

# Webinar on Switching Payroll Vendors in the Middle of FY

**Akash Mahagaonkar, CFP, CPA**

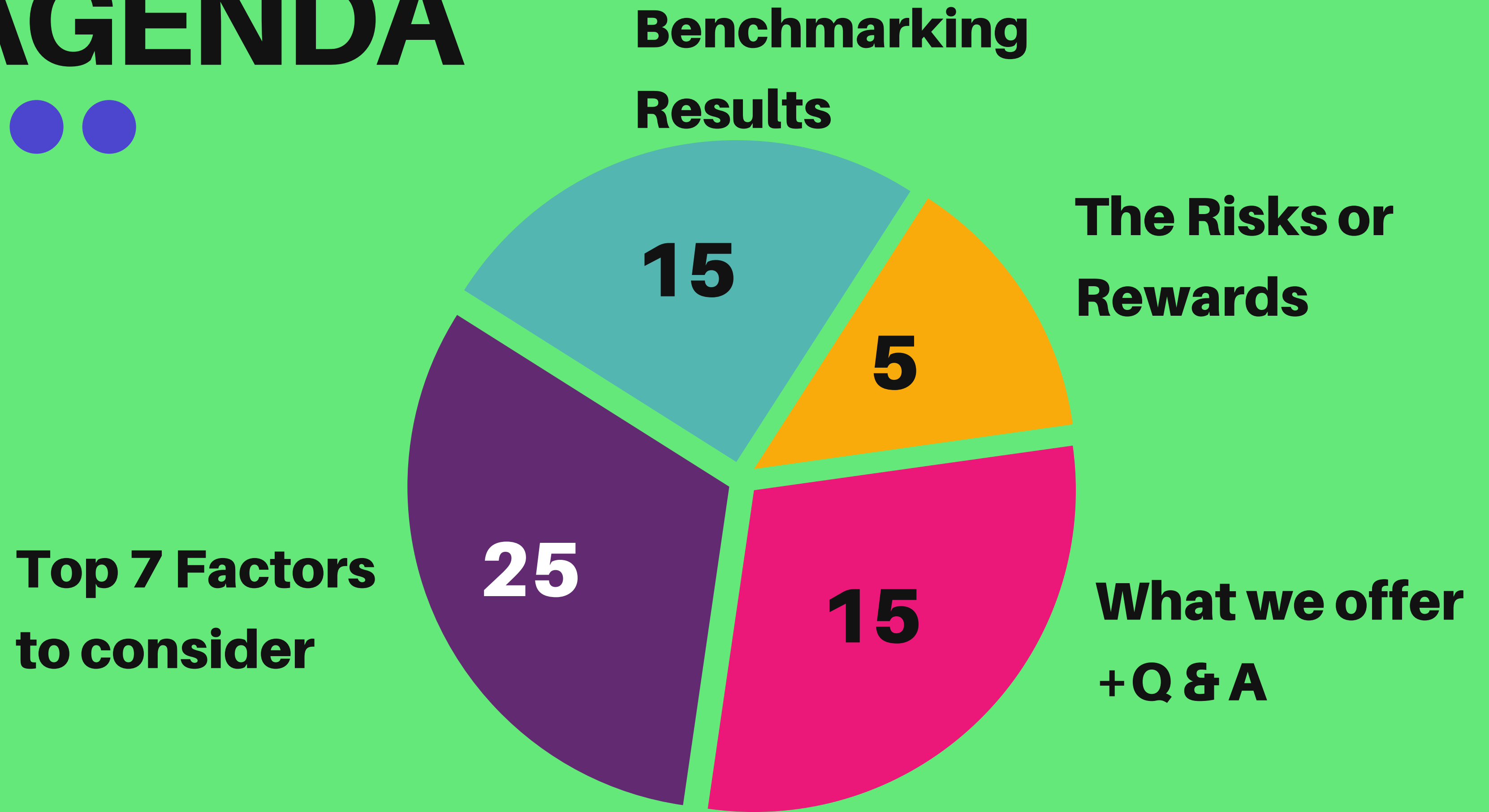
Co-Founder & Director



**Relativity**







*The Compliance Experts*



# AGENDA





Payroll Definition ×  

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Dictionary English ▾

Search for a word 

 **payroll**  
/'peɪrəʊl/  
*noun*

a list of a company's employees and the amount of money they are to be paid.  
"there are just three employees **on the payroll**"

- the total amount of wages paid by a company.  
"small employers with a payroll of less than £45,000"

Definitions from Oxford Languages Feedback

# Work done by Payroll Partner



*Leave & Attendance  
Reconciliation*



*Generation of Payroll  
Reports*



*Filing PF / ESI / PT / LWF  
Returns + Last mile*



*HR Changes / Inputs  
processing in Software*



*Making Necessary  
Payments*



*Filing TDS Returns & TDS  
Compliance*



*Core Payroll Run*



*Releasing Payslips & Tax  
Computation Reports*



*Tax Proofs vouching &  
year end activity*



*Verification of Payroll*



*Handling Employee  
Queries*



*Handling Notices /  
Communications from  
Govt Departments*



**Why organizations consider  
Switching payroll vendor?**

- Business Continuity and assurance
- Better Technology & Automation
- Change/Standardization in Payroll Strategy
- Overall Value Proposition

