



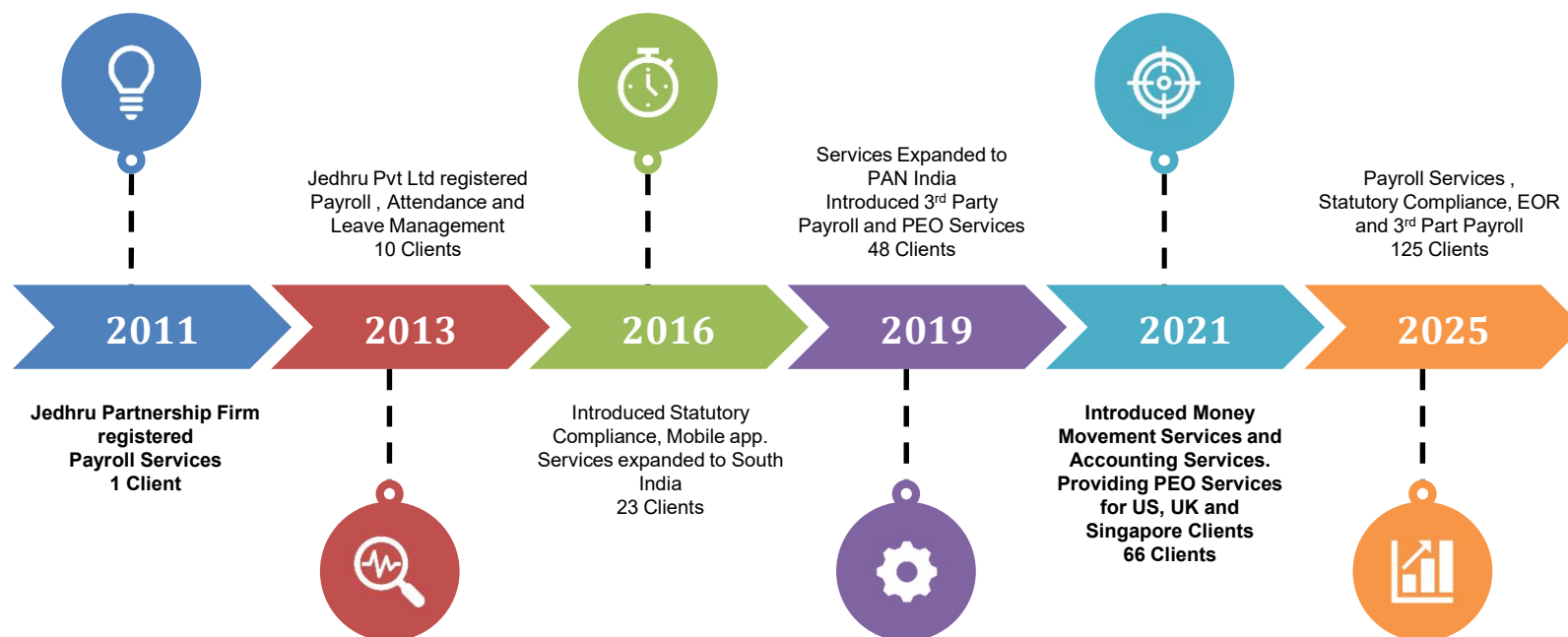
Payroll | People | Growth

ABOUT JEDHRU



- JEDHRU is a Specialist in the area of End-To-End Payroll Management.
- Started in 2011 as Firm and Pvt Ltd in 2013, based in Hyderabad, India,
- JEDHRU currently providing Payroll outsourcing services, 3rd Party Payroll Service Professional Employer Organization (PEO) & Employer Of Record (EOR) and still growing
- We at JEDHRU have built a service culture with trust on Domain Expertise, Technology and Innovation
- We have built long-lasting customer relationship
- Our focus is to continuously improve through process orientation.
- The mission of JEDHRU is to provide high quality service to our clients.

MILESTONES




SERVICES OFFERED

- ✓ Payroll Process Management
- ✓ Third-Party Payroll Service
- ✓ Statutory Compliance Services (PF, ESI, Prof Tax, TDS and LWF)
- ✓ Employee Self-Service
 - ✓ Web and Mobile App Access
- ✓ Employee Helpdesk
- ✓ Employer Of Record Service (EOR)
 - ✓ Helping foreign clients expand their team in India
- ✓ Accounting Services
- ✓ Custodial Payment Services/Money Movement Services
 - ✓ Paying statutory dues on behalf of customers

