



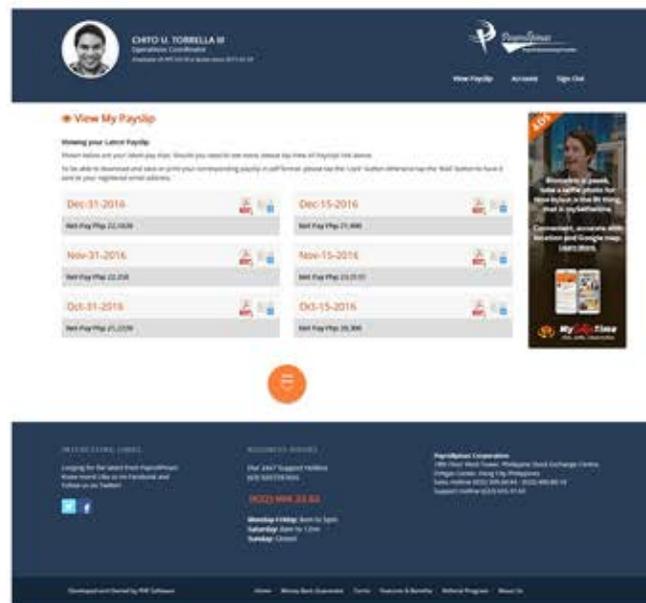
**Process your Payroll
Anytime. Anywhere.**



Welcome to PayrollPinas

PayrollPinas.com is the 1st web-based payroll provider in the Philippines. The employer surely control all the employee data anytime anywhere in the world. PayrollPinas.com is tailor-made to Philippines standard payroll practices. Withholding tax, sss, pag-ibig and other gov't computation can be processed in one day only.

We provide the friendliest and simplest payroll experience in the Philippines.



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Is Your Payroll System or Payroll Service Provider up to changes?

They say that the only constant thing in life is change. Change happens, in every individual, family, society and, government. Businesses summarily change, in form, officers, policies and strategies. Payroll is likewise bound to have changes, whether in how it is computed, reported and distributed. It changes from time to time, from one industry to another, from one tax computation to another, from one cut-off to another and from one signatory to another.

In the Philippines, the increasing number of foreign capital infusion certainly has an impact in the lifestyle and total well-being of our people. Along with the sprouting of these businesses, changes are felt and seen, not only in the way our people conduct business, but also, in the way our government tries to move along with these changes. As these developments certainly impacted almost every individual in our land, the need for our government to regularly revisit our tax laws and labor laws is called for, in order that these laws will conform to its peoples' shifting ways of living. Dissatisfaction in the labor sector, while not as pronounced as it was during the earlier years, is still very much in the scene, with outcries being raised loud enough for our government to take notice and do some last minute actions to suppress its growth.

These clamors ultimately lead to the need for a higher take-home pay, achieved either by increasing the basic salary rates or allowances or decreasing the deductions, mainly in the form of taxes and government dues.

This white paper shows how a payroll software or service provider should be able to execute changes in the least amount of time and with almost no change in the processes, so as not to cause discomfort, or give additional workload to both the clients and internal staff.

Payroll processing and reporting varies from one industry to another. Variation may be due to any or all of the following:

- Change in salary rates, allowances, and other income;
- Change in deductions, taxes, government dues, and loans;
- Change in frequency of payouts;
- Change in cutoff or period coverage;
- Change in payroll reports;
- Change in method of distribution of payslips; and
- Change in company structure and signatories.

These changes may or may not occur at the beginning, middle or end of the year. It is easier if these happen at the beginning of the year as there is no data yet to work on and adjust. But should these changes come in at the middle or end of the year, a lot of work and, often, complications are involved.

What about changes in payout frequency? If a company starts the year off paying out semi-monthly, then shifts to bi-weekly payouts in the middle of the year, changes would be encountered in the withholding taxes being deducted. As such, adjustments are in order so that year-to-date taxes are adequately provided for.

How about reportorial requirements of companies with offshore head offices? These companies especially require that companies from all over to generate and submit reports that conform to their format, obviously for consolidation purposes.

There are companies who foster paperless documentation, particularly those whose industries inexhaustibly utilize the internet. Payslips may be required to be accessed online at the middle or end of the year, when initially, they are printed and distributed at payout date. How about if such online access requirement would include payslips from the beginning of the year?

PRIMARY BUSINESS CONSIDERATIONS ON PAYROLL CHANGES

Obviously, these changes require additional processes and adjustments. Companies are mostly concerned on various issues regarding payroll changes. Below are some of them:

- Implementation timetable;
- Workload and employee time charges involved in the implementation;
- Payroll system capabilities to accommodate changes; and
- Additional service costs of payroll service providers.

Longer timetable for implementation translates to higher costs for companies in terms of penalties, if changes are brought about by new government laws, whose implementation has due dates, more employee time charges due to additional adjustments needed to be made, and additional charges by payroll service providers, if charges for modifications and additional processes are not included in the provisions of the contract

PAYROLLPINAS CORPORATION

Payrollpinas Corporation (PPC) answers all these business dilemmas. It is a spin-off company from one that had, for seventeen (17) years, developed business software, HRIS, Payroll, and Timekeeping, to name a few, for various companies with diverse industries, locally and abroad. PPC offers both sale of payroll system, among others, and payroll outsourcing services. It is a local company whose payroll teams are knowledgeable in Philippines' taxation and labor laws. Its IT team is composed of experts who are capable of customizing the payroll system according to the clients' specifications, in the littlest of time. It owns, operates and maintains a website that features the payroll system, which maybe used online to process, create and generate payroll reports, at reasonable rates. PPC's payroll system is easy to use. It is user-friendly, customizable, flexible and maintainable. It has the look of Microsoft Excel with understandable buttons for easy recognition and data population. It can process and store an unlimited number of data entries for more than five (5) years.

No complicated procedures are needed to be done for one to be able to generate the reports one needs. Standard reports include payroll register, taxable income register, non-taxable income register, attendance register, overtime register, deduction register and loans register. The design and format of these reports may be altered according to our clients' preferences.

For its payroll outsourcing services, the same payroll system being sold by the company is also the same being used by its payroll consultants. Apart from this, outsourcing services may include use of web-based timekeeping system, web-based HRIS, and online payslip access, depending on the needs of clients. Clearly, these services not only cut the time of processing; it also makes payroll easy to process, create and access. Moreover, the service rates of PPC are low enough to fit any company's budget, whose objective in considering outsourcing is to lower its operational costs.

CONCLUSION

In the end, it all boils down to the payroll system being used. If the payroll system being used by the company or by the payroll service provider is maintainable and flexible enough to accommodate these inevitable and ever-present changes, then half the job needed to be accomplished is already done. Payrollpinas Corporation has been in the industry long enough, and has clients, of varied sizes, industries and payroll setups, to consider changes, in payroll matters that is, as "no big-deal" events and to treat them as regular stuff.

As we say in PPC, "**Anything is possible.**" Come call us now to learn more.

Our hotlines are **(632) 994.33.62 - (632) 400.89.18** and **+63920-PAYROLL (0920-7297655)**.