

[www.synigenceglobal.com](http://www.synigenceglobal.com)

PAYROLL SERVICES

**SYNIGENCE**  
BUSINESS SOLUTIONS WITH EXCELLENCE

AN ISO 9001:2015 CERTIFIED COMPANY

## ABOUT SYNIGENCE

Synigence Global Services Pvt Ltd is an ISO 9001:2015 certified company and fastest growing in Global Manpower Outsourcing, Recruitment, Payrolling, Scaffolding, Rope Access, Complex & NDT Inspection Services since year 2016. Our clients have immense trust in our capabilities and we have proudly served a wide array of 50+ clients across the globe and successfully delivered over 500 + projects. We provide exceptional services across South East Asia, Middle East, Europe, UK, Africa & India

We provide unmatched Third Party Payroll services across various levels, categories, and techniques. We serve our clients with Experienced, Certified, Skilled and Trustworthy – Permanent, Short Term, and Contractor Payroll Professionals.

Our Scaffolding services include erection and dismantling. We also provide required material on rent for industrial projects. We also supply manpower required for Scaffolding work both for onshore and offshore. Our Scaffolding system expertise includes Cup lock system, H frame, Tube & Fittings, Wedge Lock system, Safe lock system, PERI UP System and Ring Lock system. We also help our clients on turnkey with respect to maintenance and shutdown.

If you are looking for a better alternative than Scaffolding, we provide exceptional Rope Access services which are cost effective, safe and require less manpower and time than Scaffolding. Our IRATA qualified rope access technicians are expert in Painting, Blasting, Pipe Insulation, NDT Inspection, UTM inspection on storage tanks, installation of firefighting system & mechanical work.

Our CompEx certified inspectors ensure compliance of all the hazardous inspection schedules and complying with international guidelines and regulations. We provide highly qualified inspectors and engineers for NDT and advance NDT inspections at all levels. Our services include Certification, Inspection and Manpower. Our expertise encompasses, but is not limited, to the following industries:

- Oil & Gas - Inspection, Repair and Maintenance, Drilling and Exploration, FPSO and EPC Design
- Well Completion and Drilling Tools
- Cranes and Heavy Lift
- Wind Energy
- Thermal Power Plant
- Oil refineries and Pipelines
- Ship Repair and Ship Building
- Manufacturing Plants – Automobiles, Chemicals, Tools
- Airports, Railways, Highways and Civil Construction

We offer end-to-end, world-class consulting solutions and strictly adhere to deadlines and have delivered projects in a time-bound manner.

We have a distinguished team of dedicated industry experts with an overall experience of 100 + years. Our leadership team is comprised of seasoned industry veterans with a rich breadth and depth of knowledge. That is the reason why we have been able to provide unparalleled and seamless services even during tough global times to ensure business continuity.



**PAYROLL & COMPLIANCE SERVICES**



**RECRUITMENT SERVICES**



**INSPECTION SERVICES**



**SCAFFOLDING SERVICES**



## MOBILIZATION SUPPORT

Over the years Synigence has developed extensive experience in providing complete teams for specific projects. The fully managed team will work as per your guidelines and standards and yield highest possible business objectives adding more value to your business. Our aim is always to work in partnership with your business to find a solution that is mutually beneficial yet delivers the required results.

**SYNIGENCE**



## ABOUT PAYROLL & COMPLIANCE

Payroll processing refers to the task of managing the payment of wages by a company to its employees. The steps involved in payroll processing typically include gathering employee time information for a selected time period, managing benefits & deductions, and distributing employee pay for that time period and remitting payroll taxes. Establishing a solid payroll process helps employers save time, cost and avoid penalties for breaking department of labor laws.



# BENEFITS OF PAYROLL OUTSOURCE

## TIME SAVINGS

Payroll processing inside your business is a time-consuming process. Outsourcing payroll allows employers to focus on core business.



## REDUCE COST

The direct costs of processing payroll can be greatly reduced by working with a payroll provider.



## ON TIME COMPLIANCE WITH GOVERNMENT REGULATIONS

Avoid heavy penalties & legal notice incurred from human error. We stay updated with all the regulations & compliances.



