



*HUMAN
RESOURCES*

CONTRACT TEMP STAFFING

ESTD.1997



CONTACT

Anuj Sharma.
(Sr. Manager Sales)

MOBILE

+(91)- 6283369464

MAIL

**business.manager@gretisindia.c
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Helping you succeed

Transforming HR-Since 97



ABOUT

Founded in 1997, Gretis India Pvt Ltd offers the complete range of HR Solutions. One of the most trusted HR outsourcing companies, Gretis has powered more than 500 businesses of all sizes. Be it Payroll outsourcing, HR outsourcing, Regulatory compliant services, Government contracting, offshore outsourcing, or recruitment outsourcing, we offer all solutions under one roof.

With a keen focus on the changing dynamics of businesses, we make sure you don't have to worry about managing your employees. We bring a level of comprehensive HR services with a mix of benefits, value, and ethics to businesses irrespective of their size, segment, or industry.

We are committed to delivering quality services of the highest standards to our clients in recruiting, staffing, outsourcing, managing pay and administering compliance for the smooth operation of the business.

SCOPE OF WORK

SERVICES AND SERVICE LEVEL

01**HR**

Attraction/Recruitment/On-Boarding/Separation

02**HRMS - SOFTWARE**

Managing complete HR life cycle of an Employee - from hiring till exit through HRMS.

03**RECRUITMENT**

Managing the hiring process across all levels as maybe required. (Additional Charges)

04**PAYROLL/LOAN/TAX LEAVES**

Comprehensive payroll System as per Indian Acts/Laws/Tax/Statutory.

05**COMPENSATION**

According to State/Central Laws and Clients Policy

06**ADVISORY - LABOUR**

Keep Clients updated with latest Labour practices and implement the same.

HR. PROCESSES

No more compromise in quality. Share the burden of your liabilities and get full support in managing your **HR processes**

1. Pay your employees without any stress with our online Payroll Solution. We will capture, compute and finalise the Client's Payroll i.e. claims and monthly salary payouts.
2. Will capture and screen the information provided by the Client to ensure that they are in accordance with the **Client's policies** and **government regulations**.
3. On a monthly basis, timely PAYMENT requests and funds requisitions will be made to Client for the payment of **salaries, statutories and Taxes** via multiple bankers.





PAYROLL

All payments will be remitted to the relevant bodies before their respective deadlines. This will include online transfer of payments into employee's bank accounts.

- A time schedule will be agreed between Gretis and the Client, stipulating the deadlines for:
 - Submission of data (employee's information, allowances, deductions, **resignations, new hires**, etc.) to us;
 - Submission of reports to the Client for vetting before finalisation of Payroll;
 - Preparation of **funds and payment** of salary to employees via bank accounts or other means;
- We will prepare all standard **Payroll reports** with Invoice:
 - Payroll summary
 - Allowance and deduction reports
 - Overtime reports(if-company policy)
 - Salary reconciliation reports
 - Bank deposition
 - All statutory forms (e.g. **EPF, ESI, Income Tax** (if any) etc.)
- We will give **access to HRMS** to the employee to download payslip for every payout monthly, manage Leaves, Taxes etc.
- We will submit all relevant documentation to the relevant authorities on behalf of Client.
- We will function as a **help-desk** for all the Client's hr matters, answering calls and emails daily. Our office hour are from 9.30am to 5.30pm Mondays to Fridays.
- Gretis will prepare the **accounting journals for Payroll cost and accounting journals for financial month end provisioning** in the format required by Client.

SYSTEM FUNCTIONALITY

- The services will be provided using HR & Payroll software.
- The above applications will be hosted in our secured servers and operating systems with proper backup devices.
- All data sent to Client in relation to employees' information will be encrypted to protect customers' confidentiality.
- At the end of the contract the data could be given to the company back in excel format.
- Team would inform through mail about new software updates and other related information.

ENGAGEMENT PROCEDURES



Outlined below are procedures of outsourcing services engagement between Gretis and Client :

1. **Agreement on Service Quotation and Scope of Work** before commencing the project.
2. Client agrees and signs an **Outsourcing Service Contract** with Gretis .
3. Client shall provide us all information related to the initial **setup** of its **human resource & Payroll** accounting **Software**.
4. Gretis shall proceed to set up all **necessary systems and routines** of its monthly Outsourcing services.
5. Gretis will request **Client to transfer funds for all employees, Statutory bodies** and other creditors as and when required for employee salary payments.

PROJECT TASK MANAGEMENT

YEARS OF OPERATIONS:

25

PROJECTS HANDLED:

500+

EMPLOYED MORE THAN:

50K

Our project management is comprised of the following phases:

- Project kick off online meeting for understanding detailed for Client processes & requirements.
- Review meetings as and when required.
- Internal training for new change in company policy/tax / Statutories.
- Exchanging Payroll data for fine tuning & according to client policy.
- Review meetings for Gaps if any
- Live run showcase Complete Life Cycle of HRMS.
- Review meetings.
- Project Started



SERVICE LEVEL GUARANTEE

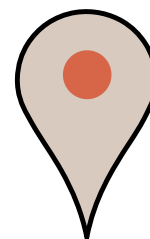
Our utmost priority is to ensure prompt and accurate monthly salary payments and contributions to the statutory bodies in India. In the event of errors proven to be committed by us, we will rectify within a reasonable timeframe.

FEE

Based on the above services, our professional fees will be as follows:

Monthly Professional Fee: 10% on (CTC) for Contract/Temp. Staffing

Recruitment Charges: 8.33% for middle management and 12% for top management.



Gretis India Private limited

CONTACT: ANUJ SHARMA

(SR. SALES MANAGER)

SCO-95, SECTOR-3,
PANCHKULA, HARYANA, INDIA
PIN-134109.

EMAIL-

BUSINESS.MANAGER@GRETISI
INDIA.COM

