

## Benefits

- **Free up your time and resources:** Focus on your income-generating activities
- **Pay employees correctly:** Have a 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



iSuweldo, Inc. is fully committed to the success of every customer initiative. iSuweldo honors this commitment by creating products and providing services that bring sophisticated enterprise management essentials to companies at all market levels.

### NOTES:

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iSuweldo, Inc.

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## HR and Payroll Made Easy

Focus on your business



Let us worry about your payroll processing

iProcess<sup>SM</sup> is an HR and Payroll processing service offered by iSuweldo, Inc. that will end your HR and payroll frustrations.

iProcess<sup>SM</sup> uses iSuweldo<sup>TM</sup>, the Philippines' premier HR and Payroll solution, for fast and accurate payroll processing. iSuweldo<sup>TM</sup> has the flexibility to be configured based on your company's requirements. iSuweldo<sup>TM</sup> also adheres to DOLE rules and all government reporting requirements.

## 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

## Payroll Calendar of Events

We are committed to providing you with always on-time payroll processing and reports. With this, we will adhere to a mutually-agreed upon payroll calendar of events schedule.



## iProcess<sup>SM</sup> Standard

iProcess<sup>SM</sup> Standard provides the basic payroll processing service. This includes the following:

- Maintenance of the employee master data
- Integration of summary timesheets
- Processing of salary adjustments, loans to be deducted, commissions to be paid and one-time salary payments or deductions
- Execution of programs to process the payroll
- 13th month pay computation and processing
- Submission of payroll register for customer approval
- Generation of company and government reports



## iProcess<sup>SM</sup> Premium

iProcess<sup>SM</sup> Premium provides the enhanced payroll processing service. This includes the following:

- Maintenance of the employee master data
- Integration of summary timesheets
- Processing of salary adjustments, loans to be deducted, commissions to be paid and one-time salary payments or deductions
- Execution of programs to process the payroll
- 13th, 14th, 15th and Nth month pay computation and processing
- Submission of payroll register for customer approval
- Generation of company and government reports
- Use of iSuweldo<sup>TM</sup> self-service portal
- Leaves reporting and processing



- Expenses reimbursement processing
- Loans reporting and processing
- Normalized tax computation (Pre-annualization)
- Automatic calculation of regular and overtime hours
- Enhanced employee time-in and time-out processing using:
  1. iSuweldo<sup>TM</sup> eBundy system
  2. iSuweldo<sup>TM</sup> integrated fingerprint and/or proximity card biometric device



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

<b>Per Payroll Run</b> <ul style="list-style-type: none"> <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>Annually</b> <ul style="list-style-type: none"> <li>• Annualization Report</li> </ul> <b>Final Pay Run</b> <ul style="list-style-type: none"> <li>• Final pay computation</li> <li>• Certificate of SSS</li> <li>• Certificate of Philhealth</li> <li>• Certificate of Pag-IBIG</li> <li>• Certificate of Employment</li> </ul>	<b>Per Month</b> <ul style="list-style-type: none"> <li>• ML-1</li> <li>• ML-1 by Employer</li> <li>• R-3</li> <li>• R-5</li> <li>• ML-2</li> <li>• LMS Diskette</li> <li>• R3 Diskette</li> </ul>
<b>Per Month</b> <ul style="list-style-type: none"> <li>• ER 2</li> <li>• RF-1</li> </ul>	<b>Per Month</b> <ul style="list-style-type: none"> <li>• BIR 1601-C</li> </ul> <b>Annually</b> <ul style="list-style-type: none"> <li>• Alphalist</li> <li>• 2316</li> <li>• 1604-CF</li> </ul> <b>Final Pay Run</b> <ul style="list-style-type: none"> <li>• Annualization Report</li> </ul>
<b>Per Month</b> <ul style="list-style-type: none"> <li>• P2-4</li> <li>• PPF060</li> </ul>	<b>Per Month</b> <ul style="list-style-type: none"> <li>• ERF (Electronic Remittance File)</li> </ul>