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# 悪勤

departure notification

# **Business Process Solutions - Human Resources and Payroll Service Offerings**

Deloitte offers human resources and payroll services that can help improve the efficiency of traditionally complex and time-consuming tasks. Using strategic perspectives and technology can help align a company's practices and policies with its corporate vision, open new channels of communication, improve processes, and help manage costs.

### **Payroll System Support Payroll Management** • Customize and set up payroll system per Calculating, preparing and processing business requirements and policies monthly payroll payment • Providing individual payslips for distribution Providing technical assistance and support to payroll systems users to employees Managing payroll journal entries **Pension Administration Rental Reimbursement** Managing benefit schemes and policies • Setup rental reimbursement policy and related including pension scheme set-up and forms in compliant with Inland Revenue calculations • Providing support to clarify and explain set Department requirements Processing and reporting of rental procedures and coordinate with benefits reimbursement claims administrator **Employee Claim and Leave Management HR Compliance Reporting** • Standard reporting to client and authorities to One-stop payroll operate services Processing of expense claims from comply statutory requirements, including employees assuring compliance of business Covering the full lifecycle processes of payroll annual employer's return, commence or policies and legal and tax management cessation of employment notification and • Administration of leave i.e., sick, vacation,

• Integration with client system, our self-

empowering our payroll services

developed Business Digital Hub ("BDH") platform

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and maternity leave

# An Overall Solution of "System + Service"

# **System Integration**

Support integration with other systems including customer relationship management, supplier relationship management, enterprise resource planning and human resources management system, etc.

# PC & Mobile and Cloud base

Support PC and mobile application, there is capability for end user to submit requests like leave request and expense claim flexibly.

Cloud base database to support data retain

# Information Security Management BDH System Security Assurance

Employ industry-leading practices to safeguard client and firm data, ensuring security, confidentiality, integrity, and availability while mitigating risks.

Offer the advantage of robust protection for sensitive data, ensuring compliance with industry standards i.e., ISO 27001, SOC 2, etc. and enhancing trust among clients and stakeholders.

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