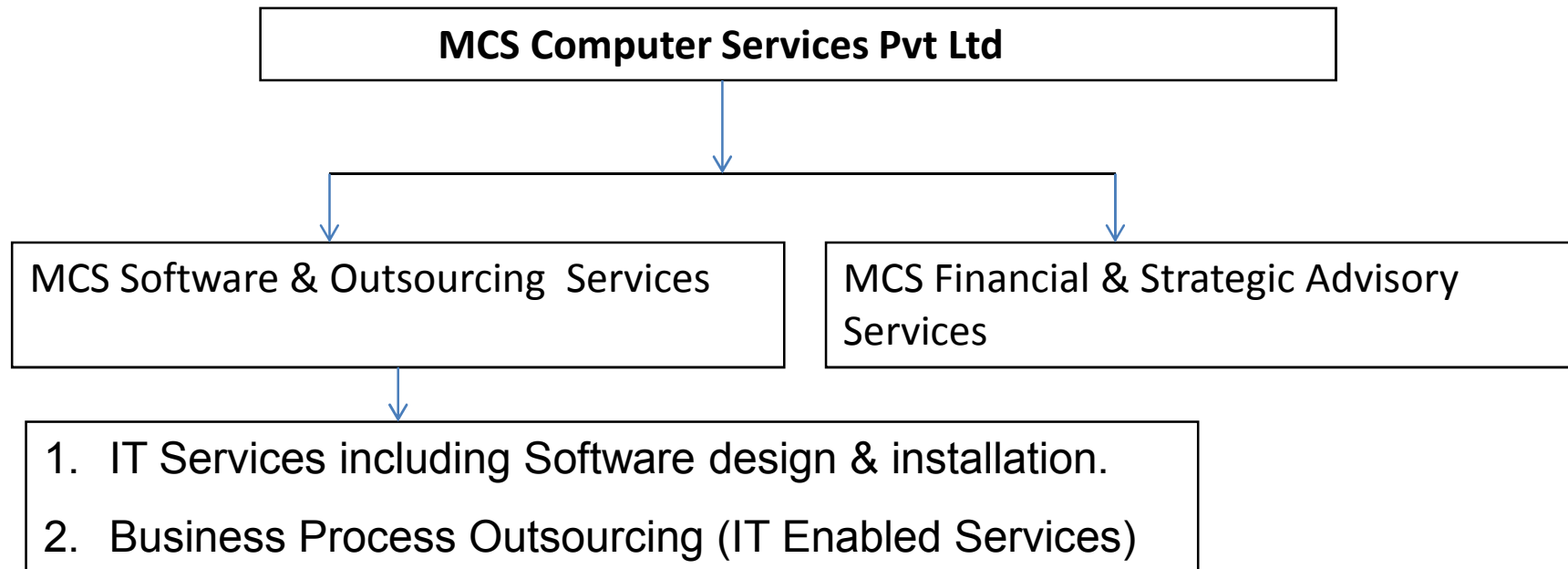


HRMS, Payroll & TDS Presentation

MCS Computer Services Pvt. Ltd . New Delhi. India.



MCS Computer Services Pvt Ltd

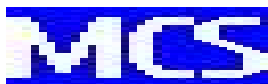


About MCS

MCS Computer services Pvt. Ltd. was been established in 1982 . This organization is promoted by an IIT Delhi Engineer and an internationally experienced Chartered Accountant who are working in their respective fields (Application software: finance, taxation, business process outsourcing and other industry standard software as well).

The company had developed and implemented its own line Financial, payroll , tax , inventory and production Software, designed on-line and real time as early as 1984. Since then the company embarked on a software development journey addressing all commercial applications lending themselves to “customization”.

MCS is located in New Delhi, having adequate office space and infrastructure facilities. It comprises a core team of software professionals and outsourcing personnel. The company is currently working with cross – functional teams; e.g. relationship management, marketing, technical, programming and administration



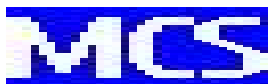
About MCS

Over the last two decades, the company has established reputation in the market by providing quality services. Over a time frame close to two decades the company has engaged in all major environments: DOS, LAN, UNIX, ZENIX, WINDOWS, WINDOWS NT, MS ACCESS, SQL, ORACLE having used programming language for CLIPPER, FOXPRO, VISUAL BASIC, .NET, VBSCRIPT, JAVA besides having used the various tools related to these environments. Today the company is poised to accomplish systems on any platform.

The main focus of the company is to perform according to the customer's thought i.e.
"customization

The company has developed a range of software application, since last two decades e.g. Payroll Management System, TDS Software, Production Planning and Control System, Financial Accounting & Inventory Management System, Fixed Asset System, ERP, Fees & Result Management System for Schools, Colleges & Institutions etc.

'Domain' knowledge is a major strength.



HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

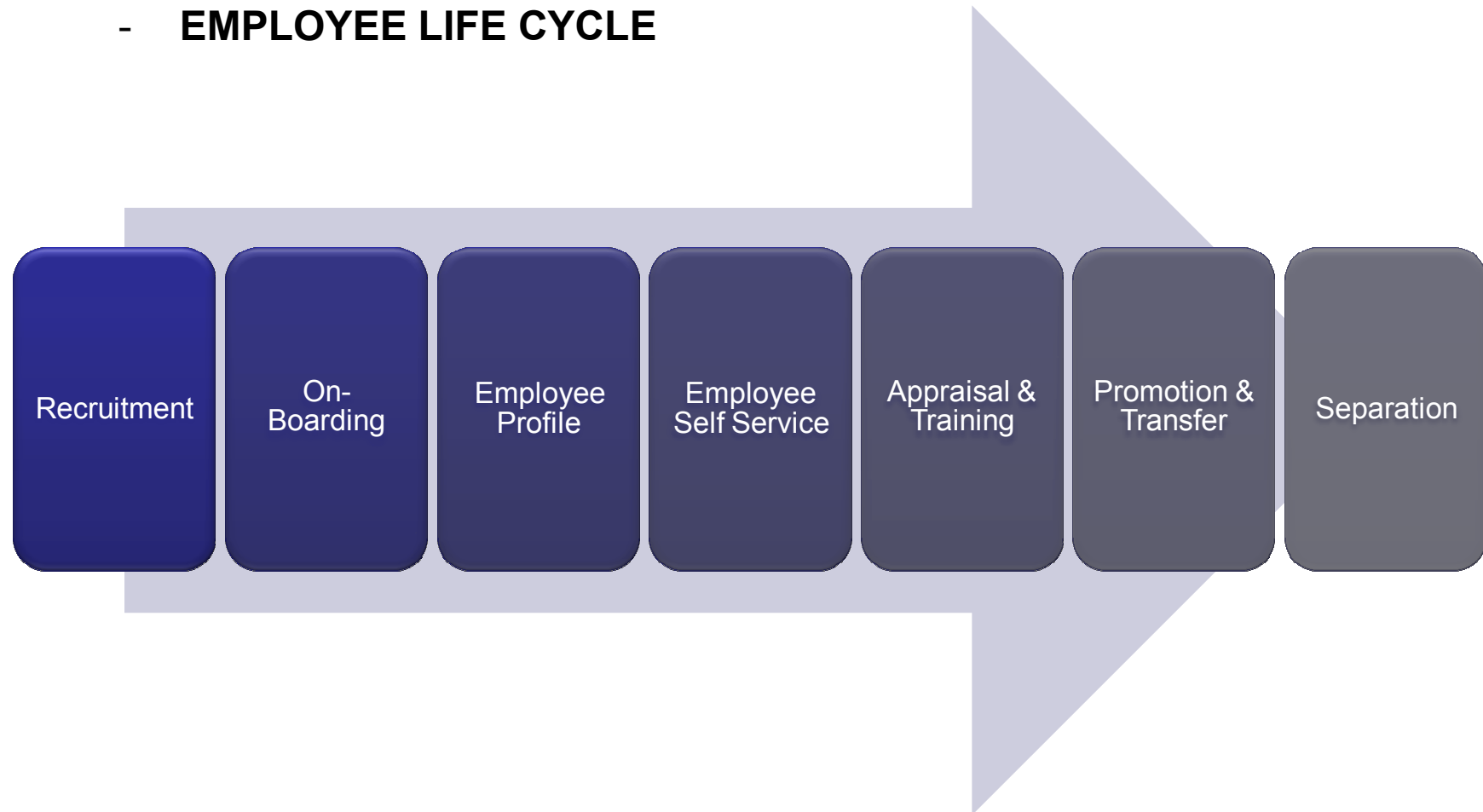
Overview : Capabilities System

SL. No	Module	Page No
1	Employee Admin & Facilitation.	6 - 15
2	Leave Accounting & Management.	16 – 20
3	Attendance Accounting & Management .	21 – 24
4	Payroll Processing and Related Reports.	25 – 32
5	Apprentice Registration & Management.	33 – 34
6	Contract Labor Management & Compliance.	35 - 39
7	Tax Deduction at Source (TDS).	40 - 42
8	Transition & Migration Approach.	43 - 44
9	Comparison of In-house Vs IT Services of MCS	45 – 46

