

Greetings

ONLINE - Payroll Process and Monitoring & Temp Staffing – Regarding

INTRODUCTION

We proudly introduce ourselves as a Service provider in Outsourcing of [Payroll Management Systems and Temp Staffing](#) in various Industries for the past 20+ years. In this regards we are submitting our letter of offer for the Scope of Service activities in your esteemed Organization.

We submit herewith our quotation for the Payroll processing working required by your organization.

SCOPE OF SERVICES

<p>EMPLOYEE INFORMATION</p> <ul style="list-style-type: none"> Employee Data maintain Employee Numbering Employee Directory Organization Tree Employee Photo updating 	<p>PROCESS</p> <ul style="list-style-type: none"> Configurable Salary Heads New Addition / Deletion Payroll process Reimbursements & Arrears Loans, F & F Settlements Pay slip Password Policy Pay slip Online Delivery 	<p>STATUTORY / DEDUCTIONS</p> <ul style="list-style-type: none"> PF, ESI Professional Tax Income Tax TN Labour Welfare Fund Monthly Loan Deduction
<p>LEAVE MANAGEMENT</p> <ul style="list-style-type: none"> Leave Head & Policy Holiday Configuration Leave Balance & Transaction Year End Processing 	<p>UTILITIES</p> <ul style="list-style-type: none"> Excel Data Import Excel & PDF Data Format Rich Text Format 	<p>REPORTS</p> <ul style="list-style-type: none"> Payroll Reconciliation Payroll Statements Pay Compare Previous Month Bank Advice Statement Location /Department wise Statutory Reports Query Builder Accounts Journal Vouchers IT Report / Form16 / eTDS ESI/PF ECR Creation /Update MIS Reports
<p>EMPLOYEE SELF SERVICE</p> <ul style="list-style-type: none"> Pay slip View at any place YTD Statement IT Declaration / Calculator Loan Statement / Documents 	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> Automatic Backups Strong Security High Reliability Support–Online & Phone Audit Support 	

The most fundamental difference with respect to **HARSUN ONLINE** is that, it being a SaaS application, any organization adopting **it need not purchase application software or hardware or associated licenses** to run the business application. Maintenance and other overheads are also not applicable. It is available online on a subscription model run on the Servers maintained by HarSun Technical Partner. **The Service includes cost of the software, hosting, IT maintenance and application upgrades.**

Taking into consideration the quantum of the job involved and our long term association, we would like to submit our quote and hope you will find it competitive

We hereby assure that, if given an opportunity, we will provide the required services to the fullest satisfaction and requirement of the Organization with efficient and effective staff / awaiting your favorable orders.

Thanking you

HarSun SOFT SYSTEMS
HarSun ENTERPRISES

HarSun Soft Systems
Esi Code : 51-00-089105000-1001
PF Code : TN-AMB-66471000
GST No : 33AAGFH8830F2ZH

HarSun Enterprises
Esi Code : 51-00-1179980001099
PF Code : TN-AMB-1554906000
GST No : 33BBNPS1411A1Z7