Proposal for

HRMSONE

INDIBA CONSULTANCY SERVICES



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**SERVICE LEVEL DELIVERIABLES**



**A. COMPANY DETAILS**

Using this module employee can add the following details.

* Company Details
* Location
* Departments



**A. EMPLOYEE MANAGEMENT MODULE**

Using this module employee can add the following details.

* Employee Basic Information
* Employee Joining Details
* Employee Profile with photographs
* Family background details
* Employee Emergency details.
* Award given to employees.
* Employee current position and job profile
* Address and reference details
* Qualification and experience details
* Documents submitted by employees
* Assets given to employees.



**A. PAYROLL PROCESS MANAGEMENT**

# Payroll Processing:

* 1. Maintain the master data of all employees containing personal and salary details.
  2. Update onetime payment of incentives, bonuses, overtime, night shift etc as per input received.
  3. Update one time deductions such as canteen, transport etc as per input received.
  4. Update third party deductions such as Life insurance premiums, bank loan, co-operative society deductions etc. as per input received.
  5. Update the loans, installments, interest etc. and maintain the loan ledger.
  6. Calculate the value of perquisites on account of Accommodation, furniture, concessional loans etc.
  7. Handle complex transactions of manufacturing company payrolls like– Daily/ monthly/ apprentices/ trainees payrolls, DA index, Wage agreement related arrears, Bonus Calculation, Third Party payments, Minimum wages, different payout dates, Interim payments etc.
  8. Process the payroll

# Attendance and Leave Records:

* 1. Client to provide the data of no of Leave without pay for each employee
  2. Indiba to incorporate the same for payroll calculations

# Full and Final Settlement:

* 1. Client to give input for the exit employee comprising of:
     + LWP/ Notice Pay Recovery/ Leave Encashment days etc
     + Investment Proofs Summary
  2. Hrmsone to prepare and furnish the F&F within 2 days of receipt of input comprising of the following reports:
     + Pay Slip
     + Tax Sheet

# CTC related reimbursement processing (Medical, LTA, Fuel, Telephone etc)

* 1. Employees to update the reimbursement claim on Hrmsone website, obtain the printout of the claim form, attach the proofs of expenses and put the same in the drop box. Client to provide the physical documents by courier
  2. Hrmsone to verify the appropriateness of the claim lodged with the physical documents. Rejection amount and the reasons thereof to be updated on the website for the information of the employee concerned.
  3. Resolve the queries of the employees about the claims settlements.

1. **Tax Deducted at Source (TDS)** 
   * 1. In the month of April / at the time of joining, employees to declare their investments on Web Site
     2. Hrmsone to update the payroll system with the investment declarations received from employees
     3. Compute the Tax from April to Dec as per the investment declarations and for Jan to March on the basis of actual investment proofs
     4. Verify the validity of investment proofs from the angles of
        + Date of investment
        + Payee
        + Type of investment
     5. Prepare quarterly and annual e-TDS returns and submit the necessary data to NSDL.
     6. Form 16 in digital manner will be issued by Hrmsone at the end of financial year.

**B. Payroll Related Compliance Management**

1. **Provident Fund** 
   * 1. Computation of PF contribution and monthly deduction from the payroll. Furnish the PF report on monthly basis to the client management.
     2. Upload the data on PF Portal and generate the payment challan thru ECR.
     3. Filling of Form 3A, Form 5, Form 10, Form 9 on regular basis, Annexure 2 as required.
     4. PF Slip Distribution (Electronic Copies via E-Mails)
     5. Filing of transfer and withdrawal related form
2. **Professional Tax** 
   * 1. Computation of Professional Tax as per respective rates and rules of different states.
     2. Furnish the state wise PT due report to the client management.
     3. Other PT activities:
        + Filing of returns on monthly, annual basis if online return filing registration is active.
3. **ESIC** 
   * 1. Computation of ESIC for as per respective rates and rules thereof.
     2. Furnish the report to the management for discharging the dues.
     3. Upload the data on ESIC Portal and generate the payment challan.
     4. Other ESIC activities:
        + Filing of half yearly Return regarding contributions.
        + Generate Electronic TIC and share the same to client on E-Mails.
     5. Hrmsone would not handle the followings:
        + Payment of ESIC sums in the bank.
        + Smart Card and Medical Registration with the respective doctor.
        + Inspection and Assessment.





1. **Labour Welfare Fund** 
   * 1. Computation of Labour Welfare Fund on half yearly basis.
     2. Deposit the Challan in LWF office and get the acknowledgement. (Only in Maharashtra & Andhra Pradesh)
     3. For other locations, furnish the report to client management.
     4. Inspection and Assessment. (Hrmsone to guide the client on how to handle the inspection)

**C. Labour Law Compliance Management**



**Service conditions:**

* Shops and Commercial Establishments Act
* Contract Labour (Regulation & Abolition) Act, 1970

**Wages:**

* Minimum Wages Act, 1948
* Payment of Wages Act, 1936
* Payment of Bonus Act, 1965 (Only Form C & D)

**Social Security Benefits:**

* Payment of Gratuity Act, 1972
* Workmen's Compensation Act, 1923

**Women Empowerment:**

* Maternity Benefit Act, 1961
* Equal Remuneration Act, 1976

**Employment:**

* Apprentices Act, 1961
* Employment Exchange (Compulsory Notification of Vacancies) Act,1959

**State Acts: (Examples)**

* National and Festival Holiday Act
* Maharashtra Private Security Guards (Regulation of Employment and Welfare) Act 1981 & Scheme 2002
* Labour Welfare Fund Act – Only preparation of records under the Act.
* Tax on Professions, Trades, Callings and Employments Act, - Only preparation of records under the Act.

Note: Additions to this to be covered depending on spread of operations in different states.

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**D. LEAVE MANAGEMENT SYSTEM**

The following activities would be undertaken as part of LMS administration:

Every employee would be able to access LMS module in the same application where payroll details are available.

1. **Using this module employee can transact following:** 
   1. Make application for the Leaves, Compensatory Off and Leave Encashment. These would be approved by his/ her Supervisor/ Manager.
   2. Approve the applications of Leaves, Compensatory Off, Leave Encashment raised by his/ her direct reportees.
   3. Apply for attendance regularization on account of forgot to punch, outdoor duty, work from home etc… Also approve these requests made by his/ her direct reportees.
   4. Employee attendance can be captured via Check In and Check Out Buttons.
   5. Make the Leave Planner for the whole year at the beginning of year and update the same as and when needed.
2. **Employee can view following reports:** 
   1. List of holidays for the year
   2. Daily Attendance report giving the details of in-time, out-time, weekly off, leaves, absenteeism, late coming, early going, overtime etc.
   3. Leave reporting giving opening balance, accrual, usage, lapse, carry forward etc for each types of the leaves
   4. Company Leave Policy & Processes.
   5. Leave balances of the direct reportees.
3. **HR can do the following transactions using admin login:** 
   1. Viewing the information on timings/ leave balances of all or select set of the employees
   2. Updating the shifts of the employees
   3. Super administrative rights for approval of leaves/ Updation of adjustment in leaves etc.
   4. Various outputs stating the leave calculations/ balances etc for all or select set of employees.



**MISCELLANEOUS**

1. **TEAM ALLOCATION: Hrmsone shall designate the following team members:** 
   1. Compliance Team Executives for the entire processing.
   2. Team Leader to check the outputs and workings.
   3. Team Manager for interaction with senior management of the client and overall control/ execution of the assignment.