orisoft

Innovative Solutions
That Nurture Human Capital

OUTSOURCING
PAYROLL

Payroll Outsourcing

Outsourcing has become the trend in companies that strives to streamline complicated business processes and enable companies to focus on their core competencies. The objective is to transform Human Resource (HR) services and functions into a comprehensive set of outsourcing services that dramatically saves time and cost.

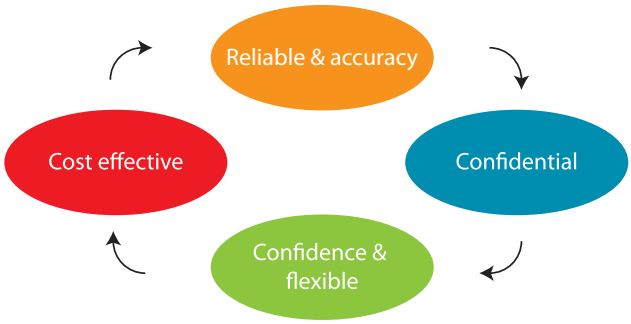
Orisoft

We provide the full range of HR outsourcing services encompassing transactional and administrative capabilities. With our own range and a leading edge applications PAYWIN, we are able to support your payroll in all aspects from broad picture to deep details. Our dedicated professionals team will ensure that your administrative matter are trusted in good hands.

Whether it's full spectrum of complicated HR processes of Multi-National Corporations or setting up an entire start-up system for a newly established company, Orisoft is fully equipped with expertise and experience to manage your payroll procedures.

Purpose & Benefits

Outsourcing eliminates the cost of hardware, software and supplies used in payroll administration, reports, payslip and forms. Frees you from worrying about payroll department staffing problems and retraining new staff which could delay the delivery of your employees payroll. Rest assure that our software and computer hardware stays current with the statutory requirements and new system features. We ensure that your special requirements relating to your payroll is customized to your need and take into consideration your corporate policies, benefit guidelines and nature of workforce when managing your payroll. You will also be ensure of better confidentiality since our payroll specialists are not associated with your company's employee and the process is outside your company's premises.



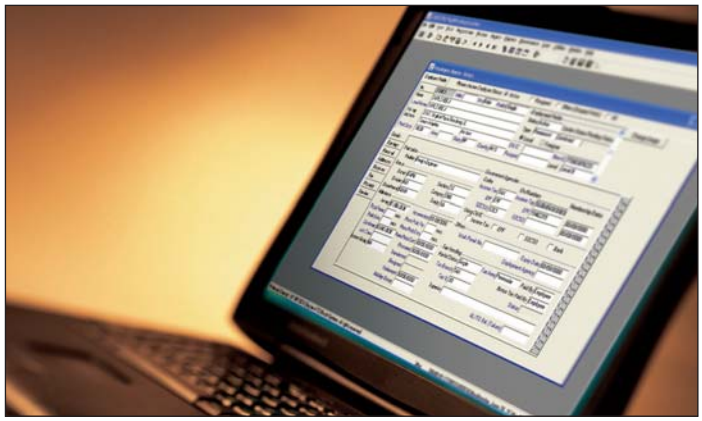
Effectiveness & Efficiency

Our pride comes from the success of your business. By outsourcing your payroll to Orisoft, you can reserve resources from this part and channel it to other parts of your organization to increase effectiveness and efficiency. We take full responsibility for handling time-consuming and paper-intensive administrative tasks, giving your HR personnel more time to concentrate on the strategic planning and development aspects of your organization.

We ensure that you receive immediate response to enquiries through our philosophy. `Our customers are our number one priority. We strive to deliver flexible and innovative solutions of exceptional quality to satisfy our customers every need'.

Scope of Services

The scope of Payroll services covers all employees of your company with the operation progress as follows:



Monthly Payroll Administration:

- Collaborate with HR unit for human resource information.
- Collection and processing of payroll information.
- Input of basic salaries, increments, bonuses and allowances.
- Banking and statutory submission services.
- Prepare and submit monthly reports, statutory documents and management reports to relevant person/units.
- Tax-related activities for year-end.