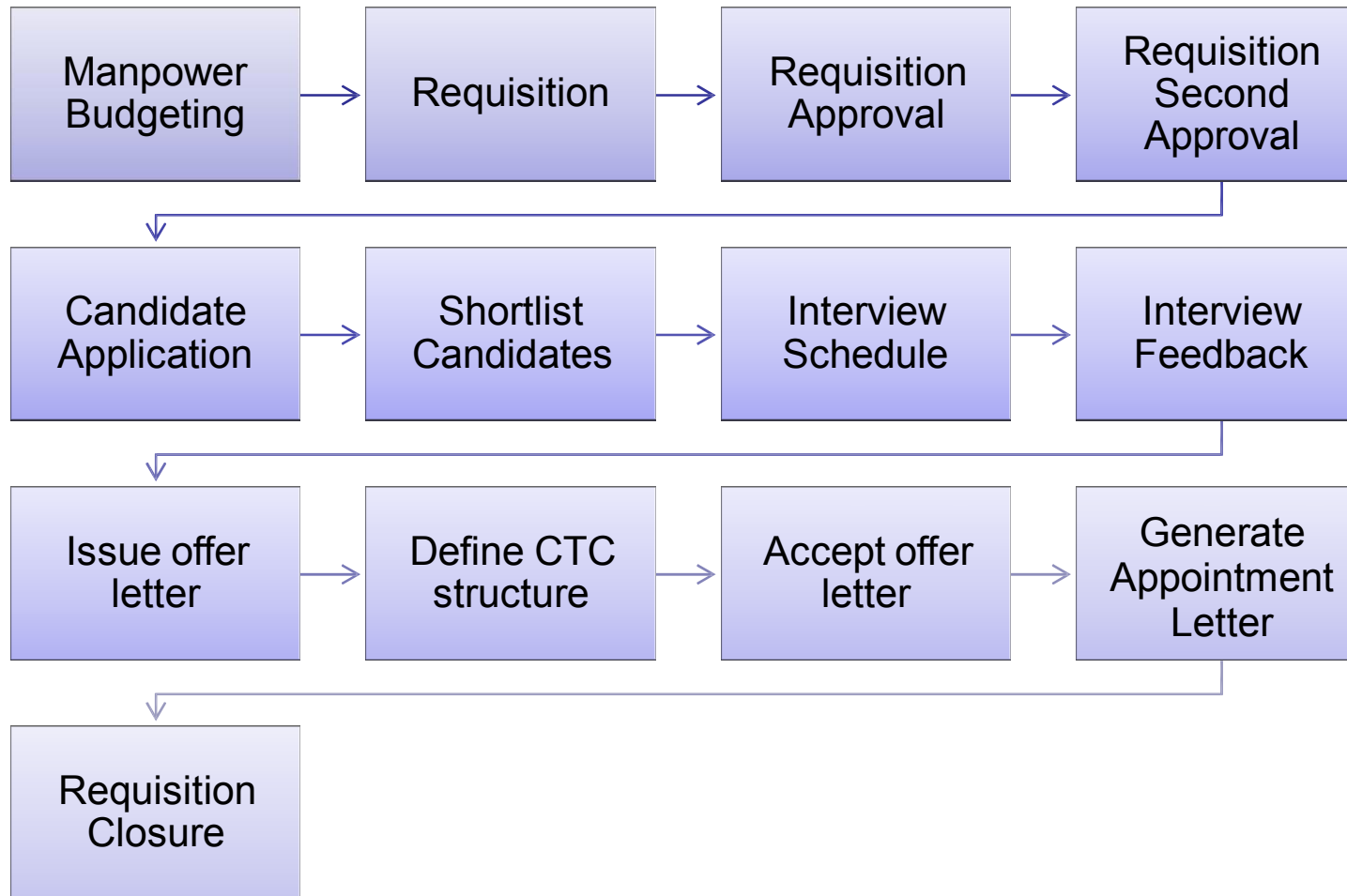


HRMS - Module-1

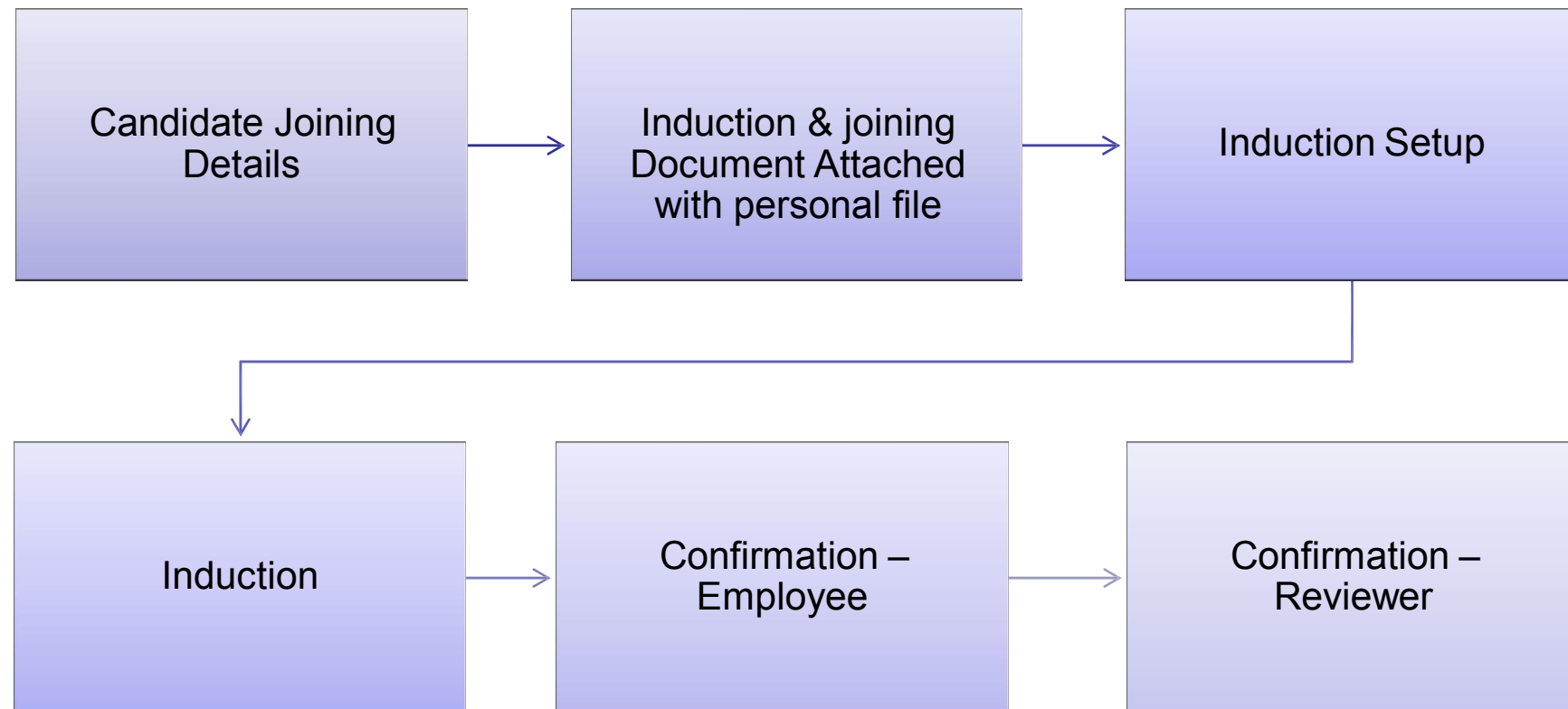
- EMPLOYEE LIFE CYCLE



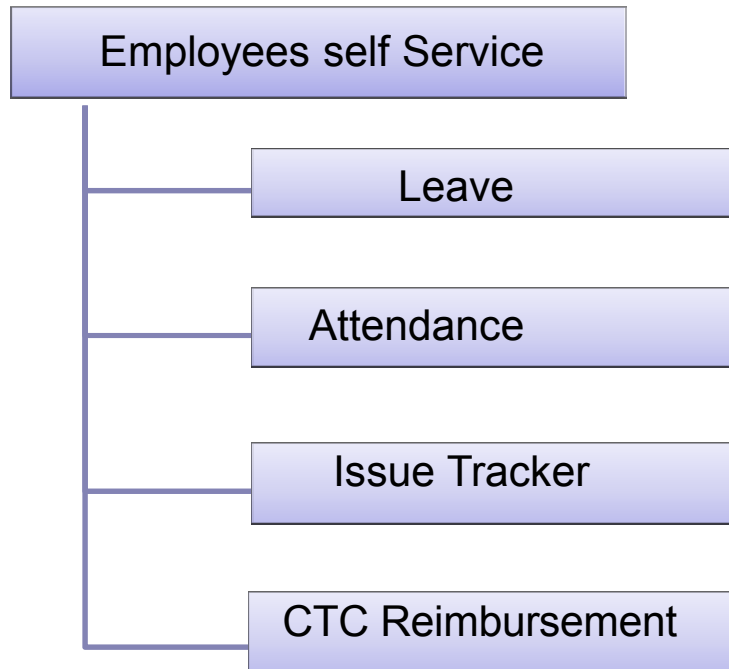
Recruitment Module Workflow



On-boarding Module Workflow

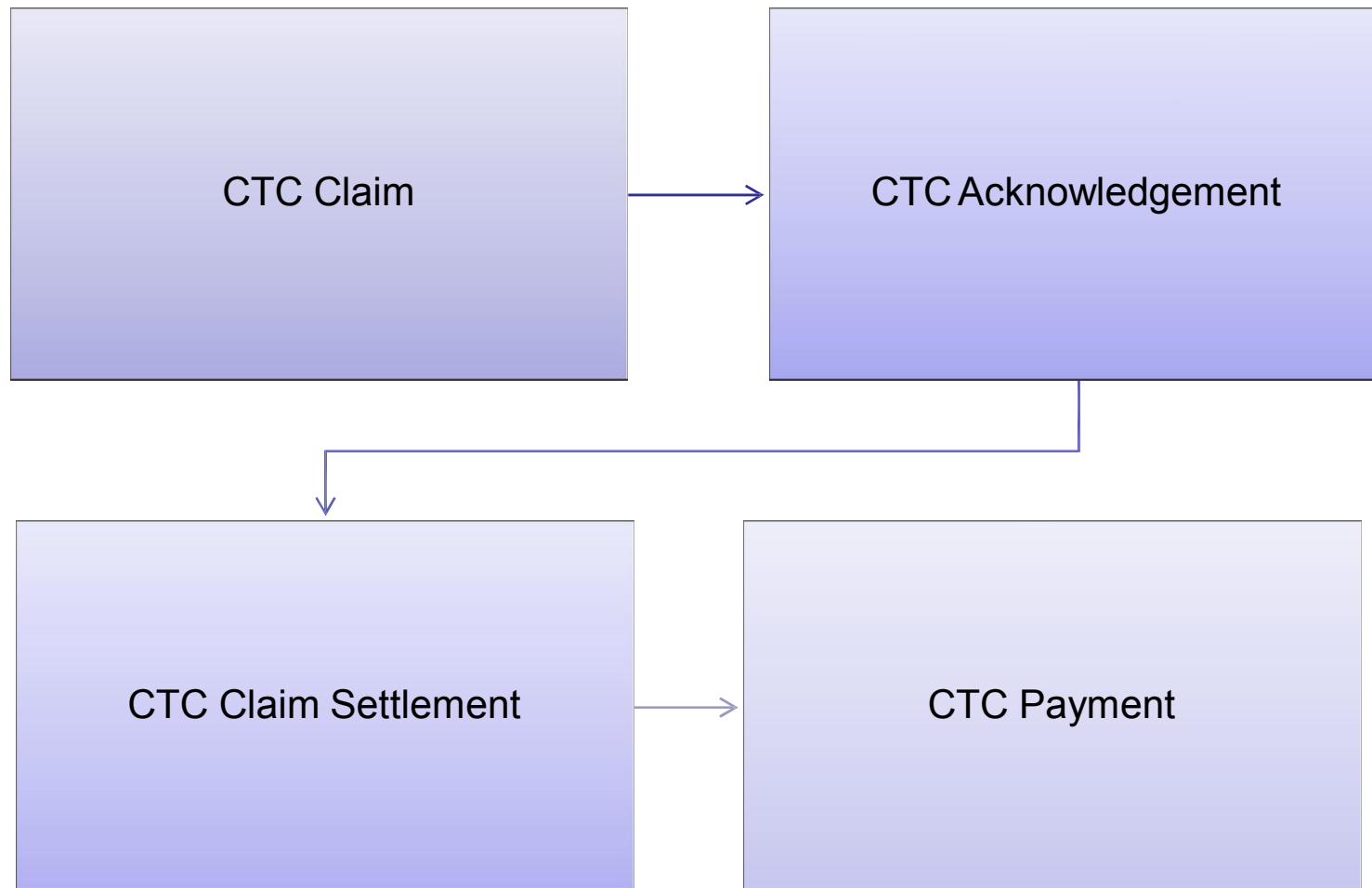


Employee Self Service

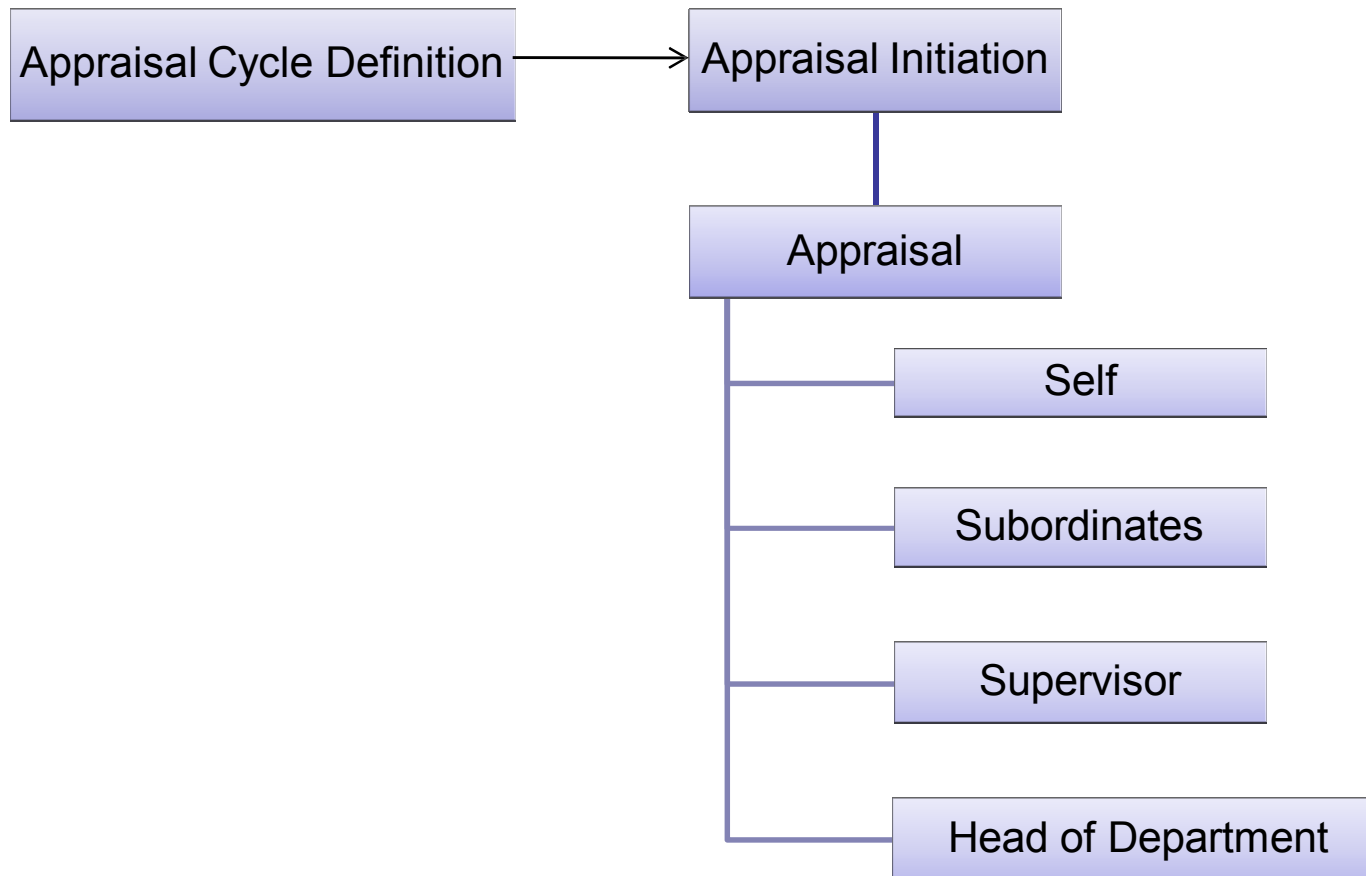


Employee self-service (ESS) is an increasingly prevalent trend in human resources management that allows an employee to handle many job-related tasks (such as applications for reimbursement, Leave ,Attendance, updates to personal information, and access to company information) that otherwise would have fallen to management or administrative staff.

