

PAYROLL & HR REQUIREMENTS

1. Communicate with the Payroll Manager and Payroll Supervisor on a regular basis
2. Manages daily interactions with payroll vendor
3. Assisting with end-to-end payroll processing and administration
4. Calculating and verifying employee salaries, benefits, and deductions in accordance with company policies, employment contracts, and legal regulations
5. Ensuring timely and accurate data entry of payroll information, including employee details, timesheets, and attendance records, to maintain precise payroll records
6. Generating payroll reports, such as payroll summaries, tax reports, and labor cost analyses
7. Responding promptly to employee inquiries and concerns regarding their payroll
8. Conducting regular audits and verifications of payroll data to identify and rectify any inaccuracies and discrepancies
9. Supporting the implementation and integration of new payroll systems or upgrades
10. Staying updated with the latest payroll regulations, tax laws, and labor standards
11. Verification & Reconciliation of monthly payroll
12. Calculation and deposit of monthly liability of TDS on salaries