



Payroll Services

Our payroll services are designed to work with any level of involvement that makes sense for your business. We provide adaptable services that can be successfully applied to any type of organization no matter its size or activity.

Benefits

- Save valuable staff time
- Each package is customized to your specific needs
- Fully compliant with your local laws
- All certificates and reports are provided (e.g. Salary Certificate)
- Variety of Payroll Payment Options
- Comparison and analysis reports..
- Annual salary report.
- Bank account variation report
- Labor card ID tracker
- New hires full report
- Overtime report
- Leave accrual report
- Average salary by levels
- Full payroll report
- Bank transfer sheets
- Salary Certificate
- Wages Protection System (WPS) sheets in all banks acceptable format (Applicable to U.A.E Non free Zone Employers Only)
- Complaint with latest Wage Protections System (WPS) (Applicable to U.A.E Non free Zone Employers Only)

Scope of Work

- Initial setup of the payroll details for your company and each employee from electronic or hard copy data including employee grade, payment details, bank account details, salary and other benefit details.
- Initial setup of holiday records for each employee.
- Setting up adequate pay and deduction components on the payroll system to meet with your requirements.
- Fine tuning of the payroll system to ensure smooth running of the payroll.
- Advising or drafting local work contracts.
- Updating compulsory elements according to the potential modifications/evolutions.
- Transmission and insertion of possible modifications of payroll elements.
- Sending transfer orders to the bank.
- Pay slips validations.
- Updating payroll elements (absences, paid leave) and updating office employees.
- Processing of the monthly payroll for all employees, taking in account salary entitlements, other benefits and all required deductions such as loans.
- Maintaining a monthly payroll register for submission
- Review of bank transfer letters, salaries and/or payroll chq and payment vouchers on your behalf.
- Monthly pay slips for each employee.
- Calculation of statutory gratuity payments
- Annual salary certificate for each employee.
- Preparation of related certificates (for example, salary certificate).
- Preparation of journal voucher by cost center.
- Calculation, preparation and issuance of terminations, based on the Client's instructions

Applicable for non Free Zone Employers Only in United Arab Emirates (U.A.E)

Requirements for registration with the Wages Protection System (WPS)

- 1) A bank account with one of the banks operating in the U.A.E
- 2) Contract with any local bank or remittance agency.

TOLL FREE 800-FARAHAT

Farahat & Co. P.O. Box 4647, Dubai, UAE. Tel: 971 4 266 2801 | Fax: +971 4 269 3625 | Email: sales@farahatco.com
Cell: 971 50 646 6748 | 971 50 3568123 | Web: www.farahatco.com/