

Welcome to the exciting world of EaseConnect



Solutions For All Human Resource's Needs

Get Selected, Stay Connected

An Introduction



Ease Connect is today's leading world class player in the Staffing, Recruitment, Payroll Ecosystem, Retention, Training & Strategies. Over a decade of experience Ease Connect is in the Business of Providing best exposure of Human Resource's Needs with full spectrum for multiple clients in IT, FMCG, BFSI, Telecom, Service Industry, Consumer Durables, Chemicals, Pharmaceuticals, Retail, manufacturing and Engineering and are in the process to entering into new domains.



HIRE to RETIRE

COVERED CORE SERVICES



TEMPORARY HIRING / CONTRACTUAL STAFFING

We can work with you in hiring or identification of temp resources and take on the selected resources on our payroll by provide you Contractual or Temporary Manpower.

01



PAYROLL PROCESS OUTSOURCING

Ease Connect introduce Payroll Process Outsourcing services as a standalone offering to manager payroll of your on-roll employees.

02



PERMANENT RECRUITMENT

Ease Connect is specialized in MASS & Sr level's hiring on client's payroll for multiple industries.

03



REVAMP HIRING

REVAMP is a Innovation, under which Ease Connect provide monthly recurring facility of pay out instead of one time charge with life time replacement.

04

We enable organizations to perfect the ART of Talent Acquisition with Advanced Recruitment Technology. Our comprehensive cloud-based platform enables the automation of the entire recruitment life-cycle at organization - from talent identification, evaluation & engagement till onboarding from end-to-end on a single platform.

Summary & Services Highlights

STEP 01

INDUSTRIES COVERED



STEP 02

TEMPORARY HIRING /
CONTRACTUAL STAFFING



STEP 03

PROCESS FLOW



STEP 04

RECRUITMENT &
SOURCING CYCLE



STEP 05

PAYROLL PROCESS
OUTSOURCING



STEP 06

PERMANENT
RECRUITMENT



STEP 07

BULK / MASS HIRING
RECRUITMENT



STEP 08

EXECUTIVE
RECRUITMENT



STEP 09

IT RECRUITMENT



STEP 10

REVAMP HIRING



STEP 11

STATUTORY COMPLIANCES
ADMINISTRATION



STEP 12

BACKGROUND CHECK &
E-VERIFICATIONS DIGITALLY



STEP 13

INTERNS HIRE &
OTHER BENEFITS



STEP 14

WHY EASE CONNECT



INDUSTRIES



TELECOM



BPO / KPO / CALL
CENTER



AUTOMOBILE



SERVICES



MANUFACTURING &
ENGINEERING



COVERED

BFSI



FMCG



INFORMATION
TECHNOLOGIES



E COMMERCE /
RETAILS



CONSUMER
DURABLES



Temporary Hiring Contractual Staffing

HR administration and Associate Servicing

Temp staffing Services: by providing you contractual or temporary manpower. We can work with you in hiring or identification of temp resources and take on the selected resources on our payroll. Alternatively we also take on our payroll, resources pre-identified by you or existing through some other arrangement. **EaseConnect** takes complete responsibility for all HR Administrative activities, statutory employee benefits and compliances for the outsourced resources. The operational and performance related aspects can be monitored by you and you can retain complete control of the same.

Recruitment

Identify technical & non technical short-term and long-term staffing needs of the client.

Induction

Joining kit, Associate Handbook, (Benefits booklet, Claim forms etc.), On-boarding and Induction.

Payroll Administration

Associate master database, Input processing, invoicing, salary disbursement, Payroll, Reimbursement, Claims, Settlements/ F&F processing, Comprehensive Statutory/Regulatory compliance & Medicals.

Value Added Services for Client

Dashboard, Client portal, salary dispatch alert by SMS/emails, Alerts on pending information from Associates.

Value Added Services for Employee

Web based HR Portal, Dedicated Contact Centre for Query Handling, Salary release SMS alerts & email of pay slips, reminder alerts for submission GMC and GPA Insurance etc..

