Grant Thornton

HRMS Solution

Flexibility. Security. Compliance.

Making the most of HR outsourcing

People management is a crucial part of any organisation. It plays a pivotal role in delivering organisational performance. In modern times, complexities in the business models and frequent changes in the laws has made it pertinent to invest in the HR function.

A robust HR management function provides far-reaching benefits to an organisation and helps in improving employee satisfaction and the effectiveness of its human capital.

HR outsourcing is a strategic decision by organisations. By outsourcing their non-core HR activities, the organisations benefit from cost effectiveness, reliability, etc.

Our services

Payroll services and related compliances

- Processing payroll
- Managing payroll related compliances, such as TDS, PF, PT, ESI and LWF
- Processing employee reimbursement
- Leave management system
- Travel and expense management system
- Employee self service portal

HRMS – the tool

- Employee life cycle management (hire to retire)
- Recruitment management
- Training and development management
- Repository of company policies and forms
- Documents management
- Query management system

HR advisory services

- Creating organisation structure design
- Designing performance management
- Supporting in onboarding employees
- Creating related HR policies
- Supporting the creation of employee development programmes
- Creating leadership development programmes
- Designing HR MIS

Global mobility services

- Expatriate inbound and outbound assignments
- Immigration/visa
- Compensation structuring (Local/Expat)
- Employee incentive plan (Local/Expat)
- Payroll diagnostics/TDS health check (Local/Expat)

HRMS implementation methodology

Analyse
The purpose of this phase is to develop a shared vision, conceptual model and a road map to high-level implementation

Build systems
In this phase, the components of the payroll outsourcing function design are formally implemented and the outsourcing function is formally established

Go live and ongoing support
After ensuring that the systems and processes are working as desired, these go live for routine payroll processing and begin tracking the performance

Design
During this phase, a design of the payroll outsourced function, related processes, systems, key performance matrix and service-level agreements will be developed

Deploy/sustain
The objective of this phase is to migrate agreed upon activities into the new payroll outsourcing function, perform tests and parallel runs to ensure completeness and accuracy of payroll processing

Payroll processing approach

Standardised payroll processing and compliance management includes:

● Client and Grant Thornton
● Grant Thornton

Input sharing and finalisation through secure mechanism in predefined templates – for salary changes, new joiners, final settlements, etc.

Automated input validation and processing

Inbuilt output review mechanism

Output sharing and finalisation through secure mechanism for client approval

Report finalisation post approval and salary disbursement along with journal vouchers

Publishing of payslips and related information on integrated employee self-service portal

Ensuring compliances (IT, PF, ESI, LWF, PT)

Resulting in accurate processing, timely disbursement and robust compliance adherence

