

# Global People Solutions

Helping clients navigate  
employee solutions



# Global People Solutions

Dynamic business models and legislation complexities call for solutions that bring out the best in our people.

Organisations need pragmatic solutions to manage their human capital. We help our clients by taking care of their routine tasks so that they can focus on core business activities.

Help your people prosper through our customised people-management solutions, such as HRMS, payroll, tax, social security and more for domestic and global employees.

## Our service offerings

HRMS – Hire to retire



Payroll outsourcing services



Labour code advisory



Global mobility solutions (GMS)



# HRMS - Hire to retire

Partnering with the right service provider ensures strategic planning and timely compliance with tax and employment laws

## What we do



H2R tool



H2R tool  
and  
support  
services



Managed  
HR  
solution

A robust people management function provides far-reaching benefits to an organisation. It improves employee satisfaction and ensures the effectiveness of human capital

# Modules under H2R Tool

## Recruitment and workforce

- End-to-end hiring support (job opening, screening, interview, offer letter, etc.)
- Pre-boarding, on-boarding and candidate engagement
- Confirmation, transfer, separation and exit approvals
- Career portal, talent pool and employee letters and repositories

## Engagement and asset management

- Organisational structure, custom roles and access rights
- Employee database, mood bots, badges and reward points
- Surveys, HR handbook and HR announcements
- Asset and inventory management and asset request, return and allocation

## Performance

- Smart goals and continuous feedback
- Reviews
- 360-degree feedback
- One-on-one meetings
- Initiatives
- PIP
- 9 box matrix

## Travel and expense

- Expense and advance policy
- Submission and approval
- Expense bills
- Expense reimbursements
- Travel planning
- Ticket bookings
- Exceptional workflows

## Helpdesk

- Ticket categories
- Ticket creation & resolution
- Ticket delegation
- Ticket SLAs tracking
- Closure feedback
- Escalation matrix

## Solutions under different options



### Tool only

Self-managed any/all modules



### Tool and support

Access to any/all modules with support on need basis



### Managed HR

Complete HR function is managed by a dedicated team



# Payroll services

Complete or partial outsourcing of services is an effective way to manage payroll and compliances

## What we do

India  
payroll  
outsourcing  
services

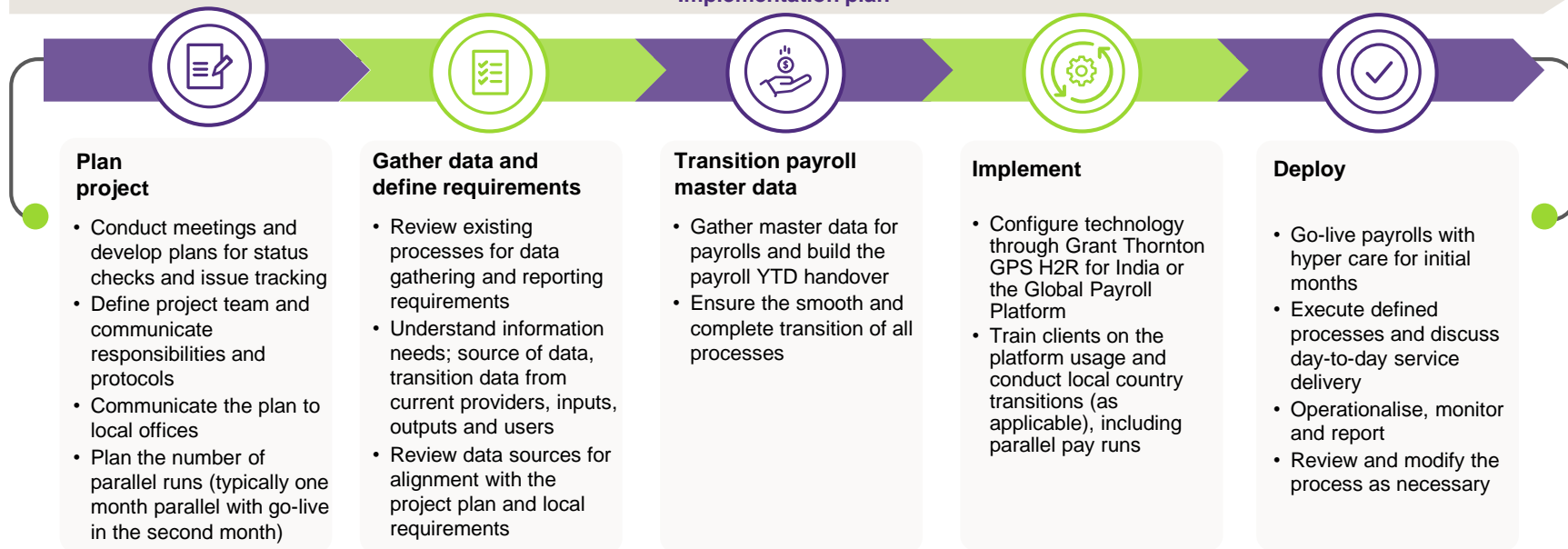
India payroll  
and labour  
compliances  
services

Global  
payroll  
outsourcing  
services

A partner-managed payroll service helps the HR in focusing on strategic initiatives, while the outsourcer ensures compliance and security in the HR process.

