

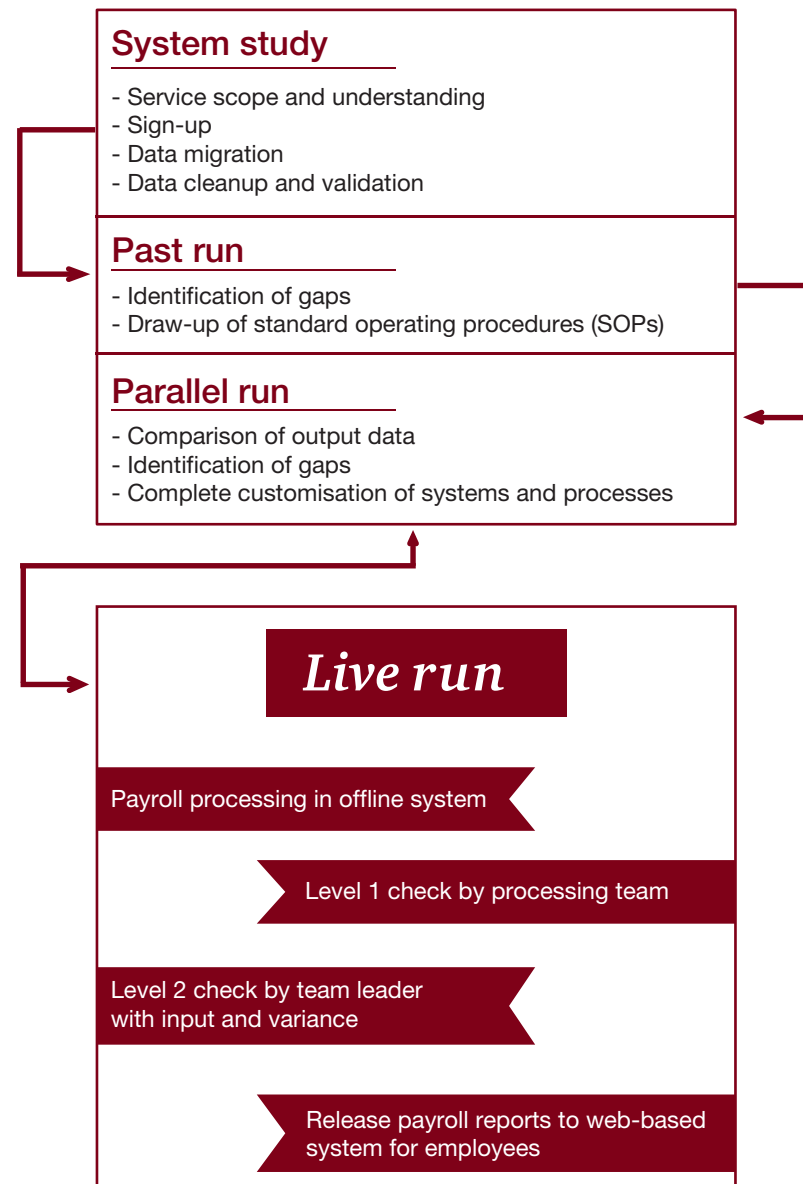
Our focus:

1. Processing pay components and benefits in line with tax and statutory rules and company benefit management policies
2. Data validation and sanity check
3. Quality control and risk avoidance and mitigation mechanism
4. Timely tax and statutory compliances
5. Adherence to agreed timelines for deliverables
6. Employee and employer satisfaction through services
7. Smooth year-end related work plan and execution
8. Data security and confidentiality

Our approach:

PwC follows a standard implementation plan which includes:

1. Set-up, testing and go-live
2. Schedule and checklists for any necessary interface development
3. Testing, training, workflow and process development



About PwC

At PwC, our purpose is to build trust in society and solve important problems. We're a network of firms in 157 countries with more than 2,23,000 people who are committed to delivering quality in assurance, advisory and tax services. Find out more and tell us what matters to you by visiting us at www.pwc.com

In India, PwC has offices in these cities: Ahmedabad, Bengaluru, Chennai, Delhi NCR, Hyderabad, Kolkata, Mumbai and Pune. For more information about PwC India's service offerings, visit www.pwc.com/in

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Contact us

Dipankar Chakrabarti
Executive Director
+ 91 9748762415
dipankar.chakrabarti@in.pwc.com

Bikash Sain
Associate Director
+91 9433179770
bikash.sain@in.pwc.com

pwc.in

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PwC optimisation services: Payroll



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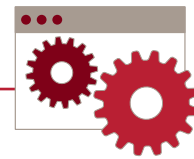
PwC offers end-to-end payroll processing services through a state-of-the-art, web-enabled payroll solution.

Our payroll solution offers a safe and secure data processing and archival environment with a special focus on security and confidentiality management. We have been serving a number of leading global clients across various sectors in the area of payroll processing:

- We collaborate with clients to help them to overcome their payroll, tax and statutory challenges.
- We offer our services to both small and large companies across the globe.
- We follow a single point of contact (SPOC) approach.
- Our support team brings in knowledge from multiple competencies, including human resources, statutory and legal services, and international and domestic taxation.
- We also leverage the expertise of the global PwC network to address critical issues.
- We have standard operating procedures and a software system that enable us to deliver high-quality, value-added services.
- Our processes are in compliance with ISO 9001 and ISO 27001.
- We maintain strict confidentiality of our client's documents and information.



