



## HR and Payroll Made Easy

Tired of repetitive and painful HR and Payroll processing? Let iProcess<sup>SM</sup> be the solution to your problems.

Get rid of your painful HR and payroll activities and the hassles of generating the reports. All you have to do is fill out our templates and we will do the rest for you.

iProcess<sup>SM</sup> will generate reports that complies with all government reporting 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.

### 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

### Biometric

Creating timesheets is quick and easy with the integrated biometric.



IS160-C

### iProcess<sup>SM</sup> Reports

#### Per Payroll Run

- Payroll Register
- Check Register
- Cash Register
- Bank Transmittal
- Payslip
- Accounting Entry
- Loan Summary

#### Annually

- Annualization Report

#### Final Pay Run

- Final pay computation
- Certificate of SSS
- Certificate of Philhealth
- Certificate of Pag-IBIG
- Certificate of Employment



#### Per Month

- ER 2
- RF-1



#### Per Month

- P2-4
- FPF060



### What's included in this service?

- 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 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.)

#### Per Month

- ML-1
- ML-1 by Employer
- R-3
- R-5
- ML-2
- LMS Diskette
- R3 Diskette



#### Per Month

- BIR 1601-C

#### Annually

- Alphalist
- 2316
- 1604-CF

#### Final Pay Run

- Annualization Report



#### Per Month

- ERF (Electronic Remittance File)