# Our payroll transition process

## Implementation plan



## Value-added services

Design/ review of  
employment contracts

Design/ review of employee  
policies/ manual

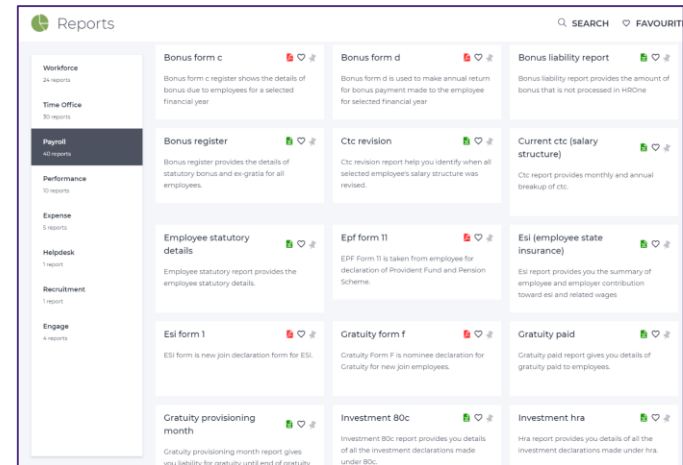
Review of compensation  
structure



# Our India payroll technology

## Greater efficiency and more impact for your investment.

- 01 **Know your real payouts** learn effective costs calculated considering the variable component and reimbursements
- 02 **Learn effective cost** considering variable components and reimbursements
- 03 **Discover your CTC trends**, hiring costs and map the changes
- 04 **Know your actual liabilities**, learn what to pay employees by factoring in the variables
- 05 Customise the **quick summary widget** for confirmed inv. not submitted, proposed inv. not submitted and more
- 06 **Get a full view** of your payroll system with **40+ comprehensive tabular reports**, such as loan ledger, LTA liability, TDS computation, YTD salary register and more



Please request for further information on the payroll platform capabilities



# Our global payroll technology

## Yield greater efficiency and more impact on investment

01

A single platform with standardised processes for all global payroll activities

02

Payroll workflow management, role-based access rights, KPI tracking and dashboard

03

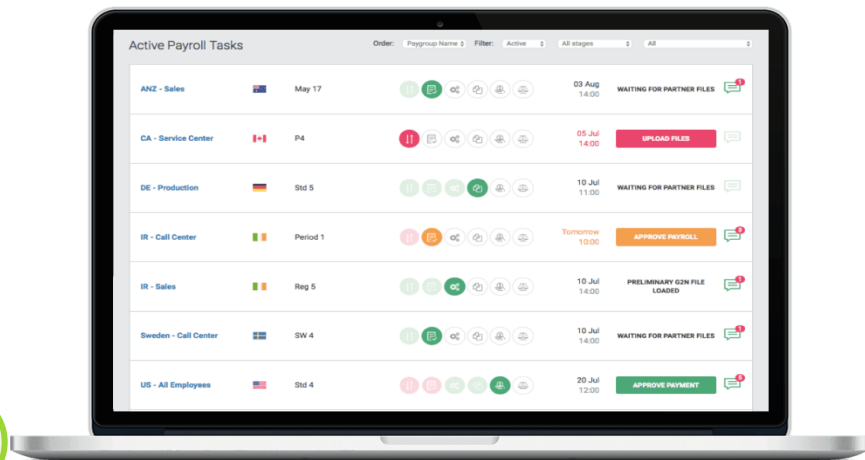
Secure, GDPR compliant file sharing and issue tracking

04

Aggregate data based on how you want to view it

05

Consolidated reporting across global entities and export data for using in other analytics tools

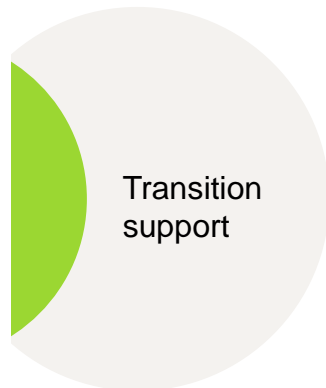


Please request for further information on the payroll platform capabilities

# Labour code advisory

Introduction of four new labour codes subsume 29 existing labour laws and are significant steps towards labour reforms in India

## What we do



01

The Code on Wages, 2019

02

The Social Security Code, 2020

03

Occupational Safety, Health &amp; Working Conditions Code, 2020

04

Industrial Relations Code, 2020

# Key steps

## preparedness and smooth transition



### Review and gap analysis

- Detailed assessment, i.e., comparing existing laws with provisions under new codes
- Review compensation structure, HR processes, employment contracts and more
- Presentation of inputs to the management and stakeholders



### Transition support

- Assist in revising compensation structure, policies, contracts, etc.
- Assist in planning for transition to new codes
- Assist in the process ownership structure and aligning departments to stakeholders



