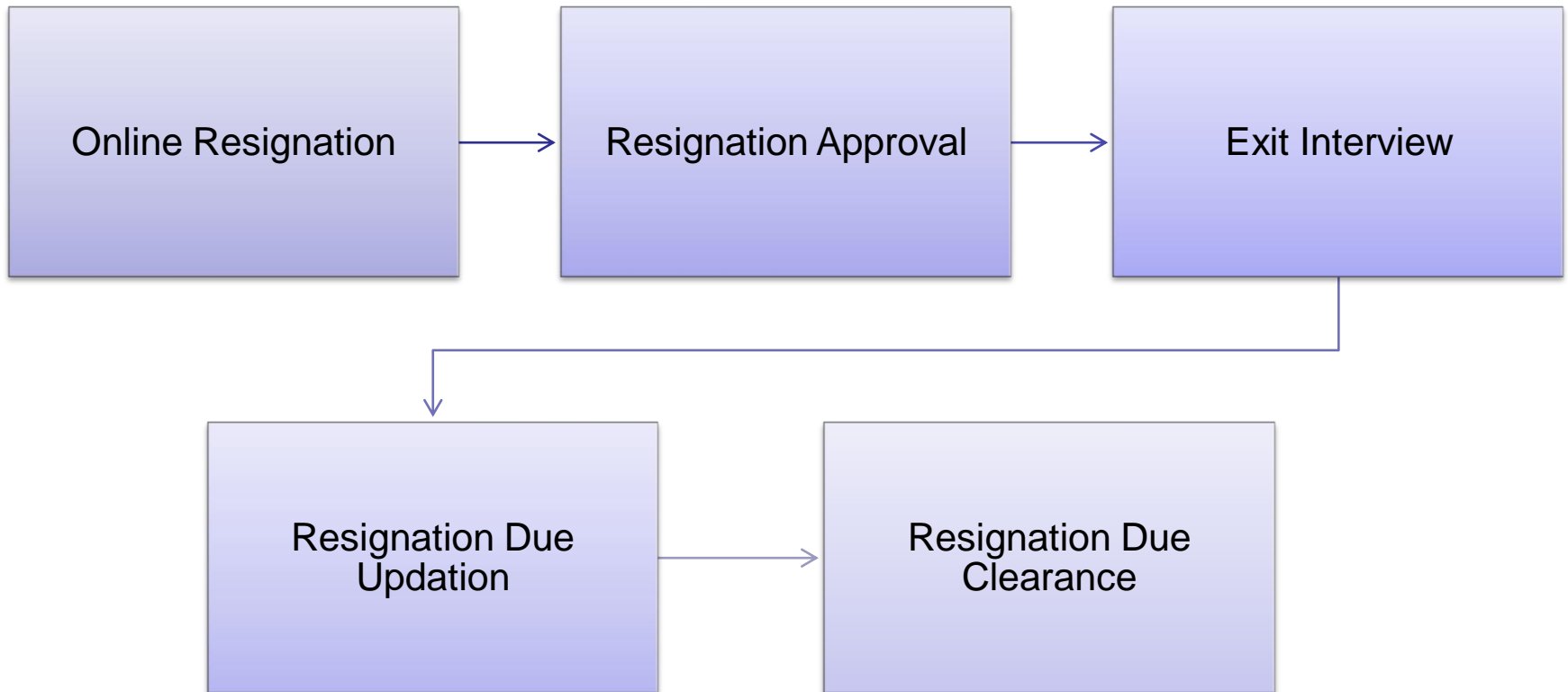
Promotion Module Workflow



Transfer Module Workflow

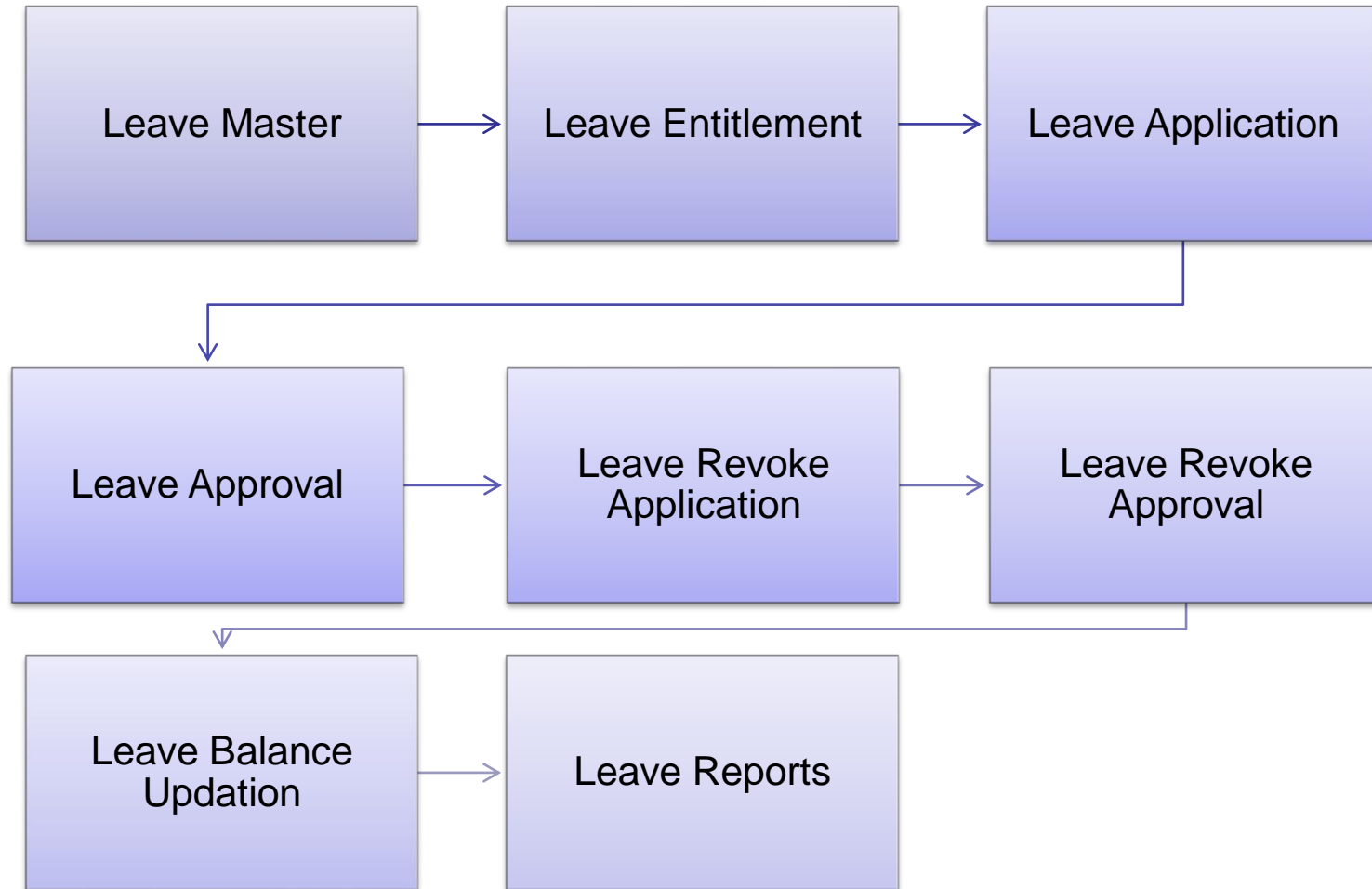


Separation Module Workflow



LEAVE MODULE

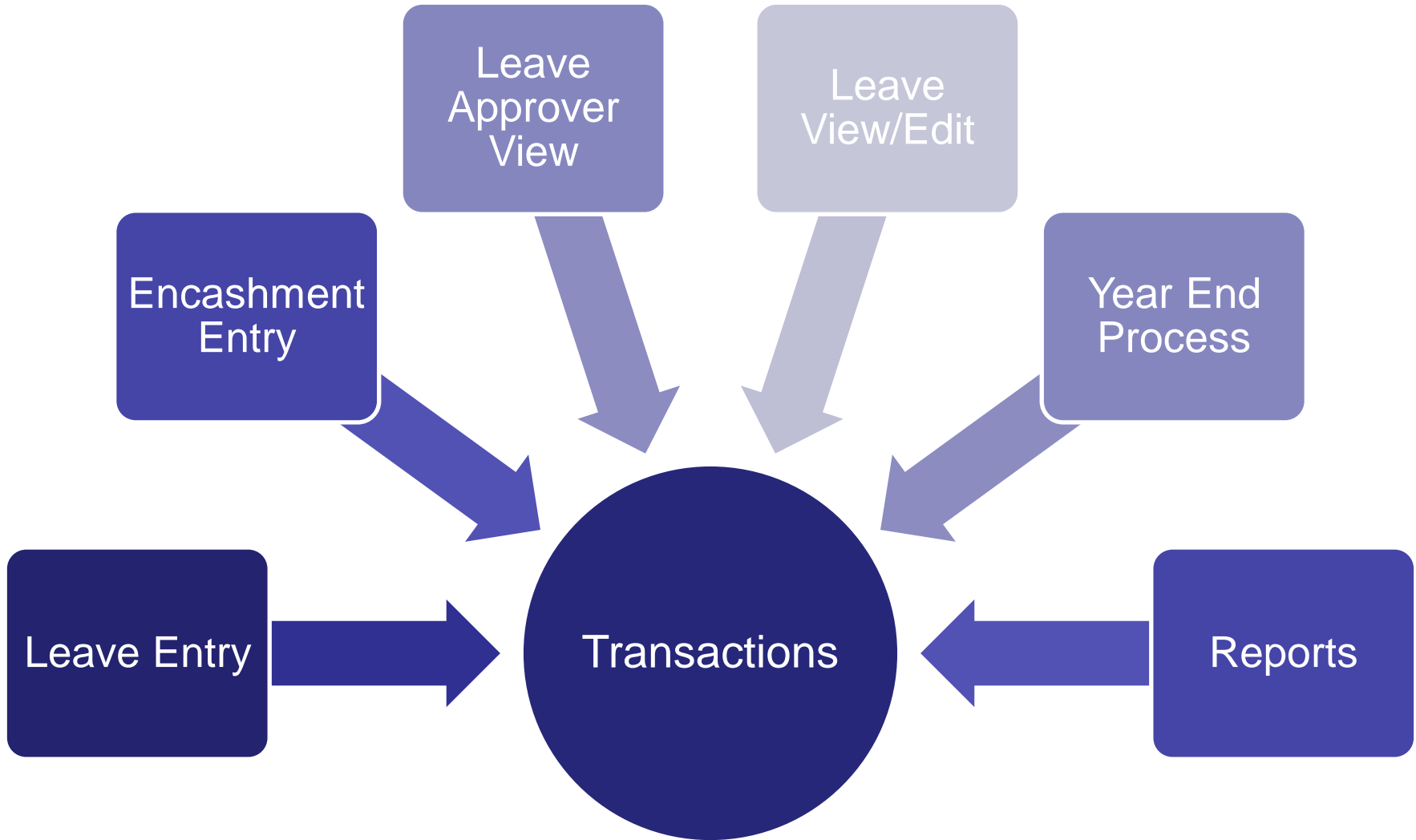
Leave Module Workflow



Features of Leave Module – Master Setup



Features of Leave Module – Transactions



