

PAYROLL MANAGEMENT

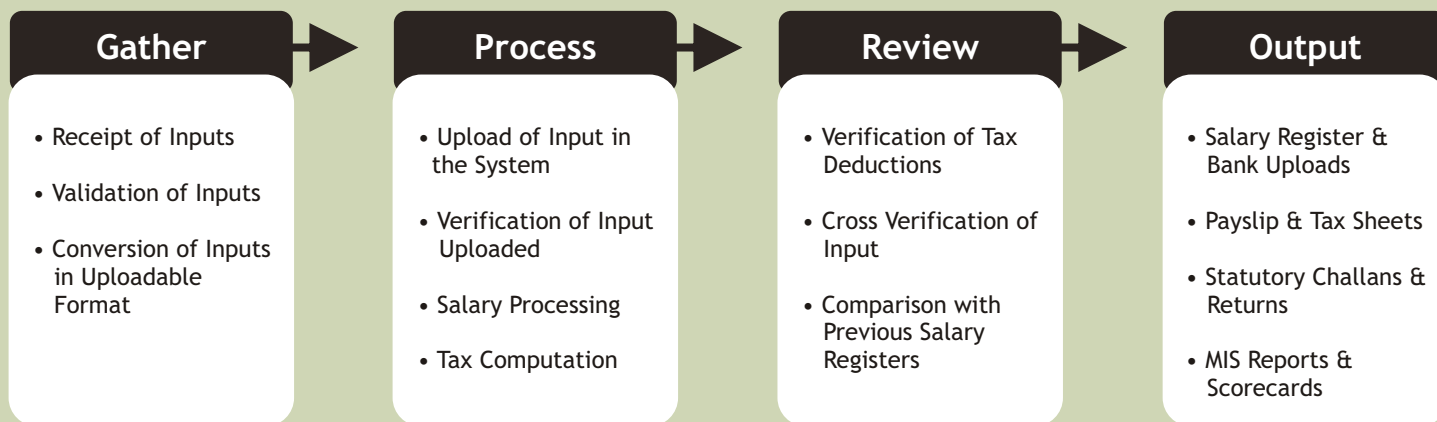


CREATING EFFICIENCY THROUGH OPTIMUM
OUTSOURCING

Osource India Pvt. Ltd.

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GENERALIZED PROCESS FLOW



TYPICAL MONTHLY PROCESSING CYCLE

The table below represents the standard processing schedule pursued by Osource, which has been designed keeping last calendar day of every month as the pay-day. In case any other day is designated as pay-day the entire schedule will be revised accordingly. The indicative monthly processing work-flow is tabulated hereunder:

Sr. No	Date	1 - 3	4 - 22	23 - 25	26 - 27	28 - 29	30 - 31
	Activities						
1	TDS Reconciliation (Income Tax Deduction)						
2	Receipt of All Inputs from client (Financial & HR)						
3	First Run of Salary Process; Provide 1st Salary Register to Client						
4	Any exceptional inputs from Client & processing thereof						
5	Final Salary Processing & Provide Final Salary Register and Variance Report (Current Month Vs Previous Month)						
6	Bank Upload File & MIS Reports						
7	Upload of Payroll Data in Employee Interface Portal (Pay slips, Tax Sheets & Reporting Data)						
8	Preparation of Statutory Challans & Provide to Client - PF, TDS, ESIC & PT						
9	Full & Final Settlements						

OSOURCE PAYROLL SERVICE SCOPE

The scope of work and the deliverables for the Payroll Services are detailed hereunder:

PAYROLL PROCESSING

- Monthly Salary Processing
 - a) Input details of existing, new employees/ resigned or retired employees
 - b) Input increments details
 - c) Maintain employee asset records and calculate perquisite values
 - d) Input other Perquisites/employee benefits
 - e) Capture and report any variations in the month to month salary
 - f) Generation of all the required monthly & annual payroll reports and providing the same to the Client in soft format.
- Pay slip generation, sending to each employee by email along with tax calculations (tax deducted and projected tax deduction for the financial year) or upload it on Osource's Payroll Portal
- Provide Monthly interface download for Oracle/SAP/Peoplesoft, etc..
- Generation of Annual Form 16 & Form 16 A
- Annual/Quarterly Form 24 filing.
- Employee Final Settlement (retirement/resignation etc)
- Calculation of final salary including perquisites etc.
- Gratuity details from the Client.
- Preparation of monthly challans related to
 - a) PF (Provident Fund)
 - b) TDS (Tax Deducted at Source)
 - c) PT (Profession Tax)
 - D) ESIC
- Employee Query Support via email & Inbound Telephonic Support



CTC EXPENSE RE-IMBURSEMENT SERVICES

Osource will also provide its services for “CTC expense reimbursement”, if required by the Client. The service will entail reimbursement of expenses incurred by employees of the company, forming part of their CTC.

