



HUMAN RESOURCES | PAYROLL | TRAINING

Introduction

In today's market-driven global economy, your organization's success depends on your ability to quickly adapt to changing business environment

PROPAY RESOURCES is a premier provider of integrated human resource outsourcing solutions that streamline processes, reduce administrative costs and improve service levels to organization.

Focusing exclusively in the field of human resources, we offer specialist outsourcing alternatives to your human resources administration and payroll needs so that you may concentrate on your core business processes.

We serve as an off-site human resource department for small and medium-sized businesses across a wide industry spectrum.

Underscored by uncompromising business ethics towards our clients and partners, we aim to maximise their competitive advantage through quality and cost-effective outsourcing practices.

Outsourcing

Outsourcing is a strategic management tool that involves the contracting out of a company's non-core and non-revenue producing activities to specialists. It offers you the opportunity to maximize the skills and expertise within your organization by complementing your existing resources. It frees your human resource department from time-consuming, routine transaction-oriented activities and enables it to focus on strategic issues. Outsourcing is increasingly becoming an accepted way of functioning for organisations the world over.

Companies tend to outsource critical but non-revenue producing functions to benefit from specialist expertise, alleviate administrative burdens and focus on strategic areas. The decision to outsource the functions, thus, can not only save money, but also enable you to reallocate resources to your core business.

Benefits of Outsourced HR



Realise Operating
Efficiencies



Reduce Costs



Remain Competitive



Focus on Core
Business



Improve Compliances



Improve Service
Delivery



Gain HR Expertise



Save Time

Key Services

PROPAY RESOURCES provides a single point of contact for human resource administration and payroll services. We adopt an integrated, customised practical approach in all our engagements to ensure that you are provided with services that are efficient and effective for your business.

Adopting a total commitment to quality, PROPAY RESOURCES offers you scalable integrated solutions to your payroll and human resource processes that help lower employee administrative costs, improve service to employees, and increase focus on strategic human resources.

- Payroll Administration
- Standardisation of HR documents
- Interview Techniques
- Performance Appraisal
- Leave Administration
- * Employee Handbook
- * Job Description
- * HR Policies and Procedures
- * Training & Development
- * HR Consulting

Payroll Services

For most companies, payroll is not a core competency. They find it cost-ineffective in terms of recruitment and training of personnel, keeping abreast on payroll legislation, and technology updates that are needed to run a payroll department. Our solution to this problem is to provide specialist outsourcing alternative to your payroll needs so that you may concentrate on your core business process. Our payroll administration outsourcing services include:

- * Payroll setup (Coding and configuration)
- * Processing of staff monthly payroll
- * Generation of pay-slips and operation reports
- * Bank advice for salary remittance
- * Calculation and remittance of statutory deductions (IRB, EPF, SOCSO)
- * Provide all year-end statutory reports (Form E, Form EA, PCB II)

Human Resource Administrative Services

Outsourced HR Service is a proactive, bundled program of services designed to respond to the needs of growth companies with little or no internal HR capability. We serve as an off-site human resource department for small to medium-sized businesses processing all information related to the employee life cycle.

Some of the services we provide are:

- * Drafting HR policies & procedures
- * Customisation of Personnel forms
- * Preparation of HR documents
- * Staff Benefits Administration
- * Employee handbook
- * Job Descriptions
- * Leave administration
- * HR Compliance Audit

Training and Development

A well-trained workforce is an asset to any organization. Workers perform well when they are trained in their jobs. In this era of globalization, it is skills of an organization's workforce that differentiates it from others and that which gives it the competitive edge. Propay Resources offer customized business skills training programs that address the requirements of our Clients.

Our training modules include:

- * Active listening skills
- * Assertive skills
- * Customer service excellence
- * Running effective meetings
- * Confidence building
- * Dealing with conflict
- * Decision making
- * Developing personal effectiveness
- * Effective telephone skills
- * Presentation skills
- * Communication skills
- * Writing professional reports
- * Stress management
- * The professional receptionist
- * Time management
- * Effective business communication

Service Excellence

Propay Resources' focus on service is the foundation of our business philosophy.

We pride ourselves on giving personalized service. We work closely with our clients to deliver results that are cost-effective and of value to our clients. We constantly strive to improve our level of service through best practices and are committed to our ongoing strategy to increase the level of value we bring to our clients.

Adopting a tailored approach to client requirements and needs, we are committed to excellence in delivering the highest quality outsourcing services.

Providing high quality service is the cornerstone of our business

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