Reports

Employee
balance
report

Leave
pending for
approval
report

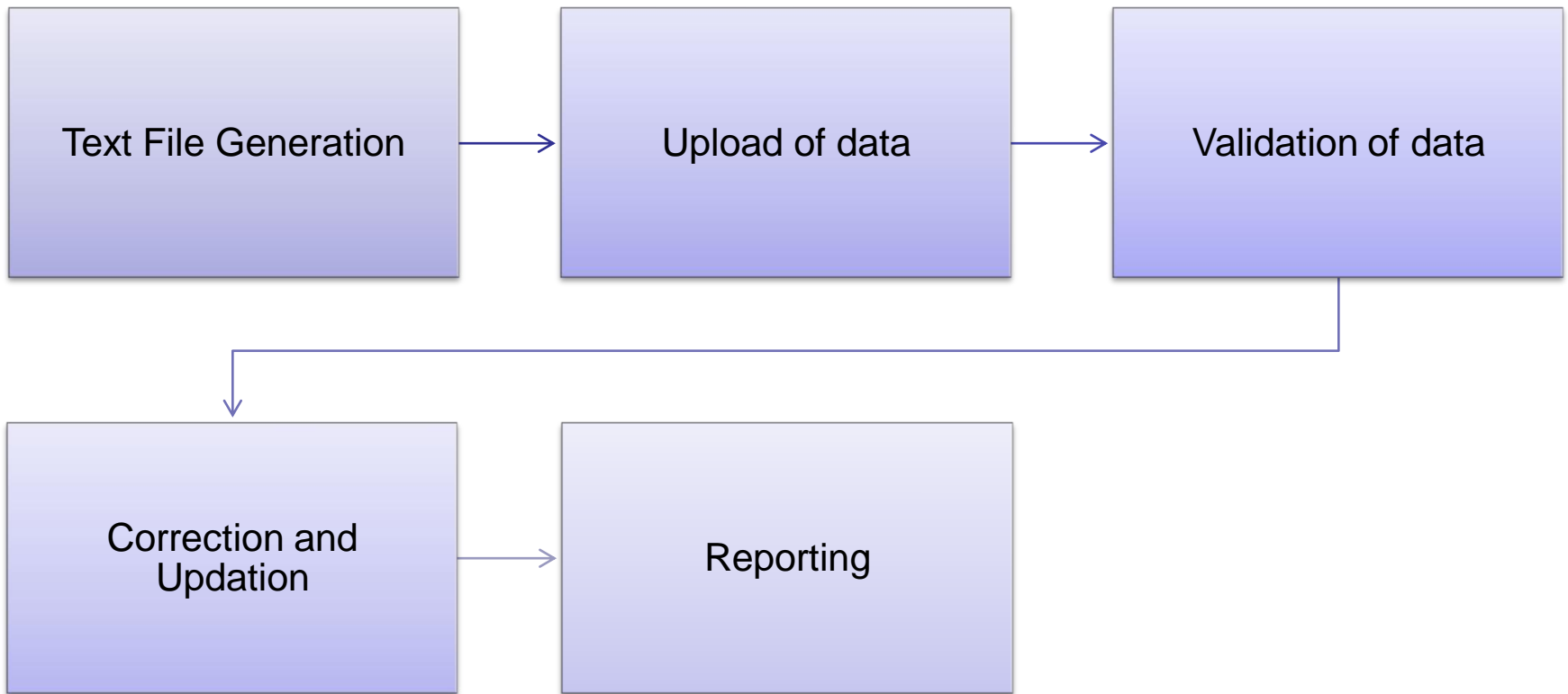
Leave Type
report

Leave
falling in
selected
month
report

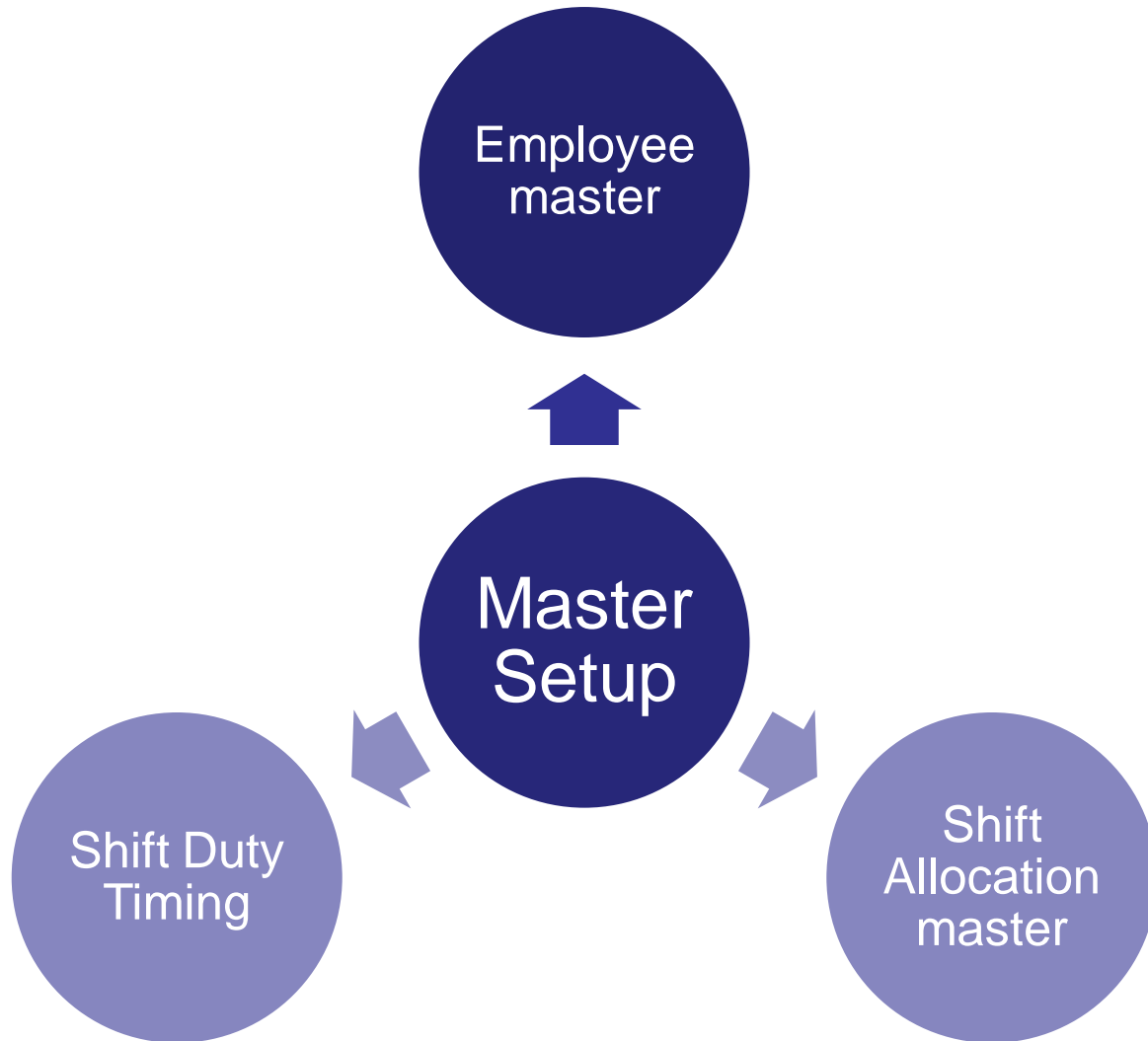
Leave
encashment
report

ATTENDANCE MODULE

Attendance Module Workflow