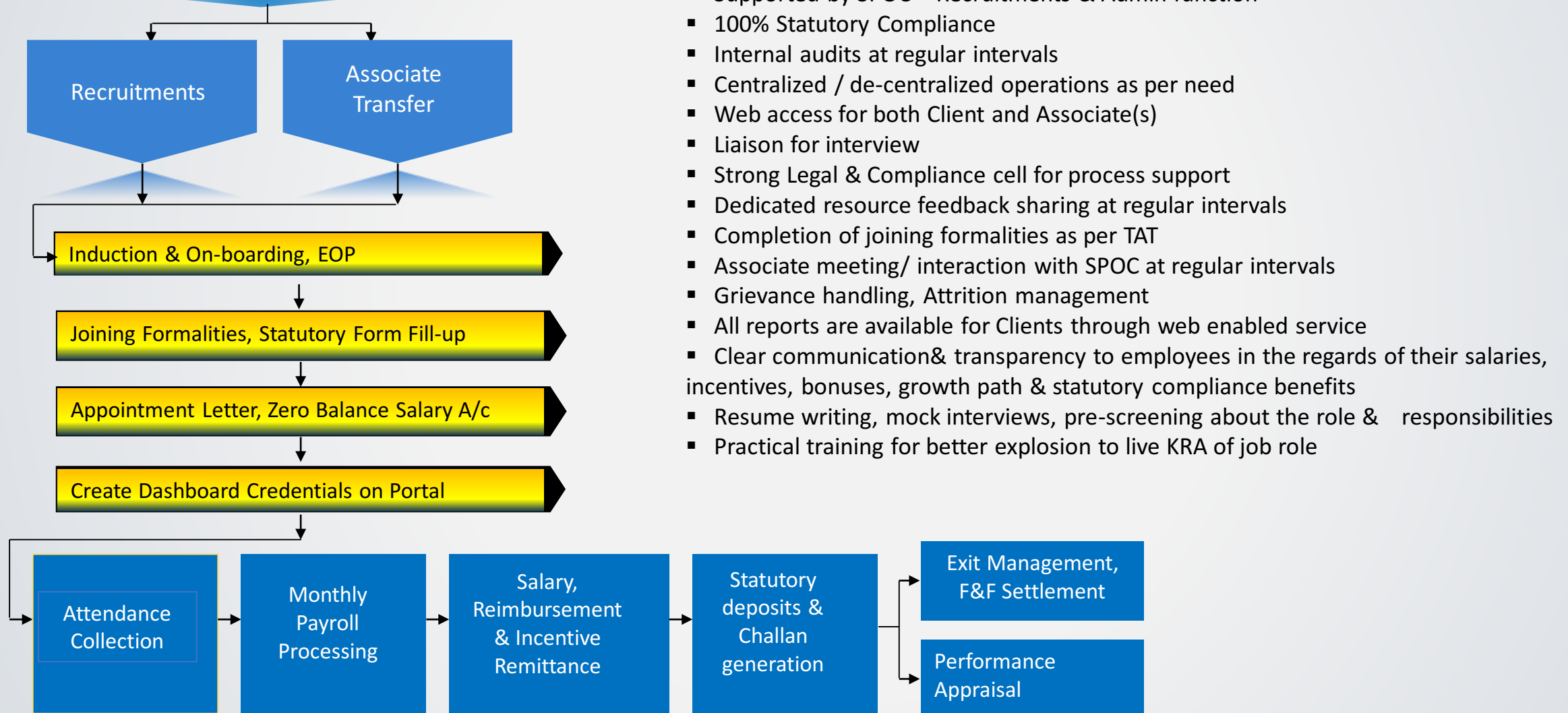
Our understanding of your requirements

Our Scope of Work include complete ownership of the payroll administration process as also comprehensive employee query management and MIS .



