

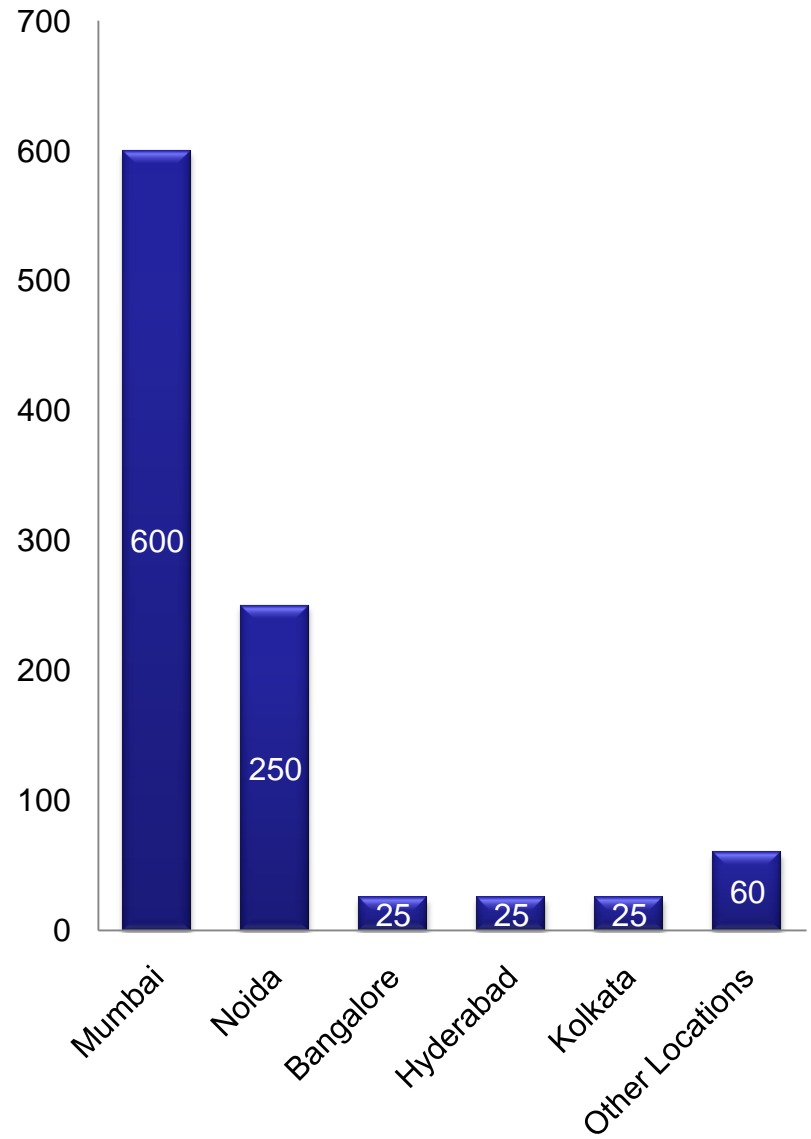
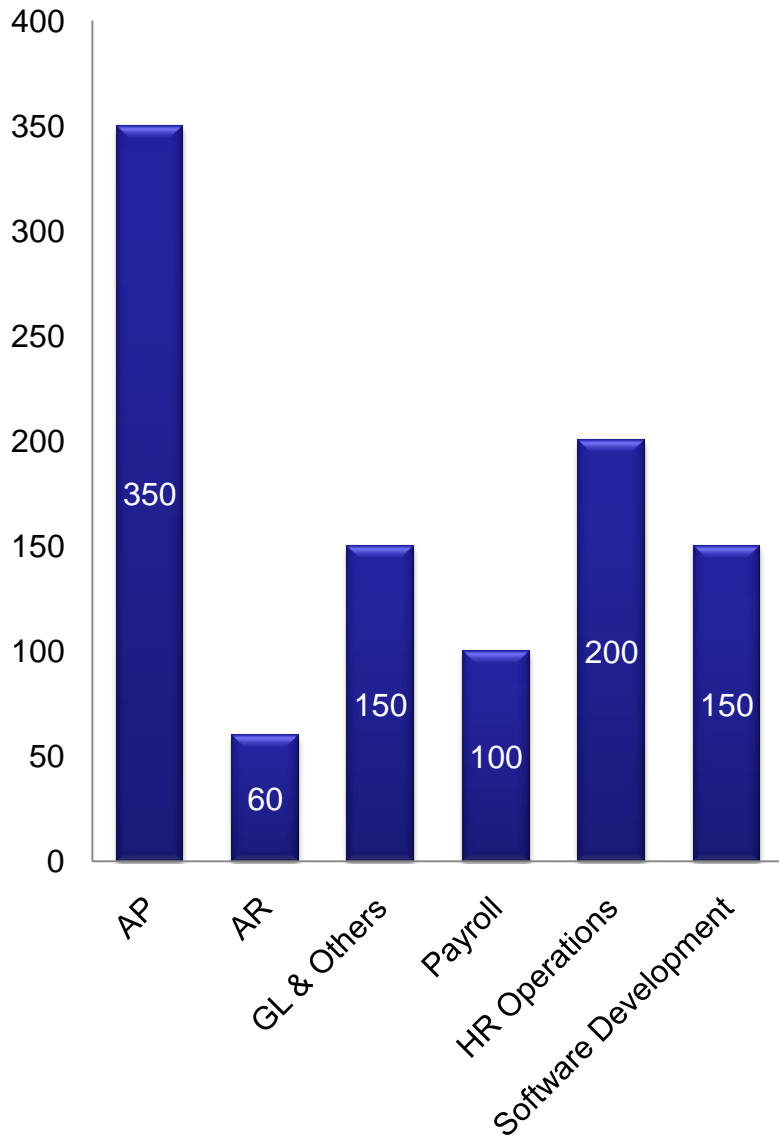
Payroll Presentation

