

Managed payroll solutions

Making the most of Payroll outsourcing



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

With frequent changes in tax laws, evolving labour laws, and the growing demand for real-time reporting, in-house payroll processing requires significant investment in technology, skilled resources, and robust internal controls. A robust payroll management system offers extensive benefits to any organisation by improving compliance, accuracy, and employee satisfaction thereby, enhancing the overall effectiveness of human capital.

Payroll outsourcing is a strategic decision for organisations. By outsourcing their payroll activities, businesses gain from cost efficiency, process reliability, data security, and improved statutory compliance.

It also ensures better confidentiality of sensitive employee data, supported by secure platforms and standardised governance frameworks.





Payroll processing

We manage the entire lifecycle of payroll processing to ensure accuracy, timeliness and compliance:

01

Monthly payroll processing including regular, off-cycle, arrears, and final settlements

06

Filing of statutory returns like ECR, ESIC, PT and maintenance of challans

02

Configuration of salary structures with tax efficiency and CTC optimisation

07

Support for audits, inspections and notices

03

Compliance with statutory obligations under PF, ESI, PT, LWF, and TDS

08

Payroll helpdesk for handling employee queries, grievances and escalations

04

TDS calculations, assistance in deposits, and quarterly returns filing (Form 24Q)

09

SLA-driven service delivery with payroll diagnostics and health checks

05

Generation of payslips, Form 16, and payroll registers

10

Optional integration with payroll for seamless F&F and leave payout calculation

Core features



Configurable report generator, audit trail and variance report



Digitally signed form 16, eTDS returns, PF ECR



Investment and CTC declarations, online reimbursements



Expat and Individual grossing up tax



Parameter-driven salary JV/ bank template/ CTC



Bulk full and final Settlement



Single click payroll processing

Payroll statutory compliances



Income Tax ITNS 281 challan,
Form 16, eTDS Returns 24Q



PF-ECR online return and
reconciliation statement



Profession Tax Return cum
challan and statement



ESIC statement
Form 6



Labour Welfare Fund challan
and statement

CTC reimbursements import/export utility



Import/Export Utility

No fixed templates
for importing
employee/salary
master data Import
with copy and paste
functionality

Manage CTC
reimbursement
through online claims
based on limits

CTC Reimbursement





Non-CTC reimbursements management: Travel and expense

Our reimbursement processing module ensures governance and employee satisfaction:

- 01** End-to-end validation and processing of non-CTC reimbursements
- 02** Expense JV
- 03** Integration with finance teams for expense approvals and audit support
- 04** Custom MIS and dashboards for reimbursement utilisation and policy adherence
- 05** Tax treatment and exemption validation for each reimbursement head

Travel and expense



Real time expense tracker to capture expenses on-the-go



Gain real-time insights on travel spending



Strong anti-fraud controls prevents duplicate entries



Useful reporting



Faster reimbursements



Expense claims approval on email



Configurable to any policy



Leave and attendance management

We offer smart attendance solutions integrated seamlessly with payroll:

01

Leave policy setup: configurable rules for sick, casual, earned leave, etc.

04

Real-time attendance tracking, flagging of late coming/early leaving

02

Holiday calendar management and multi-shift rostering

05

Manager workflows for leave approvals and team view

03

Integration with biometric and swipe-based attendance devices

06

Auto-calculation of leave balances, encashments, and LOPs

Leave and attendance



Configurable
Deduction Policies



State-wise
Compliance



Over time
tracking



Automated
notifications
and alerts



Shift scheduling and
roster management



Exceptions
handling



Seamless integration
with attendance
punches



HR advisory and strategic support

We provide strategic HR advisory in addition to payroll to strengthen people operations:

- 01** Assistance in designing performance management systems
- 02** Drafting HR policies and employee handbooks in line with industry norms and compliance
- 03** Support in onboarding documentation, induction, and offer/appointment letters
- 04** Advisory on tax, labour law amendments and their impact on payroll
- 05** Customised HR MIS and analytics for decision-making

HR Advisory



Structure compensation
for tax optimisation



Design HR Policies to comply
with Labour Laws



Assist in Labour Laws
registration
and compliances



Draft employment
contracts



Provide HR
operation services



Implement and
manage HR Tool

Our payroll transition process



Plan project

- Conduct meetings and develop plans for status checks and issue tracking
- Define project team and communicate responsibilities and protocols
- Communicate the plan to local offices
- Plan the number of parallel runs (typically one month parallel with go-live in the second month)



Gather data and define requirements

- Review existing processes for data gathering and reporting requirements
- Understand information needs; source of data, transition data from current providers, inputs, outputs and users
- Review data sources for alignment with the project plan and local requirements



Transition payroll master data

- Gather master data for payrolls and build the payroll YTD handover
- Ensure smooth and complete transition of all processes



Implement

- Configure technology through Grant Thornton GPS H2R for India or the Global Payroll Platform
- Train clients on the platform usage and conduct local country transitions (as applicable), including parallel pay runs



Deploy

- Go-live payrolls with hyper care for initial months
- Execute defined processes and discuss day-to-day service delivery
- Operationalise, monitor and report
- Review and modify the process as necessary

Our payroll technology

Increased efficiency and more impact for your investment

01

Know your **real payouts** and 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