TEMP'S PROCESS FLOW

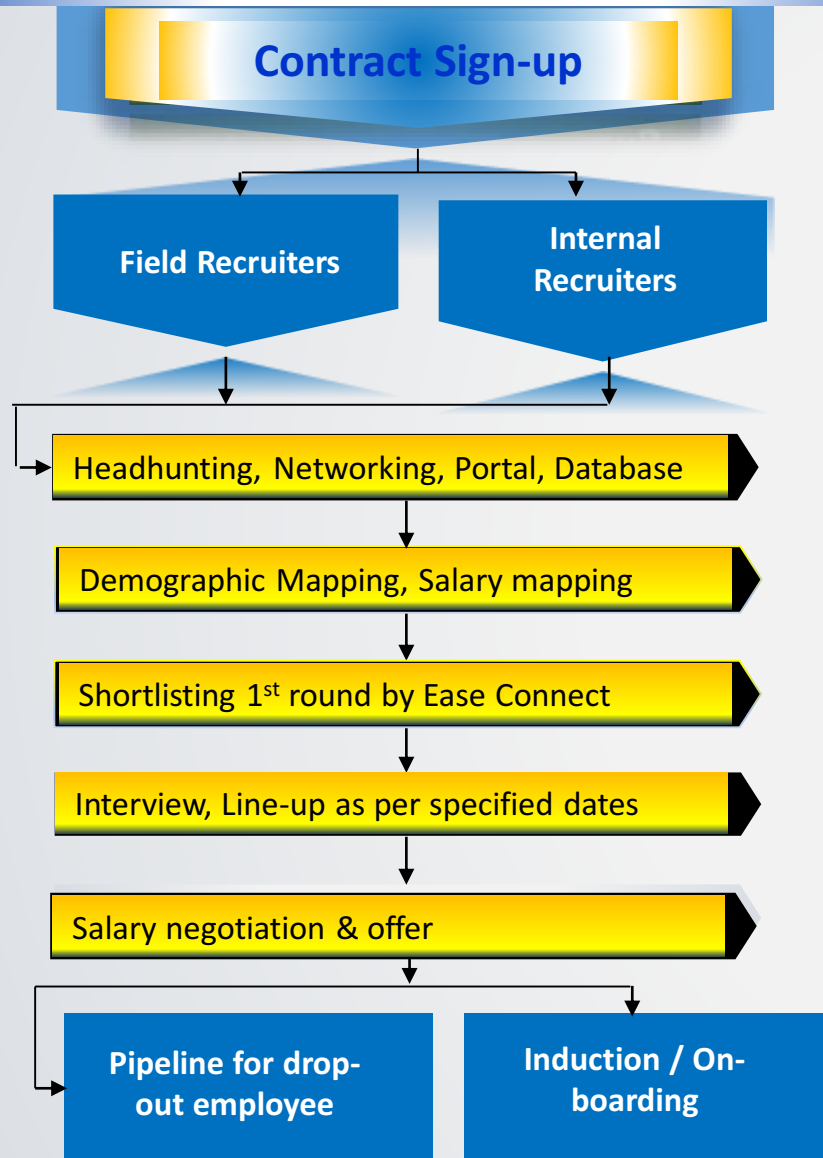
Contract Sign-up



Methodologies

- Affordable & Flexible Temporary Staffing & Recruitment Services
- Supporting client for authorities inspections
- Full of IT infrastructure to support them end to end employee life cycle 24/7
- Supported by SPOC – Recruitments & Admin function
- 100% Statutory Compliance
- Internal audits at regular intervals
- Centralized / de-centralized operations as per need
- Web access for both Client and Associate(s)
- Liaison for interview
- Strong Legal & Compliance cell for process support
- Dedicated resource feedback sharing at regular intervals
- Completion of joining formalities as per TAT
- Associate meeting/ interaction with SPOC at regular intervals
- Grievance handling, Attrition management
- All reports are available for Clients through web enabled service
- Clear communication & transparency to employees in the regards of their salaries, incentives, bonuses, growth path & statutory compliance benefits
- Resume writing, mock interviews, pre-screening about the role & responsibilities
- Practical training for better explosion to live KRA of job role

TEMP'S RECRUITMENT & SOURCING CYCLE



Sourcing Methodologies

- Supported by Internal & External Recruiters
- Dedicated SPOC centralized/ decentralized
- Market Research
- Position Mapping
- Knowledge of Demographics
- Vacancy Analysis & Head-hunting
- Talent Identification
- Replacement Period of 01 month from Date Of Joining
- Liaison for interview
- Talent transition
- Completion of joining formalities as per TAT
- Associate Orientation Program
- Smooth On-boarding
- Bills for Search will be raised on date of joining
- Payment to be made within 15 days of bill presentation
- Adequate manpower floats
- Available to encounter & curb any operational scalability interfaces
- Supporting Client for their internal audits
- We serve our clients and candidates with utmost honesty and integrity in the most efficient and innovative way



Payroll Process Outsourcing

Slide 1

Payroll process by providing you a combination of the best of software tools, expert know how, IT infrastructure and a strong payroll team.

