Corporate Profile

Our Solution Offerings

YOMA

YOMA Business Solutions Pvt. Ltd (A BYLD Group Company)

YOMA Business Solutions

Business Today Simulations

Jenson8

Blanchard India

Tirian

Eagle's Flight™

Five Behaviors

TalentSmart EQ Assessments

Crucial Life Changing Skills

YOMA

We are a rapidly growing HR and outsourcing solutions provider in India. With cutting - edge technology and leading suite of HR solutions, we have created a strong position as one of the influential companies in this sector, and have won prestigious long-term contract as against our local and international competitors. Headquartered in Gurugram, we provide employment to approx 20,000+ people who serve 160+ Clients across 330+ locations through our branch network.

Access to **40000+** Profiles

6000+ Offers given this year

Served **160+** Clients

Deployment location **330+**

8000+ Interviews lined up this year

YOMA

Sourcing Capabilities

Blend of Tech Mode

APP Based Automated HR Process

In-House Teams with 24*7 Support

100% Adherence to Compliance

Pioneers of end-to-end employee management in India
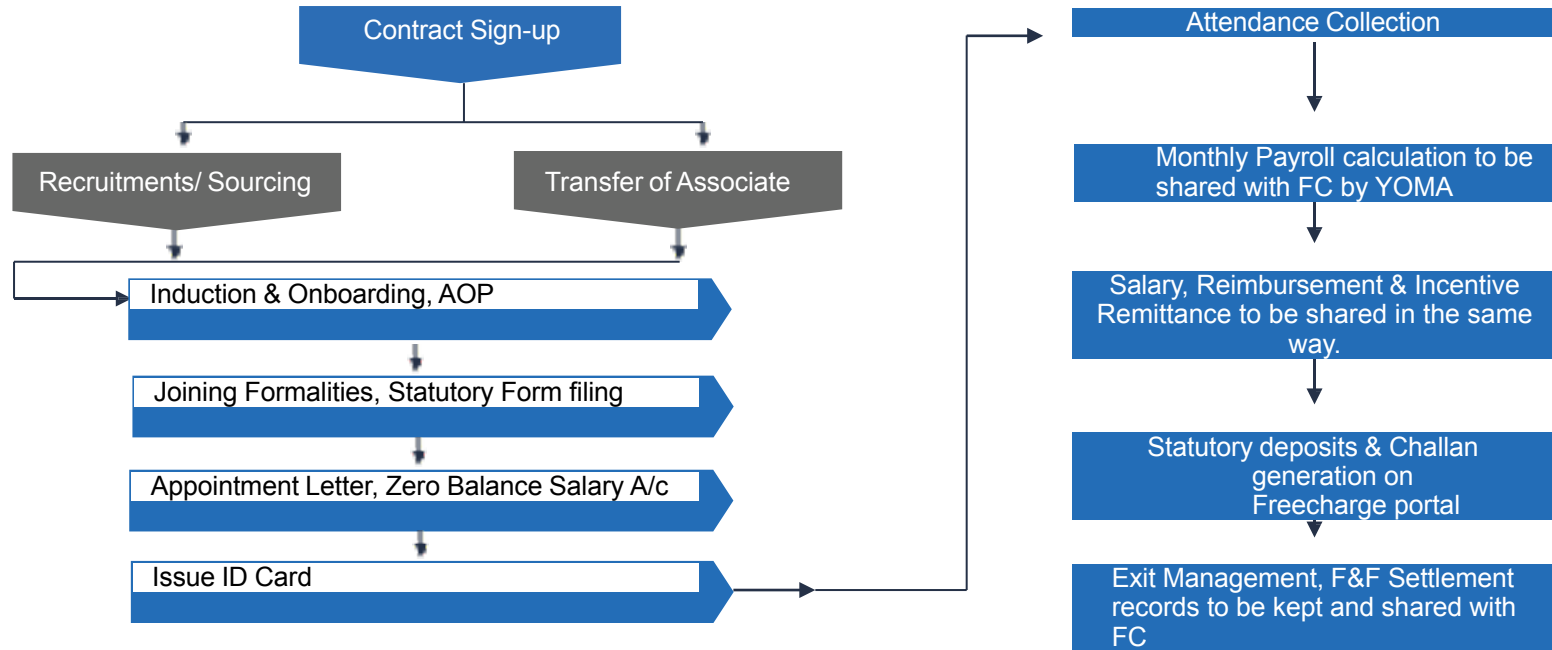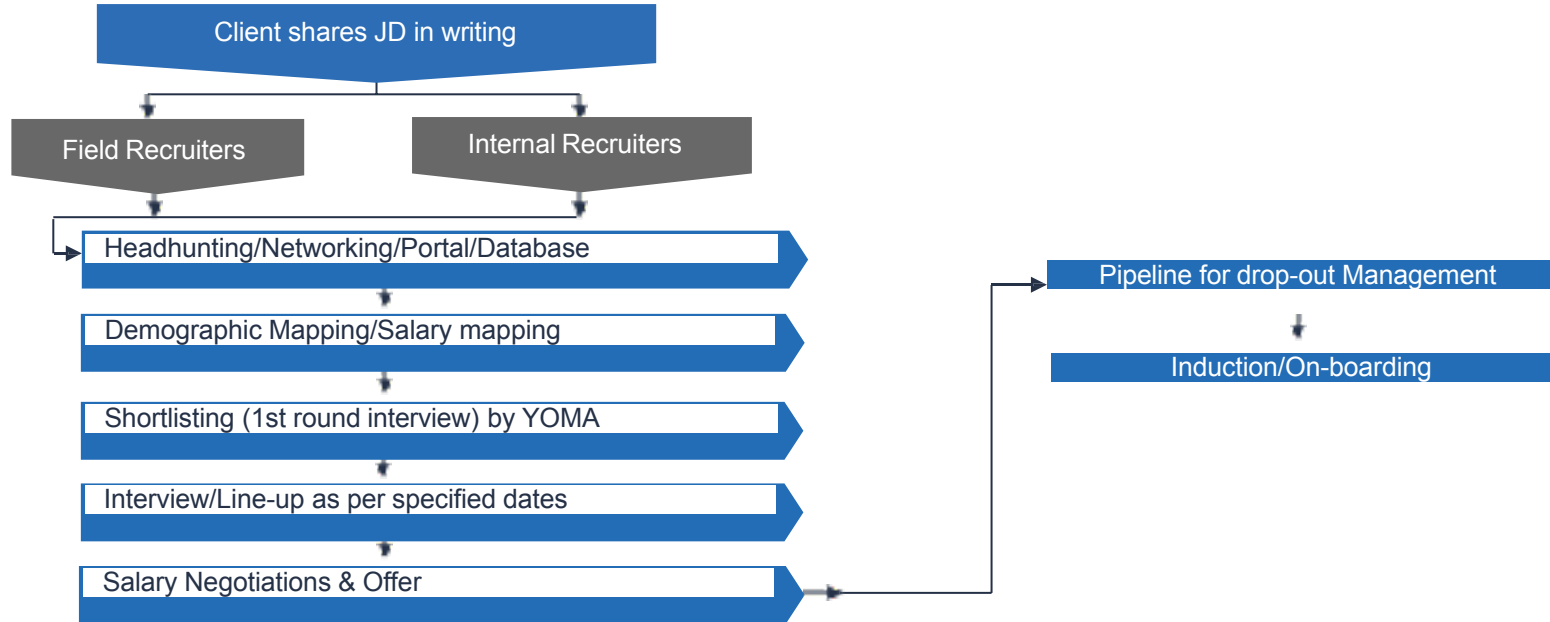
The only company in India to offer tech-based staffing and managed solutions