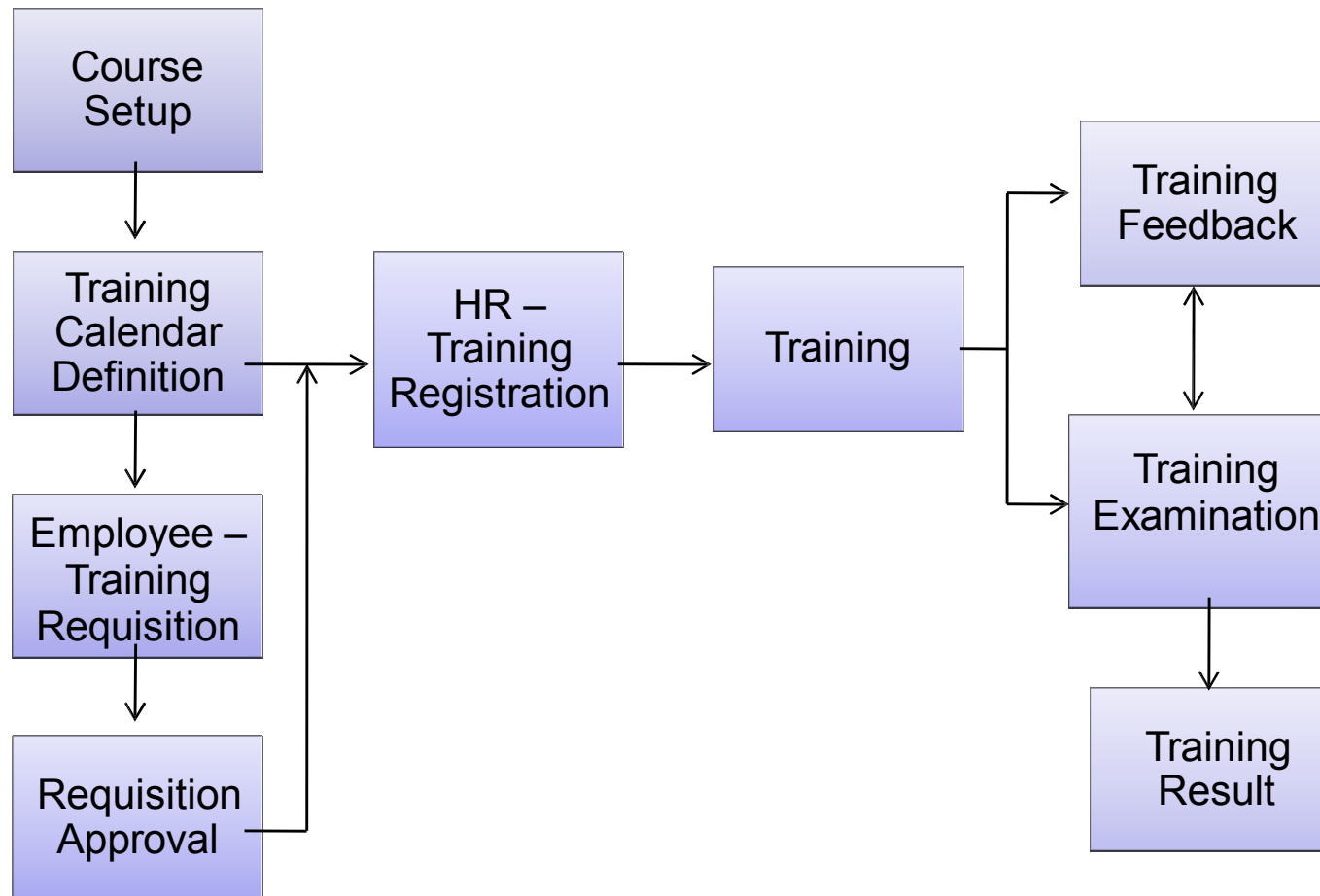
CTC Reimbursement Module Workflow



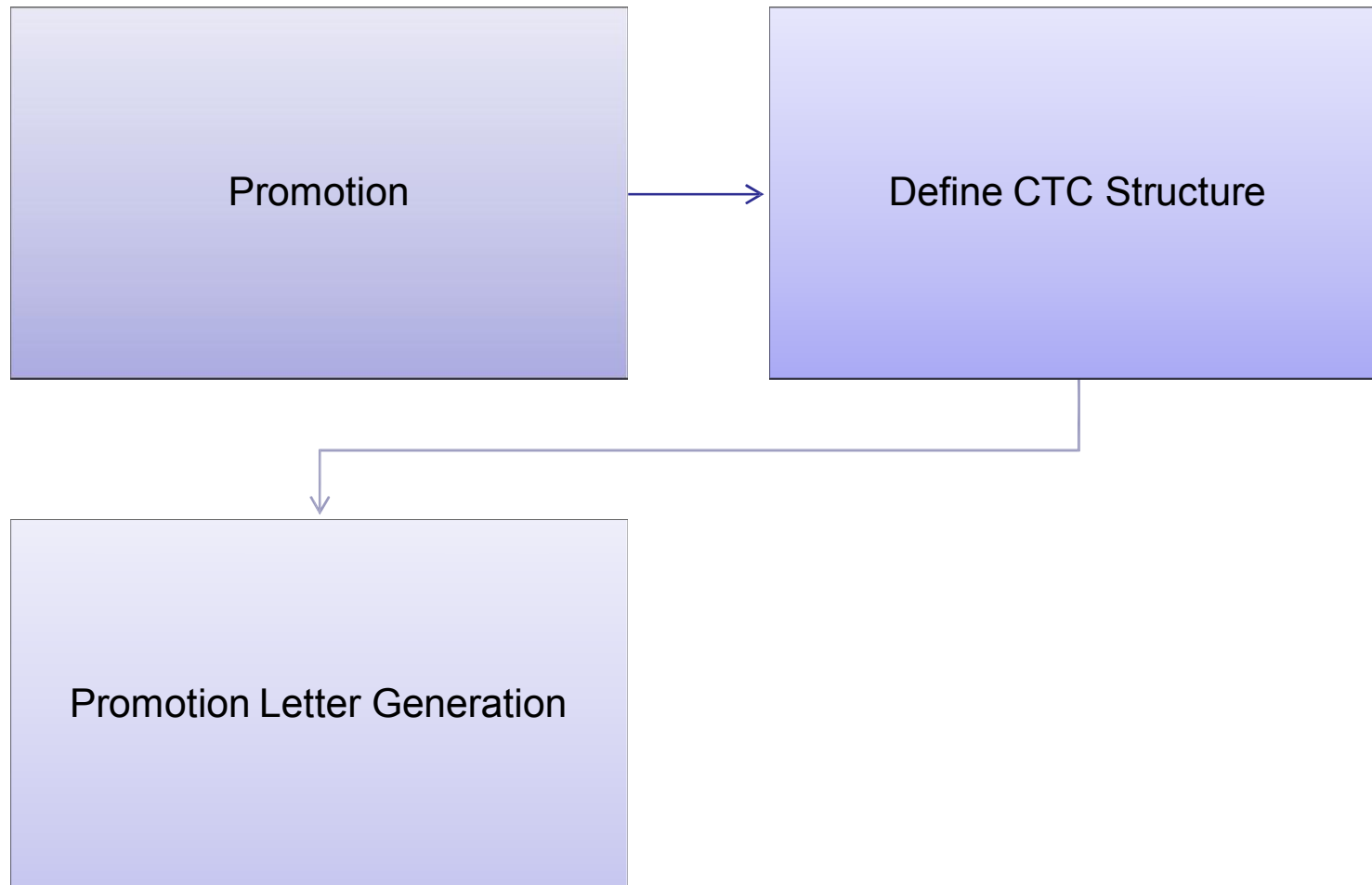
Appraisal Module Workflow



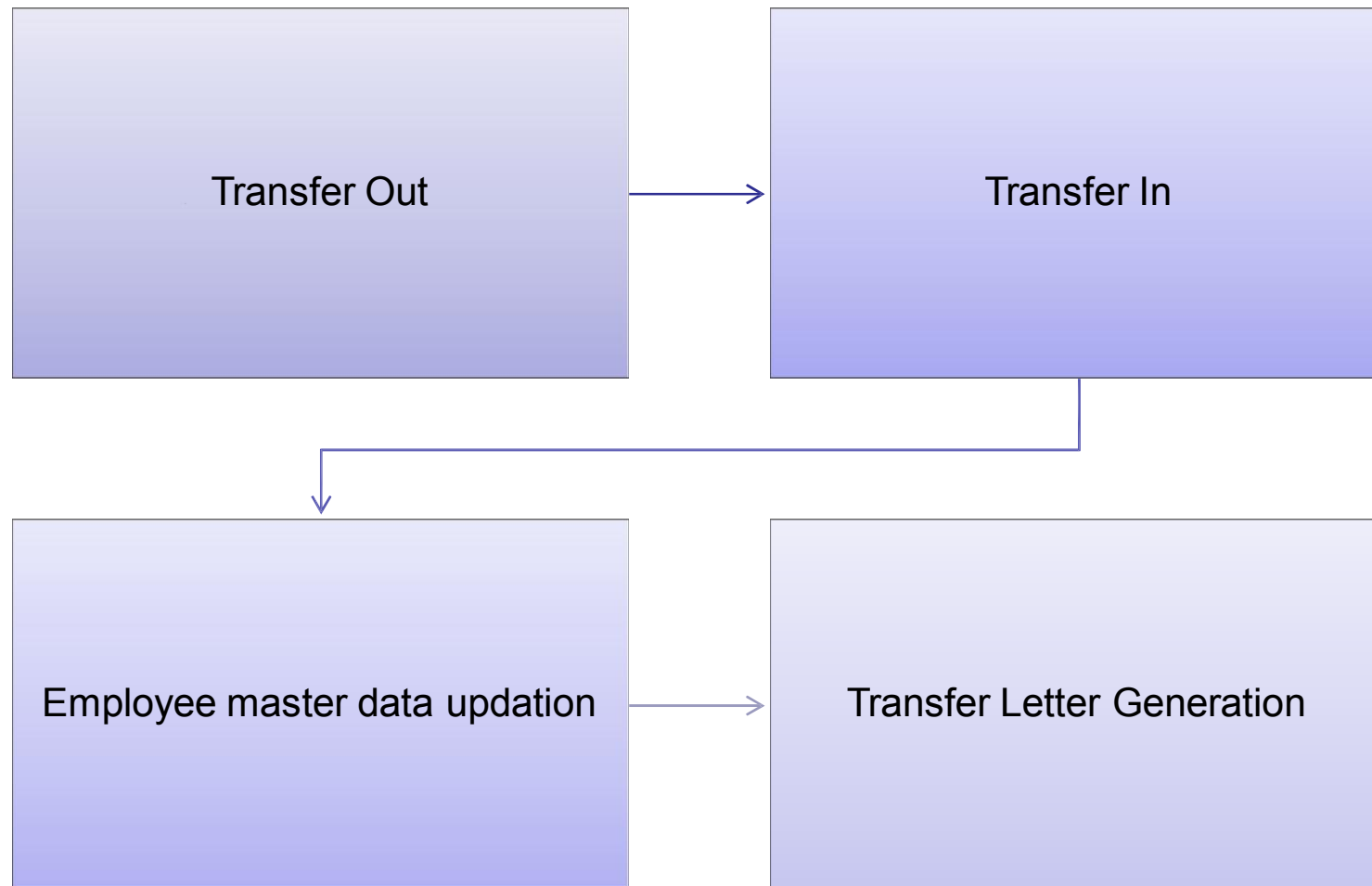
Training Module Workflow



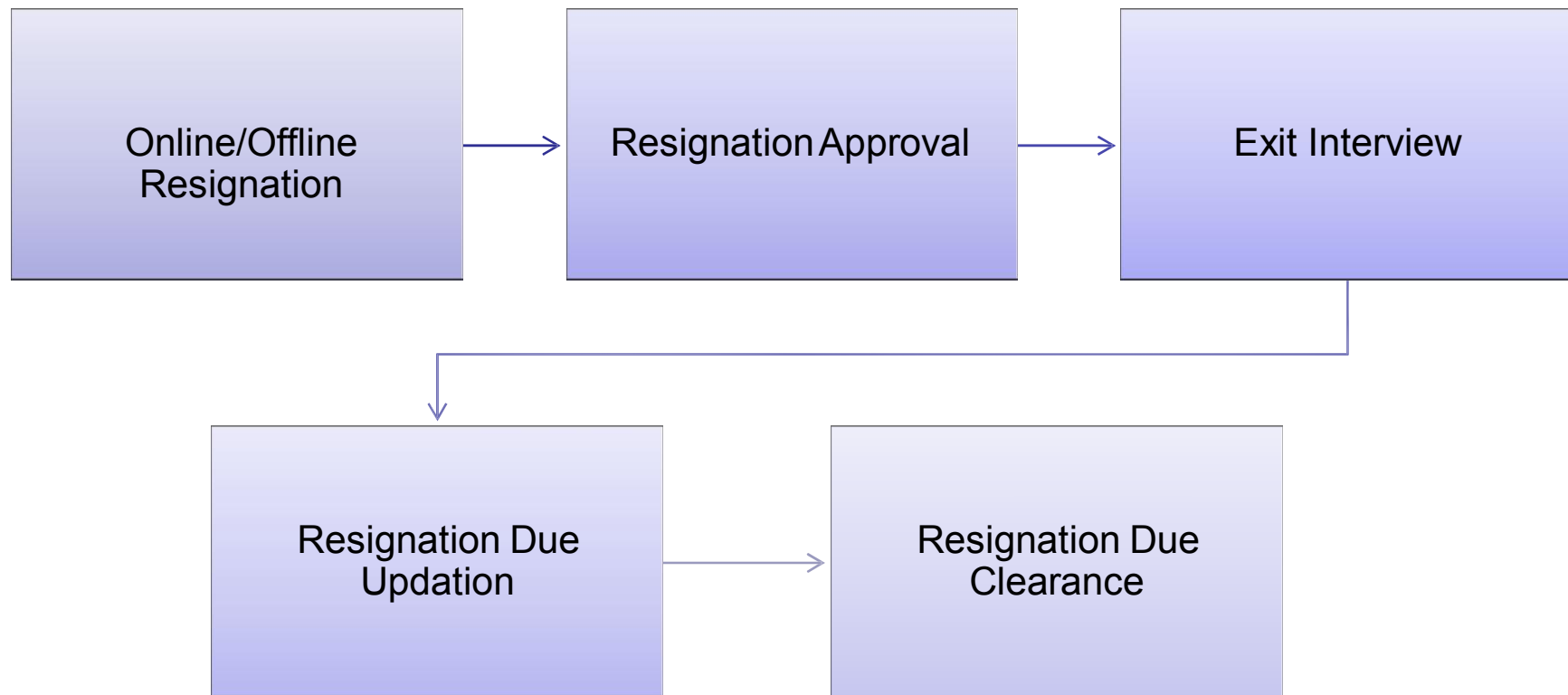
Promotion Module Workflow



Transfer Module Workflow

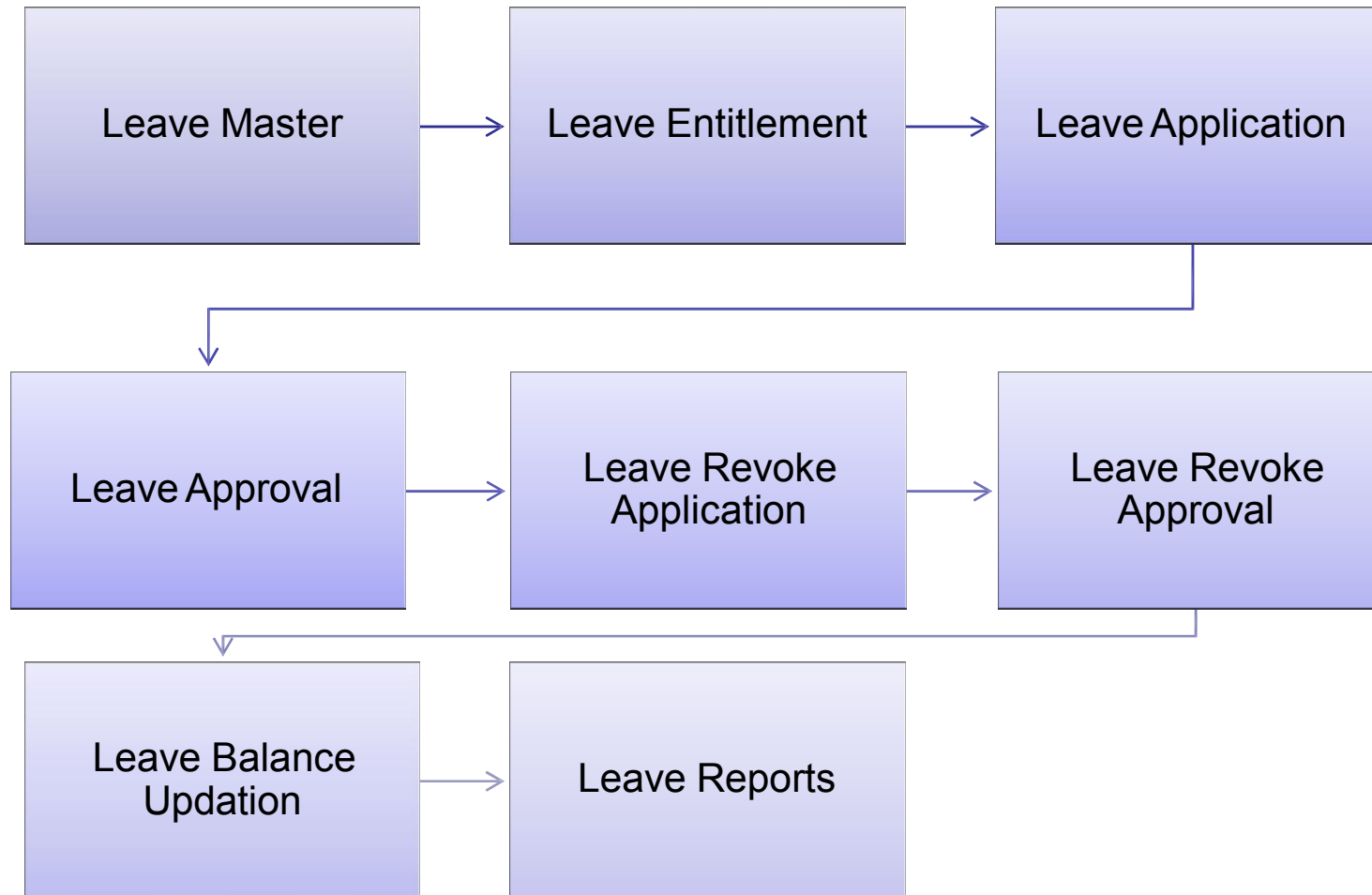


Separation Module Workflow

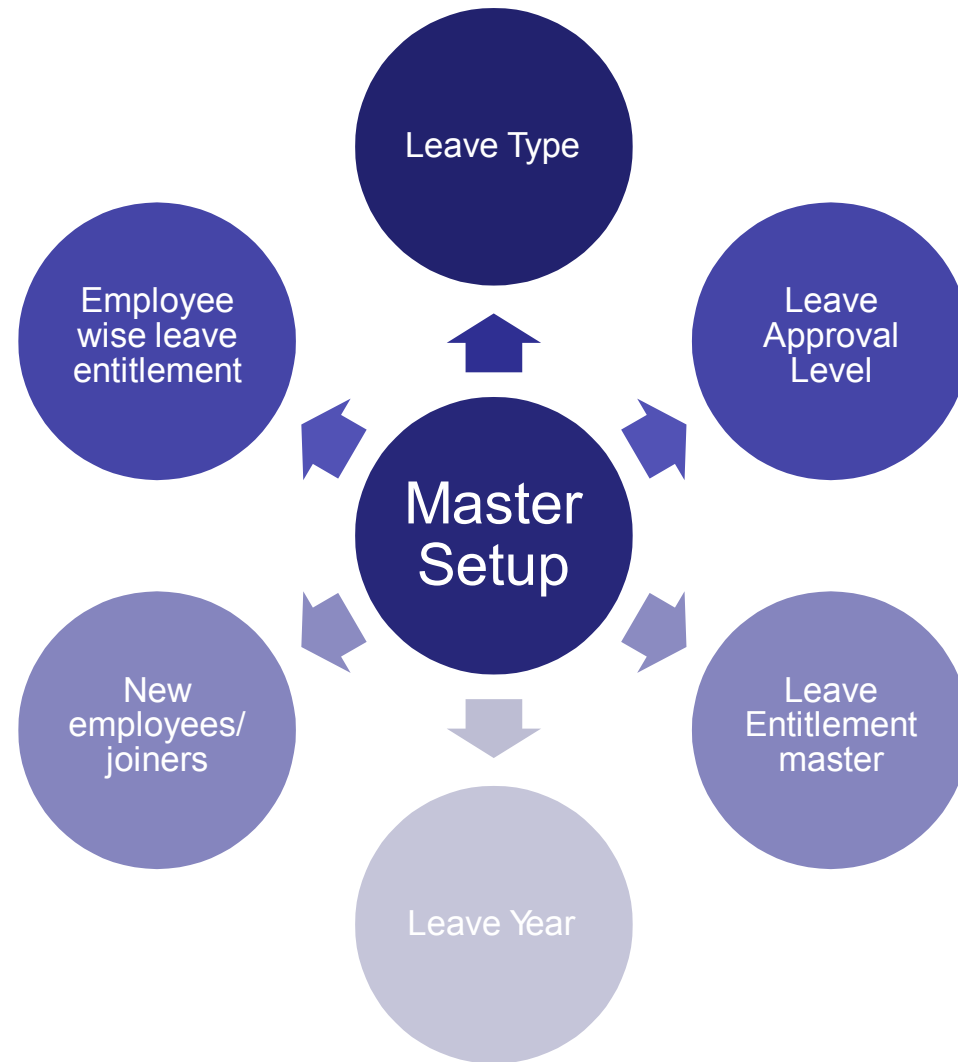


Leave Accounting & Management : Module-2

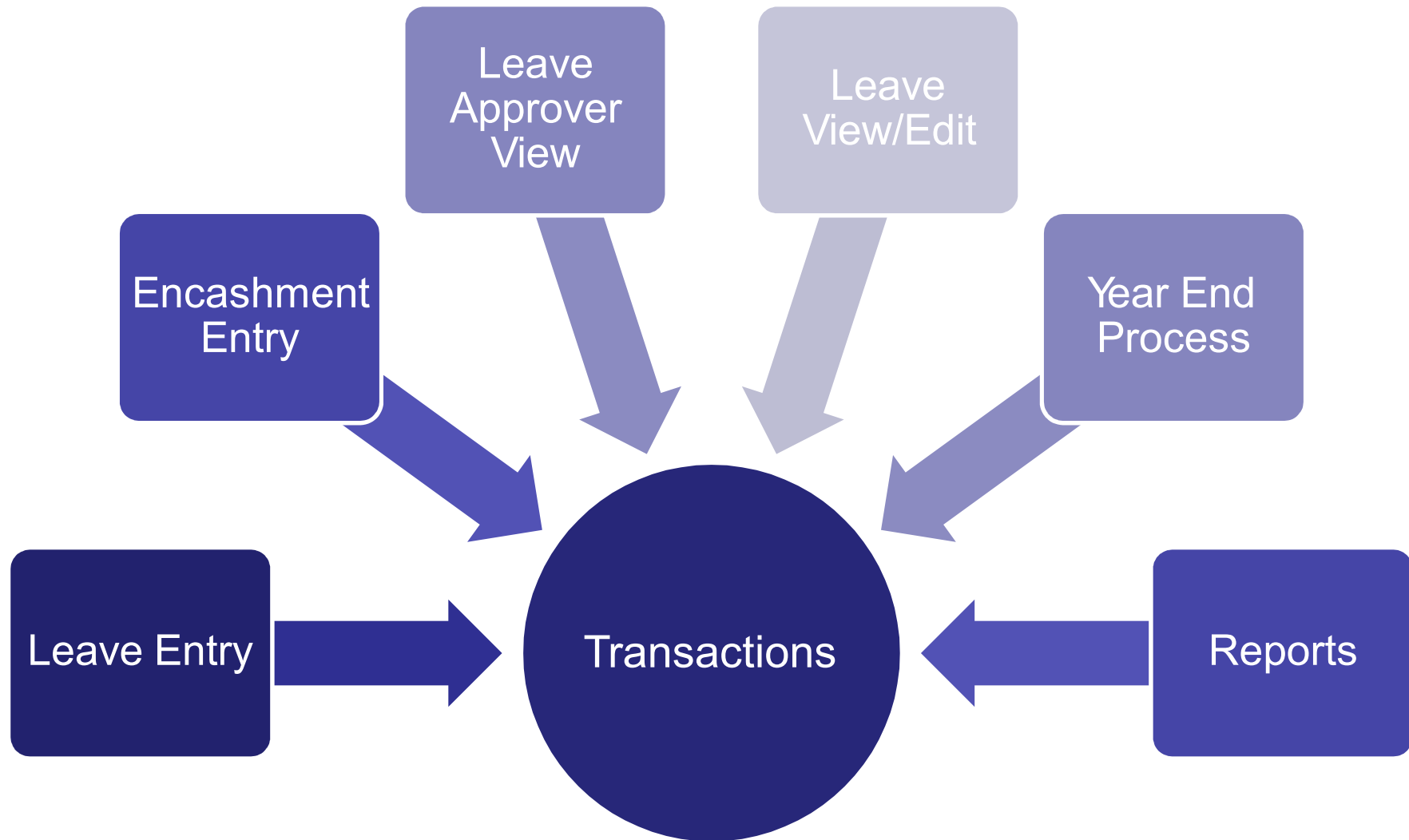
Leave Module Workflow



Features of Leave Module – Master Setup



Features of Leave Module – Transactions



Features of Leave Module – Reports