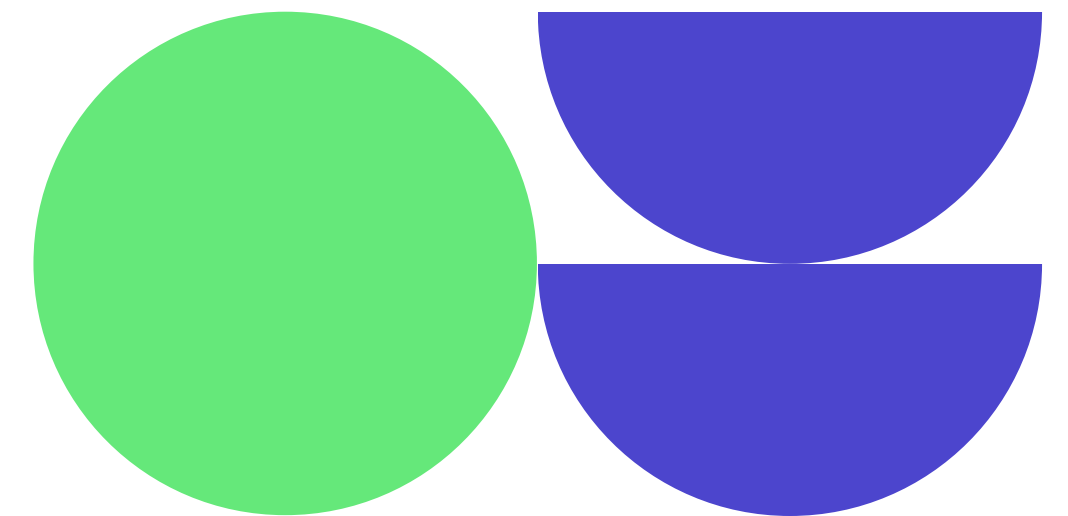
# Overall Business & Operations

# Payroll Service Delivery

- Low Compliance Confidence
- Accuracy & delivery related issues
- Self-Service Capabilities
- Greater Total Cost Savings

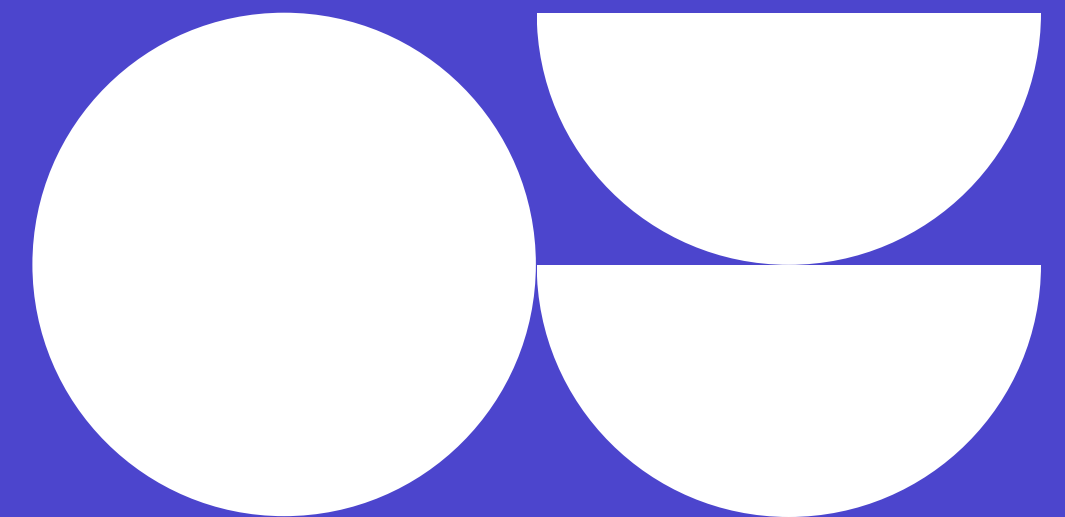
# Key Takeaways

- In the post pandemic world, organizations are re-evaluating their business continuity & risk mitigation measures. Payroll vendors who demonstrate strong BCP & DR capabilities are preferred against others.
- Cost alone is not the most important factor, organizations value qualitative factors as much as service delivery.
- Organizations prefer Payroll vendors who can partner not only in transactions but also in upstream processes and offer compliance/regulatory advisory