Designed to manage payroll of your on-roll employees, our payroll processing services are configured to cater to your specific requirements.

Key deliverables in our Payroll Outsourcing Services

One Time Activity



- ✓ Salary & Benefits Structuring.
- ✓ Data Migration.
- ✓ Setting up emp muster.
- ✓ Dry & parallel run.

01

Recurring Activities



- ✓ Payroll Processing.
- ✓ Pay slips.
- ✓ Statutory reports & submission.
- ✓ Client, employee Query Management.

02

Annual Activities



- ✓ IT Computation.
- ✓ Receipt and verification of declaration of proof.
- ✓ Form 16 & form 25.

03

Standard Reports & MIS



- ✓ Pay register.
- ✓ Leave reports.
- ✓ Bank advise reports.
- ✓ IT reports etc..

04

Slide 2

Scope of Work

MONTHLY

- ✓ Collection and Verification of variable input.
- ✓ Payroll and Full and Final Settlement Process.
- ✓ One Cycle Reimbursement Processing in a month.
- ✓ Income Tax computation based on the ITDF sand Proofs.
- ✓ Pay slips and IT Computation Sheets thru email & Dispatch of the final pay out master.

CLIENT REQUIREMENTS ASSESMENT & MIGRATION

- ✓ Setting up of employee master– Employee details, Earning & deductions.
- ✓ Setting up of rules– Tax, LTA, Medical Reimbursement, Loans.
- ✓ Dry run for the current month to match output.
- ✓ Parallel run for 2 months and match output.
- ✓ Live run.

YEARLY

- ✓ Proof collection, verification and updation.
- ✓ Communication of the tax liability.
- ✓ Form 16 & 24 processing.
- ✓ Form 24 filing.

03

04

CLIENT RELATIONSHIP

- ✓ ACRM based client interaction and engagement process.
- ✓ High and measurable standards for responsiveness and first-time resolution.
- ✓ Feedback calls to assess the quality of service Detailed Communication Charter.

REPORTS & MIS

- ✓ A web based client portal.
- ✓ Configured for selective viewing: ensuring confidentiality with access.
- ✓ Ability to factor in a complex set up of cost centers, SBU, line managers, geographic zones, etc.

Value adds

- ✓ Automated reminders and checklists to ensure that the workflow is timely and accurate.
- ✓ Reminder/alerts for PAN/ITDF/Proof submission pay slips.
- ✓ Employee Contact Centre 24/7.

02

01

05

06

Payroll Process Outsourcing

AREAS COVERED

Senior & Mid Management →

White & Blue Collar Hiring →

Mass/Bulk Hiring →

Interns & Freshers →

PERMANENT RECRUITMENT

We focus on hiring highly qualified and talented candidates that are willing to grow with your company over a time. Permanent recruitment employees have full-time contracts and enjoy the benefits a company is providing.

Recruiting your own permanent workforce can be a very time-consuming and costly undertaking. That is why hiring a permanent recruitment agency to do it for you has many advantages. Ease Connect will not only save you time and money, but also give you access to highly trained and experienced candidates.

We have a growing pool of talented candidates looking for the right opportunity. And while your requirements might be very specific, we are able to shortlist only those candidates that are fully qualified for the job. We manage the entire process for you from screening and profiling to shortlisting the right candidates and benchmarking the correct salary. We take care of everything, including any administrative hurdles.



BULK/MASS HIRING



Bulk hiring has never been easy we have different sourcing strategies including specialized field recruitment team The leading step in candidate sourcing is to find a number of good candidates in bulk for an open positions.



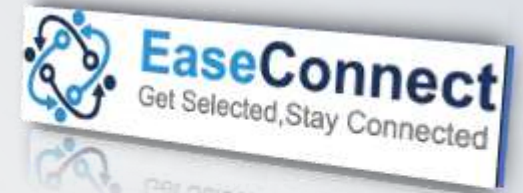
it is actually a process where the organization employs candidates in large scale in a short time.



We always takes care of interview drive inhouse & client's premises as well. Job drive always have less number of interview round in maximum results.









