



# SOLUTIONS

# HR SERVICES & PAYROLL MANAGEMENT

## OUR OFFERINGS



✓ Recruitment & On-Boarding Services



✓ HR Management Consultancy



✓ HRIS with Leave, Time, Attendance and Payroll



✓ End to End Payroll Outsourcing



✓ HRIS & with Employee Life Cycle Management & PMS



✓ Statutory Compliance and Retirals Management



# CloutHR

## About Us

CloutHR Solutions LLP is fully dedicated organization for providing complete HR Solutions and Payroll Management under the brand name of "CloutHR". Our primary objective is **to provide outsourcing services in the area of HR, Payroll and Statutory Compliances** to support Management objectives and to enhance efficiency of People Management drive.

Team of experienced and professional HR, Payroll & Labor Law experts drives CloutHR. Our focus is to ensure constant Innovations, maintain Accuracy, Timely Delivery and Consistency in our services. We have a team of qualified and innovative individuals having necessary expertise and long experience to cater today's challenging needs of HR functions. We have extensive bandwidth to handle Statutory Compliance across India. Our strategic Alliances with various labour law experts will help you to keep updated with latest updates and amendments in the labor laws. We can also provide legal opinions on your compliance issues.

Our HR & Payroll processing is through fully advanced software. In order to facilitate easy operations of day to day functions like Attendance and Leave management we provide URL as well as Mobile App based access to all employees. Additionally monthly Pay slips can be downloaded by employees through this access. CloutHR is committed to foster employer's HR systems in line with current Global requirements and to Digitalise employee's HRMS operations.

## OUR VALUES

The company upholds the following values as a guideline to it's operations and business transactions:

Commitment	Professionalism	Customer Satisfaction
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## CORE HR SOLUTIONS

### Employee HRMS & Database management

- Engage your employees not spreadsheets.
- Employee Information Management on Employee Communication, Reminders and Alerts.
- HR Reports and Company Policies & Forms.
- Employee Document Management.
- Assistance with creation of HR policies.
- Recruitment, Selection & On-boarding Management.

## RECRUITMENT & ONBORADING

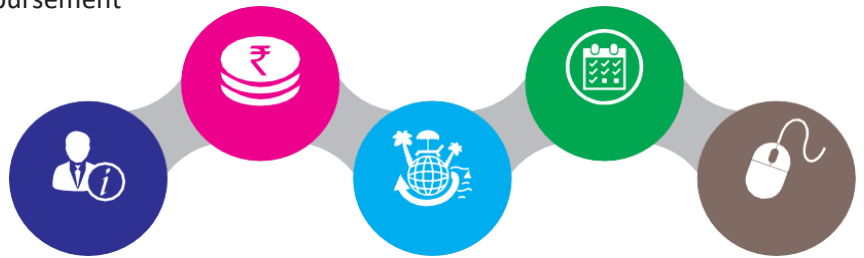
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| Job posting on career page                           | Applicant Tracking System (ATS)        |
| Interview And Selection Process                      | Candidate Profile Portal               |
| Report Generation                                    | Document with approval facility        |
| Posting and Sourcing on job Portals and Social sites | Configurable Interview assessment Form |
| Store Candidates data                                | Offer Management                       |
| Onboarding   | Digital Self-onboarding                |
| Job Creation with multi-level approval matrix        | Configurable jobs & candidate cards    |
| Company Website Integrable                           | Naukri Integration                     |
|  | Resume Parsing                         |



# CloutHR

## END-TO-END PAYROLL OUTSOURCING

- ✓ End to End processing of monthly payroll
- ✓ Managing attendance and leave records
- ✓ Reimbursement Processing of expense claims
- ✓ Providing Bank Upload Files for salary disbursement
- ✓ Processing full and final settlements
- ✓ Preparation of salary JV entries
- ✓ Reconciliation with accounts team for salary JV related matters.
- ✓ Processing financial year-end activities like reimbursements, Investment Proof verifications, filing annual returns of company and generating Form 16 for all employees



## STATUTORY COMPLIANCE & RETIRALS MANAGEMENT

Our consortium with various labour law experts ensure timely updates of regulatory requirement. We will also assist you in various labour related matters, registration of codes for various acts, assisting in inspections, doing statutory audits and resolving your statutory notices.

We deal with all your challan preparation, remittance & filing of returns. We provide end-to-end solutions in the Employee Income Tax related matters. Starting from resolving employee queries on their taxation, setting up helpdesk to educate employees on how to save their tax, filing quarterly e-TDS returns for company, resolving queries in TRACES and solving demand notices for companies.

Beside above services, please find below our compliance service module for your information:

<p><b><u>Provident Fund</u></b></p> <ul style="list-style-type: none"> <li>• Creating and Linking UAN's</li> <li>• Remittance of challans</li> <li>• Preparation and filing of monthly returns &amp; Annual Returns</li> <li>• Assist employees in their Transfers &amp; Withdrawals</li> <li>• Facilitating PF inspections</li> </ul>	<p><b><u>Employee State Insurance</u></b></p> <ul style="list-style-type: none"> <li>• Generating IP numbers</li> <li>• Processing of declaration forms</li> <li>• Obtaining ESI cards</li> <li>• Remittance of challans</li> <li>• Preparation and filing of monthly returns</li> <li>• Facilitating ESI inspections</li> </ul>	<p><b><u>Profession Tax</u></b></p> <ul style="list-style-type: none"> <li>• Statewise PT reports</li> <li>• Location wise remittance of challans</li> <li>• Preparation and filing of periodical returns</li> <li>• Organising PT assessment</li> <li>• Facilitating PT inspections</li> <li>• Physical submission of PT Challans wherever applicable</li> </ul>	<p><b><u>Gratuity</u></b></p> <ul style="list-style-type: none"> <li>• Setting up gratuity trust</li> <li>• Maintenance of employee data base</li> <li>• Remittance of gratuity liability</li> <li>• Assistance in settlement of claims</li> <li>• Regulatory compliances</li> </ul>	<p><b><u>Superannuation</u></b></p> <ul style="list-style-type: none"> <li>• Setting up of Superannuation trust</li> <li>• Maintenance of employee database</li> <li>• Remittance of employee contribution</li> <li>• Assistance in settlement of claims</li> <li>• Processing transfer ins and transfer outs</li> </ul>	<p><b><u>NPS</u></b></p> <ul style="list-style-type: none"> <li>• Setting up of corporate NPS scheme</li> <li>• Educating employees and corporates on NPS &amp; Its benefits</li> <li>• Liasioning with POP Helpdesk for employees to generate/link PRAN</li> <li>• Processing claims and transfer from Superannuation</li> </ul>
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# CloutHR

## OUR PROMISES

- ✚ Accurate Payroll Processing
- ✚ Payslip Generation & Distribution Employee
- ✚ Reimbursements
- ✚ Help Desk
- ✚ Customized Reports
- ✚ 100% Statutory Compliance
- ✚ Employee Database Management



### WHY OUTSOURCING

- Consolidated ErrorFree Reports
- Decreased Infrastructure Investment
- Better Resource Development
- Quick Turnaround Time
- Speedy Resolutions of The Employee Issues
- Increased Productivity & Profitability
- Accountability
- Data Security



## CONTACT US

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