# 7 Factors to consider

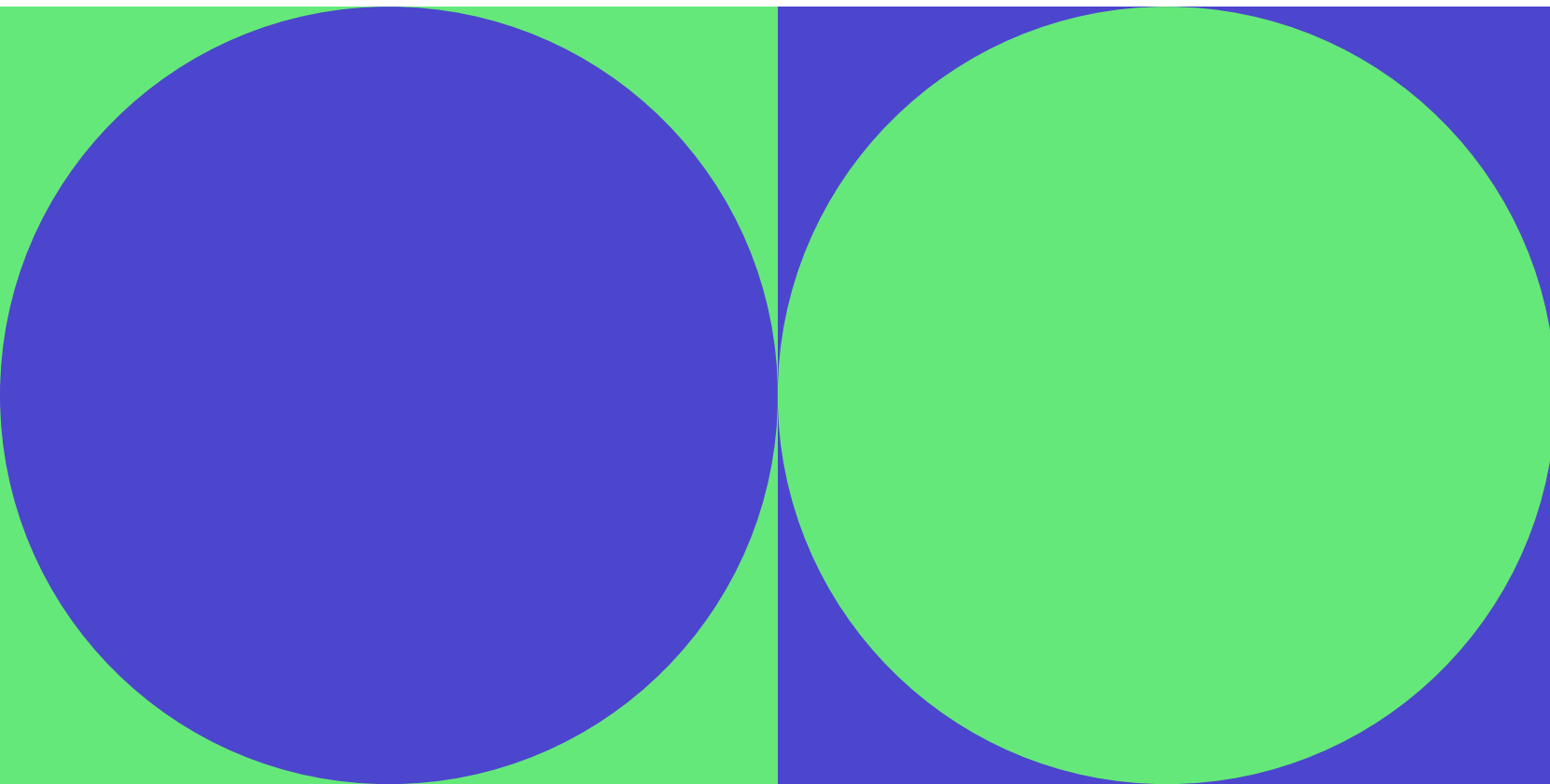
## The Vendor Switch



# #1

# Operational Scope

- Gap Analysis
- Current Vs Future scope
- The future is clear - Payroll, Payroll  
Lodgement + Compliance



# Work to be done



*Leave & Attendance  
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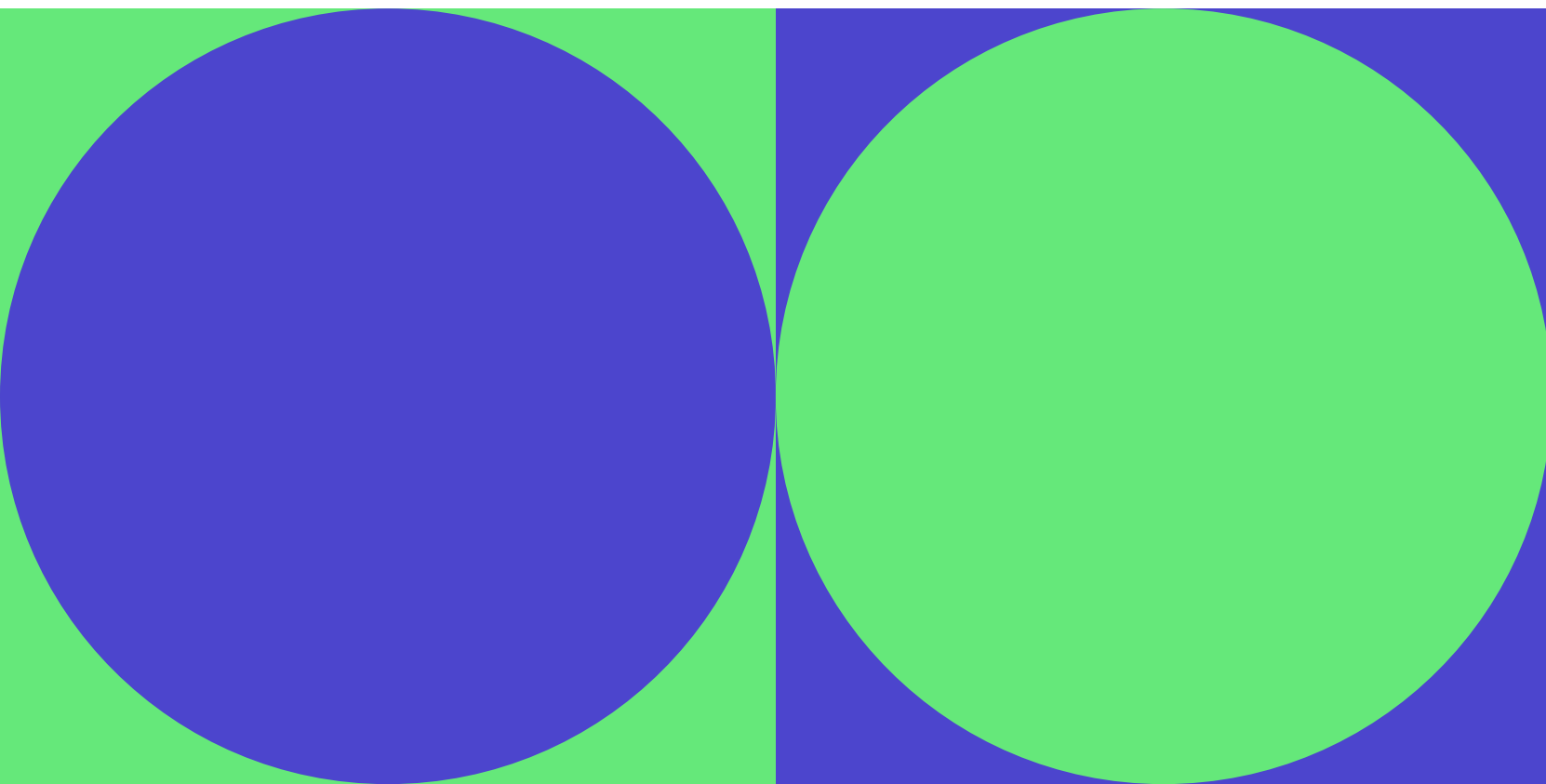