Ease Connect bring candidates together develop a fast screening process, quick brief about complete job description before interview, we have ultimate an employee referral program digitally & offline BP channel as well.



EXECUTIVE SEARCH



   Senior & middle management recruiting solutions through domain specialist team. Executive search (informally called headhunting) is a specialized recruitment service which organizations seek out and recruit highly qualified candidates for senior-level and executive jobs (e.g., President, Vice-president, CTO, CFO, EVP, AVP, CEO Joint CEO etc). Our goal is to deliver value to each client we serve and to help you attract top talent and to build adaptive, diverse people organizations that are prepared to fulfil strategic business objectives. We seek to understand each client's strategic goals, the specific leadership roles and competencies needed to meet those goals, and the culture that new executives need to embody.

   Ease Connect is very well placed to help our clients to find talented, impactful professionals, to fill their senior management ranks. Our team is also the most experienced in the region. This experience translates into Superior actual “Search” skills Deeper Industry and Domain knowledge. Broader networks and reach This “reach” is greatly enhanced by having the largest in-house research team.

Get Selected, Stay Connected

IT RECRUITMENT



Empowering the recruitment & onboarding ecosystem.

Ease Connect, offers IT Staffing services to clients, enabling them to extend their staff to our offshore across the globe, **Ease Connect** which aim to provide engineering staffing & recruitment services, follow a certain pattern of rules when it comes to choosing a candidate. It is a very important task as many other companies, willing to hire staffs, take their reviews into consideration before hiring them. We are Committed to achieve maximum client satisfaction, we offer customized IT Staffing models with the objective of meeting specific requirements of our clients in the most efficient manner.

With experience of over one decade, our comprehensive cloud-based & offline platform enables the automation of the entire recruitment life-cycle at organization - from talent identification, evaluation & engagement till onboarding - from end-to-end on a single platform.



REVAMP HIRING

Cost effective innovative with ready skilled manpower called REVAMP under which Ease Connect provide monthly recurring facility of pay out instead of one time charge of your on-roll employees with life time replacement till the employee works with client. We believe in delivering what we promise, and promise what we can deliver.

What Others do

Often client has limitations to hire new resource due to high sourcing charges

1

One time sourcing charges approx. 8.33% on Annual CTC

2

Limited Replacement Period / high level's attrition

3

In many cases candidate pulled back by vendor as new prospect

4

What We do under Revamp

Give extra cashflow opportunity for client to hire more, as we charge on monthly basis.

1

Rs.1000 Per Employee/Per Month

2

Regular follow up resulting less attrition

3

No such practice

4

STATUTORY COMPLIANCES ADMINISTRATION



Payroll Compliance Management

PF & Misc. Prov. Act, 1952 | ESI Act 1948 | Professional Tax | Labor Welfare Fund.

Complete Compliance Management

Trade License | Shops & Establishment Act, 1963 | CLRA Act, 1970 | Minimum Wages Act, 1948 | Payment of Wages Act, 1936 | Maternity Benefit Act, 1961 | Employment Exchange (Compulsory notification of vacancies) Act, 1959 | PF & Misc. Prov. Act, 1952 | ESI Act 1948 | Professional Tax | Labor Welfare Fund | Payment of Bonus Act, 1965 | Payment of Gratuity Act, 1972 | Factories Act, 1948.

Statutory Compliance Audit

CLRA Act, 1970 | Minimum Wages Act, 1948 | PF & Misc. Prov. Act, 1952 | ESI Act 1948 | Professional Tax | Labor Welfare Fund | Payment of Bonus Act, 1965 | Payment of Gratuity Act, 1972

Key Features

COMPLIANCE MODULES

Statutory compliances refers to the legal framework within which organizations must operate, in the treatment of their employees.





