Concentrate On What Your Company Does Best. We Do The Same.

Payroll Outsourcing Services

*Real**Business**.Real**Solutions**.*

DataOn's Payroll Outsourcing Services

Payroll is an essential part of any business administration in any organization as payroll data involve not only confidential information but also crucial figures that require impeccable accuracy. Nevertheless, ensuring the accuracy of payroll administration can be time consuming and inefficient. For companies that seek to minimize the complexity and workload of handling internal payroll processing and reporting, Payroll Outsourcing Services are an attractive and valuable alternative to take payroll and HR-related business functions off their shoulders. It is the solution to minimize the ramifications of the payroll process while saving time and money.

In Indonesia, Payroll Outsourcing is an upwards trend as more and more corporations entrust this service to dedicated specialists, and hand over parts of the responsibility for a sensitive and challenging business function to the third-party experts. DataOn's high level of expertise in the HR and Payroll Software business puts it in a unique position to match customer needs for fully managed Payroll Services, varying from 10 to 10,000 employees.

Within our Payroll Outsourcing Services, we optimize the payroll functionality, processes and automation of our award-winning HR technology to protect our customers' investment in the business function and its underlying technology. Our managed services encompass payroll administration, expenditure posting, attendance record recapitulation, income tax and social security reporting, as well as employee and manager advice lines. Payroll Outsourcing enables the customer's HR departments to focus on the main business roles of the organization while DataOn manages the bottom-line labor cost administration and other related daily administrative tasks.
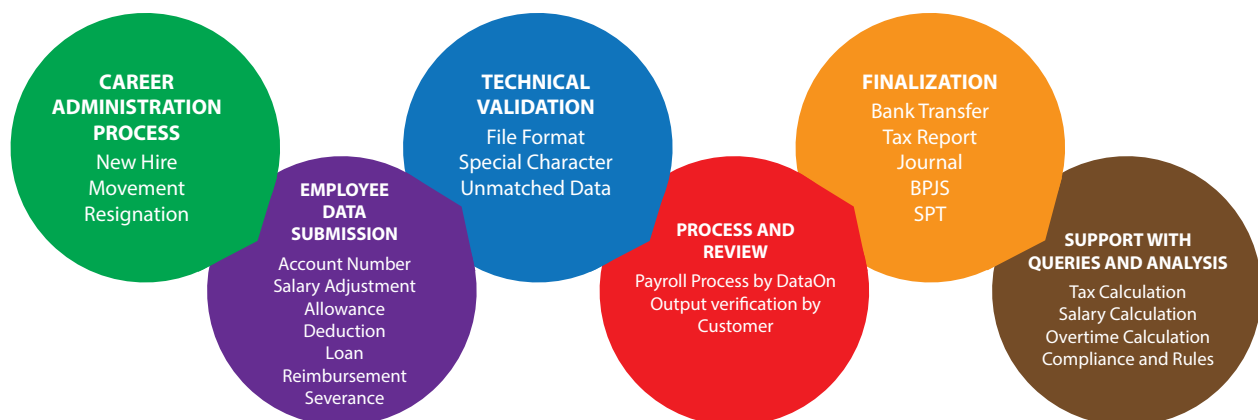
Payroll Outsourcing Process and Steps

While using our Payroll Outsourcing Services enjoy the following benefits:

Save Time
Organizations which utilize payroll outsourcing services and thus leverage the knowledge and experience of experts will only need to verify the final calculations, thus releasing the key persons' time to focus on the main business aspects.

Reduce Costs in HR Processing
Exercising payroll outsourcing services reduces a great deal of costs compared to hiring additional employees to handle payroll.

Accountability
As a service provider delivering software, hosting, HR, Payroll services, and tax processing, DataOn services are transparent and accountable, including the responsibility for resolving inquiries and handling questions.

Avoid Penalties
Outsourcing payroll relieves the organization's needs for filing tax payments on time, keeping up-to-date with the changing laws, regulations and policies, where it significantly minimizes the organization's legal risks.

