

# **Global Collaborations**

**Presents the Possibility to save 40% by offshoring the outsourcing**

***HR  
&  
Payroll Management  
System***

Believe it or Try it and save to  
increase your bottom line

## **Our Expertise**

**WSS is manned with experts in the field of Human Resource Management, Finance & IT with exhaustive thought process to provide Simple & cost effective quality solution inline with client's Business requirement.**

## **WSS Payroll Advantage**

**Employee compensation and benefits are some of the largest costs incurred by most employers.**

**With WSS Payroll, critical information is at your fingertips- All your payroll and HR Information is precisely tracked and reported.**

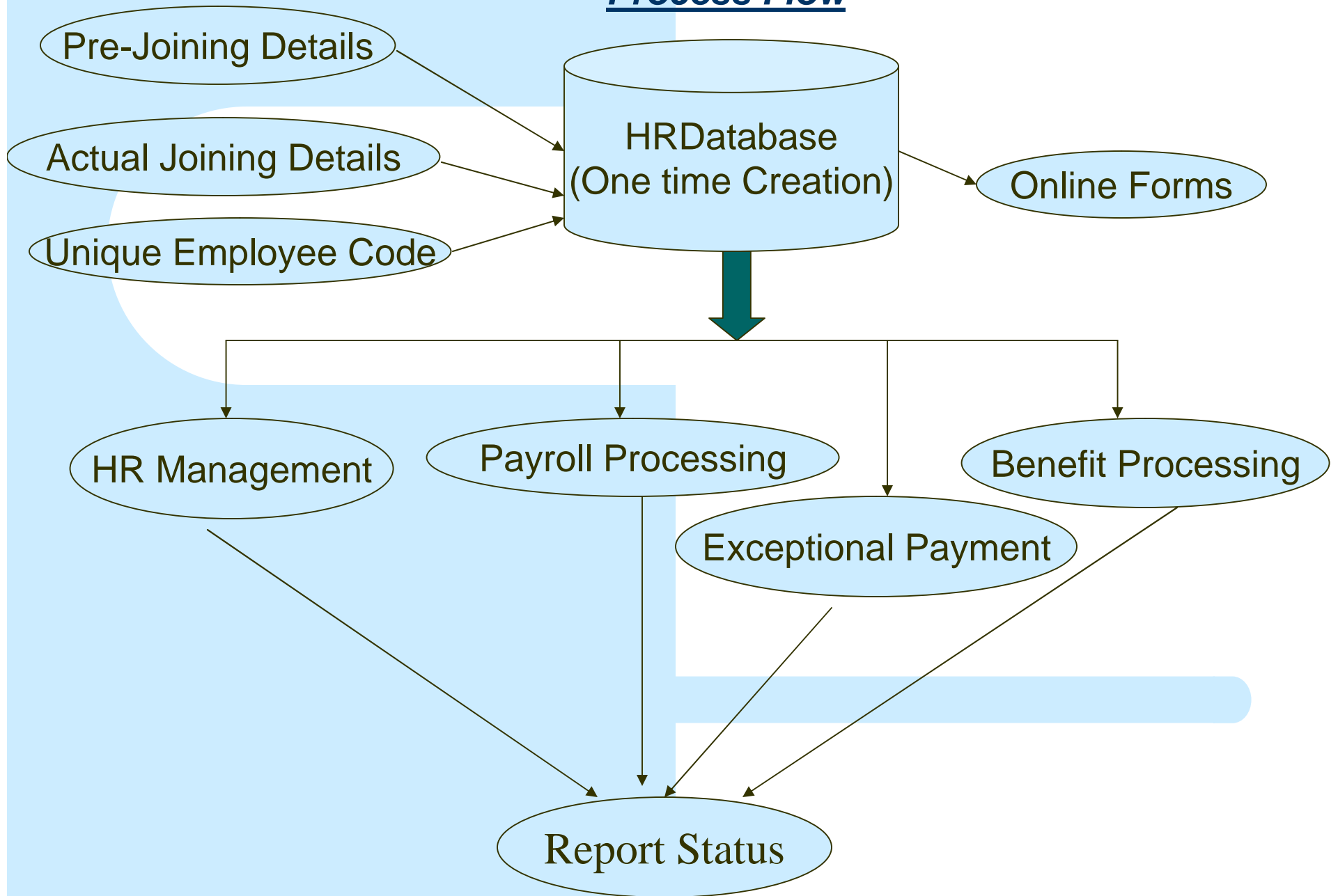
## How do we Benefit You?