Features of Attendance Module – Master Setup



Reports

Daily
Attendance
report

Late
Attendance
report

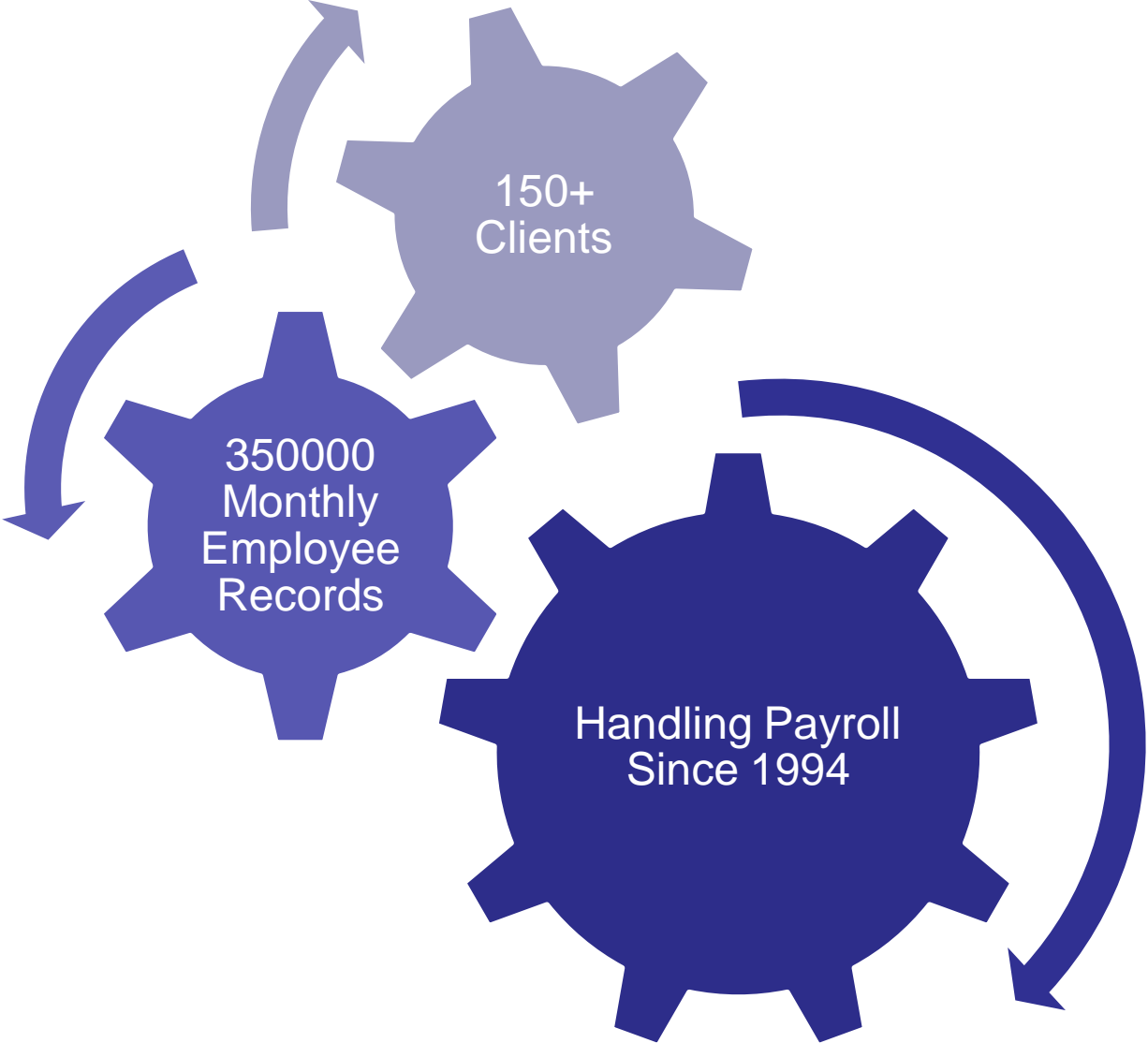
Over time
report

Absent
report

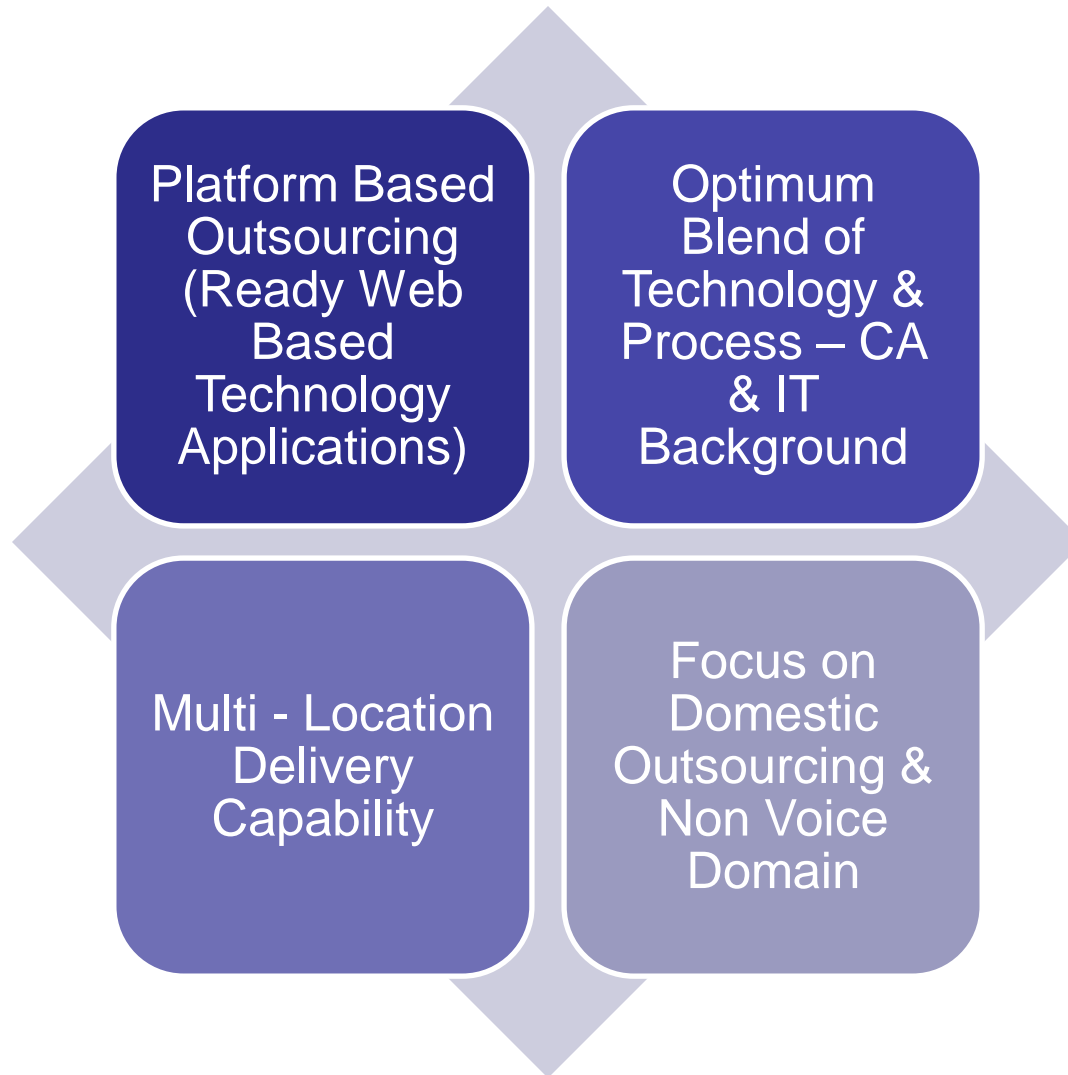
Duty
Roster
sheet

PAYROLL MANAGEMENT

Payroll Management – Capability



Differentiating Factors



Payroll Management – Service Offerings

Base Payroll Services

Input Compilation

Salary Processing

Statutory Challans & Returns

Pay Slips & Tax Sheets

Form 16, 16A, 24

Full & Final Settlements

Employee Query Resolution

External Auditors - Support

Web Portal Services

View Pay Slips

View Tax Sheets

Entry of Investment Declarations

Tax Simulation

Leave Management

Attendance Management

Integration with Swipe Card Systems

Support Services

Employee Query Support
-
Helpdesk, Email, Inbound
Telephonic & Online Chat

PF Management (RPF
& Trust)

Gratuity Management
(LIC & Trust)

Superannuation
Management (LIC &
Trust)

