



**FOUR
MUSKETEERS**

Payroll Outsourcing

With the industry landscape changing rapidly through ground-breaking innovation and intense competition, businesses lose their focus from the core objectives because of laborious and resource-intensive HR activities like and compliance.

Are you facing any of these challenges with your current system?

- Access to accurate and timely pay slips
- Scalability during expansion to multiple geographics
- Escalating cost due to in-house maintenance
- Security and confidentiality of and employee data
- Compliance with the latest laws and regulations.

FOUR MUSKETEERS provides an end-to-end outsourcing solution that reduces processing costs with a streamlined and consistent execution of your, statutory and compliance needs.



Payroll Processing

Payroll processing is a time-consuming and resource-intensive task for many businesses. FOUR MUSKETEERS outsourcing service provides access to timely, accurate and secure data with the following:

- Bank advice statement and customised reports
- Master employee input file with checks and balances to increase accuracy
- Options to transfer funds directly from selective banks to employees' accounts

Employee Self Service

FOUR MUSKETEERS ESS is a comprehensive solution that enhances employee experience by minimising time and effort. Employees can do the following using ESS:

- View their pay-slips and tax computation sheets
- Submit investment declarations
- View their personal details, change or update their information, and apply for leave

Payroll Statutory Compliance

Our experts provide support for legal complexities that arise because of various legislations. We provide support for the following:

- Generating Statutory reports like PF, ESI, PT and LWF
- Remittance of taxes
- Preparing and submitting ESI wages and assisting on audits and inspections.

Query Management

FOUR MUSKETEERS offers query-management services to channelize queries effectively and resolve issues by providing the following:

- Dedicated account manager to solve issues based on priority.
- Contact centre, which in addition to handling queries, provides support for remote operations related to onsite queries

Reports & Analytics

FOUR MUSKETEERS delivers custom reports that help organisations take key HR decisions including the following:

- Detailed pay structure with journals
- Employee loan & recovery statements
- Analyze attrition, turnover, and retention

The key benefits of the solution are
What does this mean for HR Leaders and key decision makers?

- Streamlined processes with fast turn-around time for employee queries
- Support through entire employee life-cycle from the date of joining to exit
- Custom reports that support the key HR decisions of the organisation
- Lowers risk related to compliance and penalties

What we provide

People

Access to our experienced payroll specialists with solid domain expertise in providing best-in-class payroll outsourcing services

Technology

Robust technology that is secure, scalable with world class infrastructure

Process

Best practices that ensure 100% confidentiality and data security

Discover the Human Capital Management solution that's just right for your business.

Payroll on Cloud for Small Businesses

An adaptable payroll solution, implementable in hours and scalable to address your future needs.

Payroll on Cloud for Mid & Large Businesses

FOUR MUSKETEERS is a robust and comprehensive payroll engine that ensures a single point of truth for your core HR needs.

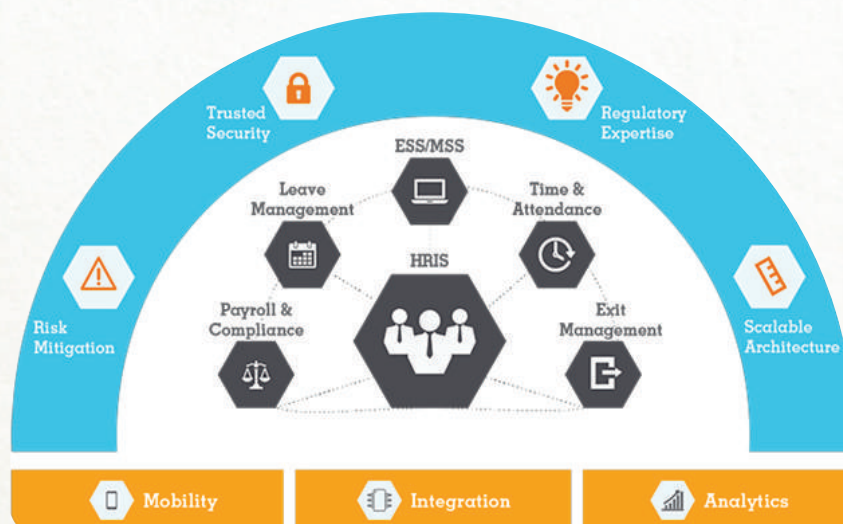
Leave Management System

Your ideal leave management tool to support the workforce trends of the present and future

Time & Attendance

Effective time-management of a workforce through FOUR MUSKETEERS assists your organisation in comprehensively analysing your return on invested man-hours.

FOUR MUSKETEERS is a robust and comprehensive payroll engine that ensures a single point of truth for your core HR needs.