- **Guarantee Cost/Cash saves.**
- **Automate & Manage your HR & Payroll Process.**
- **Provide you Quality service on touch of a button.**
- **Provide you Timely & Accurate Reports & Remittance advice.**
- **Provide you & your Employee's user friendly online reports.**
- **24/7 Helpdesk.**

# Human Resource Management

- **Payroll Management**
- **Benefits/Claims Processing & Management**
- **Payment Management**
- **Leave Management Systems**
- **MIS / Reports**

## Process Flow



## What we can do for you in HR?

- **Joining Formalities**
- **HR Database Management**
- **Compensation & Benefit Management**
- **Appraisals, Rewards & Recognition Management**
- **Leave Management**
- **MIS & Reporting**

# Employee Database Management

- **With complete information on employee profile available with us we can handle your record management and provide desired MIS as per your specific requirements.**
- **Maintain individual record for each employee with all relevant input for payroll processing.**
- **Create One-Pager information for every new additions and deletions incorporated**

Cont..

# Employee Database Management

Update necessary changes to existing employee database for:

- Monthly payroll processing.
- Reports/MIS
- Attritions

**By Company**

**By Department**

**By Manager**

**By Level / Designation**

# Employee Database Management

## Cont...

- Level matrix /Employee/Dept./ Function-vs- Cost to Company (CTC)
- Joining & Separation status by month & year/  
One Page Info.
- Absenteeism Analysis.

## ***Pre-Joining Formalities***

<b><u>WSS</u></b>	<b><u>Client</u></b>
<b><i>Receive Confirmation from client on Selected Candidate</i></b>	
<b><i>Communicate and receive Confirmation from candidate</i></b>	
<b><i>Collect Education Certificates, Conduct Verification of Certificates and Conduct reference checks of selected candidate</i></b>	
<b><i>Organize Medical and Fitness Check</i></b>	
<b><i>Prepare offer Letter for Client's confirmation and signature</i></b>	<b><i>Client to sign offer of Appointment Letter</i></b>

## **Actual Joining Activities**

<u><b>WSS</b></u>	<u><b>Client</b></u>
Receive acceptance of offer from candidate	
Confirm and communicate joining date of candidate to client	
Capture employee specific details on HR master database structure and for download for payroll & Benefit processing	
Deliver copies of education certificates, joining sheet, one-page details on candidate's profile and reference check details to client	<b>Confirm candidate Actual reporting to client</b>

# Compensation and Benefit Management

- Recommendation on Multiple pay structure options in line with law of the land.
- Compensation plan tailored made to suit different levels in the organization.
- Compensation Survey.
- Manage individual compensation & Retrials.

## What we can do for you in Payroll

- Payroll Processing
- Benefit Processing.
- Employer Servicing.
- Accounting Interface.
- Employee Servicing.

# Payroll Processing

- Payroll processing for Permanent/Temporary/Contract type of employees.
- Frequency of processing
  - Monthly
  - Weekly
  - Fortnightly
  - Contract Period
- Manage individual employee's Payroll.
  - Pay Structure & Master db by levels.
  - Bonus, increments, sales incentives/commission.
  - Historical data of individual.
- Overtime and Retrial Management

## **Payroll Processing...cont.**

- **Manage individual employee's Payroll.**
- **Pay Structure & Master DB - by levels.**
- **Bonus, increments, sales incentives/commission.**
- **Historical data of individual.**
- **Overtime and Retrial Management**

## **Employer Servicing**

- **Detailed Monthly payslips .**
- **Monthly payroll register.**
- **Monthly variable and master input capture statement**
- **Monthly Master creation (new) report (One pager)**
- **Monthly Net pay statement**
- **Bank payment advise (soft file)**
- **Details of Tax Withheld relating to income tax, social security tax and Medicare(Form 941)**

## **Employer Servicing...cont.**

- **Monthly Earnings & Deduction statement Monthly payslips .**
  - By Employee.**
  - By Department/ Biz. Area.**
  - By Location & All Location.**
- **Yearly Earnings & Deduction statement.**
  - By Employee.**
  - By Department/ Biz. Area.**
  - By Location & All Location.**

*Contd.*

# Employee Servicing

- **Payment advice & Payslips to individuals (online / hardcopies)**
- **Query resolution (Helpdesk for payroll related issues) .**
- **Reports – Employee specific .**
- **Form W2**
- **Payment status / history (EIS) (on line / hardcopies)**

## Accounting Interface

- Salary Journal entry compatible to client's environment
- Monthly accrual Journal entry .
- Master account code, department / function code maintenance
- Reconciliation & Schedules – Monthly net pay, Earnings & Deductions, Loans & Advances

# Benefit processing

- **Multi location & Currency C&B processing .**
- **Monthly Fixed & Variable salary processing .**
- **Employee claims / Benefits processing .**
- **Direct bank credit of payouts**
- **Claims / benefits payments through monthly salary**
- **Claim rejection details**