Reports

Employee
balance
report

Leave
pending for
approval
report

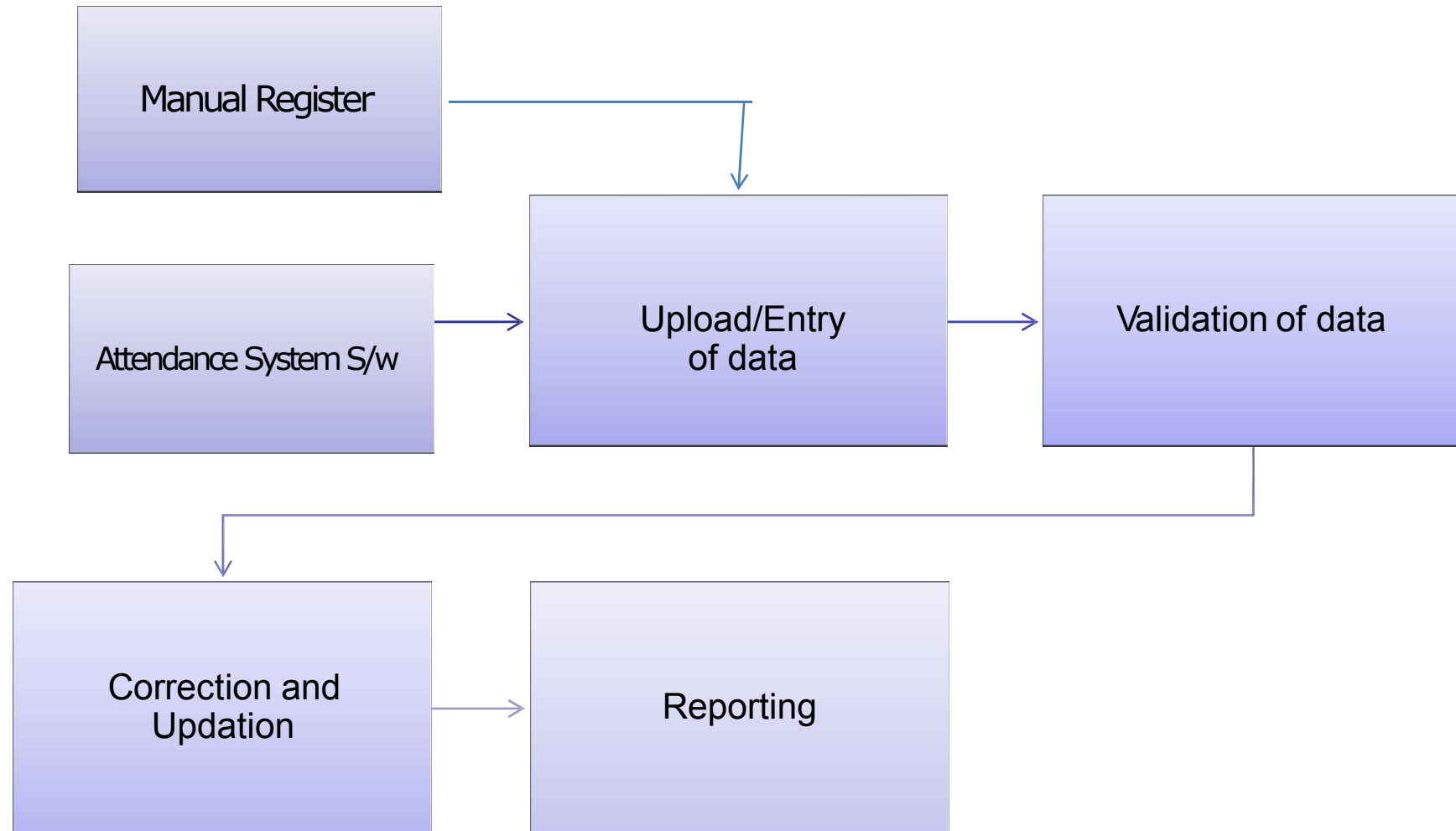
Leave Type
report

Leave
falling in
selected
month
report

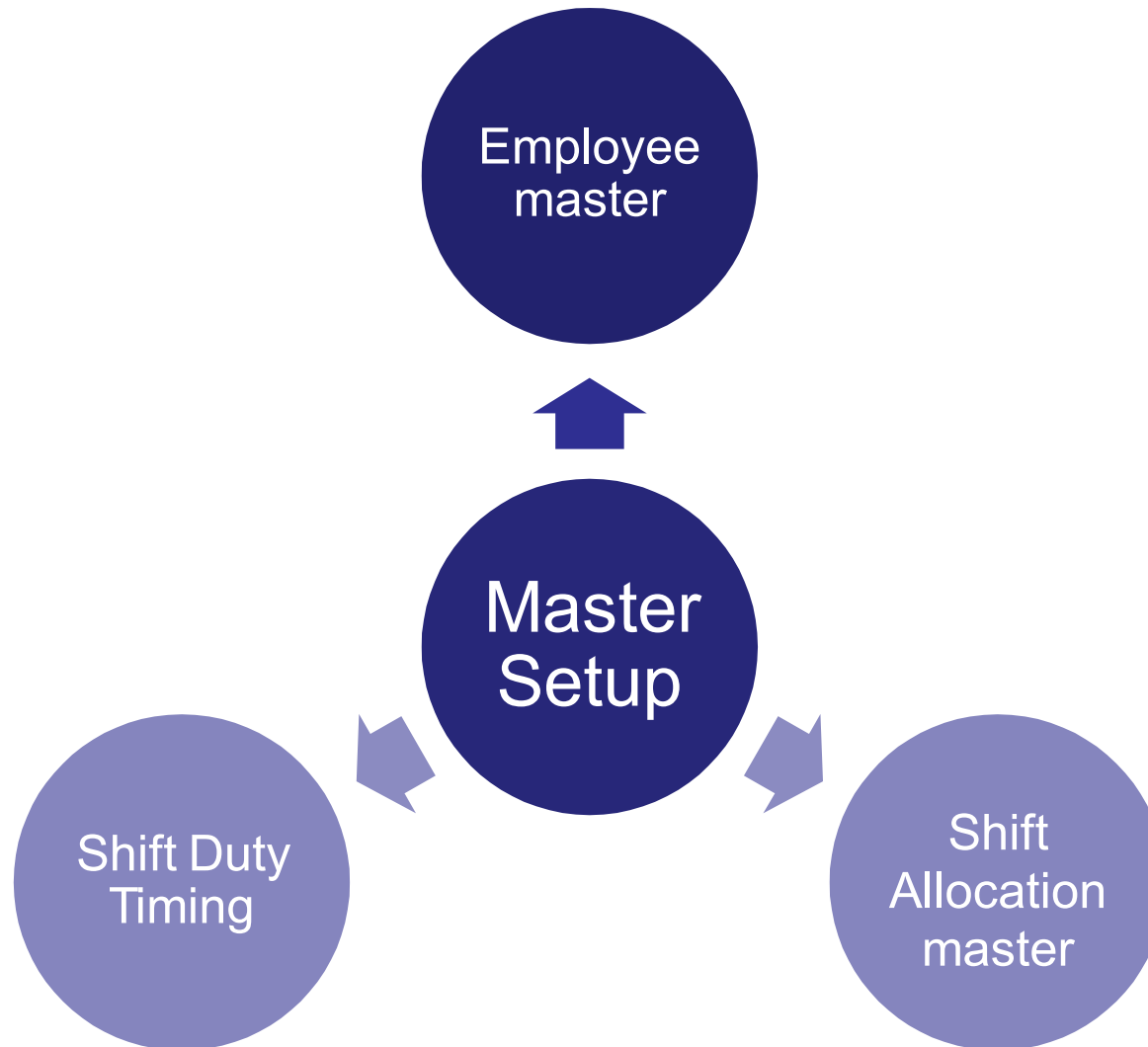
Leave
encashment
report

Attendance Accounting & Management : Module-3

Attendance Module Workflow



Features of Attendance Module – Master Setup



Features of Attendance Module – Reports

Reports

Daily
Attendance
report

Late
Attendance
report

Over time
report

Absent
report

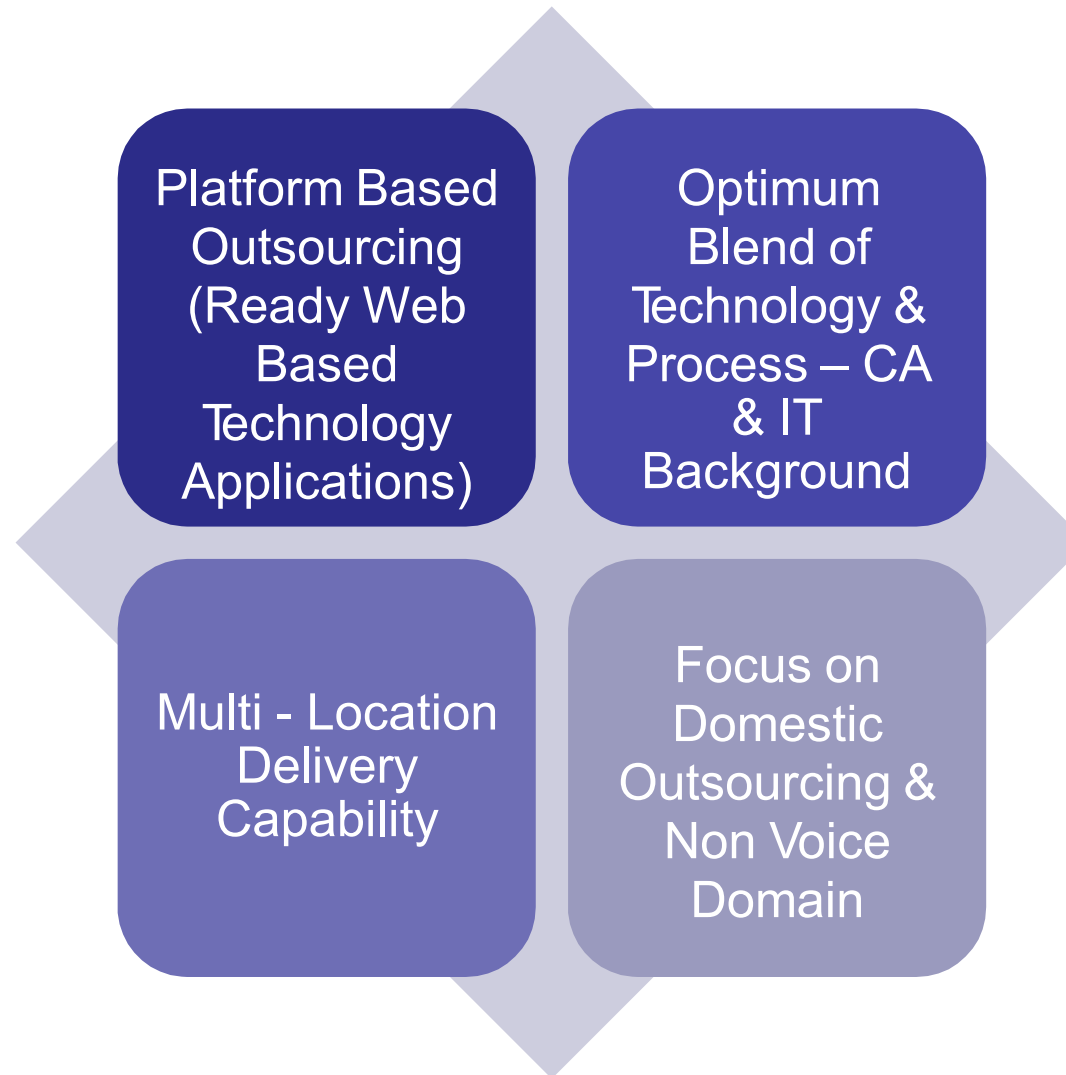
Duty
Roster
sheet

Payroll Processing and Related Reports : Module-4

Payroll Management – Capability



Differentiating Factors



Payroll Management – Service Offerings

Base Payroll Services

Input Compilation

Salary Processing

Statutory Challans & Returns

Pay Slips & Tax Sheets

Form 16, 16A, 24

Full & Final Settlements

Employee Query Resolution

External Auditors - Support

Web Portal Services

View Pay Slips

View Tax Sheets

Entry of Investment Declarations

Tax Simulation

Leave Management

Attendance Management

Integration with Swipe Card Systems

Support Services

Employee Query Support
Helpdesk, Email, Inbound
Telephonic & Online Chat

PF Management (RPFC
& Trust)

Gratuity Management
(LIC & Trust)

Superannuation
Management (LIC &
Trust)