*Handling Notices /  
Communications from  
Govt Departments*

# #2

# Timelines & Calendar Alignment

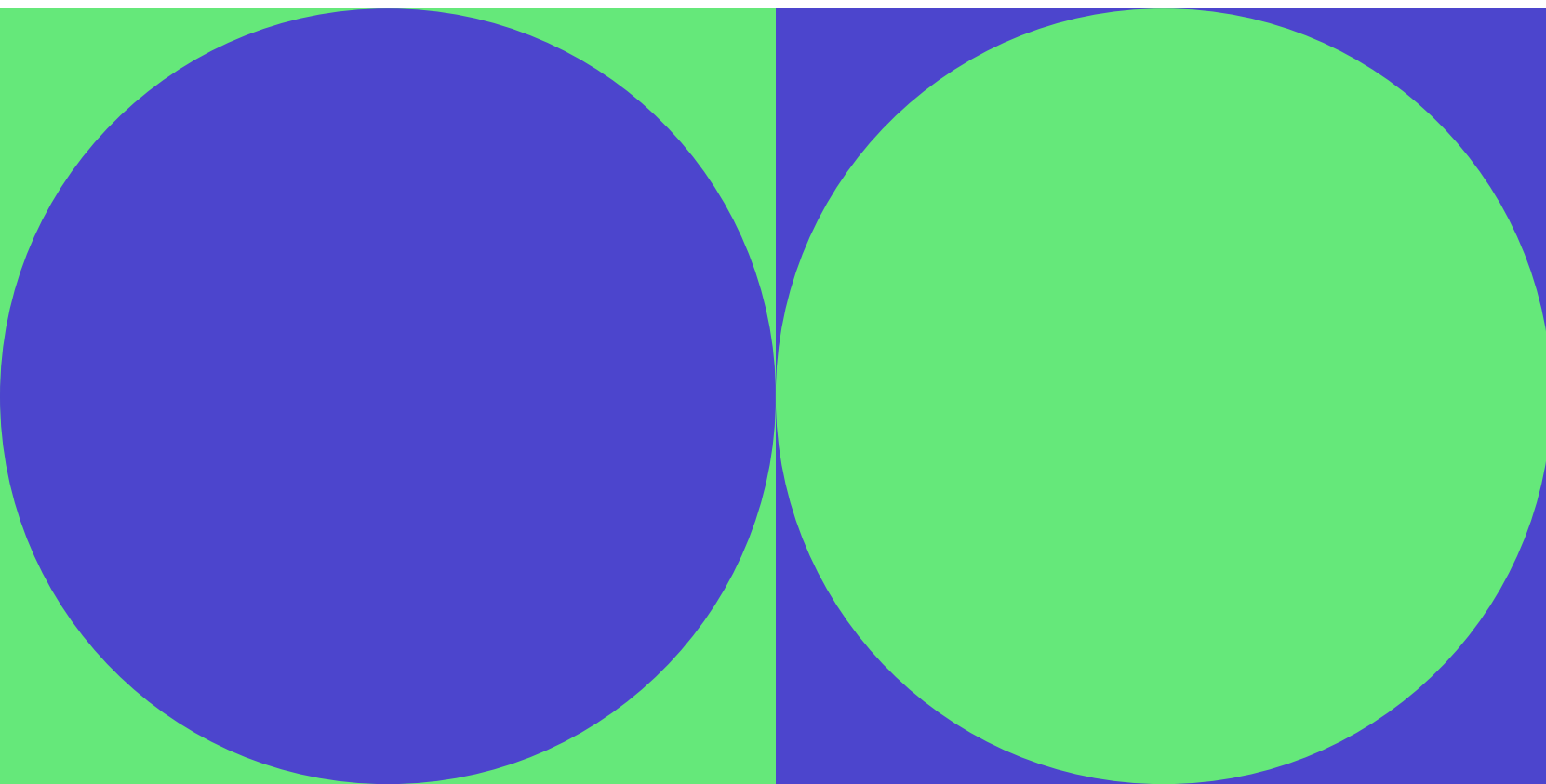
- Gap Analysis
- Current Vs Future scope
- The future is clear - Payroll, Payroll Lodgement + Compliance