ongoing payroll processing approach

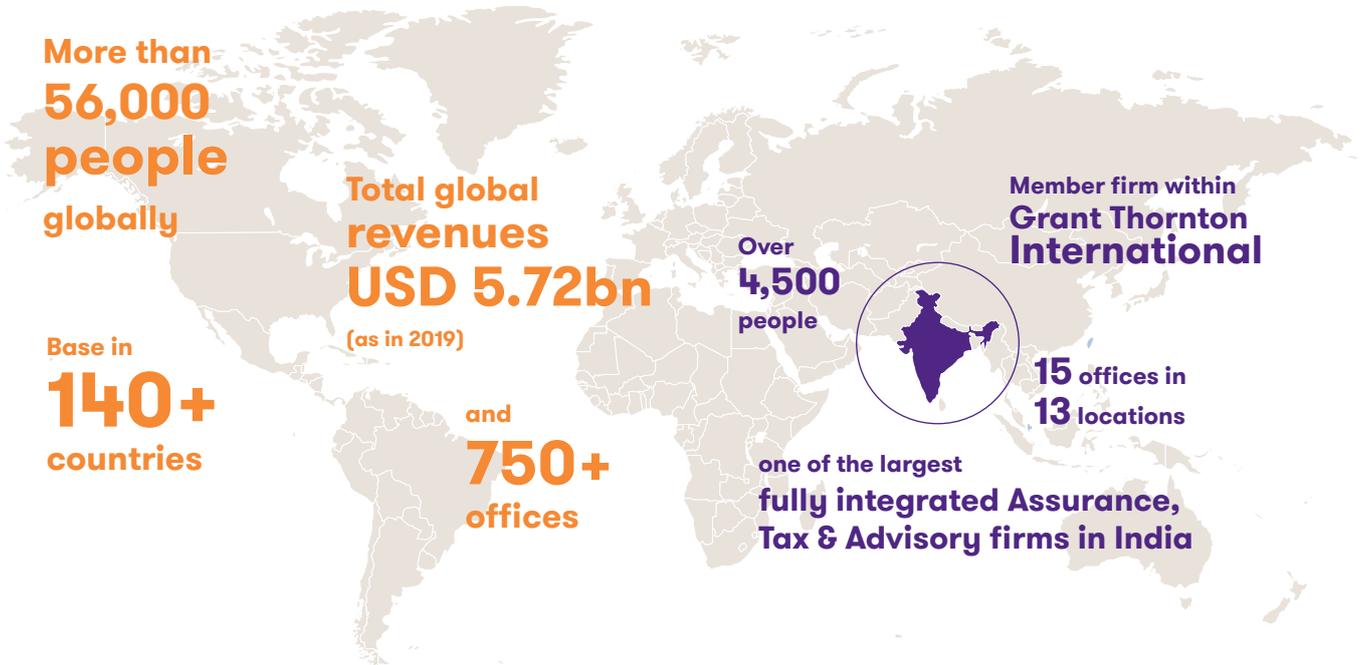# Payroll processing solution overview

Grant Thornton HRMS tool is the blend of information technology and human resource management

Onboarding
- Employee ID auto-generation
- Pre-onboarding/virtual hiring
- Document repository
- Qualifications
- Nomination details
- Personal details
- Job history
- Letter generation
- Reports and dashboard

Leave and attendance
- Holiday calendar
- Leave and attendance approval mechanism
- Category-wise leave policy
- Multiple shift creation
- Employee rostering
- Auto approval mechanism
- Clock data integration
- Reports and dashboard

Payroll
- Payslips
- Tax computation
- Flexi plan and reimbursement
- Investment declaration
- Loan module
- PF ledger
- Reports and dashboard
- Payroll statutory compliances

Travel desk
- Travel planner
- Travel and expense approval mechanism
- Finance and payment approvals
- Multiple expense type configuration
- Travel and expense history
- Multi-level report configuration
- Reports and dashboard

Exit management
- Employee exit request
- Department-wise exit approval
- Auto approvals
- Relieving/experience letter generation
- Reports and dashboard

Helpdesk
- Employee query management
- Auto ticket ID generation
- Multiple query type configuration
- Ticket assignment
- Ticket reopening mechanism
- Ticket delegation
- Reports and dashboard

Policies and forms
- Department-wise and group-wise policy hosting
- Multiple form hosting
- Preparation of guidelines
- Publishing news/events

MDI
- Input and output sharing mechanism
- Month-on-month data repository

IT systems security

Hosted on Grant Thornton's internal server to maintain data security and confidentiality

2FA-based secured login

SSO setup of user credentials

24×7 online access

IP-based authentication

Safe and secured web access via https mode

HRMS

About Grant Thornton

More than 56,000 people globally

Total global revenues USD 5.72bn (as in 2019)

Base in 140+ countries

and **750+ offices**

Over **4,500 people**

Member firm within **Grant Thornton International**

15 offices in **13** locations

one of the largest **fully integrated Assurance, Tax & Advisory firms in India**

6 compelling reasons to consider Grant Thornton

01 A truly global organisation

02 Proven global credentials

03 A single global audit approach

04 A different way of doing business

05 Deep expertise in non-audit services

06 Strong local expertise

To know more about our solution, please contact:

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