ESIC Management

CTC Expense

Collection of Vouchers &
Supporting Documents

Processing of Vouchers

Verification of Supporting
Documents

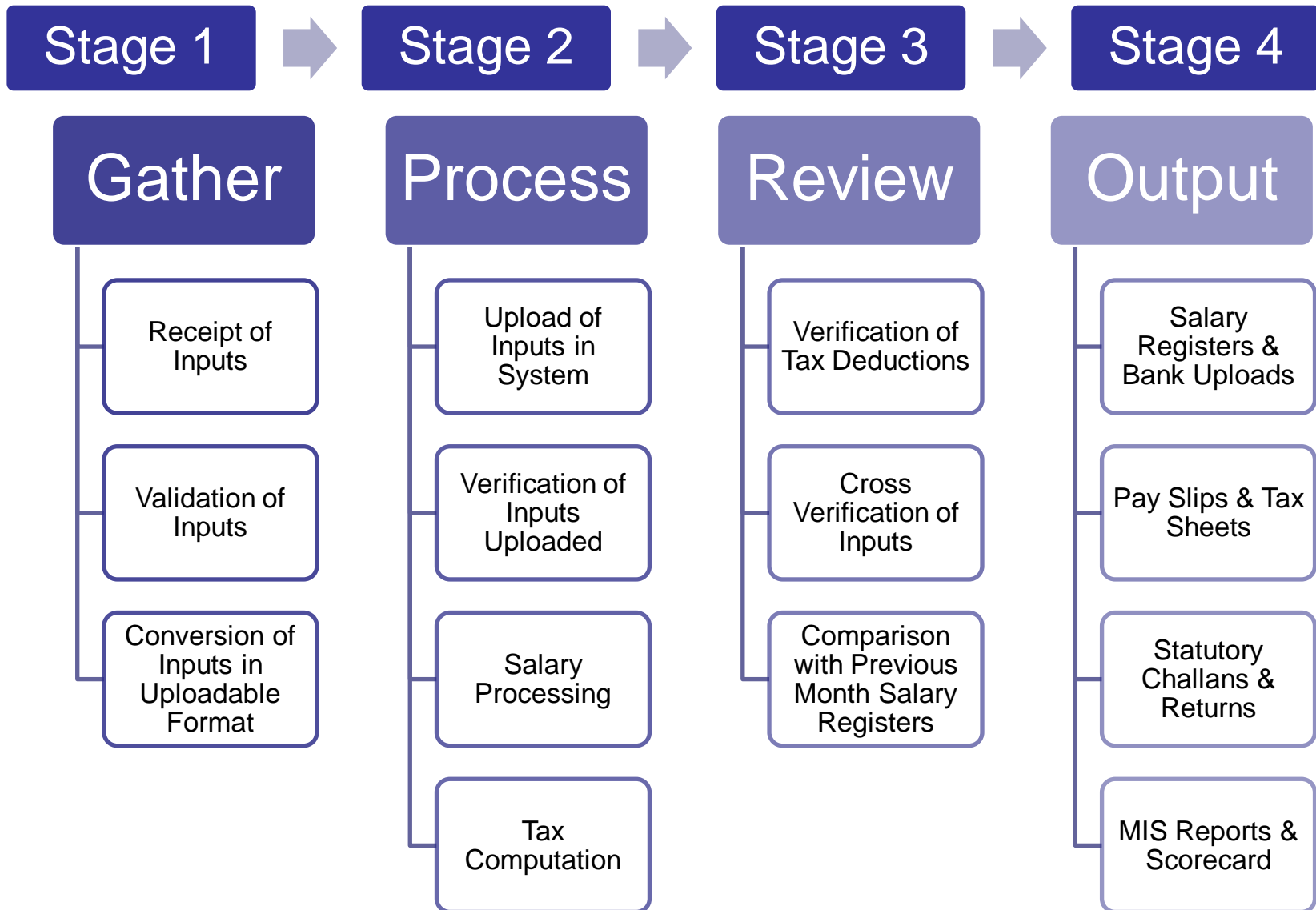
Reimbursement Upload

Reimbursement Pay-Slips

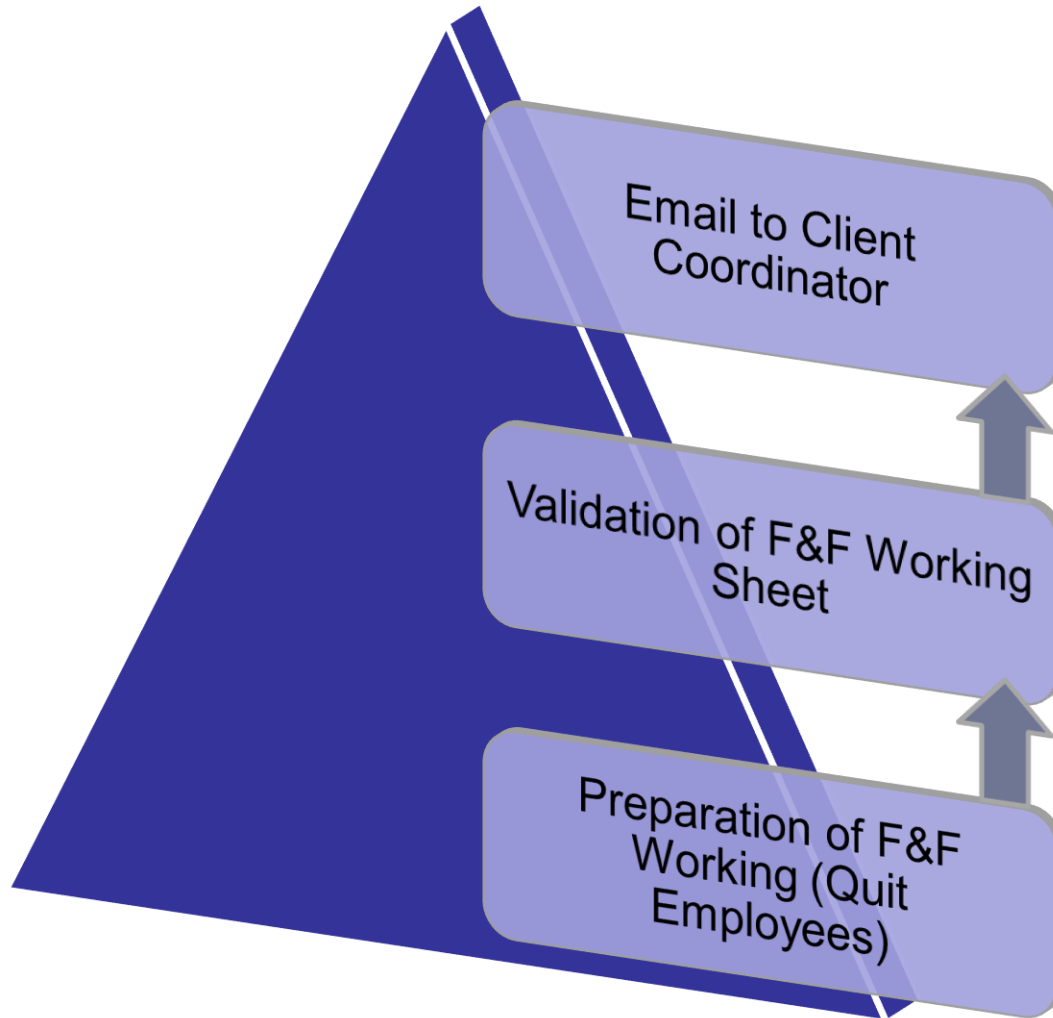
Employee Query Support

CTC Limit Monitoring

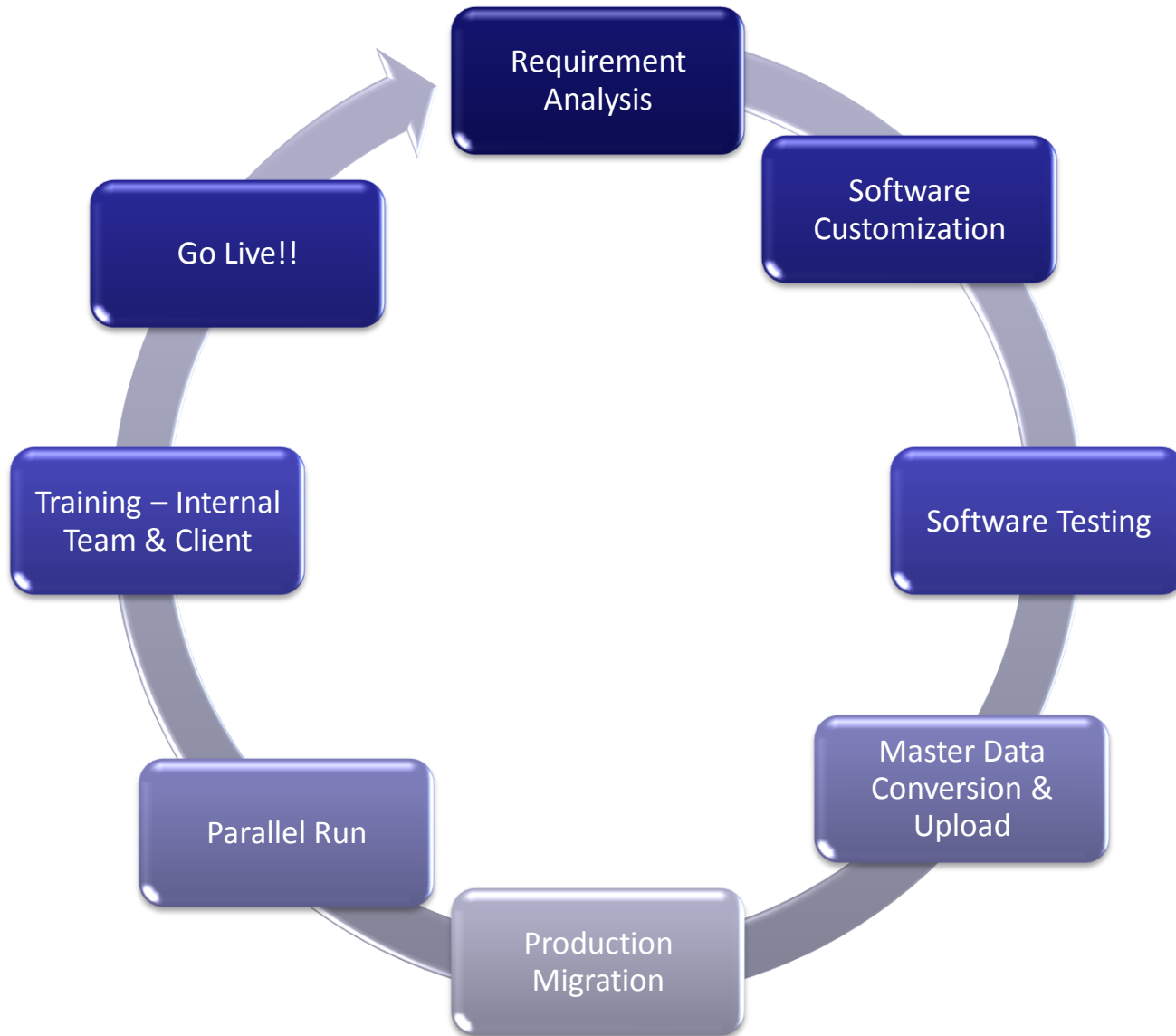
Payroll Processing Methodology



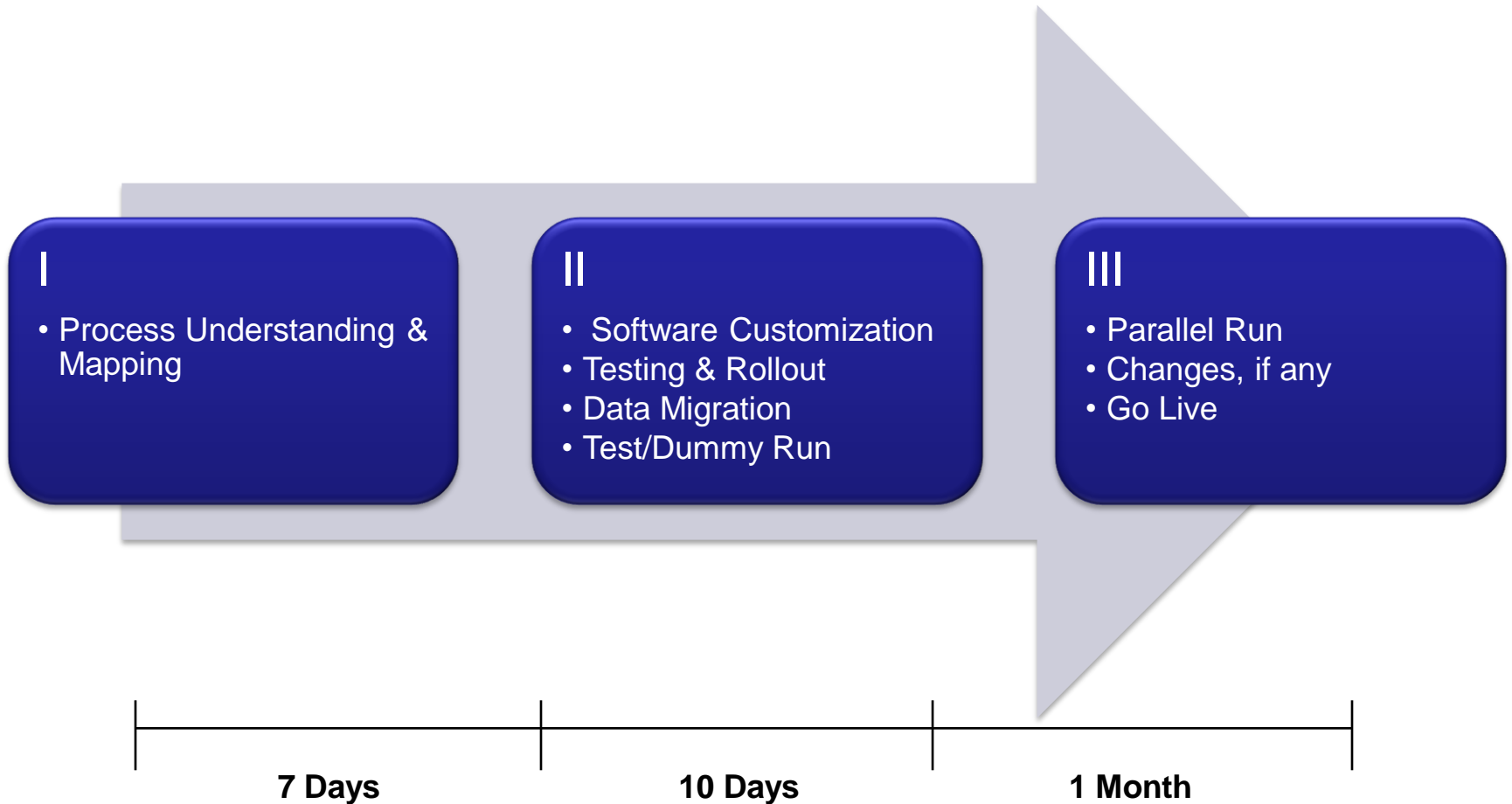
F & F Process



Payroll Transition Approach



Migration Overview – Timelines & Activities

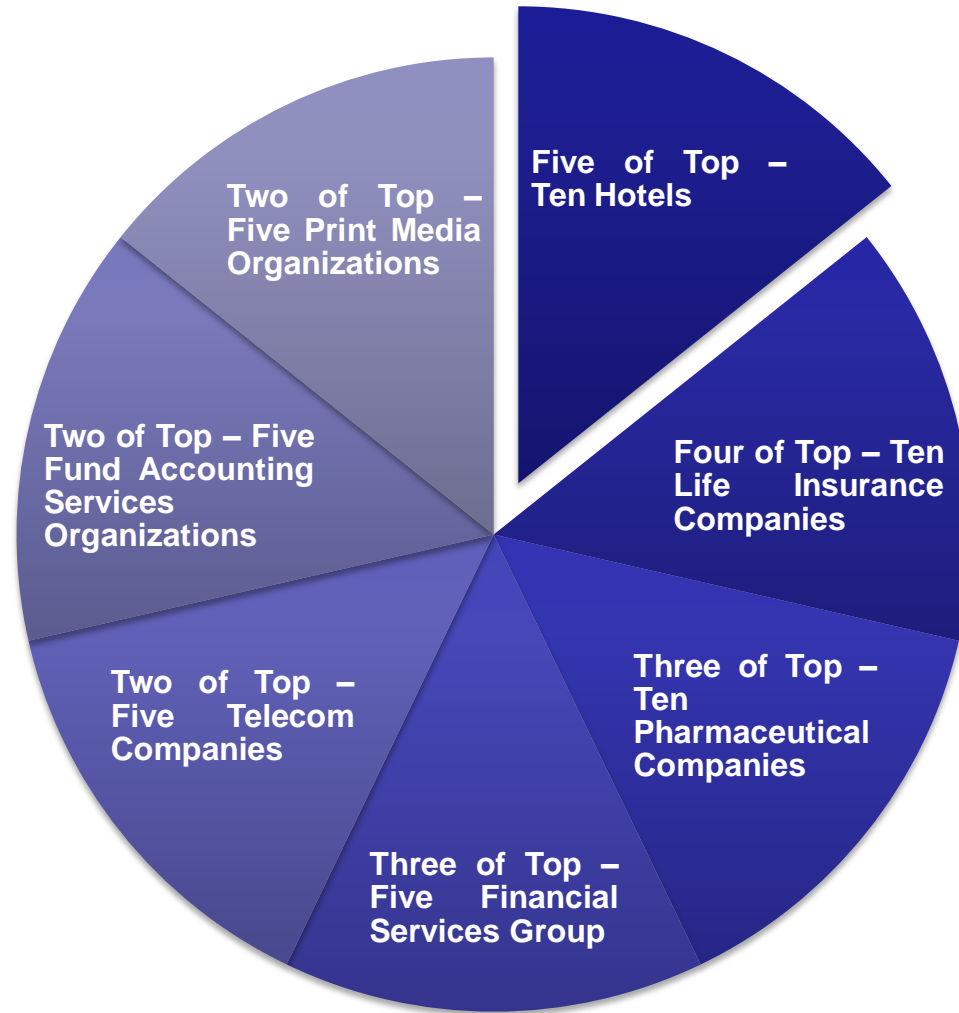


COST BENEFIT ANALYSIS

In-house Operations vs Outsourced Operations

In-house Operations	Outsourced Operations
<p style="text-align: center;">Cost Elements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manpower Cost – Processing & Supervisory Staff <input type="checkbox"/> Other Indirect Cost such as Staff Welfare, Incentives, Bonus etc <input type="checkbox"/> Cost of Software Application & Implementation <input type="checkbox"/> Cost of Database License <input type="checkbox"/> Software & Database AMC Cost <input type="checkbox"/> Infrastructure Cost such as workstations, servers, desk etc 	<p style="text-align: center;">Lump-sum, generally based on the employee strength/ number of transactions, results in –</p> <p style="text-align: center;">savings ranging from 20-40%</p>
<p style="text-align: center;">Dependency on the Software Application provider for implementing the required patches in terms of any changes in the tax compliance structure</p>	<p style="text-align: center;">Service Provider is responsible for the same</p>
<p style="text-align: center;">Generally, Lack of pre-defined Service Levels, Quality Benchmarks & Valued Added Services</p>	<p style="text-align: center;">Assured Quality & Service Levels</p>
<p style="text-align: center;">Over-burdening of the processing staff leads to avoidance of the queries</p>	<p style="text-align: center;">Enhanced Query Resolution</p>
<p style="text-align: center;">More time is spent on ensuring Accuracy & Compliance</p>	<p style="text-align: center;">Allows Organizations to Concentrate on Core Business</p>
<p style="text-align: center;">Lack of exposure to the industry-best practices</p>	<p style="text-align: center;">Outside Expertise & Adherence to the Best Practices in Outsourced setup</p>

Select Credentials



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