

# iProcess<sup>SM</sup> Premium

## HR and Payroll Made Easy



iProcess<sup>SM</sup> Premium is an HR and Payroll outsourcing service that solves your payroll worries. This service allows you to relax while we do your payroll processing.

iProcess<sup>SM</sup> Premium uses iSuweldo<sup>TM</sup>, Philippines' premier HR and Payroll solution, for fast and accurate payroll computation. iSuweldo<sup>TM</sup> adheres to all government reporting requirements, DOLE rules and can be configured to your company requirements.

### iProcess<sup>SM</sup> Benefits

#### Free up your time and resources

Focus on income generating activities.

#### Pay employees correctly and on-time

Have peace of mind knowing that everyone is getting paid on-time and accurately.

#### Reduce costs

No more overtime hours just to meet bank and government deadlines.

#### Avoid penalties

Always be ready with the forms required by the government agencies.

#### Remove HR and payroll hassles

Never worry about manual errors in computation.

#### Keep up with government regulations

Never be caught off-guard with the constantly changing government rules and regulations. We make the changes required.

### What's included in this service?

iProcess Standard	
<b>Employee File Maintenance</b> <ul style="list-style-type: none"> <li>Initial Employee Data</li> <li>Salary Adjustments</li> <li>201 File Changes</li> </ul>	<b>Submission of Payroll Register for Approval</b>
<b>Process Timesheet</b>	<b>Report Generation</b> <ul style="list-style-type: none"> <li>Government Reports</li> <li>HDMF/Pag-IBIG Reports</li> <li>BIR Reports</li> <li>SSS Reports</li> <li>GSIS Reports</li> <li>Philhealth Reports</li> <li>Company Reports</li> <li>Payroll Register</li> <li>Check Register</li> <li>Cash Register</li> <li>Bank Transmittal</li> <li>Payslip</li> <li>Accounting Entry</li> <li>Loan Summary</li> </ul>
<b>Processing of Payroll Instructions</b> <ul style="list-style-type: none"> <li>Salary adjustments</li> <li>Loans to be deducted</li> <li>Commissions</li> <li>One-time salary payments or deductions</li> </ul>	
<b>Process Payroll</b>	
<b>13th Month Computation</b>	

iProcess Premium	
<b>Employee Self-Service with Approval Workflow</b>	<b>Time-In and Time-Out Processing</b> <ul style="list-style-type: none"> <li>e-Bundy</li> <li>Biometrics Integration</li> <li>Calculation of regular and overtime hours</li> </ul>
<b>Leaves Management</b>	<b>Customized Services (pre-agreed)</b>
<b>Expenses Management</b>	
<b>Pre-Annualization</b>	
<b>N<sup>th</sup> Month Computation</b>	

- Maintenance of employee HR and Payroll master data
- Integration of summary timesheets
- Processing of salary adjustments, loans, commissions, and one-time salary payments or deductions
- Processing of your payroll
- 13th, 14th, 15th, Nth month computation and processing
- Submission of payroll register for your approval before final payroll run for the period
- Generation of company and government reports
- Completion of annual reports (alphalist, etc.)
- Use of Isuweldo<sup>TM</sup> employee self-service portal that significantly reduces the time to process by the HR and Payroll departments
- Leaves processing

- Expenses and reimbursement processing
- Normalized tax computation

(pre-annualization)

- Enhanced employee time-in and time-out processing using iSuweldo<sup>TM</sup>'s e-Bundy system or iSuweldo<sup>TM</sup>'s integrated

iSuweldo e-Bundy

fingerprint and/or proximity card biometric device IS160-C



IS160-C

- Automatic calculation of regular and overtime hours