ESIC Management

CLA/BOCW
Management

Apprentices
Registration
Management

CTC Expense

Collection of Vouchers &
Supporting Documents

Processing of Vouchers

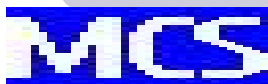
Verification of Supporting
Documents

Reimbursement Upload

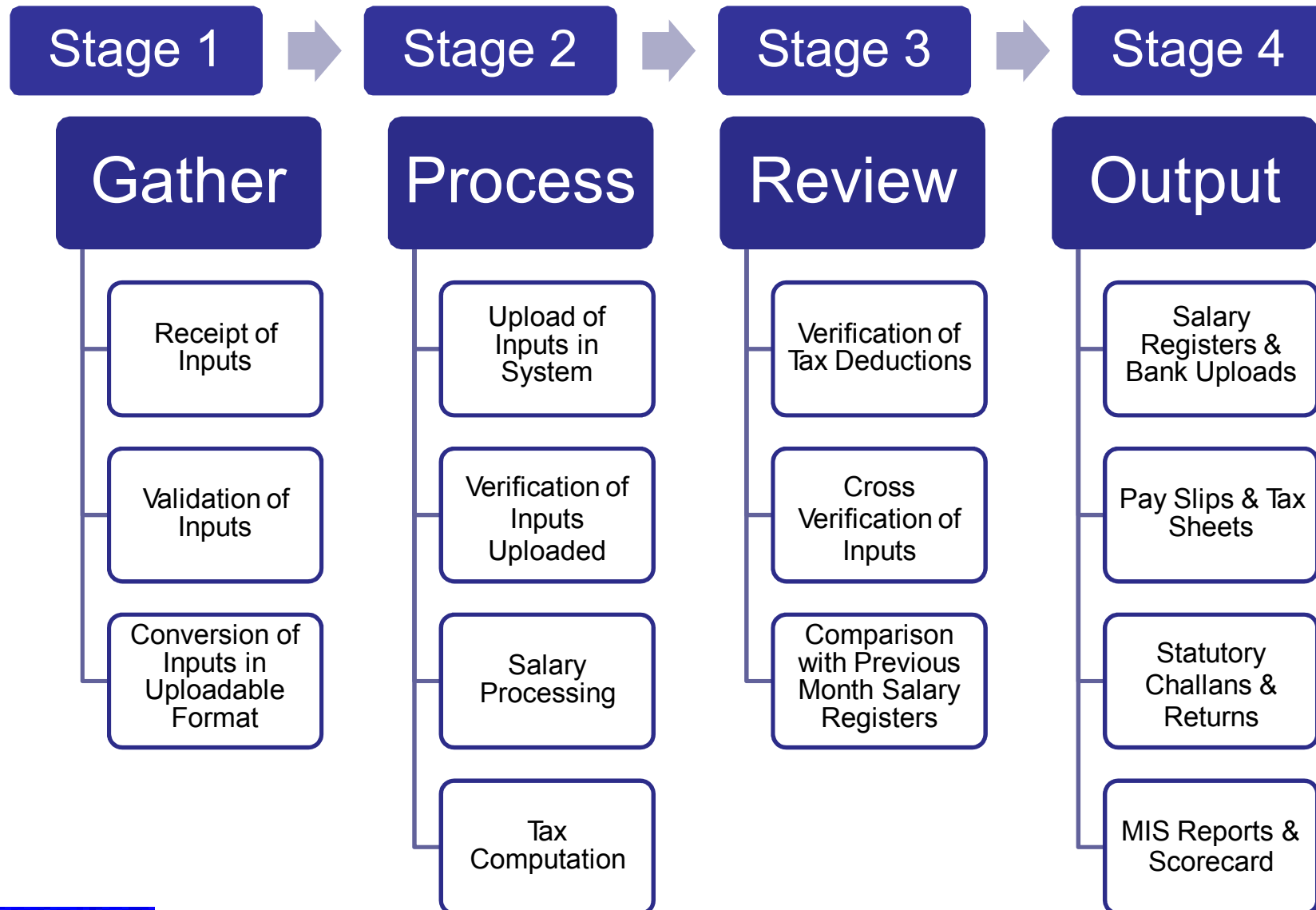
Reimbursement Pay-Slips

Employee Query Support

CTC Limit Monitoring

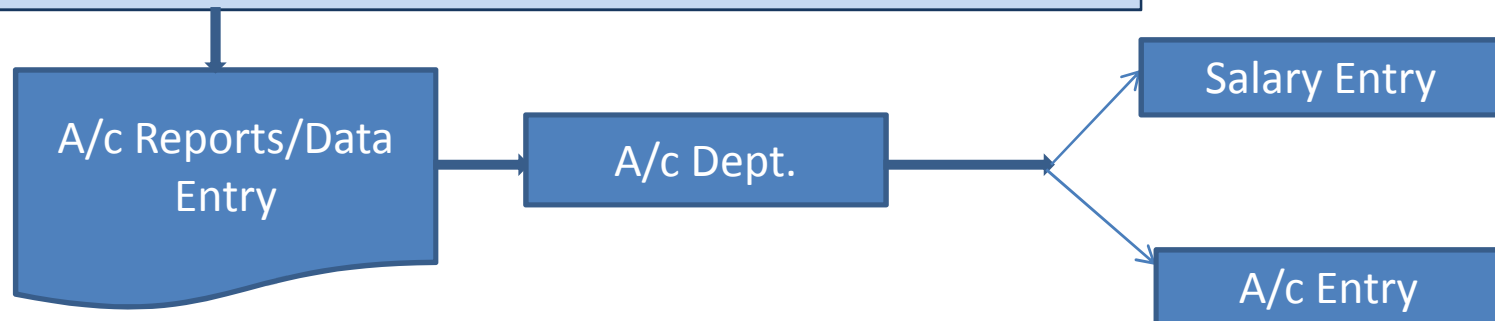


Payroll Processing Methodology



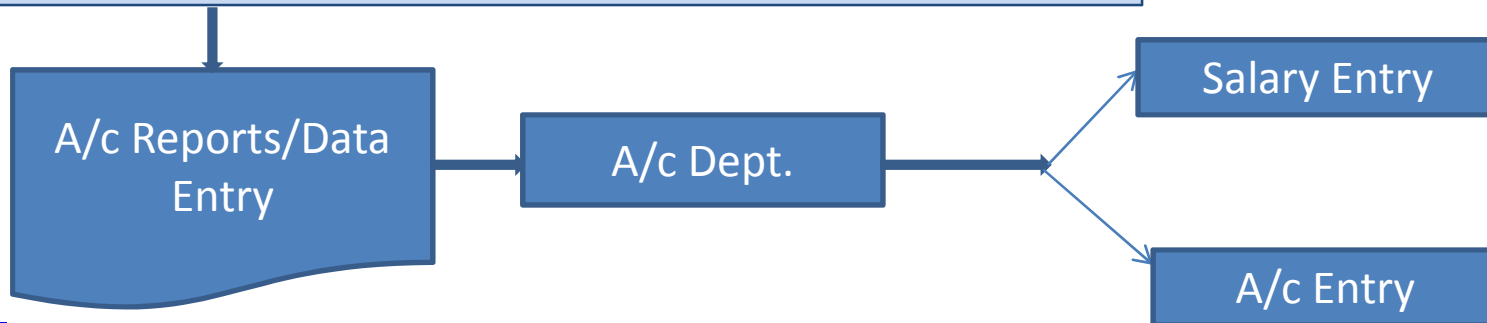
Payroll Processing Reports :

- Provide Salary register of employees each month
- Provide Department wise cost summary
- Provide Loan/advance register
- Provide current month & previous month salary reconciliations sheet
- Provide Payment Register/Cash/Bank/Chaque for each month
- Provide increment due list each month
- Distribute Payslip to employees
- Salary voucher for finance dept.
- Preparation of Full & Final of Employees
- Earning/Deduction statement head wise

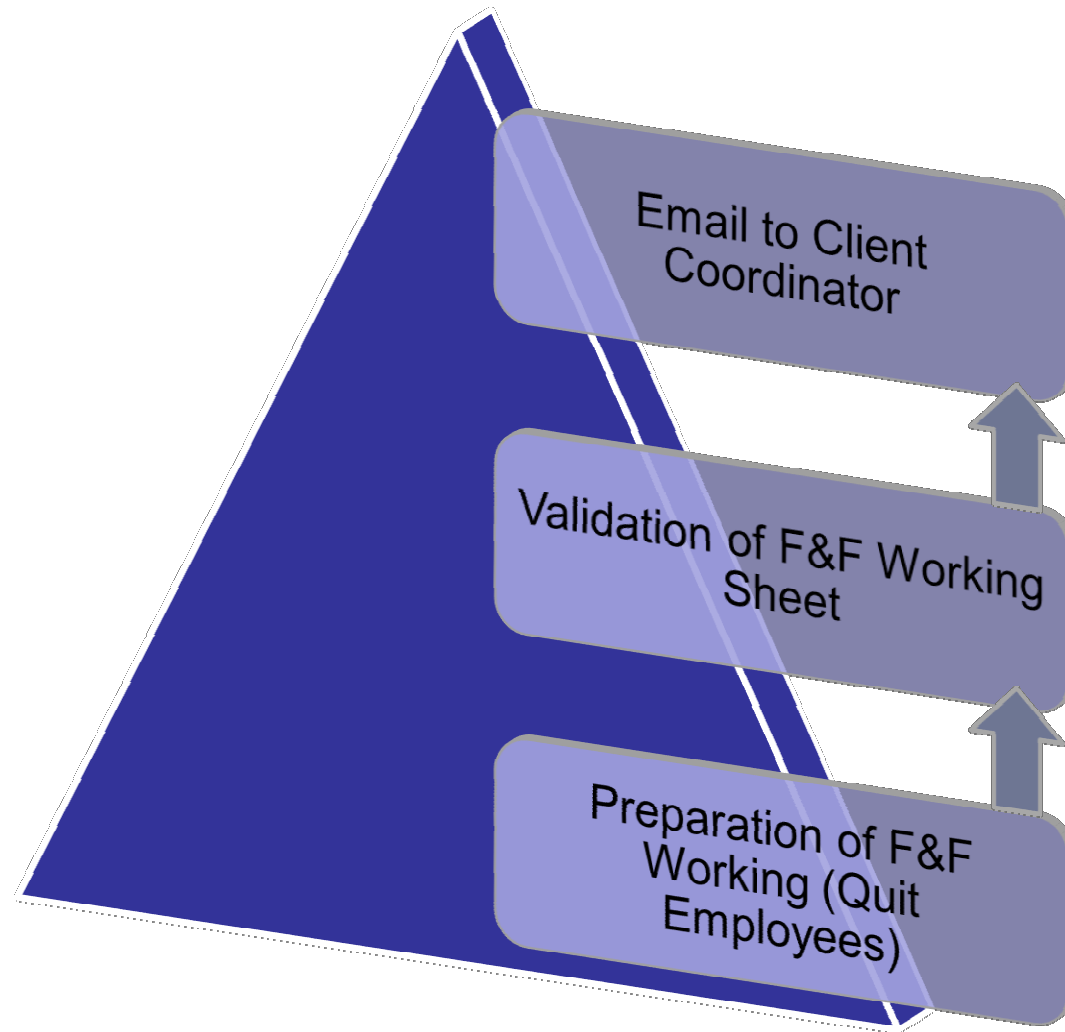


Payroll STATUTORY REPORTS :

- Provide PF Monthly returns
- Provide PF Monthly Statement
- Provide PF Deposit Challan
- Provide PF Annual returns Form-6A & Softcopy as required by PF Dept
- Provide ESIC Monthly deduction statements
- Provide and submit online ESIC Deposit challan
- Provide ESIC half yearly returns Form-5
- Provide LWF reports as per demand
- Provide Bonus Calculation sheet
- Provide Gratuity Calculation sheet