SERVICES OFFERED



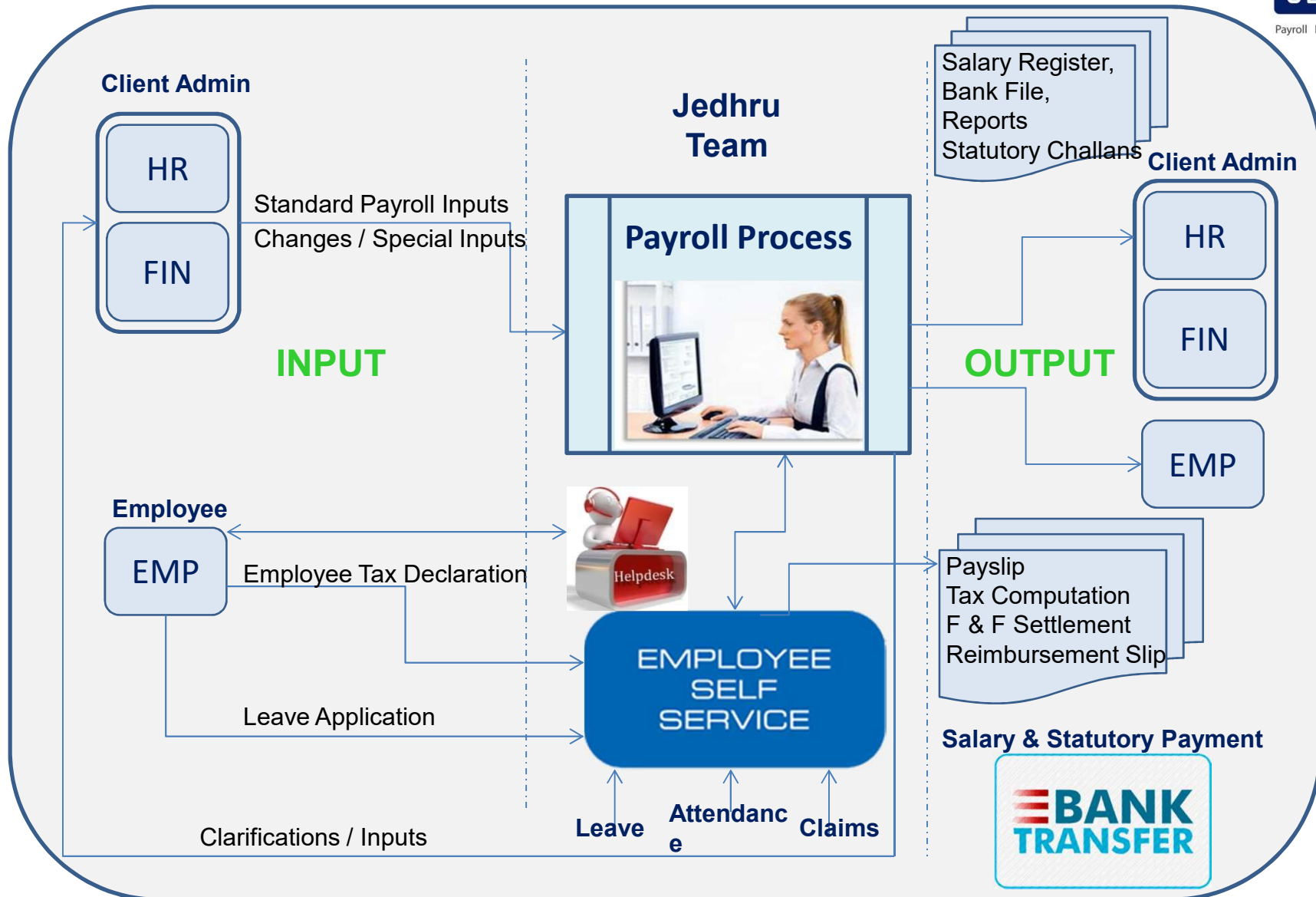
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 **Employee Helpdesk** 

Experienced Personnel



ENTIRE PAYROLL PROCESS



Attendance management

- ✓ Biometric machines will be integrated with Jedhru
- ✓ As soon as employees swipe, swipes will be visible from Jedhru portal/Mobile App
- ✓ GEO+ Attendance: Geo Location can be captured
- ✓ We can configure N number of shifts, schemas
- ✓ We can configure auto calculation for OT Payment, Short fall deductions, late penalties and etc...
- ✓ Managers/admin can see team's attendance.
- ✓ Managers and admin can see Who is IN, Late, Present or absent
- ✓ Employee can submit attendance regularization
- ✓ Notification will be sent to manager and manager can approve or reject

Leave Management

- ✓ Our leave management is very much flexible. We can configure entire company leave policy.
- ✓ We can configure Multiple leaves types, Monthly/annual leave grant, lapse/carry fwd the unused leaves, leave encashment and etc...
- ✓ Employee can view leave balance, and apply leave, On Duty, Out Station Duty, work from home and request for comp off.
- ✓ Manager will get notification and he can approve/reject
- ✓ Based on Attendance and Leaves, LOP will be calculated by system and send it to payroll

Reimbursements (Part of CTC)

- ✓ Example Telephone Reimbursement, LTA, Petrol allowance and Driver salary allowance
- ✓ Employee will see accumulated Reimbursement eligible amounts
- ✓ Employee will enter amount and attach the bill
- ✓ Will be approved by immediate supervisor/Manager.
- ✓ Approved amounts will be added to current month payroll
- ✓ Approved amount will get tax exemption and remaining amount will be taxable

Payroll Process Management

- ✓ Jedhru will consider attendance, leaves, reimbursement, and input from the client to process monthly salaries, arrears, reimbursements, and deductions for employees. Final payroll reports will be sent to you.
- ✓ Compute statutory deductions, including PF, ESI, PT & TDS
- ✓ Prepare full and final settlements for resigned employees.
- ✓ Prepare bank advice statements for salary disbursement.
- ✓ Once we receive approval from the client, we will share the final reports. Post salary disbursement, we will release payslips and IT statements to employees.