Integration with Third Party Solutions
Payroll outsourcing reduces and even eliminates the necessity of redundant data entries by providing interfaces to Bank transfer reports, Tax file reports, Social security reports, General Ledger mapping and journals, and third party ERP solutions.
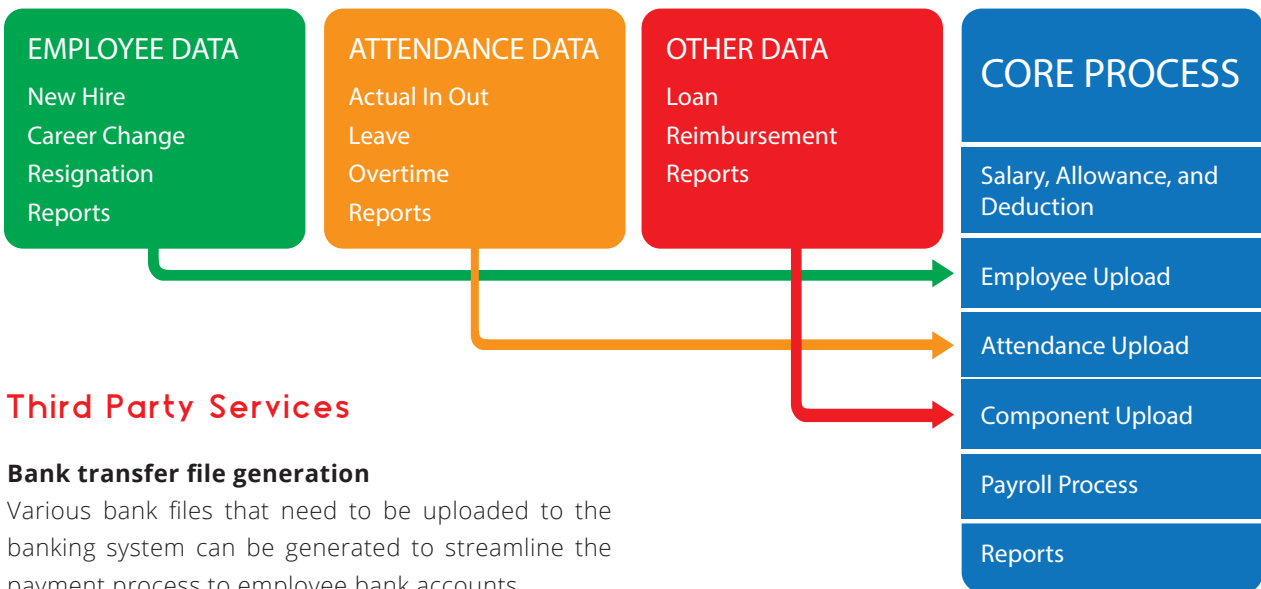
Compliant with International Standards
DataOn has achieved and maintained International Certifications for the ISO 9001:2008 Quality Management System in 2010 and the ISO 2701:2008 Information Security Management (focusing on confidentiality, integrity, and availability) in 2015. DataOn undergoes annual audits by their respective certification bodies for compliance to keep its certifications.

DataOn's payroll service packages include options for a variety of services. The complete range of services compromises of:

Core Payroll Services

At the core, DataOn's payroll officer will run the monthly payroll process after receiving employee data changes, salary changes and other supporting data related to the payroll process from the customer. The main payroll task focus on uploading employee data, attendance data and processing the salary, allowance, deductions. Customers will have several chances to review and verify the output of the payroll process until the data are finalized. Several reports including to third parties will be generated, such as the payroll component report, payroll variance report, regular payroll report, bank transfer report, income tax report and social security report.

EMPLOYEE DATA	ATTENDANCE DATA	OTHER DATA	CORE PROCESS
New Hire	Actual In Out	Loan	Salary, Allowance, and Deduction
Career Change	Leave	Reimbursement	Employee Upload
Resignation	Overtime	Reports	Attendance Upload
Reports	Reports		Component Upload
			Payroll Process
			Reports

Third Party Services

Bank transfer file generation
Various bank files that need to be uploaded to the banking system can be generated to streamline the payment process to employee bank accounts.

Interface to ERP system
The Payroll journal can be interfaced to an ERP system and is generated with well-structured classifications.

Employment Social Security Agency (BPJS Ketenagakerjaan)
Encompasses employment and pension related services for the registration with and reporting to BPJS Ketenagakerjaan.

Healthcare Social Security Agency (BPJS Kesehatan)
Includes services that take care of the registration with and reporting to BPJS Kesehatan.

Income Tax
Comprises of services related to the registration of employees with the Directorate General of Taxation and the company's obligation of monthly tax reporting.

Benefit Management Services

Accompanying the core payroll service, DataOn can assist in the following processes and reporting, such as:
• Reimbursement record keeping
• Employee loan record keeping
• Pay slip production
• Severance pay processing and reporting
• Festive event allowance (THR) processing

Attendance Services

Managing attendance records and attendance analysis are a crucial part of the payroll process and includes the following tasks:
• Attendance process
• Attendance status analytical reporting
• Overtime calculation for payroll
• Leave tracking and analysis

Automation of Human Resources Workflow

DataOn also offers organizations worldwide to optimize their HR approval workflows through the use of SunFish HR SaaS which features ESS and MSS functions that facilitate employee and manager collaboration on their HR activities in an automated reminder process. The process aims at minimizing time and effort spent to keep track of transactions between employees, supervisors, managers and the HR Department.

DataOn's Business Solutions

Believing that business success is driven by technology, process automation and in-depth performance analysis to anticipate trends; DataOn has delivered powerful and integrated business applications for HR and ERP to organizations worldwide.

Our SunFish HR is a comprehensive Human Resources Management Software that addresses both administrative Human Resources functions (Payroll, Loan, Time, Reimbursement, Organization, and Career) and strategic Human Capital management tools (Training, Recruitment, Performance, Talent Management and HR Planning) to provide a holistic approach to talent development.

Our SunFish ERP (Enterprise Resource Planning) addresses solutions for Accounting and Finance, Sales and Distribution, Production and Purchases.

All our solutions utilize cutting edge technologies to improve efficiency; are offered as web-based solutions to allow ultimate flexibility in implementation; and provide the lowest total cost of ownership. Combined with service levels that go beyond industry standards, DataOn has become one of the leading business solution providers in the region – serving more than 1000 companies in Indonesia and worldwide.

DataOn

Real Business. Real Solutions.

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Contact a representative or business partner today for a free one month trial and assessment of your Strategic HR Information system needs.