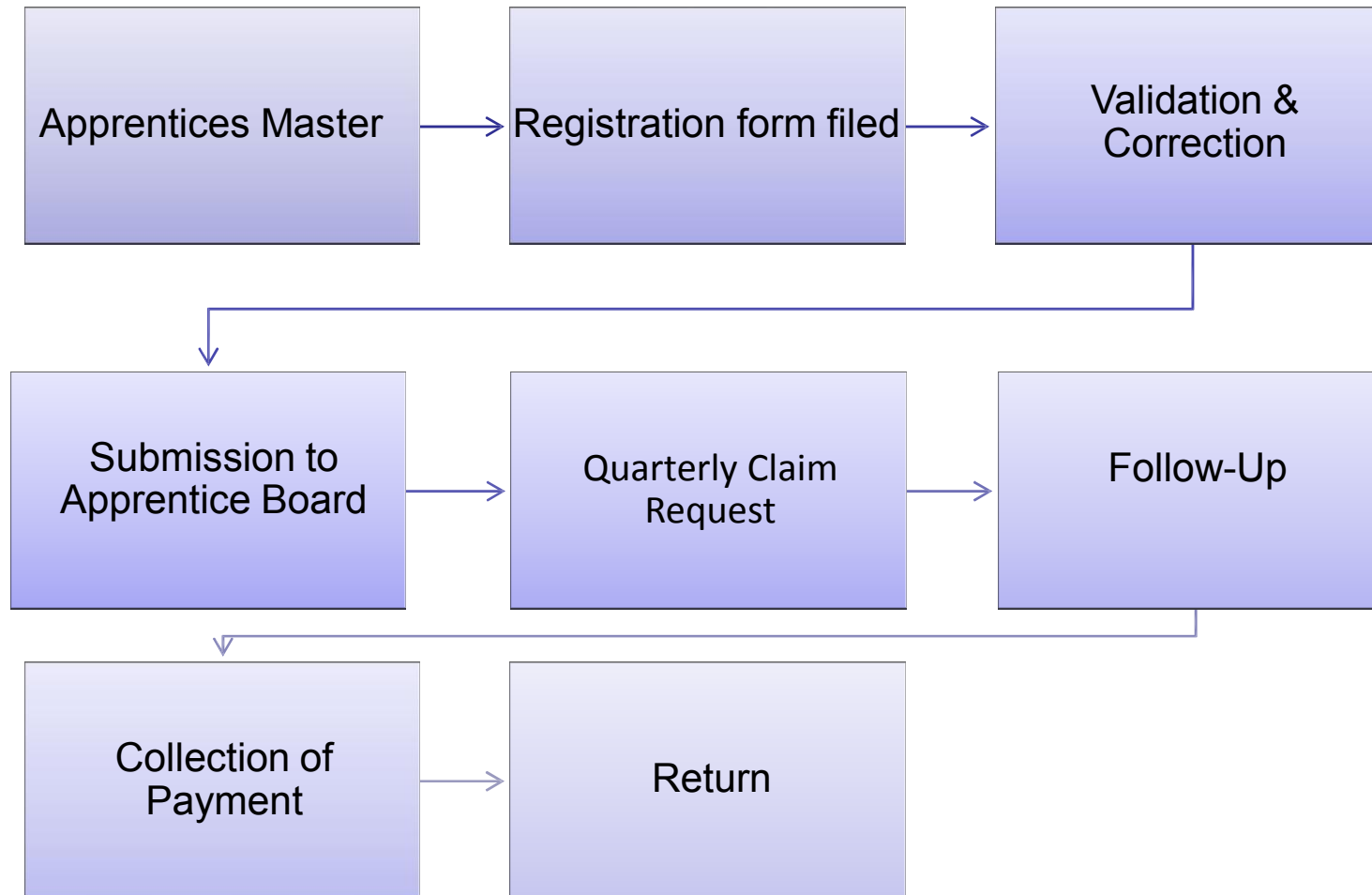


F & F Process

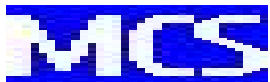


Apprentice Registration & Management: Module-5

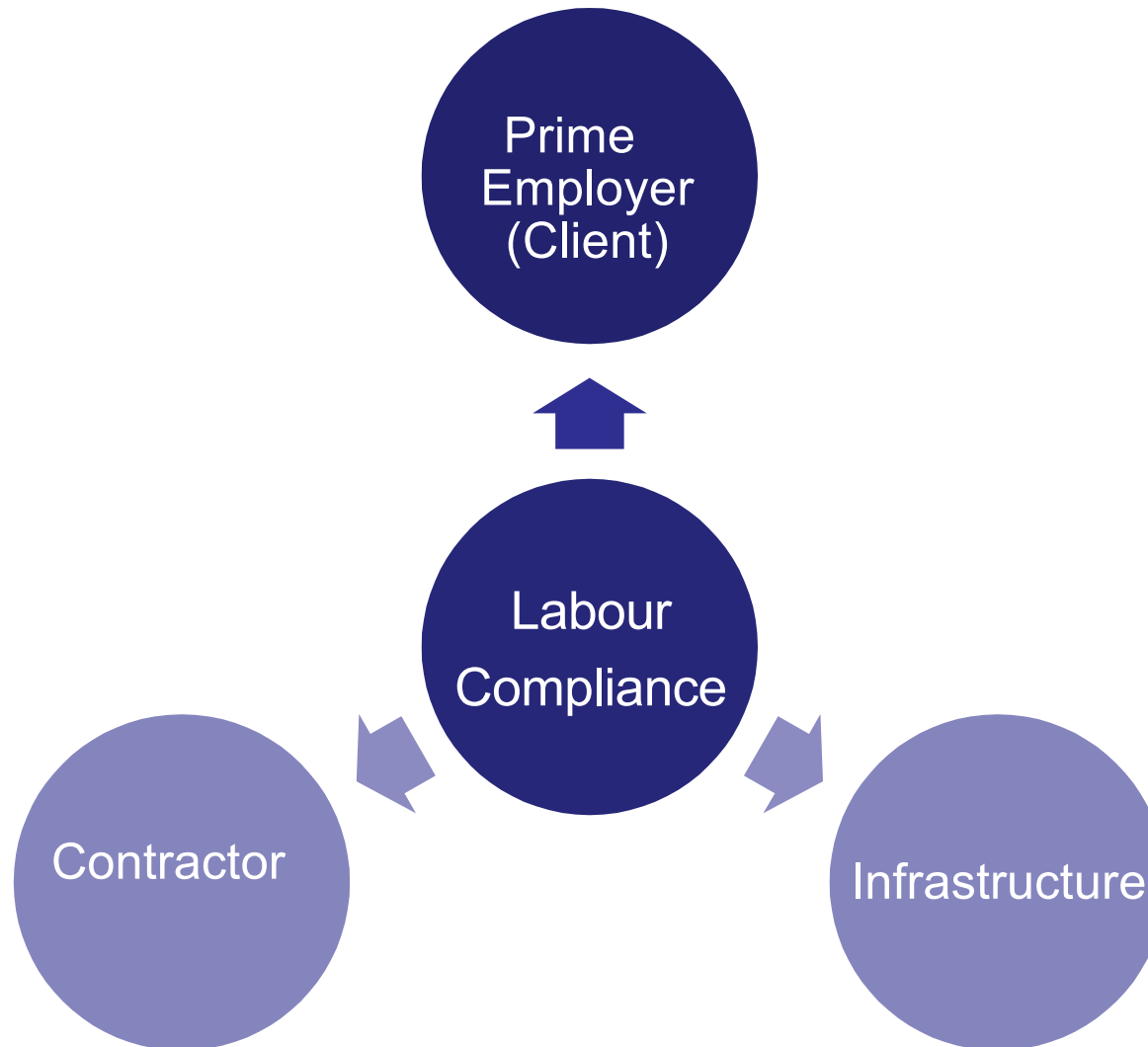
Apprentices Module Workflow



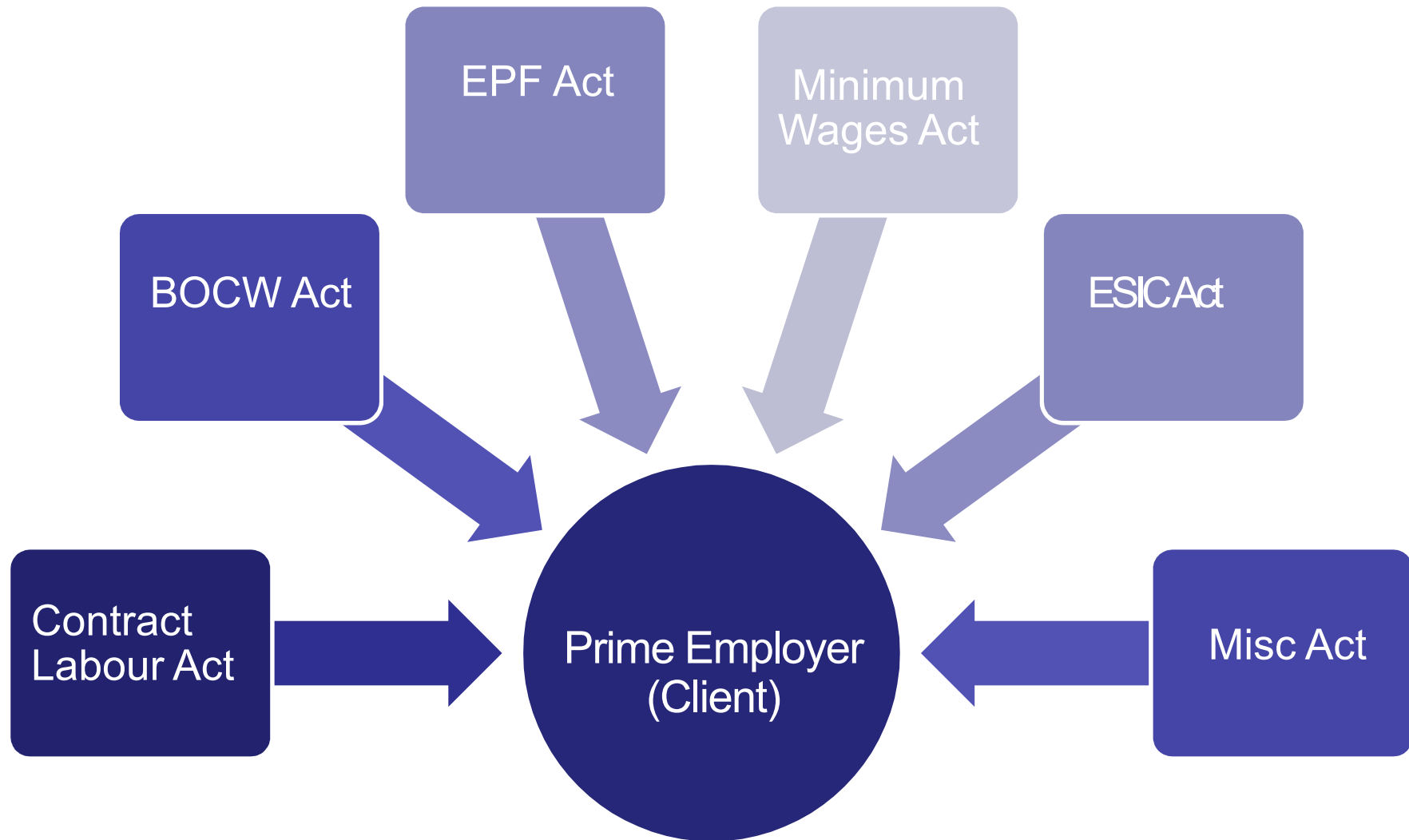
Contract Labor Management & Compliance : Module-6



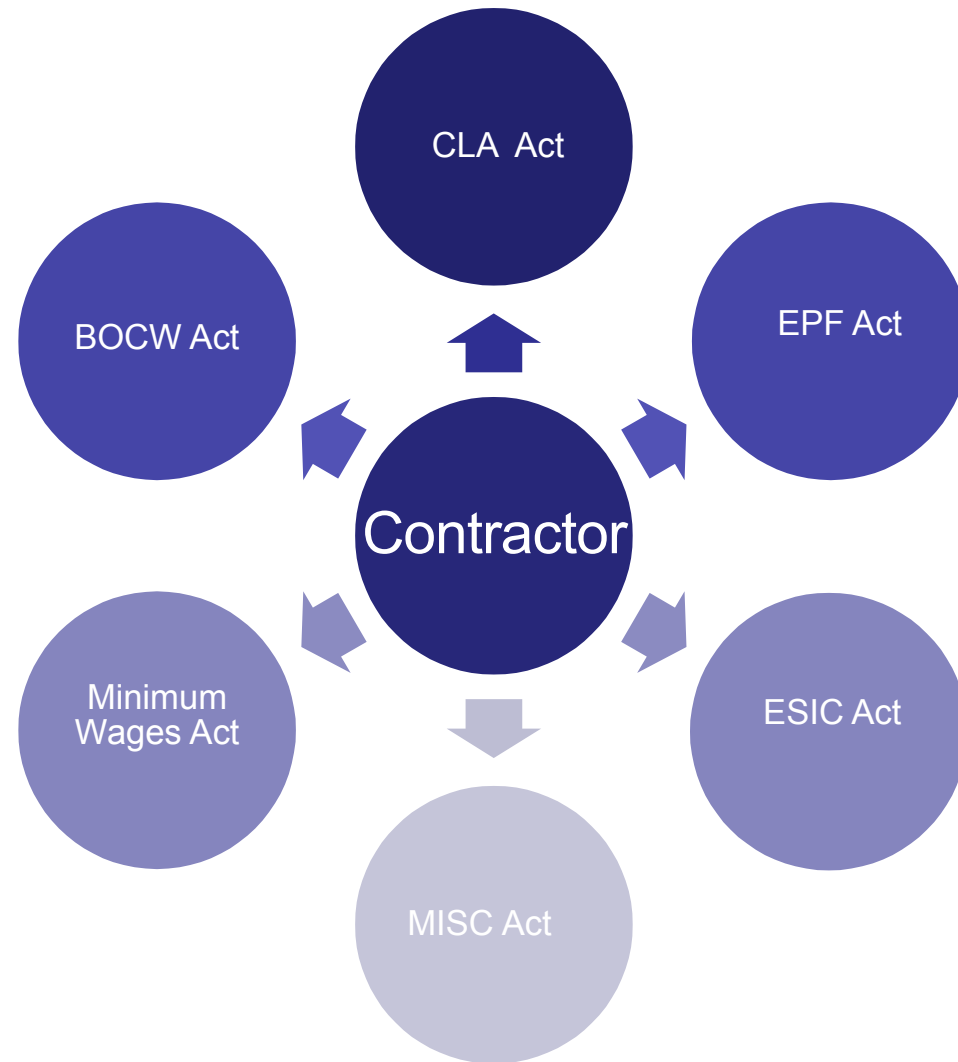
Features of Contract Labour Compliance Module



Features of Labour Compliance Module – Prime Employer (Client)



