

## Payroll management

- Customize and set up payroll system per business requirements
- Calculate tax withholding and other deductions for employees
- Process pay statements
- Calculate and accrue legal benefits
- Manage payroll journal entries
- Administer distribution of payroll funds
- Generate compliance and business reporting
- Prepare income and withholding certificates

## Benefits Administration

- Manage reward/benefit schemes and policies
- Provide support to clarify and explain set benefits and procedures
- Coordinate, control, and manage benefits vendor
- Fulfill local tax and legal requirements as well as any specifications mandated by the business a

## HR & Payroll

## Absence management

- Administration of sick, vacation, and maternity leave

## HR reporting

- Establish and maintain payroll system reference materials

## HR workforce support

- Offer administrative support on hiring, contracting, and maintenance of employee files
- Provide support desk to answer employee queries and issue work certificates
- Integrate HR data to generate customized management reports
- Configure and develop an HR solutions portal with administrative and technological support
- Timekeeping administration including management of hours worked and control of employee hour bank

## Labor compliance

- Review of labor and social security procedures
- Monitor ongoing outsourced services
- Manage due diligence of labor liabilities
- Assess risks of benefits assignment
- Verify backgrounds of active and newly hired employees a
- Audit payroll system, performance goals, benefits agreements, and behavioral codes

## Payroll system support

- Maintain and update system tables
- Develop and analyze queries and reports
- Provide technical assistance and support to payroll systems users