India's fastest growing staffing solutions company

YOMA

Contract Sign-up

- Recruitments/ Sourcing
- Transfer of Associate

Induction & Onboarding, AOP

Joining Formalities, Statutory Form filing

Appointment Letter, Zero Balance Salary A/c

Issue ID Card

Attendance Collection

Monthly Payroll calculation to be shared with FC by YOMA

Salary, Reimbursement & Incentive Remittance to be shared in the same way.

Statutory deposits & Challan generation on Freecharge portal

Exit Management, F&F Settlement records to be kept and shared with FC

YOMA

Client shares JD in writing

Field Recruiters

Internal Recruiters

Headhunting/Networking/Portal/Database

Demographic Mapping/Salary mapping

Shortlisting (1st round interview) by YOMA

Interview/Line-up as per specified dates

Salary Negotiations & Offer

Pipeline for drop-out Management

Induction/On-boarding

YOMA

Single window contact

Client panel can check the real time status of Associate's data - their Documents, joining status, ESI cards, offer letter, Invoices, PF, PT, ESI, challans, TDS utilization.
Support section for associates query management.

Implementation of minimum wages

Manpower availability at all times anywhere

Help Client to concentrate on core areas

Reduce internal hiring cost

Health Insurance & Accidental Policy

Maintenance of the statutory compliance like PF and ESI

PT, IT, and TD (100% compliance)

Implant to handle client & associate queries

YOMA

Induction program

ESS login ID to every associate to check their Salary slip, increment letter, ESI card, Medical card, Offer letter

Associates can raise tickets for their queries, call at our Toll-free number, send query email through our YOMA Staffing Application.

Appointment letters

Issue of E-mail Ids

Insurance Coverage – Mediclaim/ Personal Accident

Single window contact

Local ESI sub-codes and ESI cards ensuring full benefits
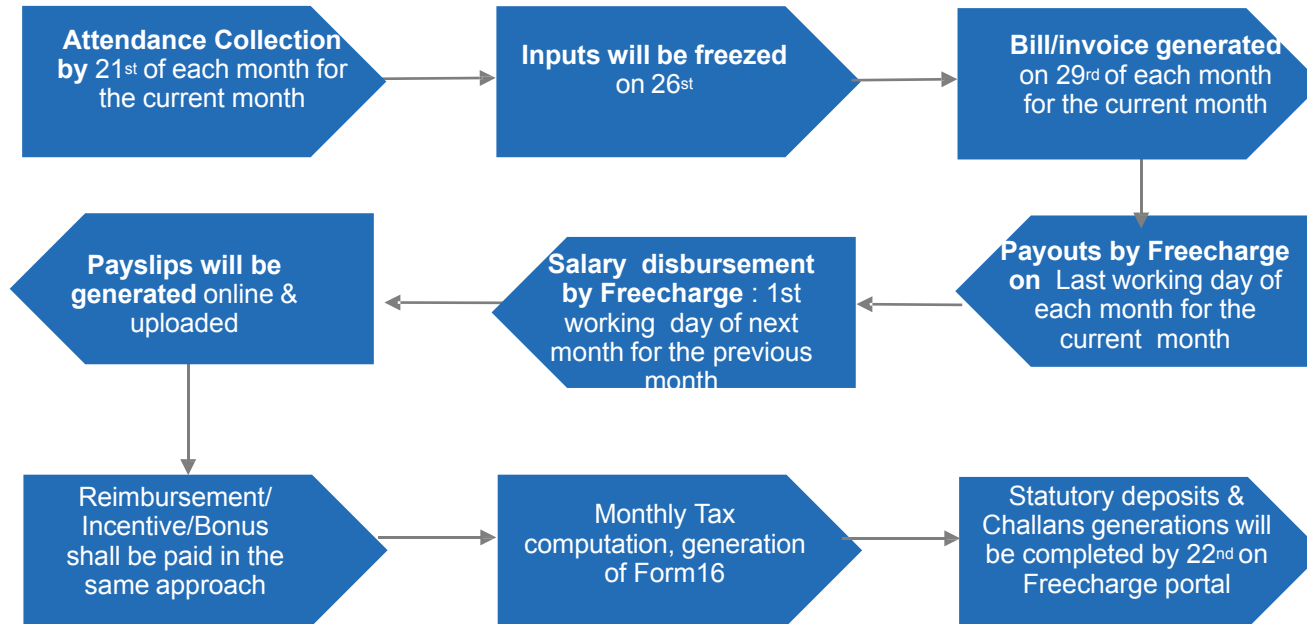
Personal records for individual associate
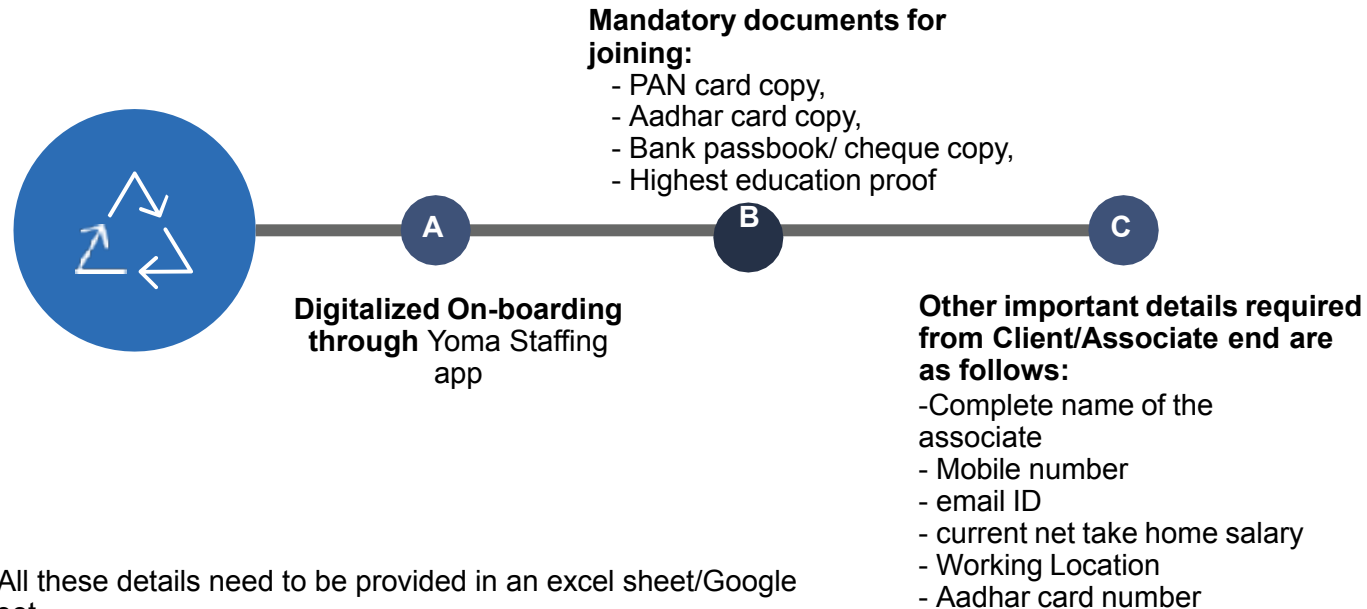
Zero Balance Salary Account