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

Payroll & HR Operations Management – Capability



Employee Mix



Payroll Management – Scope of Work

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

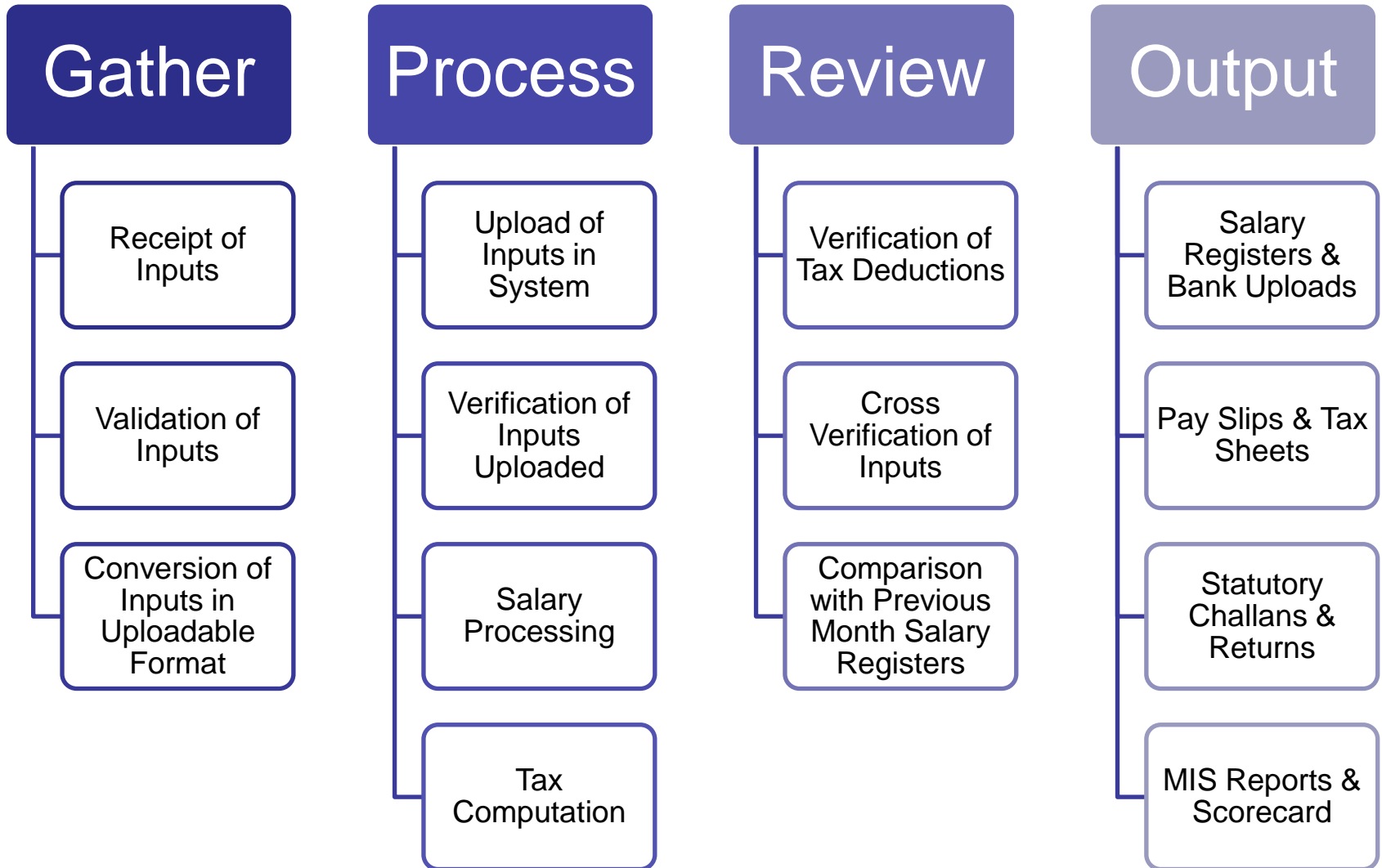
Reimbursement Upload

Reimbursement Pay-Slips

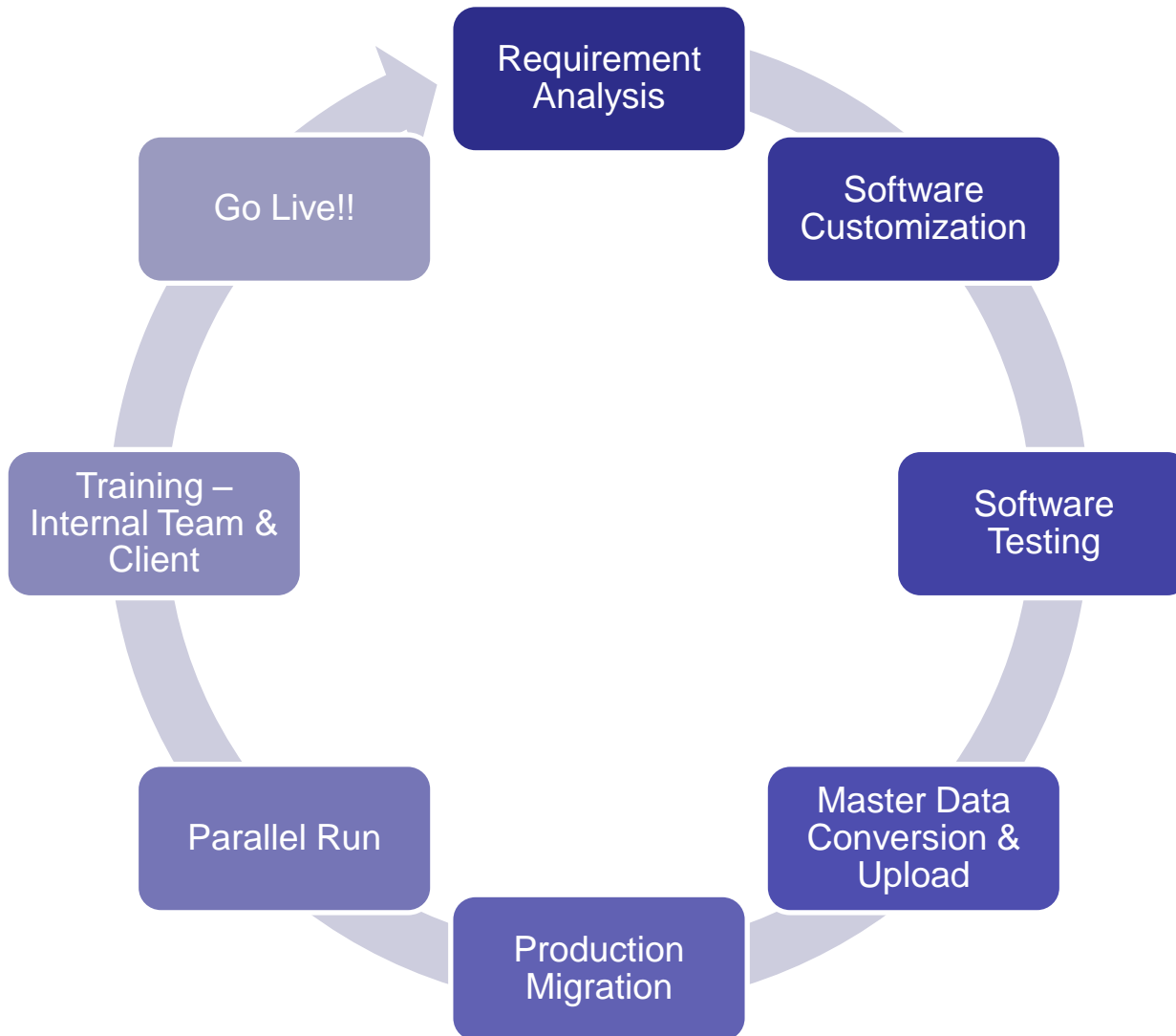
Employee Query Support

CTC Limit Monitoring

