

# payroll

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There is much more to payroll than simply transferring money to employees. For larger organisations, payroll is a full-time task that, while necessary, generates no income of its own. One person, or even an entire team, is responsible for ensuring the timeliness and accuracy of all aspects of payroll, including CPF submissions and regular reports for management.

For other, smaller companies, payroll becomes an assignment that is handed to someone normally engaged in other functions. In this environment, software packages are typically used without necessarily being fully understood. Infrequent requests such as claims from MINDEF for staff on reservist training can require a trip to the software manual to ensure that no mistakes are made, and the payroll reports that are generated are difficult to customise.

BSL has been providing payroll services to companies of all sizes since 2002. Our professionals understand the accounting principles behind payroll and are experts in the software. We have experience in all types of salary disbursements, bonuses and deductions, and, most importantly, every one of our professionals is trained to stay on top of all legal requirements.

When engaging BSL to perform your company's payroll functions, not only are you shifting non-income-generating work away from your core team, you are also gaining an invaluable depth of knowledge and experience.

BSL Management Services provides full confidentiality and integrity when performing payroll functions on behalf of clients. Our working model enables you to achieve your organisation's goals efficiently and cost-effectively.

**Our payroll services cover:**

- Central Provident Fund application and monthly submissions
- Maintaining payroll files for each employee
- Computing and disbursement of salaries and reimbursements
- Processing of increments and bonuses
- Processing claims from MINDEF for staff on reservist training
- Preparing annual forms IR8A and IR21
- Providing employee payslips, monthly and annual payroll reports for management