Associate homepage

SALARY AND ATTENDANCE CYCLE

Attendance Cycle: 21st – 20th   (Can be customized as per Client)

Attendance Collection by 21st of each month for the current month →

Inputs will be freezed on 26st →

Bill/invoice generated on 29rd of each month for the current month ↓

Payslips will be generated online & uploaded ←

Salary disbursement by Freecharge : 1st working day of next month for the previous month ←

Payouts by Freecharge on Last working day of each month for the current month

↓ (from Payslips)

Reimbursement/ Incentive/Bonus shall be paid in the same approach →

Monthly Tax computation, generation of Form16 →

Statutory deposits & Challans generations will be completed by 22nd on Freecharge portal

On-boarding and Joining Process:

Mandatory documents for joining:
- PAN card copy,
- Aadhar card copy,
- Bank passbook/ cheque copy,
- Highest education proof

A

B

C

Digitalized On-boarding through Yoma Staffing app

Other important details required from Client/Associate end are as follows:
-Complete name of the associate
- Mobile number
- email ID
- current net take home salary
- Working Location
- Aadhar card number

NOTE : All these details need to be provided in an excel sheet/Google sheet.

Select Joining Formalities – till this is complete other uses are blocked

View all the required tabs for e-KYC

Select Personal Details and fill all required information

Select Family Details and fill in the information

Add Bank & Financial Details

Add Qualification Details

Upload resume and other work experience details

01 CLRA Act, 1970

02 Minimum Wages Act, 1948

03 PF & Misc. Prov. Act, 1952

04 ESI Act, 1948

05 Labour Welfare Fund

06 Payment of Bonus Act, 1965

07 Payment of Gratuity Act, 1972

08 Professional Tax Act (as per states)
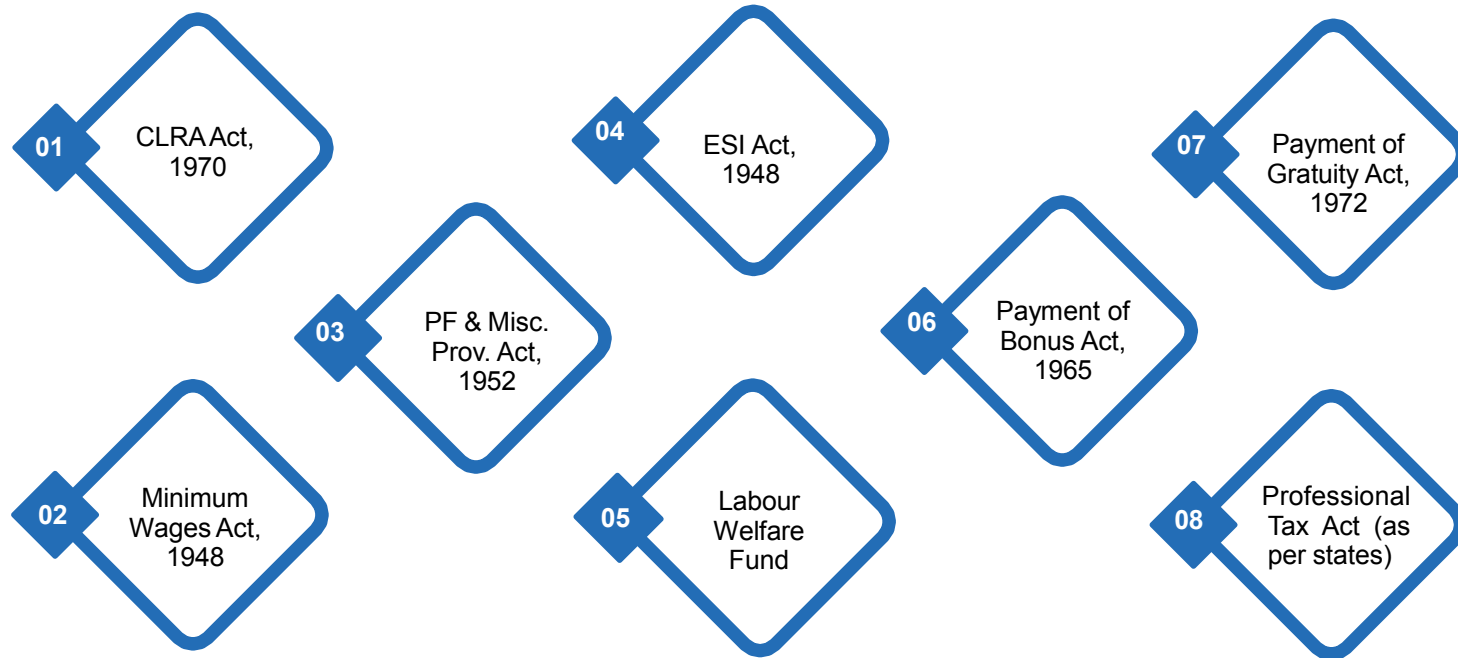
PF & Misc. Provisions Act	Monthly	PF No. generation | Processing/ collecting wage data to generate contribution Challan | PF computation & preparation of monthly ECR & Challan deposition | Declaration & Nomination Form check & submission
	As & when	Transfer-in, transfer-out and claims of EPF accounts | Processing & Submission of Form 19,10C, 31, 13, 10D, 20 after certification
	Yearly	Preparation of annual returns

ESI ACT	Monthly	Employee Register | ESI computation & details updation in ESIC server and generation of challans | Preparation & Deposition of ESI Challans
	As & when	Employee registration, declaration & nomination, Form 1 to be filled by employee | TIC and Medical Card generation from online ESIC server | Processing of claims | Issuance of certificate for continuity in service
	Half-yearly	ESI return preparation & submission

P.Tax Act	Monthly	Challan generation & deposition
	Quarterly	Return preparation & submission

COMPLIANCE ACTIVITIES

Processing/ collecting wage data for generating contribution Challan

Timely remittance of statutory contributions, Filing of statutory returns as per statutory timelines (on or before 15th of every month)