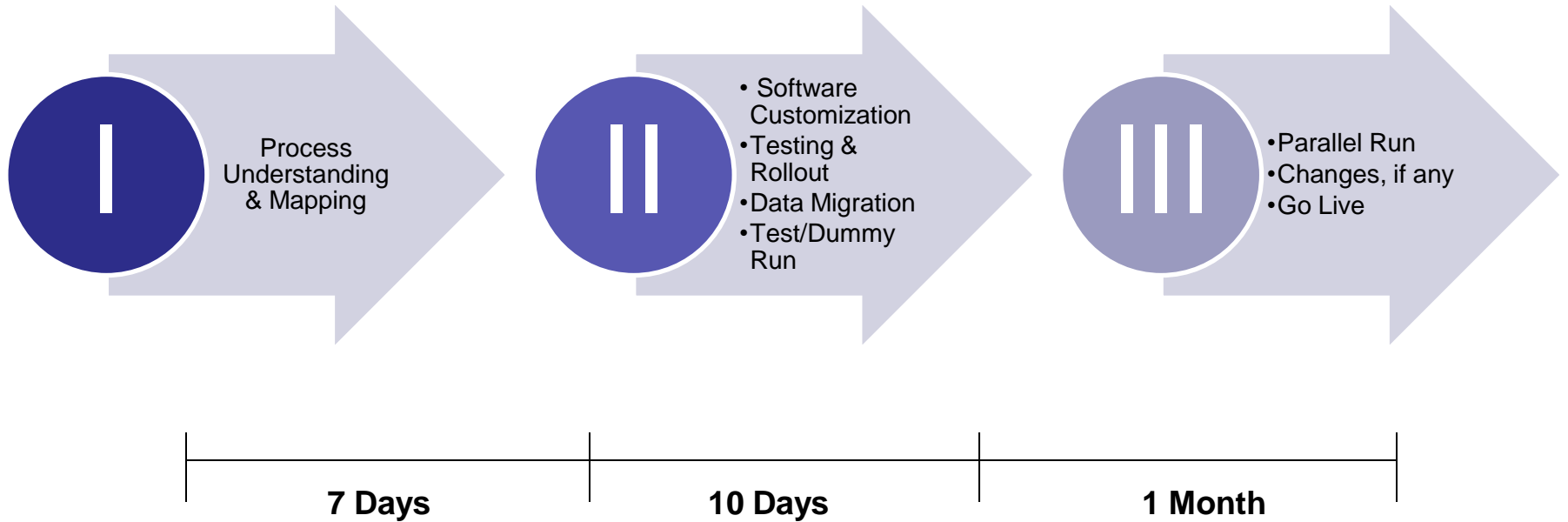
Payroll Management – Process Approach



Payroll Management – Transition Approach



Payroll Management – Transition Timelines



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