Services we provide:



A) Domestic payroll services

- Maintenance of payroll master database
- Gross to net salary computation
- Payroll and non-payroll reimbursement processing
- Statutory compliances: Provident fund/profession tax/labour welfare fund, as applicable
- Tax compliance: TDS return filing (24Q) and issuance of tax deduction certificate (manually or digitally signed)
- Employee query handling over email and phone, online portal
- Payment processing support: Salary, TDS and other payroll statutory
- Year-end support: Tax-saving documents checking, mock test of annualised tax computation, on-site help desk
- Employee self-service (ESS) support through web portal
- Payroll statutory audit support
- Management information system (MIS) folder: Salary journal voucher (JV), fund statement, headcount report, payroll variance report and other customised reports
- Gross-up payment processing support
- Change management support in case of merger, acquisition or inter-entity transfers

B) Global payroll services through CRM model

- Initial set-up, transition services and payroll registration, if required, with local tax and statutory authorities
- Monthly payroll processing and calculation of all notional payments/benefits in kind
- Calculation of tax, social insurance, pension and other statutory deductions
- Payroll payment processing
- All local reporting and filing with third parties as required by local laws
- Ongoing and year-end reporting and compliance with local laws and regulations
- Provision of appropriate payroll reports
- Provision of payroll advice and help-desk support for employees and client payroll staff with complete confidentiality
- Provision of regular updates on payroll legislation changes in each jurisdiction
- Payroll compliance
- PMO-based coordination point for payroll services through a centralised service delivery system for all the countries in scope

C) Other allied payroll services

- Tax administration review of local employees
- Review of benefit management processing and tax/statutory withholding logic configuration
- Preparation and filing of tax withholding (24Q) return
- Issuance of tax deduction certificate (Form 16 and Form 12BA)
- Support in submission against outstanding/defaulters notices u/s 192B
- Closure of open issue around payroll-related statutory (PF, PT and LWF)
- Preparing policy documents on administering payroll benefits
- Preparing SOPs for payroll and training
- Labour compliance services

Payroll solution

PwC uses a state-of-the-art payroll solution to manage payroll service requirements across all sectors and sizes. We offer an online employee self-service portal (ESS) to address all employee payroll needs.



A) Features

- Flexibility in managing complex payrolls
- Automatic upgradation with respect to tax and statutory updates
- Enhanced user accessibility
- Increased employee productivity
- Efficient integration with less effort
- Enhanced control on security and confidentiality of data
- Effective data back-up and management
- Capable of all types of payment processing: Regular computation, arrears computation, and complex adjustments
- Integrated leave management system
- All standard reports for payroll, customised reports, tax and statutory reports for return filing

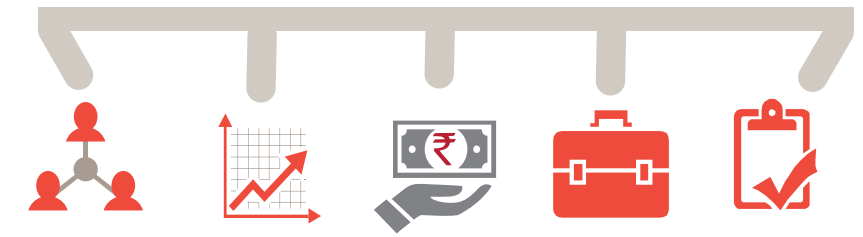
B) Employee self-service portal (ESS)

Submissions

- Flexible plan declaration/CTC structuring
- Income tax declaration
- Update PAN/dependent details
- Reimbursement claims
- Income tax proof submission
- Query management
- Payroll/reimbursement payslips for all periods

Employee self-information view

- Income tax details with guidelines
- YTD reimbursement claims
- Approval/rejection of claims
- CTC reconciliation
- Form 16
- Forms for PF submissions
- Company policy guidelines



Benefits

For (employer) client

- Efficient and hassle-free processing of payroll and reimbursements; strong review mechanisms
- Customised reports and analysis with variance report useful for management review and planning
- Risk management on payroll-related matters
- Timely tax and statutory compliances related to income tax, provident fund, profession tax, etc.
- Payroll processing support for inbound assignees (expats) from PwC's IAS (Tax) team
- Flexible software to accommodate changes in benefit management policy
- Significant reduction in effort involved
- Capable of supporting issuance of digitally signed Form 16 to employees
- Presence of PwC offices in all metros and some non-metro cities
- PMO-based effective coordination point, reducing cost and time
- PwC's strong presence across the globe

For employees

- Real-time access to compensation details, including payslips, claims status, income tax deductions, provident fund, YTD earnings
- Online query management within the stipulated time frame
- Flexibility to pay annual or pro-rata claim reimbursement
- Access to YTD details of compensation and reimbursement claims processed
- Security and confidentiality in maintaining individual data
- Personalised query management support to employees