Proper maintenance of statutory registers & other records

Transfer-in, transfer-out & Claims of EPF accounts

Compliance under various ESI sub-codes

Generation of customer specific data & MIS
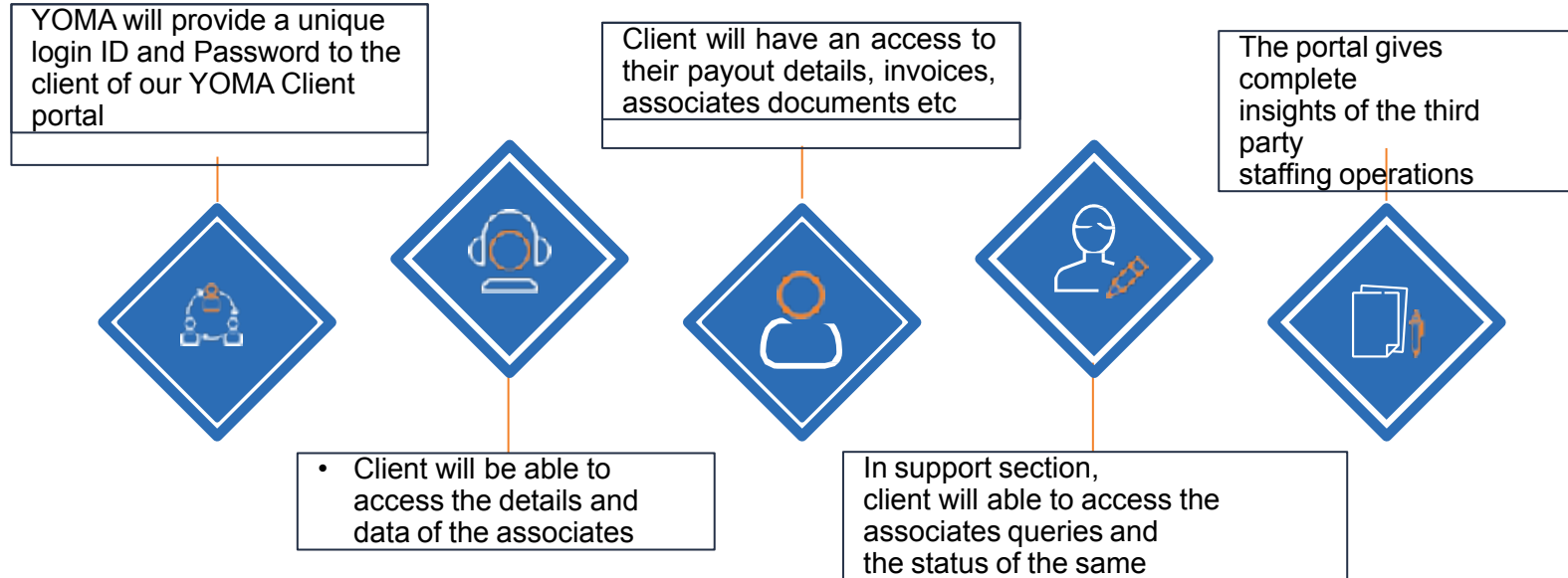
Assistance to the employees- processing benefit application

Facilitate clients in handling inspections by authorities

SPOCs to assist for payroll related compliances

COMPLIANCE REPORTS

LWF payment challans
(twice a year)

PF Challans with ECR copy

**Compliance reports which
are done on FC Portal**

PT challans

ESI Challans with ECR copy

- PF and ESI remittances are done on or before 15th of every month and individual client challans and ECR are provided to the client.

- All the challans and ECR copies are uploaded as well in the client panel of our YOMA Client portal. These are downloadable files.

YOMA will provide a unique login ID and Password to the client of our YOMA Client portal

Client will have an access to their payout details, invoices, associates documents etc

The portal gives complete insights of the third party staffing operations

- Client will be able to access the details and data of the associates

In support section, client will able to access the associates queries and the status of the same

Dashboard

FEATURES:

» Get real time insights on your Joining status and their pendency
   for associates.
» Compliance updates with challan copies.
» Live associates headcount across geographies, profiles with complete on- boarding details and pendency's
» Complete visibility on system generated and manual communication done by the YOMA team across various channels (SMS, Email, ODB and App).

BENEFITS:

» Dashboards give you complete visibility of the entire employee lifecycle (joining to exit).
» System generated & custom communication alerts can lead to providing proactive information to associates. Hence increased employee satisfaction

OPERATIONS >> My Associates
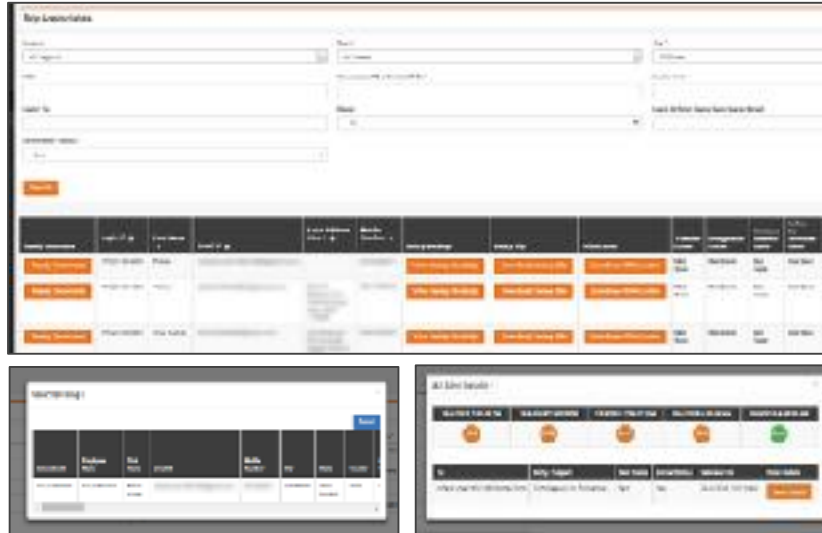
FEATURES:

» Easy access to documents like salary breakup, offer
letter, salary slips, ESIC cards, extension/renewal letter, PF withdrawal guidelines.

