



# Business Process Outsourcing

- Payroll outsourcing
- Staff placement services
- Outsourced accounting and GST accounting services

## Payroll outsourcing

Our established, highly competent and committed payroll professionals are ready to serve your needs.

Our payroll services include the following:

- Maintain payroll file for each employee
- Compute and disburse salary and reimbursements
- Provide printed or e-payslips
- Process increments and bonuses
- Process monthly deductions and submissions to relevant authorities such as Employee Provident Fund, SOCSO and Inland Revenue Board
- Provide payroll reports for management's review
- Provide payroll statutory compliance services such as preparation of annual tax forms for employers' and employees' annual tax filing

## Benefits of payroll outsourcing:

### Let you focus on your business

Instead of spending time managing a support function, your staff would be able to focus on value-added activities to contribute to your revenue; your bottom line can only improve as you are already sharing out payroll function cost by outsourcing.

### Removal of unforeseen contingency that could disrupt payroll operations

Payroll is one of the most vital processes in any organisation and yet it is carried out by a selected few staff. Should there be any anticipated (e.g. maternity leave) or unanticipated (e.g. personal accident, family bereavement) event that befalls on the selected few staff, there could be disruption to your payroll processes. Outsourcing your payroll function would remove altogether impact of such contingencies.

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## Cost savings

Instead of paying for a payroll department of your own, you are actually sharing the cost of a routine but vital function with many other businesses. In addition to basic salaries, overtime and bonus, other less apparent staff related expenses saved would include recruiting, training, medical benefits and staff amenities.

## Security

Our payroll professional provides an external point of your payroll process that facilitates a layer of segregation of duty hence strengthening your internal control.

## Compliance with latest development in payroll IT solutions without direct investment in new or upgrades in hardware and software

As RSM would bear these expenses, your financial resources on this investment is then free to be allocated to other areas while you remain competitive and relevant as payroll technology advances.

## No headache in keeping track and making relevant process changes to cope with legislation changes

Our payroll professionals will keep you updated with the latest relevant legislation changes and ensure full compliance hence removing the risks and penalties of non-compliance.

## Staff placement services

Placement of experienced accounting professionals in your finance department for a specific period of time.

### A placement may be advisable under the following situations:

- Your current finance staff are facing peak periods (e.g. annual budgeting) and require a temporary helping hand;
- Your current finance staff are required to participate in special projects (such as system migration, participation of a merger/ listing exercise) and may not be able to focus fully on their routine functions;
- Your current finance staff are on long leave of absence/ temporary re-assignment; and
- Existence of backlog accounting work whereby current finance staff are unable to spend time to resolve, such as
  - huge unidentified and unmatched trade spend and good returns,
  - long outstanding and accumulated suspense, clearing, other debtors and creditors account balances,
  - backlog credit statement or bank reconciliation as well as full set of accounts.

## Benefits of staff placement services

- Your current staff can focus on task at hand while RSM's experienced professionals work on the carved out portion of backlogs or routine work hence ensuring quality of work at both ends;
- Address the excess workload of your current staff which is a key factor causing staff turnover;
- Outsourcing offers additional and flexible resource at flexible cost structure.
- Relieving your organisation from the effort in recruiting and retaining staff.
- You may even have the option to buy over the staff at end of placement period.

## Outsourced accounting and GST accounting services

Maximisation of return on asset employed is crucial in this ever increasingly competitive environment. All organisation needs to critically assess their respective headcounts employed in order to maximise return per employee. As far as possible, your headcount should be deployed to focus on core business operations while a reliable partner can step in and shoulder your administrative and support functions.

Our competent accounting team will handle the full range of your accounting and payment duties including preparing cheque payments, maintaining proper accounting records, preparation of accounting schedules to meet the audit and tax requirement accounting for Goods and Services Tax (GST), submission of periodic GST returns to the Royal Malaysian Custom Department and also preparation of Reporting Template to your Head Office on a regular basis.

We will ensure suitable staff are allocated to meet your specific requirements.

RSM Outsourcing (Malaysia) Sdn Bhd aspire to help your organisation to save cost, enable you to focus your attention on core business activities hence maximising your return on assets employed.