# #3

# Organizational relationships, hierarchy and escalation

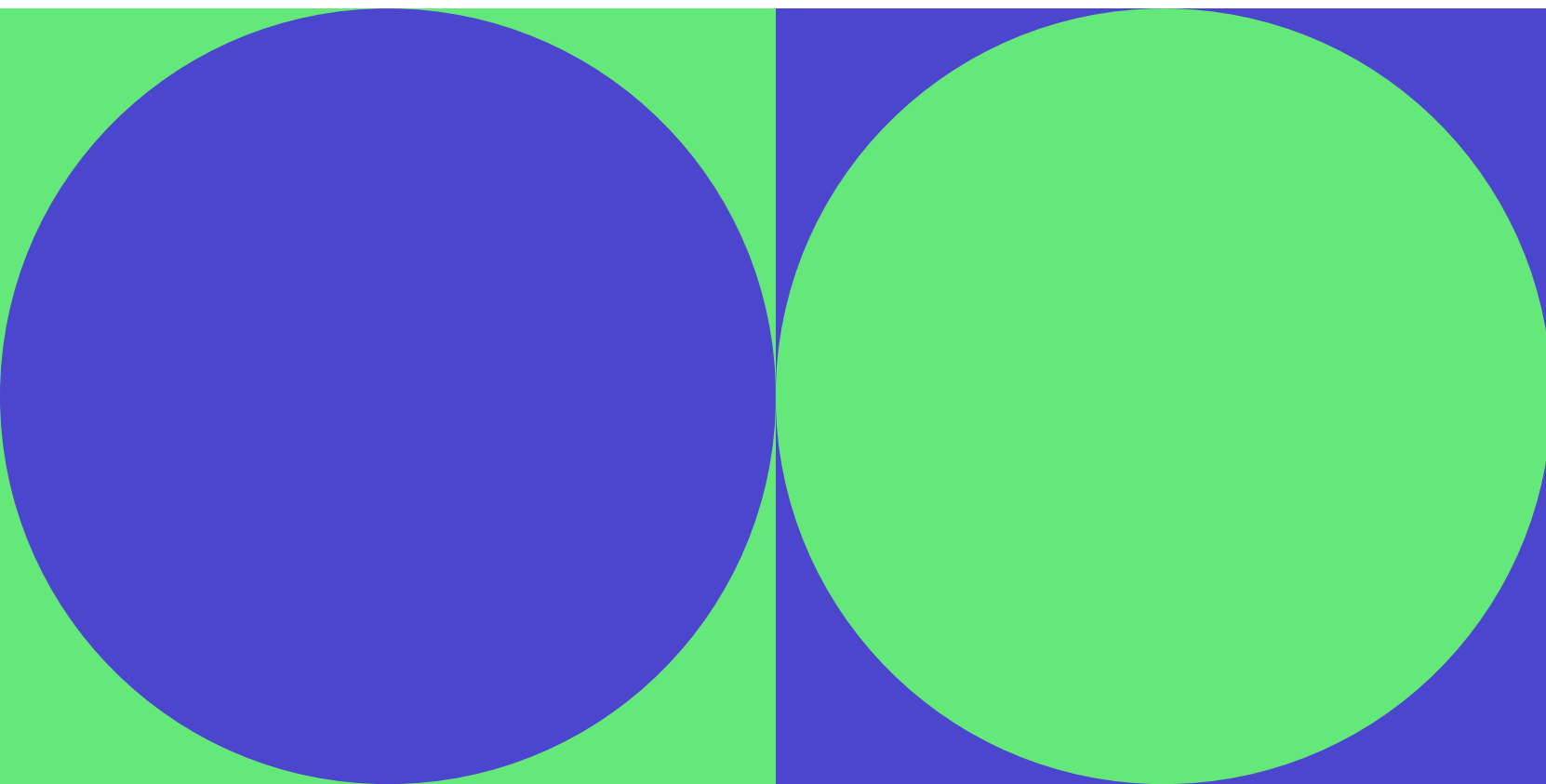
- Outsourcing is a team effort - SPOC, QC, Customer Service Agents, managers.
- Define, Identify & Align



# #4

# Payroll Configurations, Rules & Policies - PDR

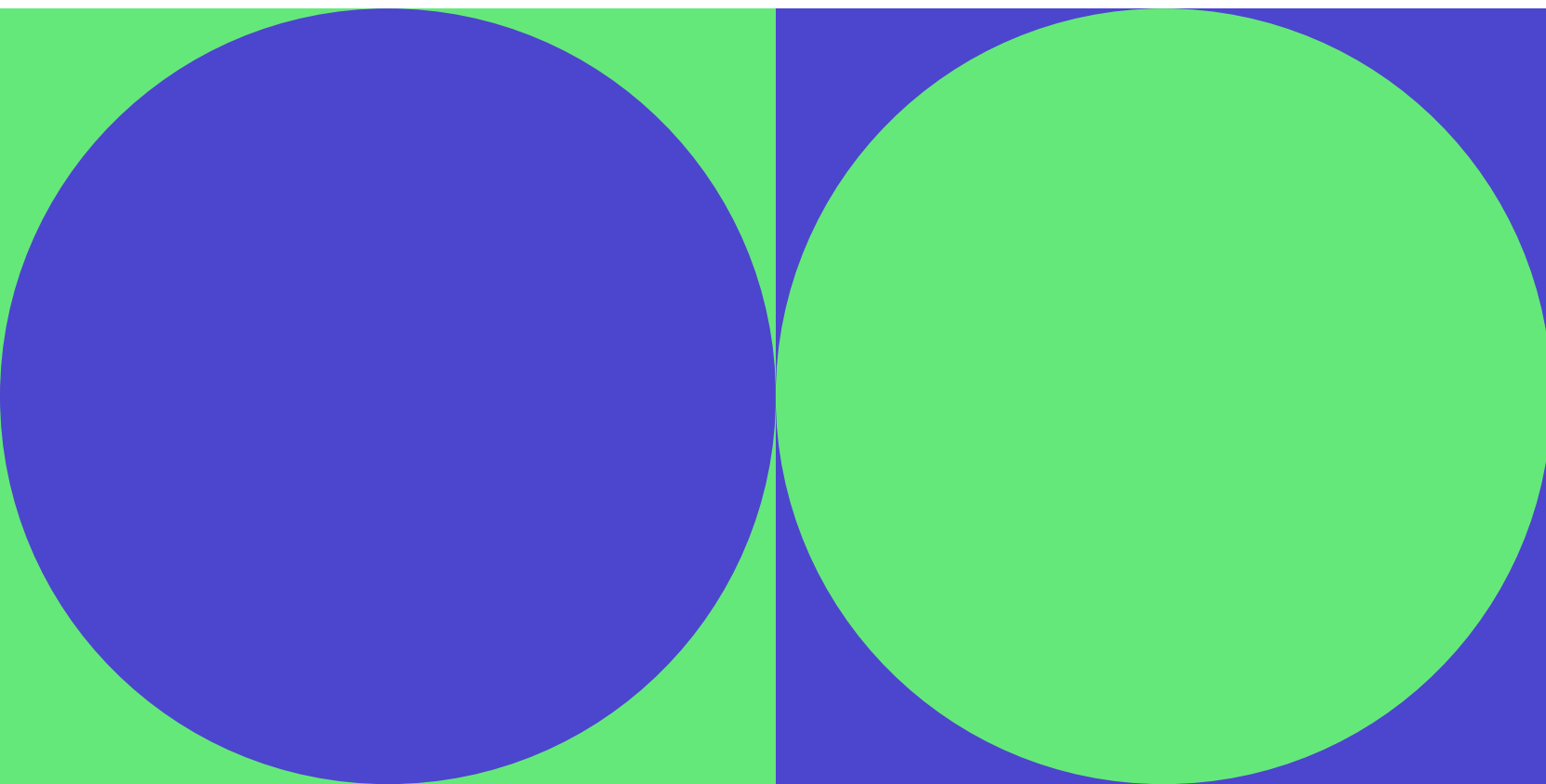
- Prepare Itemized List
- Document the configurations
- Re-assess for efficiency /  
automation, etc



