

# Payroll

## **PAYROLL**

- Preparation of Monthly Salary Sheet.
- Deductions as per applicable laws like Income Tax, Provident Fund, Professional Tax etc.
- Computation and deposit of TDS, ESI, PF etc.
- Disbursement/ Online Payment of Salary.
- Pay slip by password protected e-mail.
- Reimbursement of telephone, medical bills etc.
- Issue of Form 16 to employees.
- Periodic Reconciliation of payments/statutory deductions etc. with books of accounts.
- Administration of gratuity, superannuation, pension schemes etc.