

Payroll Outsourcing Services

Payroll processing is the business process at the top in current market trends that have been transferred to an external supplier. Such trend is due to its complexity, different from any other administrative process.

Several companies consider administrative functions as non-core for their main business and currently perform payroll processing with their own resources, are most interested in venturing on services of outsourcing payroll, accounting and tax compliance.

This is due to the payroll processing by outsourcing services has become an important support to the business strategy that allows companies to meet their administrative and tax compliance when hiring a supplier who is able to perform these tasks more profitable.

Benefits

By hiring the payroll processing service our customers have achieved the following benefits:

- Using high tech that streamlines their processes and safeguards adequately all their generated information
- Automating processes that were previously performed manually
- Having system experts who are in charge of the technology platform management
- Increasing its capacity to support the growth of staff and consequently the volume of information to be processed
- Having a backup service and data recovery
- Implementing new technologies that have improved and streamlined their payroll processes information flow
- Adopting best practices considering a process of continuous improvement
- Reducing important administrative personnel workloads who will now focus more on monitoring rather than preparing detailed payroll calculations, taxes and internal reports
- Managing the processed information with complete confidentiality

The companies that chose our services have achieved significant benefits. They take advantage of the support provided by the experts updated in payroll issues enhance processing practices and regulatory procedures. In addition, the staff who previously elaborated this process is focused now on the tasks aimed at strengthening its business strategy mainly in the Human Resources area.

Our Payroll Processing Services

Through our payroll processing services that have the ISAE 3402 and SAE 16 annual audit certifications, we bond with our customers as business partners and they receive a high quality service fully focused on the specific characteristics of their business.

In order to offer suitable work plan and alternative solution to our customers, as the initial stage, we conduct a general information survey that let us know in detail its operations strategy and the key personnel involved in these activities.



Our services are aimed at any kind of company whether it has a low, medium or high number of employees. Our work scheme and payroll software that we use can be adapted to the needs, size and complexity of your company, encompassing activities such as:

- Various types of payroll processes
- Issuance of various payroll reports required by management
- Issuance of digital payroll slips
- Implementation of our software fully adapted to the operational requirements of the client
- Maintenance of electronic files of the information generated for a period of two years
- Remote access to consult information
- Creating interfaces to streamlined the processes

The main examples are:

- Using its Human Resources system to share payroll data bases and report incidence data
- Control system for assistance
- Delivery of the payroll paid accounting journal entries are generated automatically to create and interface with client's accounting system
- Interface with any banking system that enables its treasury area to complete payroll payments
- Social Security System (IDSE and SUA)
- Other interfaces required by the operation
- Preparation of monthly and annual payroll tax returns by the company in its capacity as employer
- Income tax withheld on wages and fees
- Regular meetings to discuss suggestions on areas of opportunity that allow us to provide permanent maintenance to the payroll flow information processes
- Care reporting requirements by their external auditors

Contacts

Mexico

Guillermo Morán
+52 (55) 50806210
gumoran@deloittemx.com

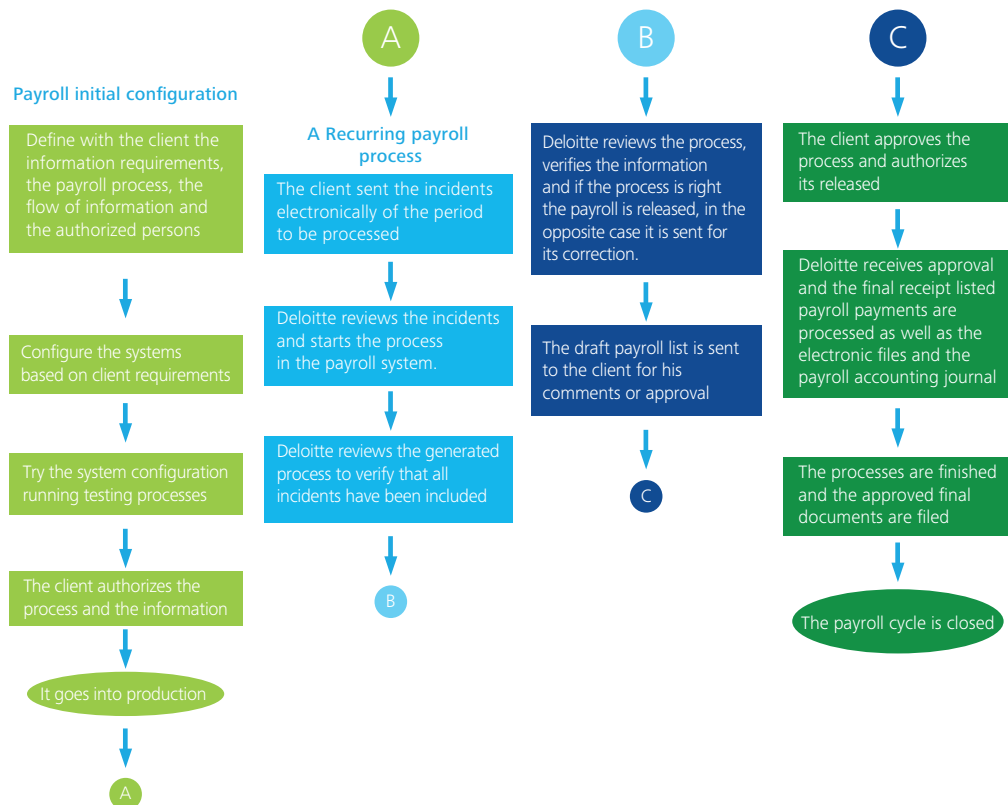
Monterrey

César Luján
+55 (81) 8155 5780
clujan@deloittemx.com

Guadalajara

Gerardo Amador
+52 (33) 3819 0560
gamador@deloittemx.com

General Diagram of the payroll process



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