

iProcessSM Standard

HR and Payroll Made Easy

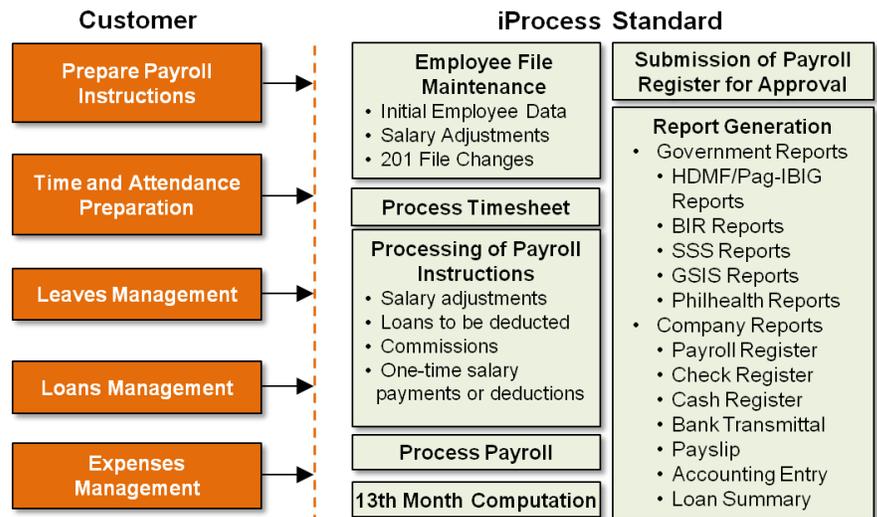


iProcessSM Standard is an HR and Payroll outsourcing service offered by iSuweldo, Inc. that will put an end to all your HR and Payroll frustrations.

iProcessSM Standard uses iSuweldoTM, Philippines' premier HR and Payroll solution, for fast and accurate payroll computation. iSuweldoTM adheres to all government reporting requirements, DOLE rules and can be configured to your company requirements.

With iProcessSM Standard, you can concentrate on your business and let us worry about your payroll processing.

What's included in this service?



iProcessSM 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.

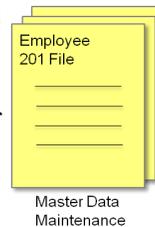
Remove HR and payroll hassles

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.

- Maintenance of employee HR and Payroll master data



- Integration of summary time-sheets

- Processing of salary adjustments, loans, commissions, and one-time salary payments or deductions

- Processing of your payroll

- 13th 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.)

Payroll Processing

There are 5 easy steps in processing your payroll:



1. You fill out the templates
2. We run the payroll for the period
3. You review and approve the payroll run
4. We generate the company and government reports
5. You release the pay to your employees