## AVOID TECHNOLOGY ADVANCEMENT COST

On-time compliance with government regulations you don't need to worry about upgrading softwares & paying yearly or monthly subscriptions.



## ENHANCE SECURITY & REDUCED RISKS

Payroll processing is a complex & potentially risky business operation. By contrast, payroll outsourcing providers offer a "Safe Haven" for your confidential payroll data. In addition, payroll providers take multiple backups of your data.



## TEAM OF EXPERTS

More business owners & payroll staff due to work schedule can't get time to research and study changing regulations & government norms. By outsourcing payroll, business can take advantage of the expertise of payroll providers.

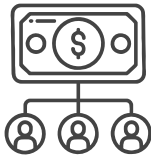


## WORRY / PIECE OF MIND

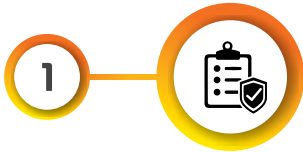
With the help of a professional payroll service provider, the hassle & pain often associated with processing payroll is gone. You provide the basic information, & your payroll company takes care of the rest. & with guarantees of error-free payroll and tax filings & payments.



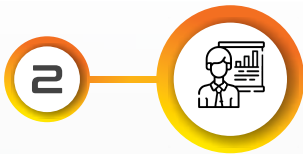
# SYN<sup>+</sup>GEN<sup>+</sup>CE



## STEPS WE FOLLOW FOR PROCESS PAYROLL



**Create a payroll policy:** Write down policy strategy as per Contract, including pay dates & payment methods.



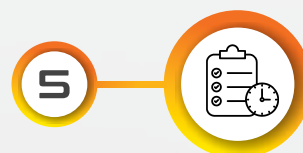
**Collect employee information:** To process payroll, collect Documents & information from employees - bank details, Pan card, aadhar copy.



**Registration of employees:** As per the pf & esic act Registration of employees.



**Set up direct deposit :** Set up direct deposit through Banks or payroll software for fast & convenient payroll.



**Collect employee time sheet :** Cross verify time sheet with Muster to avoid mistakes & import or transcribe those Employee hours to run payroll.



**Approve & submit employee payroll :** Payroll send for Approval & if everything looks accurate, it's time to issue Payment to employee.



**Reports & update payroll records :** Submit reports as per The requirement & keep up-to-date records of employee Payroll as per the law.



# SYNIGENCE PAYROLL & STATUTORY COMPLIANCE MANAGEMENT SERVICE

## PAYROLL PROCESS MANAGEMENT



Computation of Monthly salaries including Reimbursements.



Computation of Income taxes For employees.



Closure full & Final settlement of Employees leaving The company.

## EMPLOYER COMPLIANCE MANAGEMENT

Monthly reports payroll Register, category, location, Cost center wise reports, Salary disbursement report, Bank advice statement, Statutory & compliance, Reconciliation.

Quarterly reports E-TDS return Filing.

Year-end activities & reports audit of Proofs of income tax Declarations, generation Of digitally signed form 16.

Year-beginning Activities & reports Collection of income Tax declaration of Employees, collection Of flexible benefits Plan declaration.

## EMPLOYEE COMPLIANCE MANAGEMENT



Issue of offer Letter to New joiners.



Pay Slip & salary Reports.



Leave & Expenses Management.



Income tax Declaration & planning.



Reports - PF, Loan, annual Salary statement, Income tax History, form 16.

HELP DESK



Dedicated Contact Center Team Email, Helpdesk.



## LIST OF CLIENTS



SGS  
GULF

EYOTA  
ENGINEERING

GOLTENS  
INDIA PVT LTD

STEEL CARRIER  
PVT. LTD.

NOV  
INDIA

SHAPOORJI PALLONJI  
ARMADA GROUP

OES  
GROUP

L&T  
CONSTRUCTION

IBL

AXESS  
OFFSHORE

ARTSON  
ENGINEERING LTD

BERI UDYOG  
PVT. LTD.

Get the synigence expertise working for you.



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