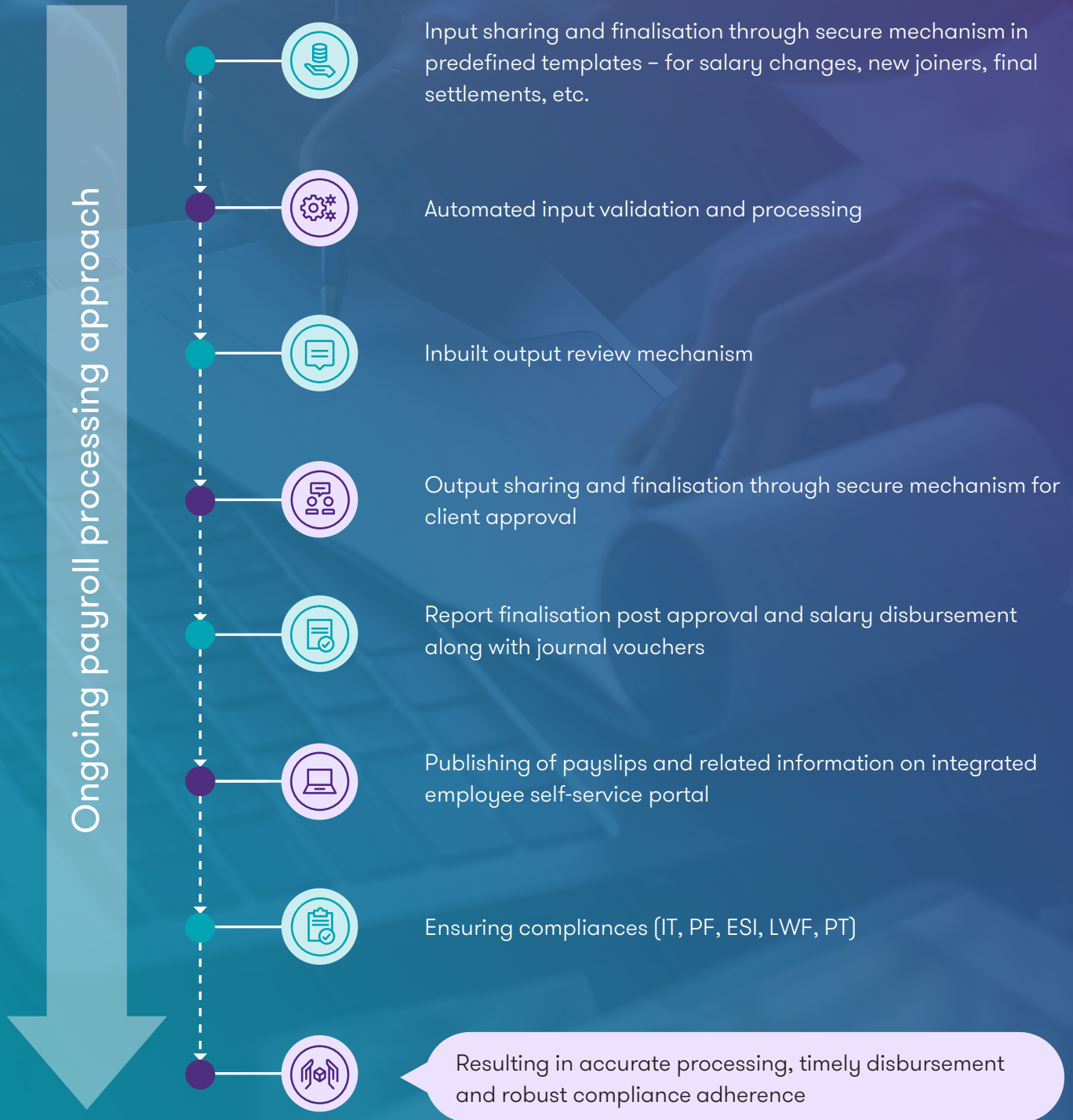
Admin (32)		
User Log Details	Audit Log	Employee Job History
Probation/Confirmation	Export Employee Master	Employee Events
Employee List	Employee Qualification	Vaccination Details
Export Family Details	Ticket Statistics	IT Declaration
List Of Submitted/Not Submitted	Export CTC	VPF
NPS	Loan Register	PAN Not Available
PT Monthly Statement	Monthly Reimbursement	Statewise Monthly Cost
Bonus Statement	Parametric Payslips	TDS Monthly Statement
TDS Yearly Statement	EDCodewise IT Details	Print Variation
LWF Statement	Employee Profile Change Request Register	Export Claims
Reimbursement Status	Ticket Details	

Attendance (18)		
Daily Summary	Punch Card Summary (Admin)	Punch Card (Admin)
Attendance Register (Muster) Beta	Attendance Details	Absenteeism
Attendance Summary	Punch Details	Punch Application
Present Employees	Get Attendance Data	Employee Wise Templates
Pending Applications Details	Muster (Shop Act)	Form 25 (PN)
Form T	Form No. 27	View Attendance
Leave (11)		
Leave Summary	Pending Leaves	Leave Status
Leave Enquiry	Employees On Leave	Delay Analysis (Leave Register)
Leaves Conflict With Attendance	Leave Adjustment	Leave Encashment
Posted Leave Applications	Form 11 (Maternity Benefit)	

Please request for further information on the payroll platform capabilities

Payroll processing approach

Standardised payroll processing and compliance management includes:



● Client and Grant Thornton ● Grant Thornton

Why Grant Thornton Bharat

We provide customised delivery models to meet organisations' needs



20+

Years of expertise in providing payroll management, HR advisory and compliance across industries



Compliant with statutory requirements

Ensuring PF, PT, ESIC, TDS, Labour Laws and new wage code readiness



Location

Pan-India coverage with local expertise



1500 crore+

End-to-end payroll management with accuracy, timeliness and data security



300,000+

Automated, error-free and employee friendly payroll outputs



Accuracy

Robust checks and automated validations ensuring error-free payroll



Technology

Seamless integration with client systems and end-to end encrypted payroll data management



250+ Clients

Trusted by large enterprise, start-ups and global organisations



60+

Specialist professionals with multi domain expertise cross Payroll, HR and compliance



Helpdesk

Support by dedicated engagement team for employee payroll queries



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