STATUTORY COMPLIANCES ADMINISTRATION

SCOPE OF WORK- PAYROLL COMPLIANCE MANAGEMENT



Acts Covered

PF & Misc. Prov. Act, 1952 | ESI Act, 1948 | Professional Tax Act, 1975 | Labour Welfare Fund

Registration

- PF & Misc. Prov. Act, 1952
- ESI Act, 1948
- Professional Tax

Code Generation

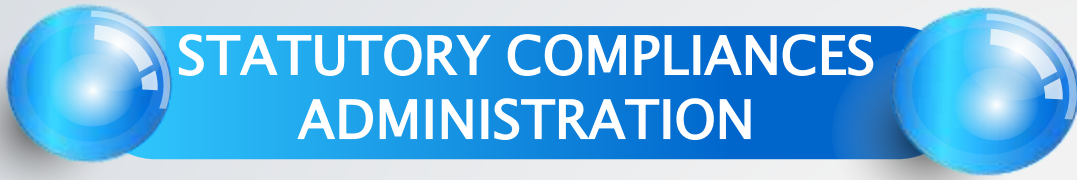
- Labour Welfare Fund

Sub-code Generation

- PF & Misc. Prov. Act, 1952
- ESI Act, 1948

Activities

- Amendments & Renewals
- Processing / collecting wage data for generating contribution Challan
- Timely remittance of statutory contributions, Filing of statutory returns as per statutory timelines
- Proper maintenance of statutory registers & other records
- Transfer-in, transfer-out & Claims of EPF accounts
- Compliance under various ESI sub-codes
- Generation of customer specific data & MIS
- Assistance to the employees- processing benefit applications
- Facilitate clients in handling inspections by authorities
- Ensure an enhanced cost-benefit to customers.
- SPOCs to assist for payroll related compliances



STATUTORY COMPLIANCES ADMINISTRATION

SCOPE OF WORK – COMPLETE COMPLIANCE MANAGEMENT



Acts Covered

Trade License | Shops & Establishment Act, 1963 | CLRA Act, 1970 | Minimum Wages Act, 1948 | Payment of Wages Act, 1938 | Maternity Benefit Act, 1961 | Employment Exchange (Compulsory notification of vacancies) Act, 1959 | PF & Misc. Prov. Act, 1952 | ESI Act, 1948 | Professional Tax Act, 1975 | Labour Welfare Fund | Payment of Bonus Act, 1965 | Payment of Gratuity Act, 1972 | Factories Act, 1948

Registration

- Trade License
- Shops & Establishment Act
- CLRA
- PF & Misc. Prov. Act, 1952
- ESI Act, 1948
- Professional Tax

Code Generation

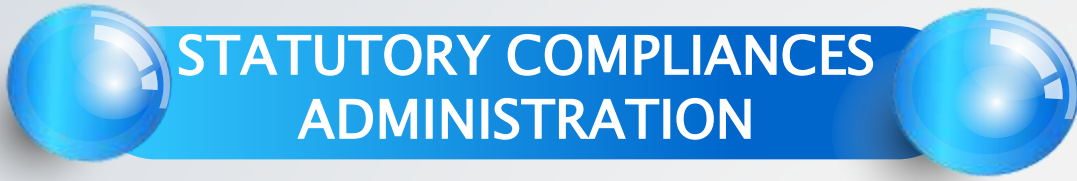
- Labour Welfare Fund

Sub-code Generation

- PF & Misc. Prov. Act, 1952
- ESI Act, 1948

Activities

- Amendments & Renewals
- Processing/ Collecting data for generating contribution Challan
- Timely remittance of statutory contributions, Filing of statutory returns as per statutory timelines
- Proper maintenance of statutory registers & other records
- Transfer-in, transfer-out & Claims of EPF accounts
- Compliance under various ESI sub-codes
- Generation of customer specific data & MIS
- Assistance to the employees- processing benefit applications
- Facilitate clients in handling inspections by authorities
- Ensure an enhanced cost-benefit to customers.
- SPOCs to assist for compliances related issues



STATUTORY COMPLIANCES ADMINISTRATION

SCOPE OF WORK – STATUTORY COMPLIANCE AUDIT



Acts Covered

CLRA Act, 1970
Minimum Wages Act, 1948
PF & Misc. Prov. Act, 1952
ESI Act, 1948
Labour Welfare Fund
Payment of Bonus Act, 1965
Payment of Gratuity Act, 1972
Firewall Policies
Disaster Recovery Policies