Features of Labour Compliance Module – Contractor



Features of Labour Compliance Module – Reports

Reports

Contract
Labour Act
Reports &
Return

BOCW Act
Reports &
Monthly
Return

EPF
Reports
Coverage &
Return

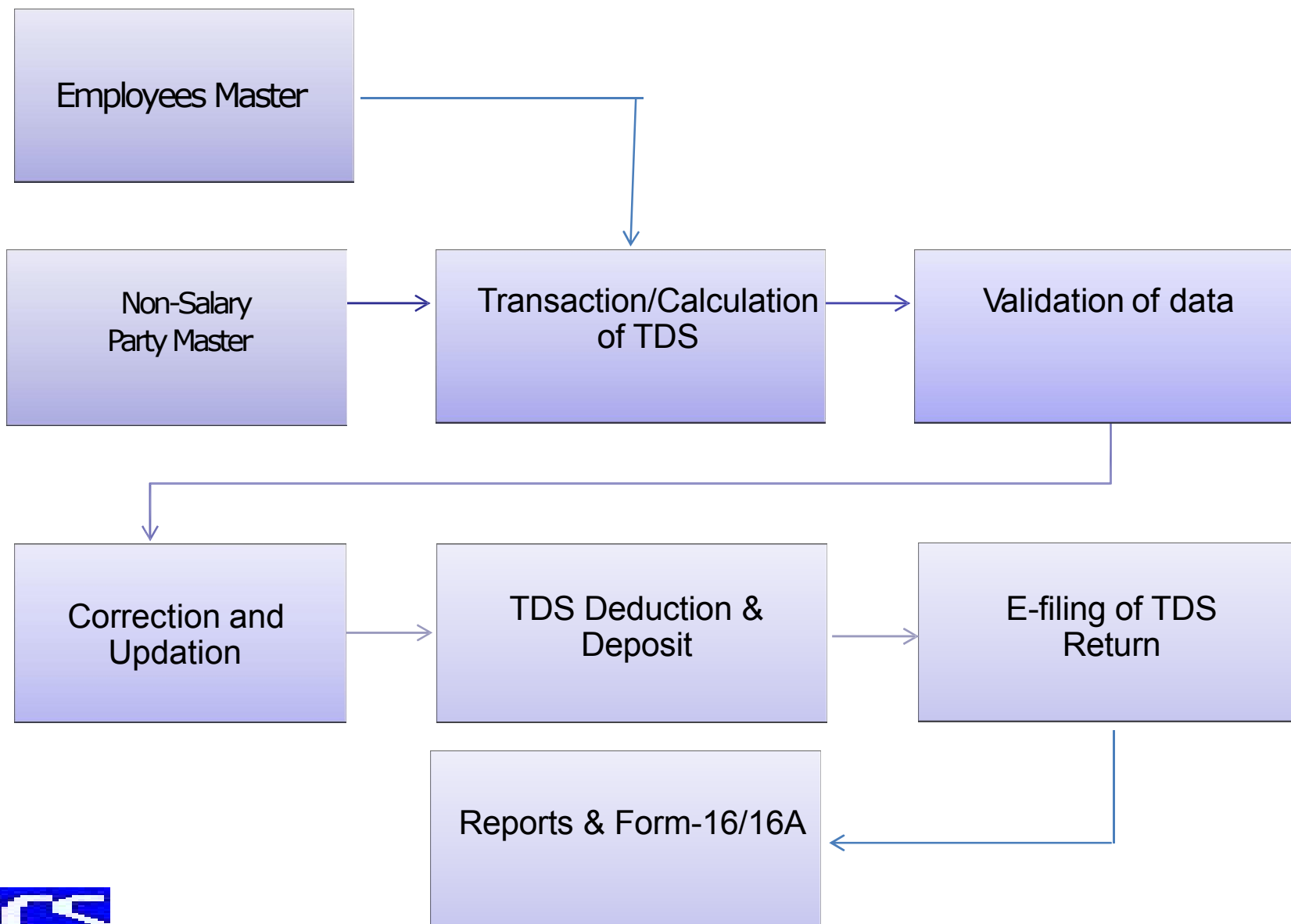
ESIC
Reports
Coverage &
Return

Minimum
Wages &
Payment
Reports

Tax Deduction at Source (TDS) : Module-7

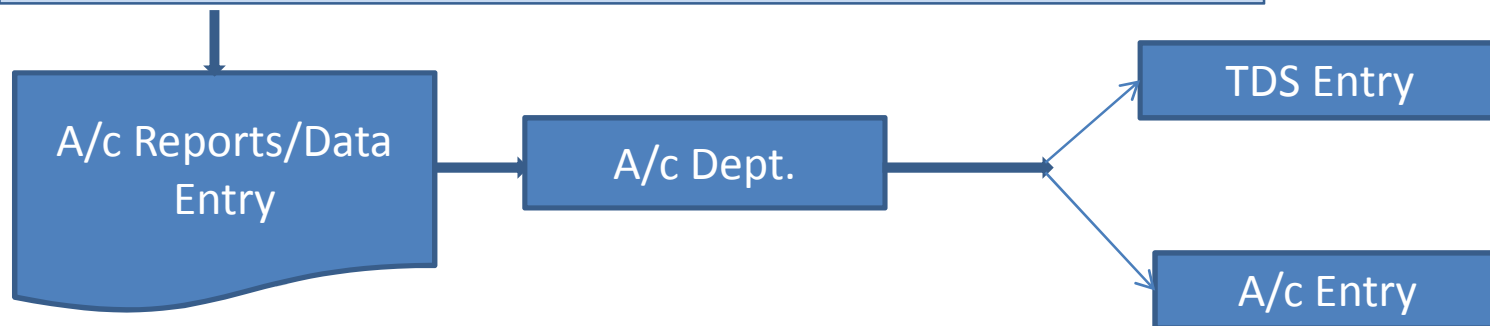
**“Recognized as solution provided by NSDL since 2005
and on the Income Tax site as an accredited software
provider.”**

TDS Module Workflow

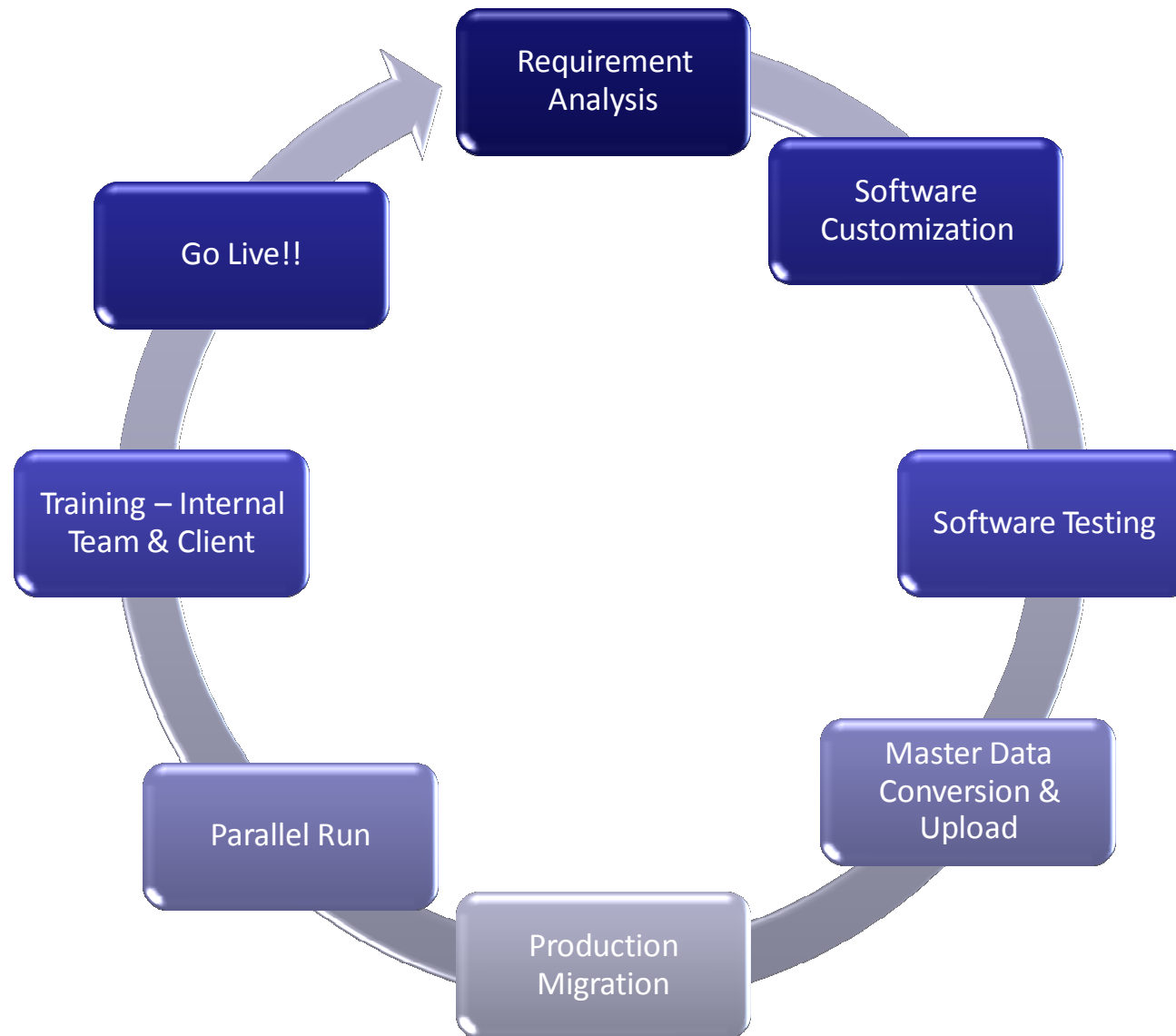


TDS Reports :

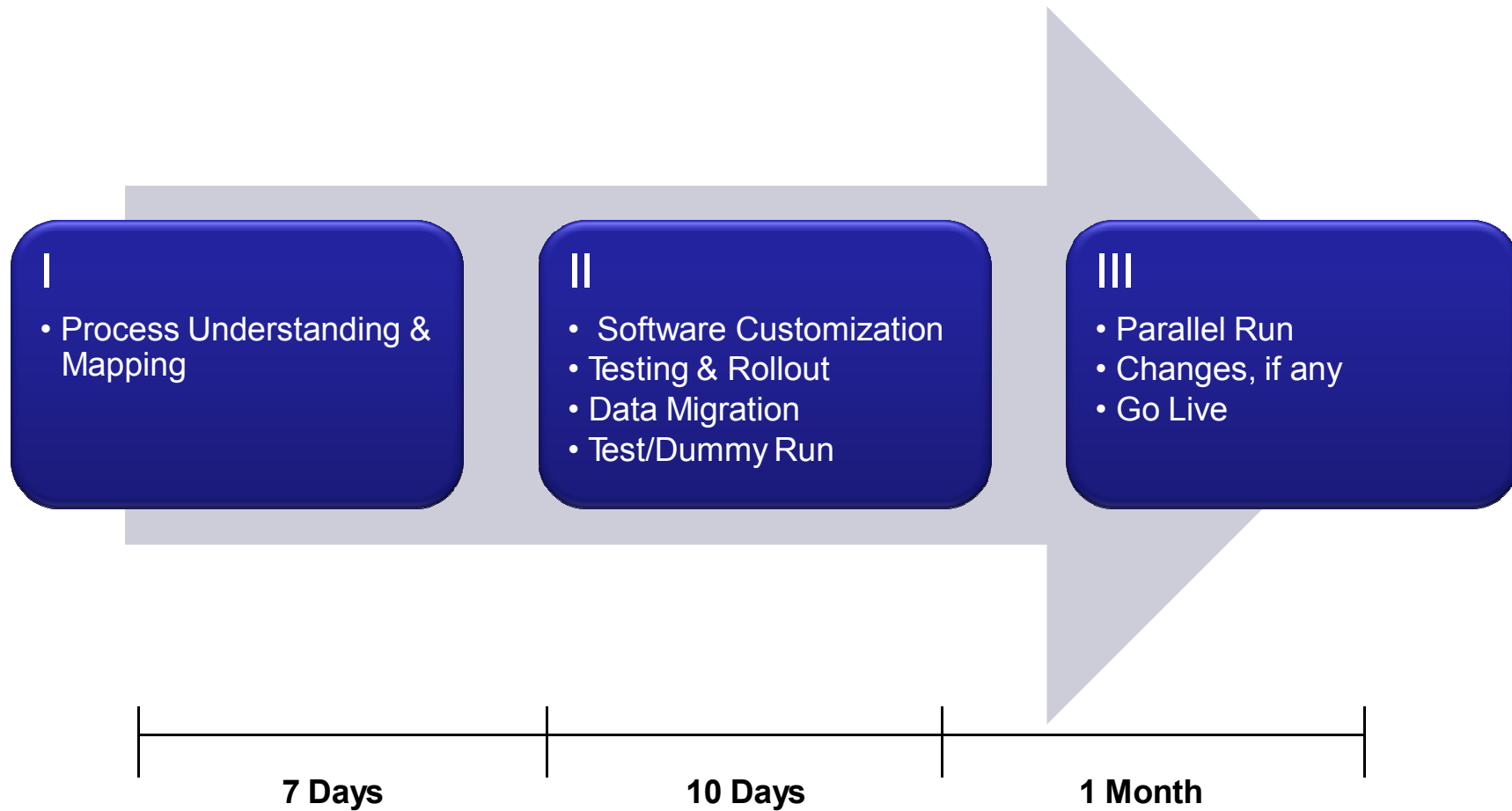
- Provide Tax calculation sheet to each employee
- Provide 16/12BA for employees
- E-TDs return for 24Q (Salary) for each quarter
- Collection of Tax declaration sheet
- Keep record of all the transaction for section 194 (others)
- Provide Form-16A for Vendor/Suppliers quarterly
- E-Tds return for 26Q (Non Salary) for each quarter



Transition Approach : Module-8



Migration Overview – Timelines & Activities



Comparison of In-house Vs IT Services of MCS: Module-9

In-house Operations vs Outsourced Operations

In-house Operations	Outsourced Operations
<p>Cost Elements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manpower Cost – Processing & Supervisory Staff <input type="checkbox"/> Other Indirect Cost such as Staff Welfare, Incentives, Bonus etc <input type="checkbox"/> Cost of Software Application & Implementation <input type="checkbox"/> Cost of Database License <input type="checkbox"/> Software & Database AMC Cost <input type="checkbox"/> Infrastructure Cost such as workstations, servers, desk etc 	<p>Lump-sum, generally based on the employee strength/ number of transactions, results in –</p> <p>savings ranging from 20-40%</p>
Dependency on the Software Application provider for implementing the required patches in terms of any changes in the tax compliance structure	Service Provider is responsible for the same
Generally, Lack of pre-defined Service Levels, Quality Benchmarks & Valued Added Services	Assured Quality & Service Levels
Over-burdening of the processing staff leads to avoidance of the queries	Enhanced Query Resolution
More time is spent on ensuring Accuracy & Compliance	Allows Organizations to Concentrate on Core Business
Lack of exposure to the industry-best practices	Outside Expertise & Adherence to the Best Practices in Outsourced setup