# #5

# Historical Payroll Data

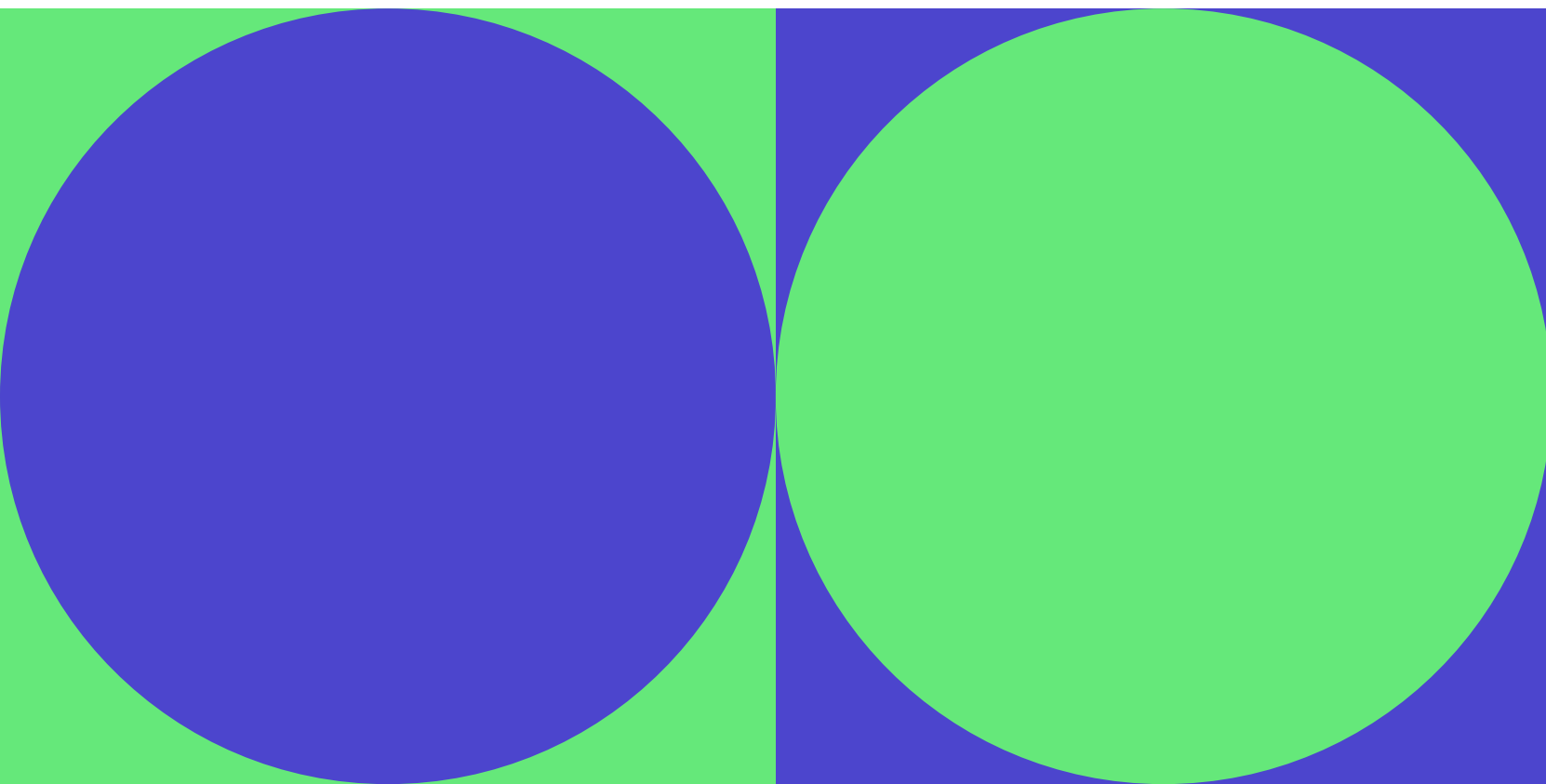
- Data Retention?
- Employee's access of historical data
- Payslips / Form-16
- Future claims / scrutiny / assessments