### Implementation support

- Advise on compliances under new codes
- Provide handholding support over a fixed period
- Advise on implementing any change in provisions, clarifications, etc. notified after the effective date of implementation



## What we do

Inbound/  
Outbound  
assignment  
structuring

Tax  
advisory and  
compliance

Social  
security and  
immigration

Compensation  
advisory

We aim to help our clients manage complex issues related to compensation, tax, social security and immigration

## Inbound/Outbound assignment

Tax advisory and compliance

Compensation advisory

Social security and Immigration



### Inbound assignments

Assistance in the structuring of assignments for inbound employees, keeping in view:

- Indian tax, social security and regulatory framework
- Permanent establishment related risk implications
- Hypothetical tax and tax equalisation policies
- Employee and employer compliance obligations



### Outbound assignments

Review and design of outbound deployment model, keeping in view:

- Timing of the assignment/ departure from India
- Location of payroll and implications on tax withholding/treaty relief
- Payroll considerations: payroll transfer/split payroll,
- Assignment related benefits and their place of receipt
- Tax, social security, regulatory and immigration compliances



### Other related services

- Assistance with assignment documentation
- Assistance in the implementation of hypothetical tax and tax equalisation policies
- Advise on tax credit mechanism and mitigating double taxation of income in different jurisdictions
- Advise on foreign exchange regulations for foreign and Indian nationals

Inbound/Outbound  
Assignment

**Tax advisory and  
compliance**

Compensation  
advisory

Social security and  
Immigration



## Tax advisory

- Determine residential status and tax liability in India
- Analyse relevant provisions of Double Taxation Avoidance Agreement (DTAA)
- Availing foreign tax credit in India
- Taxability of home country social security contributions during Indian assignment



## Tax compliance services

### For individual taxpayers

- Obtain tax registration in India and file an income tax return
- Tax clearance certificate on completion of the assignment in India and tax residency certificate
- Compliances for TDS on rent

### For employers

- Assistance with monthly withholding tax compliances
- Review/ Filing of quarterly withholding tax return and preparation of withholding tax certificate



## Foreign exchange regulations

- Advise on foreign exchange regulations for foreign nationals coming to India or leaving India
- Advise on foreign exchange regulations for investment opportunities in India (for nationals settled abroad)

Inbound/Outbound  
Assignment

Tax advisory and  
compliance

**Compensation  
advisory**

Social security and  
Immigration



## Compensation structuring & policies

- Designing employment letters and standard manuals
- Compensation structuring from tax and social security perspectives, including:
  - Review/design compensation structure for new entities
  - Sample calculations based on suggested structure - impact on the tax liability and net take-home pay
  - Industry trends concerning the compensation structure



## Employee Incentive Plans

- Assistance in the selection of an appropriate equity-linked incentive plan
- Assistance in formulating the incentive through workshops and more
- Advise on tax, corporate laws, SEBI requirements and foreign exchange regulations
- Address cross-border tax issues through our international network



## Payroll diagnostics

- Review withholding tax calculation on salaries, including verification of tax deposits
- Review the process of collating employee details for tax exemptions
- Review quarterly withholding tax returns and discuss tax positions on compensation items
- Provide sensitivity reports and suggest corrective measures
- Review of social security contributions and deductions under the provident fund, ESI, etc.

Inbound/Outbound  
Assignment

Tax advisory and  
compliance

Compensation  
advisory

**Social security  
and Immigration**



## Social security advisory and compliance

- Compensation structuring for expats and advice on compliance requirements under the EPF regime
- Advise on benefits available under the Social Security Agreements
- Assistance in obtaining a Certificate of Coverage (CoC)
- Advice on PF withdrawal mechanism and related tax implications



## Social security: PF diagnostic services

- Review PF policy and suggest appropriate changes
- Ascertain monthly contributions for employees and employees of contractors
- Advice compliances and follow-up actions
- Assistance during Inspections/ 7A hearings and other support

## Social security: Surrender of PF Trust to RPF

- Surrender of PF Trust's exemption and transfer of employee's accumulated balances to Employees Provident Fund Organisation (EPFO)



## Immigration

- Advise on the applicability of relevant visa, related documents and extension of visa in India
- Assistance in registration of foreign citizens with the Foreign Regional Registration Office (FRRO)
- Assistance in endorsements on the passport (change of employer, conversion of visa, regularisation of overstay, etc.)



**15+**

Years of experience in providing HR, payroll, domestic and global mobility solutions



## New labour codes

Seamless transition to new labour codes and regulatory compliances



## Location

15 locations across India



**1300 crore+**

Annual salary processed



**250,000+**

Annual payslips processed



**Customised delivery model to meet your organisation's needs**

**225+**

Clients on mobility, HNI, labour code, HR advisory, operations and payroll



A seamless integration with client existing system using API



**600+**

Complex ITRs for HNIs, expats, globally mobile Indians, etc.



**15+**

Countries for outbound employees' tax compliance assistance



**60+**

Dedicated professionals across locations



# Contact us

To know more about our solution, please contact



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