Expense Claim Management

- ✓ Highly Customizable Business Rules
- ✓ We can configure multiple claim heads
- ✓ Extensive support for business rules on limits & reviewers
- ✓ Employee will enter all the details, attach bills and submit
- ✓ Expense Claims Processing
- ✓ Tour advances request and review
- ✓ Online workflow for claims by employee
- ✓ Multiple approval matrix based on claim types and amounts
- ✓ Batch payment options and Multiple modes of payments

Statutory Compliance Management

- ✓ Register new employees for Provident Fund (PF) and Employee State Insurance (ESI).
- ✓ Generate Universal Account Number (UAN) and ESI Number.
- ✓ Upload KYC details,
- ✓ Mark exit employees with PF and ESI.
- ✓ Prepare and file challans for PF, ESI, and Prof Tax.
- ✓ Collect investment declarations.
- ✓ Verify year-end investment proofs.
- ✓ Issue Form 16 with digital signatures to all employees.

Online Employee Self Service Portal

- ✓ Every employee, HR/Finance admin, gets a login ID to access web portal and mobile app
- ✓ Employee can view/download Payslip, IT Statement, Form16
- ✓ Employee can apply attendance regularization, leaves, reimbursements, expense claims, IT Declaration, Proof of investments
- ✓ Managers will receive notification and approve/reject

Employee Helpdesk

- ✓ Any query related to Payroll, tax computation and reimbursement will be handled by JEDHRU through phone, email and web based ticketing system



ADDITIONAL SERVICES WE OFFER



✓ **Custodial Payment Services (Money Movement Services)**

- ❖ Customer can transfer the total fund (Total Net Pay and Statutory payments) to Jedhru account, 3 days before the Payday
- ❖ Jedhru will ensure that salaries are disbursed to individual employee accounts on time
- ❖ Jedhru will also ensure all the statutory payments done before the due dates and submit the challans and receipts to customer

✓ **Employer Of Record (EOR) Services**

- ❖ We are India based Professional Employer Organization (PEO) & Employer Of Record (EOR) helping foreign companies to establish their operations in India without their legal presence
- ❖ We provide end-to-end HR Service from recruiting, employment, payroll and employee benefits, full logistics which will enable you focus on your core business than worrying about legal complications of employing Indian team members

BENEFITS OF OUTSOURCING

- **Accuracy and Consistency to increase Payroll efficiency**
- Reduction in Cost and Risk
- Strict Legal Compliance
- **Leverage Outside Payroll Expertise**
- Free Up your time to focus on your core business
- Improved service quality
- Improved operating efficiencies
- **Avoid Payroll Knowledge walking out of door**
- Gain access to advanced technology & employee satisfaction



WHY JEDHRU



- ✓ We are a customer centric organization with a focus to continuously improve of our customer service processes.
- ✓ We streamline the Payroll processes while allowing accurate reporting capabilities at a significant reduction in labour and cost savings to an in-house system.
- ✓ Our focus is on simplicity -making things using a transparent and predictable approach and consistently meeting delivery expectations.
- ✓ We have experienced Payroll Professionals, our Payroll professional ensure that Payroll is processed in time with accurate payroll processing, month after month.
- ✓ We take care about payroll deduction of PF, PT, ESI, income tax, etc.
- ✓ Reports can be generated as per the clients request i.e. either by mail or uploaded in to the web portal.

SOME OF OUR CUSTOMERS



- ❖ Bsol Systems
- ❖ ERP Analysts India
- ❖ Infovity India Pvt. Ltd
- ❖ KGIT/KWE
- ❖ Enfinity Global Power Management
- ❖ AdOnMo
- ❖ ShvinTech India
- ❖ Synactive India
- ❖ Mindmap Consulting
- ❖ Pavilion Infra Pvt Ltd
- ❖ Launchship Technology Solutions
- ❖ Glivita Pharma
- ❖ Balaji Grand Bazar
- ❖ Microzant Technologies

PHYSICAL & NETWORK SECURITY



- ✓ Hardware is located at state-of-the-art datacenters provided by [Amazon](#), an ISO 27001 certified and SAS 70 Audit (Type II) compliant service provider. Amazon is the creator and leader of what is commonly referred to today as **Cloud Technologies**
- ✓ Physical security provided at the Data Center includes Biometric Access, Surveillance Cameras, two factor authentication, etc.
- ✓ Network level security consisting of Robust Firewalls, Intrusion Detection Systems and Anti Virus Software.
- ✓ 24 x 7 monitoring.
- ✓ Additional information on various aspects of the security and infrastructure can be found at [Amazon Web Services: Overview of Security Process document](#).



THANK YOU

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