PAYROLL INFORMATION PORTAL SERVICES

Deliverables	Responsibilities	
	Osource	Client
Display of Payslips & Tax Computation Sheets & Entry of Investment Declarations on Web Portal	Display of Payslips & Tax Sheets & Entry of Investment Declaration on Osource's Web Portal.	Based on Current Email IDs of Employees, Creation of User Ids & Passwords

PF MANAGEMENT & SUPPORT

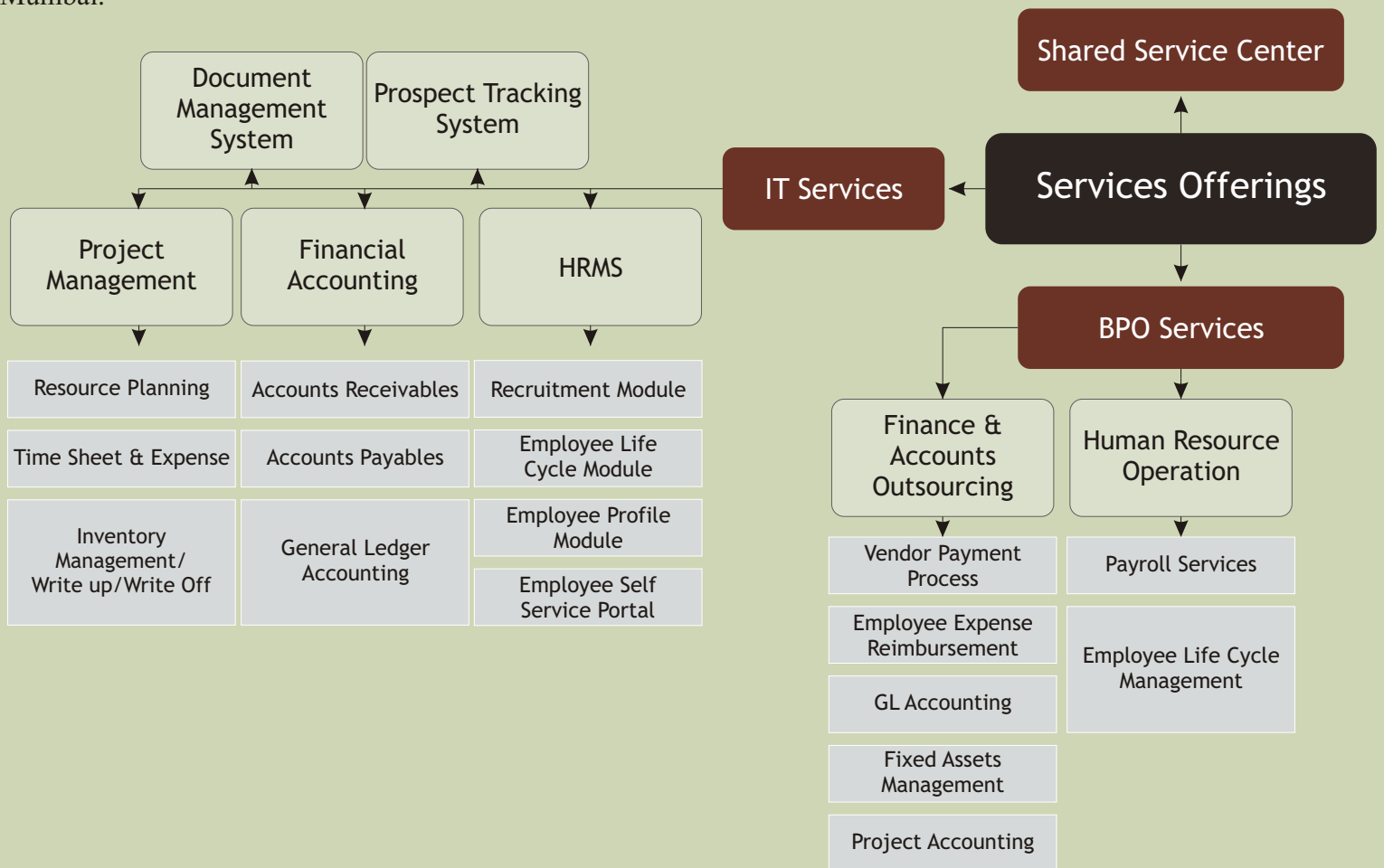
Sr. No	Service Models	Deliverables	Responsibilities	
			Osource	Client
1	RPFC	Preparation Monthly PF Challans, Cheque & Returns & Employee Query Resolution	<ul style="list-style-type: none"> Filing of Form No. 2, 5, 9, 3A, 6A & 12A Preparation of Monthly PF Challand/Cheques Filing Monthly/Yearly Returns Transfer In / Transfer Out 	Information Required by Osource
2	In-House Trust	Capture of Contribution & Investment Details and Finalisation of Accounts	<ul style="list-style-type: none"> Monthly Contribution upload Updation of Bank Transaction Capture of Investment Details Finalisation of Accounts Submission of balance Sheet, P&L Generation & Printing of Member Cards 	<ul style="list-style-type: none"> Bank Statement Investment Details Other Details Required by Osource



ABOUT OSOURCE

Osource, an ISO 9001:2008 certified organization, is one of the leading providers of outsourcing and technology solutions. Osource blends its deep process expertise and best practices with optimum technology (utilization/automation) to 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. Osource's service portfolio consists of both G&A (General & Administrative) and industry-specific services. Osource offers platform-based outsourcing solutions for the Finance & Accounts (FAO) and Human Resources (HRO) domain. These services are offered and seamlessly delivered from multiple delivery centers to meet client's business objectives, process enhancement and cost optimization goals.

Osource also provides premier software solutions and integration services. It offers a full suite of IT solutions and services, including custom application development, application management outsourcing, consulting, legacy modernization and migration, and system integration. Building on the core competence of managing processes remotely, Osource, headquartered in Mumbai has offices in Bangalore & Noida, which is followed by a full-fledged Data Center in Mumbai. Besides, in order to maintain with the business continuity requirements of our customers, we have a separate DR site in Mumbai.



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