# #6

# Contractual Obligations

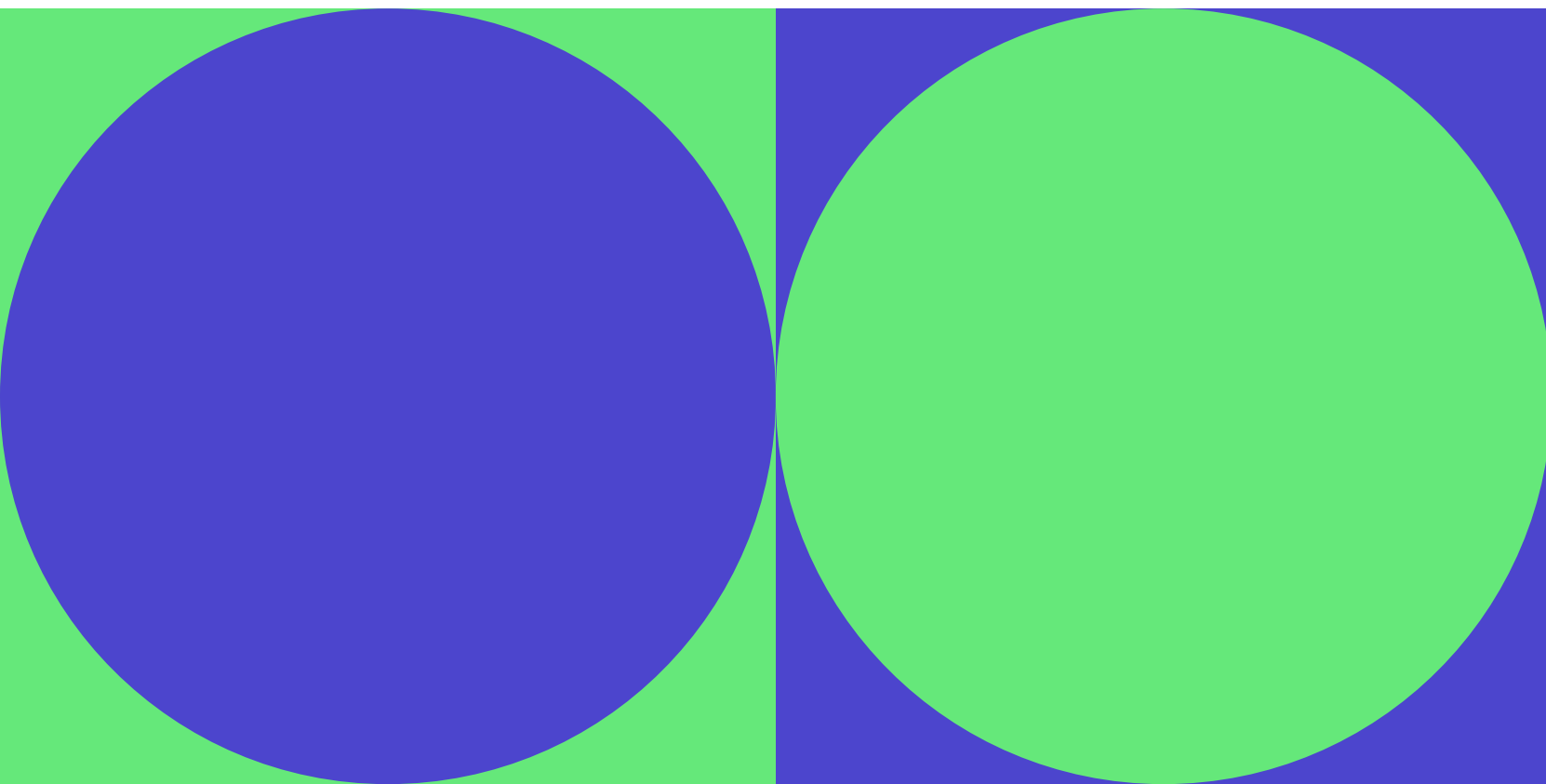
- Notice requirements
- Exit / Transfer activities
- Lodgement activities?



