

Human Resources and
Payroll Outsourcing
Strategies for business success



Outsourcing is a trend that is catching on globally, enabling business leaders to focus on your business strategy, maximize productivity and quickly respond to the changing environment.

Business Process Solutions provides services to its multinational customers, applying world-class standards.

Our purpose as **Human Resources and Payroll Outsourcing** is being strategic partner of our clients and offer competitive advantage through flexible, secure and reliable solutions.

Our Services

A lot more than just outsourcing



Payroll Settlement

- Payroll settlement and payment
 - Management and control of social security contributions
 - Accounting (Journal entry)
 - Personnel termination settlements
 - Management of expatriates' payroll
 - Coordination of regional payroll
 - Report of payments to third parties for payroll related items
 - Benefits administration
 - Manage of convention and collective agreements
 - Payroll report
-



Payroll Diagnosis

- Validation of labor tax and social security law compliance
 - Identification of opportunities to improve payroll processes and controls necessary for its assurance
-



Human Resources

- Administrative support in maintenance of personnel files
 - Employee assistance
 - Operational support for Human Resources budget
 - Issuance of labor certifications
 - Administrative support in contracting process
 - Processing of inconsistencies in social security and parafiscal entities
 - Attending audits by control and monitoring entities
 - Processing of transcription and collection of sick leave payments
-



Hosting of payroll software

- Hosting of applications to process payroll, when software is owned by the company
-



Web Self-service

- Human Resources web page with administrative supporting solutions
-

Contacts

Nelson Segura G.
Managing Partner BPS
nsegu@deloitte.com

Ana Maria Toro G.
Partner BPS
atorogallego@deloitte.com

William Abello U.
Partner BPS
wabello@deloitte.com

Bogotá
Cra. 7 No. 74-09
Tel: +57 (1) 546 1810

www.deloitte.com/co



D. Contadores LTDA. has the certification for quality management system ISO 9001:2008, granted by Bureau Veritas Certification, for the rendering of accounting and payroll outsourcing services.

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee, and its network of member firms, each of which is a legally separate and independent entity. Please see www.deloitte.com/about for a detailed description of the legal structure of Deloitte Touche Tohmatsu Limited and its member firms.

Deloitte provides audit, tax, consulting, and financial advisory services to public and private clients spanning multiple industries. With a globally connected network of member firms in more than 150 countries, Deloitte brings world-class capabilities and deep local expertise to help clients succeed wherever they operate. Deloitte's approximately 200,000 professionals are committed to becoming the standard of excellence.

© 2015 Deloitte Touche Tohmatsu Limited.