» Complete history of broadcasts and custom messages/ alerts sent to associates via SMS, email and OBD calls.

BENEFITS:

» All HR ops related information at an employee level is
provided at fingertips for easy access in the client panel. Associate is provided the same documents in the app and web based ESS as well.

» Increased employer-employee connect and greater transparency.

OPERATIONS >> Associate Birthdays

FEATURES:

» Associate birthday and anniversary details.
» Email and SMS greetings sent to employees on their birthdays and anniversary.

BENEFITS:

» Drive employee engagement activities with associates based on this information.

FINANCE >> My Invoices

FEATURES:

» Complete access to entirebilling history along with supporting documents.

» Patters and trend analysis on financial pay-outs to the vendor.

» Entire TDS reconciliations at fingertips.

BENEFITS:

» Invoice and supporting documents provide easy access and total transparency in billing records. This helps during internal audit and reconciliation process.

COMPLIANCE >> Statutory Challans

FEATURES:

» Access to all Statutory challans like PF, ESIC and PT.
» Copies of ESIC cards issued to all eligible employees.
» State wise breakup of minimum wages which is regularly updated

BENEFITS:

» Complete control and transparency on statutory compliances.
» Information at the fingertips for internal audits and reviews.

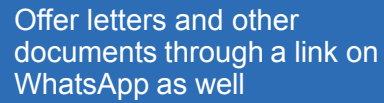SUPPORT & ESCALATION MATRIX >> Client and Associate Tickets

FEATURES:

» Raise tickets directly via system.
» Entire escalation matrix at YOMA are mapped along with their contact details.
» Complete logs of all the tickets raised by the associates via app and toll free number along with live ticket status and call log summary (with voice recordings:optional).

BENEFITS:

» Total transparency in entire associate operations and their query resolutions.
» SLA and hierarchy based system ensures that every.
query gets attention and is closed in a timebound manner.

YOMA

Client payroll report

Associate salary disbursement report

Client Reports

Compliance reports

Finance reports

Offer letters and other documents through a link on WhatsApp as well

Notification and important communication through WhatsApp

Every associate will be given a unique user ID and password

The app will consist of HR and support module

It will help them to complete their joining formalities

The documents section in HR module will consist of all the documents like offer letter, salary slip and any other documents which we provide

In support module, associates can raise their queries through calls on our toll free number or raise tickets or send email

Associate ONBOARDING >> App
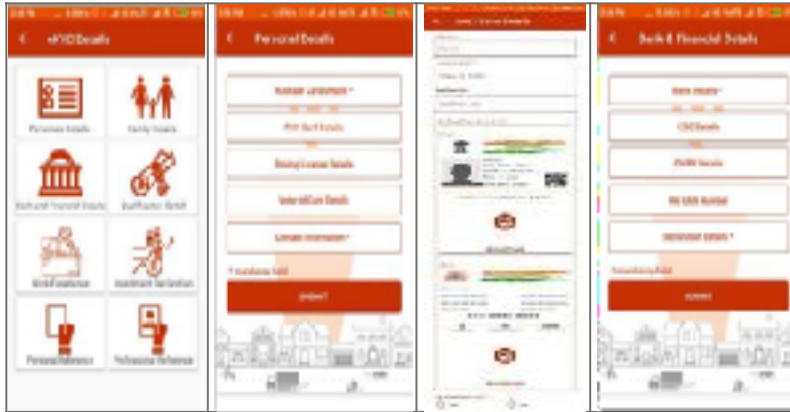
FEATURES:

» Associates can login via app/ web using their login ID (default user credentials is employee ID mentioned in the offer letter) and complete all the joining formalities.

» System based alerts (emails, SMS and OBD calls) keep providing alerts and reminders to associates till their joining formalities are uploaded and approved in the system.

BENEFITS:

» Digital onboarding ensures seamless and paperless onboarding across the length and breadth of the country.

» Removes typing errors and brings scale, transparency and continuity to HR operations.

MY DOCUMENTS >> App

FEATURES:

» Associates can access all their documents like offer letter, salary slips, ESIC card etc. seamlessly at their finger tips.