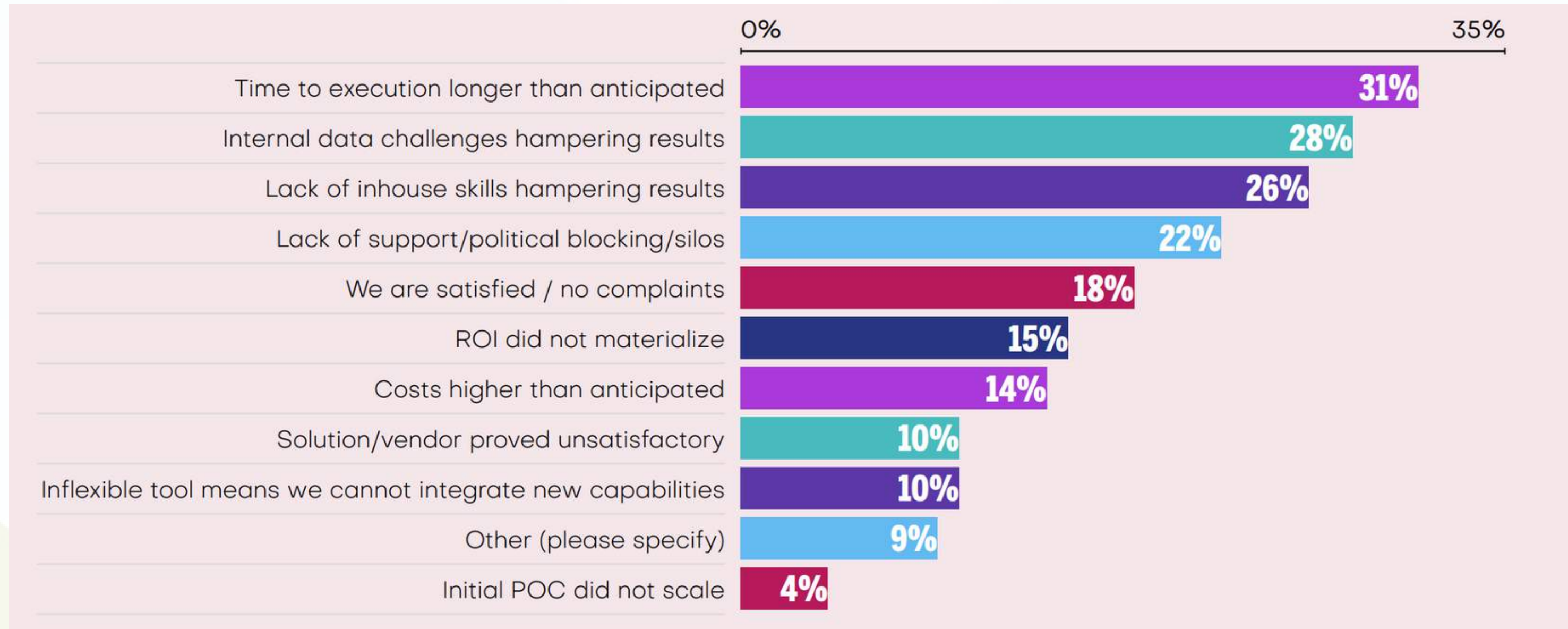
# #7

# Integrations & Connectors

- IP Whitelisting, SSO, Email warm-up, Data porting from existing HRMS platform, SFTP Connectors, Bank Connectors



# **Why are these 7 points important? Risks, Benefits**





**Relativity**  
The Compliance Experts

# Some Facts

**13**

Years & young

**153**

Clients & counting

**12L**

transactions / Q

**99.49**

Accuracy rates

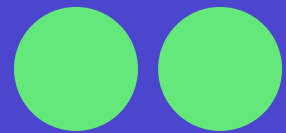
**16**

Cities

**4.76L**

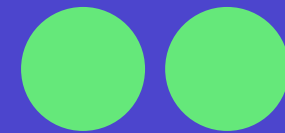
Form 16's issued

# What we do



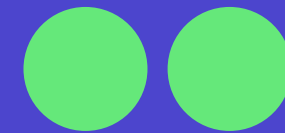
## Payroll

Payroll Outsourcing  
Payroll Lodgement  
In Premise Payroll  
Payroll Audits



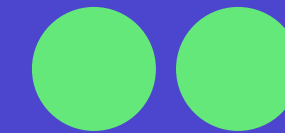
## Taxation

TDS Audits  
TDS Compliance  
End to End  
Management



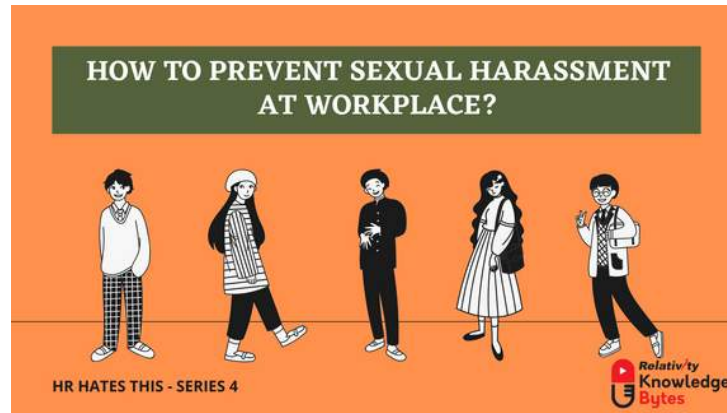
## Compliance

PF/ESI/PT  
Labour Laws  
Shops & Est. Act  
Compliance Audits

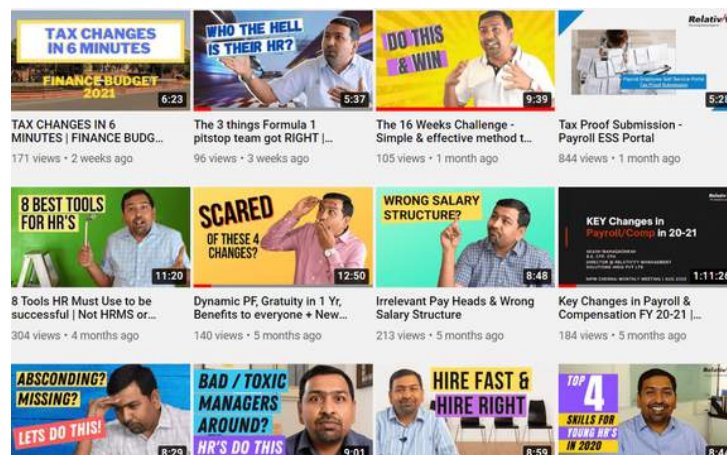


## Accounting

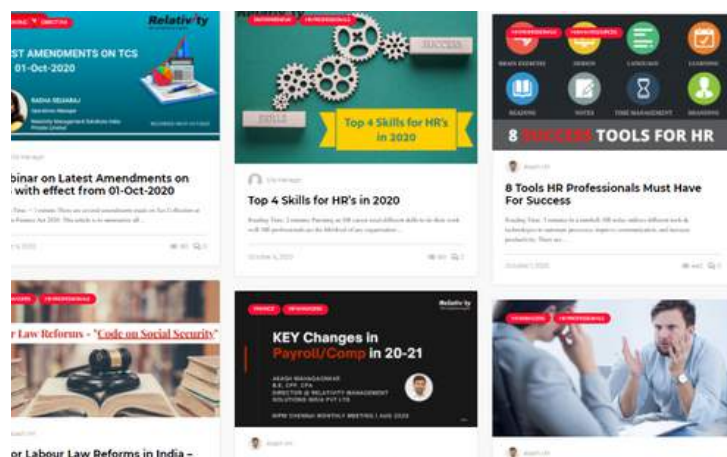
GST Compliance  
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**POLL**

# Q & A



Let's make  
the right  
one!