## Stay-Up-to-Date Report

- **Personal Information**
- **Payroll Payout Summary.**
- **Payroll Payout Details.**
- **Tax Computation.**
- **Claims Summary**
- **Claims Details**
- **Company provided Assets.**

## **Employee servicing**

- **Employee pay slip**
- **Detailed Salary structure**
- **Form W2**

# EMPLOYEE PAY SLIP (sample)

**Employee Payslip**

**General** | **Details**

Payslip No.	Manual	Payslip Date	18/03/2001
Emp. Code		Payslip From	/ / To / /
NRIC No.		Job Title	
Cash/Bank Code			
Cheque No.		Cheque Date	/ / Drawn On
Currency Code		Exchange Rate	
Net Pay		Bank Charges	
Remarks			
Project Code		Job Code	
Process Code			



## XYZ & Company

CO FILE DEPT CLOCK NUMBER

### Earnings Statement

M FABRIKANT & SONS INC.

Period Ending  
Pay Date

12/06/2002  
12/06/2002

1 ROCKFELLER PLZ, 28<sup>th</sup> FLR,

NEW YORK, NY 10020

Taxable Marital Status: Married

Exemptions/Allowances

Federal : 2

State : 2

Social Security Number :

Earnings	Rate	Hours	This Period	Year to Date
Regular	692.31	75.00	692.31	
Overtime	13.8462	12.00	165.15	
Other Earnings	9.2308	5.00	46.15	
<b>Gross pay</b>			<b>904.61</b>	<b>25,451.51</b>

#### Deductions

#### Statutory

Federal Income tax	-29.39	1049.11
Social Security tax	-49.59	1415.60
Medicare Tax	-11.60	331.07
NY State Income Tax	-16.80	581.30
NY SUI/DI Tax	-1.20	30.00

#### Other

Dental	-24.00*	600.00
Disability	-2.56	
Medicare	-50.77*	1269.25
Techk	-30.00*	
401K	-27.14*	763.54

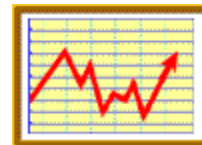
# Form W-2

(sample)

a. Control Number <b>123456789</b>		b. Employee Social Security No. <b>123-45-6789</b>		1. Wages, tips, other compensation <b>19,353.79</b>		2. Federal income tax withheld <b>2,334.54</b>	
c. Employer's name, address, and ZIP code <b>UC, LOS ANGELES PAYROLL OFFICE 10920 WILSHIRE BLVD. #620 LOS ANGELES, CA 90024-6508</b>				3. Social Security wages <b>.00</b>		4. Social Security tax withheld <b>.00</b>	
				5. Medicare wages and tips <b>20,923.04</b>		6. Medicare tax withheld <b>303.38</b>	
				9. Advance EIC payment <b>.00</b>		10. Dependent care benefits <b>.00</b>	
d. Employee's name (first, middle initial, last) Employee's address and ZIP code <b>JOSEPHINE BRUIN 825 WESTWOOD BLVD LOS ANGELES, CA 90024</b>				12. See instructions for Box 12 12a. 12b. 12c.		14. Other <b>DCP-CAS 1,569.25</b>	
				13. Retirement Plan <input checked="" type="checkbox"/>			
				e. Employer's identification number <b>95-6006143-W</b>			
				OMB No. 154-0006 Department of the Treasury - Internal Revenue Service			
15. State	Employer's State ID #	16. State wages, tips, etc.	17. State income tax	18. Local wages, tips, etc.	19. Local income tax	20. Locality name	
<b>CA</b>	<b>95-6006143</b>	<b>19,929.79</b>	<b>635.00</b>				

# Every Board of Directors meeting is Discussing Outsourcing today

- Not because it just saves 40% of Expenses
- But because it makes more sense to concentrate on other core things through the same people and that too with the money saved on outsourcing.
- It is also the wisdom and gateway for more avenues that companies can save on everyday
- Calculate the effects Daylight savings can bring to increase your profits ...Do it or see the competitor increase his bottom lines fast
- Offshoring the outsourcing is the key to Success in today's Global Economy



## **WSS Benefits**

The ability to accurately and efficiently manage expanding Human Resource and employee benefits responsibilities is vital to your success.

WSS Payroll Management System provides a comprehensive solution to simplify even your most complex HR and benefits administration tasks.

**Best of luck for your future business endeavors.**

# Contacts us for hassle free transition to the “Savings Zone”



- **PEOPLE WITH VISION ALWAYS GAIN WHEN THEY COLLABORATE GLOBALLY**

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- Kearny, NJ – 07032
  
- Mktg. Office:
- 111-115 Frank E Rodgers Blvd. So, # 205
- Harrison, NJ - 07029

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