BENEFITS:

» Reduces the quantum of queries generated in the system for most commonly asked questions like Offer letter, salary slips, ESIC cards etc.
» Pro-active information helps in improving employee experience and satisfaction.
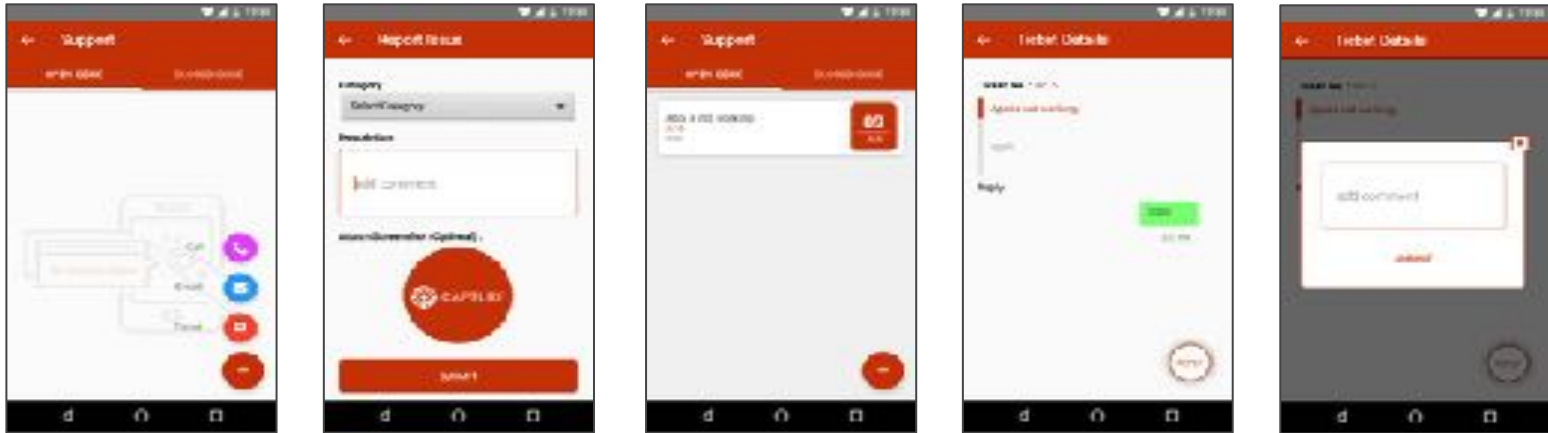
- All the queries initiated by the associates will be recorded and captured in YOMA's system and will be accessible by the client in the client panel.

- Toll free number available for the associates, in case they want to speak to our customer care executives.

WHY YOMA?

PEOPLE + TECH MODEL
Only Technology driven staffing company in India

DEDICATED SUPPORT STAFF
Providing custom tailored & result oriented solutions

IN-APP SOLUTIONS
Associate self-help App Client App

COMPLIANCE ADHERENCE
100% Compliance adherence with the clients

CUSTOMIZED REPORTS
Customized Dashboard as per client needs

SPEED & ACCURACY
By using technology as an enabler, we deliver with speed & accuracy

Service	Charges	Remarks
One Time Sourcing Fees	Rs 1200 for each associate joining	60 days Replacement
Associate HR Management Charges	Upto 1000 Rs 450 per person 1001-1500 Rs 400 per person 1501-2000 Rs 375 per person	Per head count, per month
Incentive/Reimbursement Management fees (if applicable)	3% on invoice amount	Per head count, per month
BGV Charges	Rs 900 per person	One Time

Freecharge in-house cost

Particular	Count	Cost (Monthly)	Cost (Yearly)
Filed Recruiters	10	INR 30000	INR 3600000
Team Leader	1	INR 50000	INR 600000
Onboarding & Compliances Team Member	4	INR 110000	INR 1320000
Payroll Team Member	1	INR 40000	INR 480000
Recruitment Tool	Naukri, Work India, etc.	INR 50000	INR 600000
Training Cost	--	--	INR 100000
Hiring & Retention	--	--	INR 100000
App Development & Maintenance	Associate & Freecharge Portal	--	INR 600000
Total			**INR 7400000**

YOMA's cost

Particular	Management Fees (Monthly)	Management Fees (Annually)	Remarks
Sourcing of 1000 employees	--	INR 1200000	One time fees per associate which is not applicable on direct hiring
Associates Management Fees (Onboarding, Payroll, Compliances, HRMS, Training and Induction for 1000 employees)	INR 450000	INR 5400000	Management fees will lower on headcount basis as proposed in the commercials
Total		**INR 6600000**	

THANK YOU

YOMA

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