Payroll Outsourcing

Payroll isn't just about paying your people. And let's face it, you didn't get into business to manage paperwork and keep track of payroll legislations.

- Consolidated, error-free documents & reports with sharper business intelligence.
- Decreased IT infrastructure investment.
- Speedy resolution of employee queries.
- Support your entire employee payroll life-cycle, from their date of joining to exit.
- Lower risk related to compliance and penalties.
- Better resource deployment.

Processing Monthly Salaries

All you need to do from your end is, send us the variable monthly particulars. From thereon, our operational experts take care of everything

- Processing your payroll based on the latest legislative updates
- Processing investment declarations of your new joins and updating it on your HRIS
- Validating the inputs received with your organization or previously determined policies
- Providing you with consolidated reports (standard and customised)

Payroll Compliance

Ensure accurate processing of the following compliances through a global leader in payroll and compliance –

- Provident Fund (PF)
- Employee State Insurance (ESI)
- Professional Tax (PT)
- Labour Welfare Fund (LWF)

Processing Reimbursements and Arrears

Once your employees submit their reimbursement claims through our intuitive ESS portal, we –

- Validate the claims based on your policies
 - Integrate the validated claims with payroll data
 - Send consolidated reports on changes made
- With regards to processing arrears, our experts ensure day-to-day maintenance of your arrear registers and maintain consolidated arrear computation reports for assistance during audits.

Employee Query Management

Our unique query management tool within our ESS portal allows your employees to raise and clarify any queries they might have; be it salary, leave, reimbursements or tax declarations.

Our query management team is responsive, considerate of contextual urgencies and ensure swift resolution queries.

Full and Final Settlement

Full and final settlements are the concluding formalities that need to be comprehensively addressed to ensure complete compliance with legal as well as established company policies.

Our operational specialists are also industry experts who understand all the intricacies involved in the full and final settlement process. We manage everything from –

- Calculating payable days
- Leave Encashment days/Notice Period recovery
- Investment proofs and reimbursement claims during final settlements
- Other payments/deductions
- Consolidated reports on net payable/recoverable, final tax workings, journal voucher etc.

Flexi-Benefits Management

FOUR MUSKETEERS's Flexi-Benefits Management service is a widely used to encourage employees by giving them complete freedom to choose their own benefits package.

You can now create your own unique flexi-benefits packages aligned with innovative HR policies and further your boundaries of influencing employee experience in positive and productivity-driving manner. To effectively manage this tool your HRs can be given control over different types of benefits and rules.

End-of-Year process (Form 16)

Ensuring your employees a smooth year-end process is crucial as the complexities involved during end of the year process could be very demanding and sometimes unmanageable if not planned properly. However, proper planning is an expenditure of its own.

With FOUR MUSKETEERS's ESS portal, employees can now submit all their investment declaration proofs through an easy to use and mobile-optimised interface.

Furthermore, with our scanning solution, employees can upload all their proof documents online, thereby ensuring minimal paperwork and preventing loss of records. FOUR MUSKETEERS's audit experts ensure a faster turnaround time for proof-validation and provide status updates on each validation within the ESS portal. During the process, your employees can also post queries directly to FOUR MUSKETEERS's experts via a query management tool integrated within the ESS.

- Mock tax slip
- Daily proof submission status reports
- Documents status on ESS
- Validation status reports
- Employee-wise rejection reports
- Query status reports

WHY 4 MUSKETEERS

Designed with the technology+human expertise to create a robust and highly configurable solution.

CONFIGURABILITY

An extremely configurable solution that can be tailored to the needs of businesses of any size, segment or industry.

SCALABILITY

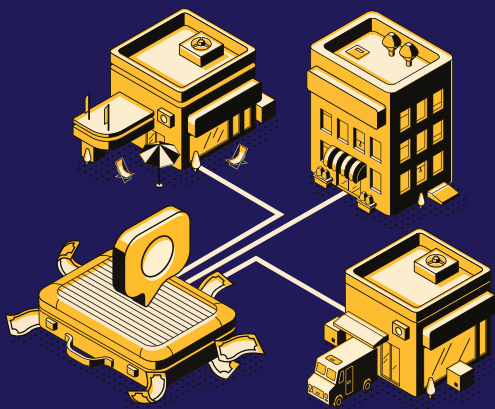
The scalability that comes with our solution is synonymous with the scalability that FOUR MUSKETEERS as an organisation can offer your business.

SECURITY

FOUR MUSKETEERS's Global Security Organisation ensures that your data is protected by state-of-the-art solutions.

REGULATORY EXPERTISE

Our operational officers are highly-experienced industry experts who process your and compliance meticulously.



Real Estate | Payroll Services | Event Organiser | Stitchery

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