Monthly Expenses Administration: (allowance/claims)

- Preparation of expenses report for payroll and accounting purposes.
- Follow up and verify with employees on the expenses claims.

Processing Service

- The computation of Client payroll will be carried out in the strictest confidence by our team.
- Security password applies in order to access Client's payroll.
- On a monthly basis, Orisoft will process payroll and provide a set of standard payroll reports. Individual security pay slips for the staff will also be given.
- All reports will be generated from the Orisoft Software System.

Orisoft payroll service provides an efficient preparation of client payroll. You only need to provide us with the input data for each of the staff by completing the Payroll Transaction Form.

Orisoft will provide additional services by assisting the client in screening the information given, such as overtime and medical claims. This is to ensure that they are in accordance to company policies and statutory regulations.

Time schedule will be agreed between Orisoft and the client, stipulating the dateline for:

- Submission of data information (employees' info/ allowances/ new hiring/ resignation/etc).
- Issuance of cheques by Client/Orisoft as payment to statutory bodies.
- Orisoft will also submit monthly deduction and contribution to relevant authorities. (Government Bodies)
- Yearly, Orisoft will prepare Income tax form for submission to Inland Revenue Board.

A copy of the Income tax forms will be given to Client to be given to the individual employee's for their personal submission.

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Payroll Transaction Forms

Orisoft will provide transaction forms to client for transferring data into Orisoft system:

- Monthly allowance
- Fixed allowance
- Fixed deduction
- Monthly deduction overtime form
- Salary adjustment listing
- New staff details
- Resigning listing
- Employee detail update
- Bonus listing
- To update leave record
- To update OT working hours that are approved

Reports

Orisoft will prepare standard payroll reports every month after each payroll period as follows:

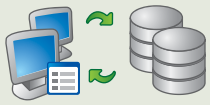
- Submission of reports to client for record keeping
- Pay slips
- Payroll summary
- Allowance
- Overtime and shift allowance (if any)
- Salary reconciliation
- Bank listing
- All statutory forms
- Deduction report

All submission of reports is for client's record keeping. Orisoft will keep and compile the official receipt and statutory documents into our filing system and all the input data will be kept in our payroll system.

Implementation Process

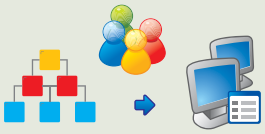
Step 1

Transfer Employees Database into Orisoft Database Payroll System. To verify the data with client on the accuracy and completeness of the input data before proceed to the next step.



Step 2

Payroll system will run testing after database is transferred to Orisoft programs, Orisoft will test the payroll run parallel to actual payroll for your organization for 1 month. These are to ensure accuracy and completeness of the data and settings.



Step 3

Live payroll runs successfully. Orisoft will fully handle your organization Payroll.

Step 4

Monthly submission of payment slip, reports to your organization. Orisoft will prepare and submit statutory documents to authorities bodies and other units/ departments concerned. (base on the agreement sign by both parties).

Method of Operations

Payroll Processing

1. **Payroll Related Data Provided (Client)**
   Client will provide ADOL (Allowances, Deduction, OT, Leave), New Joined Staff, Resigned Staff and etc to Orisoft.

2. **Payroll Data Entry & Processing (Orisoft)**
   2.1 Orisoft will responsible to input the data into Payroll System as provided by Client.

   2.2 Orisoft will process the payroll and print out the report to Client for verification.

3. **Transaction Verification**
   Client will verify the transaction and send back to Orisoft for confirmation.

4. **Confirmation and Report Deliverable (Orisoft)**
   After the confirmation, Orisoft will print out the Payout Reports and also prepare the diskette for submission to the bank.

Other Products By Orisoft

HRMWIN TMSWIN PAYWIN

Orisoft's international network: China • Indonesia • Korea • Malaysia • Philipines • Singapore • Thailand • Vietnam

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