Acts Covered

- Verifying Registration/ License/ Amendments & Renewals
- Verifying ECR with details and monthly Challan
- Checking records, registers, forms & notices under various legislations
- Scrutiny of Compliances under acts mentioned
- Verifying records of transfer-in & -out & claims under EPF account
- Ensures minimum wages compliance
- EPF and ESI contribution through Principal Employer's sub code
- Coordination of benefits under EPF, ESI, LWF & Workman Compensation for Contract Labour
- Accident coordination support
- Issuance of compliances report to the management after audit
- Firewall policies, security audits and assessments
- Comprehensive backup and disaster recovery policy

STATUTORY COMPLIANCES ADMINISTRATION- WORK FLOW CHART AS PER ACTS- I

PF & Misc. Provision s Act

MONTHLY:

PF No. generation | Processing/ collecting wage data to generate contribution Challan | PF computation & preparation of monthly ECR & Challan deposition | Declaration & Nomination Form check & submission.

AS & WHEN:

Transfer-in, transfer-out and claims of EPF accounts | Processing & Submission of Form 19,10C, 31, 13, 10D, 20 after certification.

YEARLY:

Preparation of annual returns in EPF Software.



1

ESIC ACT

MONTHLY:

Employee Register | ESI computation & details updation in ESIC server and generation of challans | Preparation & Deposition of ESI Challans.

AS & WHEN:

Employee registration, declaration & nomination, Form 1 to be filled by employee | TIC and Medical Card generation from online ESIC server | Processing of claims | Issuance of certificate for continuity in service.

Half YEARLY:

ESI return preparation & submission.



2

PT ACT

MONTHLY:

Challan generation & deposition

QUARTERLY:

Return preparation & submission

YEARLY:

Renewal of enrolment for Company & Directors (if any)



3

LWF ACT

HALF YEARLY:

Calculation, Challan generation & deposition (all locations)



4

BONUS ACT

YEARLY:

Maintenance of register | Returns



5

GRATUITY ACT

AS & WHEN:

Abstract | Notice of Change | Nomination & declaration



6

STATUTORY COMPLIANCES ADMINISTRATION- WORK FLOW CHART AS PER ACTS- II

TRADE LICENSE

YEARLY: Renewal of license



7

Shops & Estab. Act

MONTHLY: Notice of change | Reg. for daily hours of work & rest of intervals of persons employed | Leave register | Pay register | Register of Employee | Register of Overtime worked

AS & WHEN: Notice of weekly closure | Notice of weekly holiday | Notice of overtime | Letter of appointment | Resignation

PER 3 YEAR: Renewal of registration



8

CLRA ACT

MONTHLY: Maintenance of Registers of Contract Labor

AS & WHEN: Issue of Form V | Commencement & Comprehension of work, return submission

YEARLY: Contract Labour Return preparation & submission



9

MIN WAGES ACT

MONTHLY: Register of Wages | Muster Roll | Register of Overtime | Register of Deductions for damage or loss | Register of Fines | Wage-Slip

AS & WHEN: Updating of latest slab of MW

YEARLY: Submission of Annual Returns



10

PAYMENT WAGES ACT

MONTHLY: Wage Register | Register of Advance | Register of deductions | Register of Fines

YEARLY: Submission of Returns



11



Maternity Benefit Act

MONTHLY: Muster Roll

AS & WHEN: Abstract | Notice of Claims | Delivery Certificate | Submission of date of Employment, Dismissal & Payment of Bonus | Submission details for date of payment

MONTHLY: Returns

AS & WHEN: Notice of vacancies

QUARTERLY: Quarterly returns

PER 2 YEAR: Occupational returns



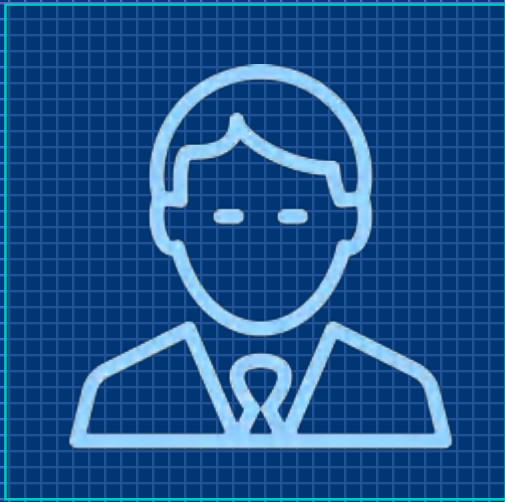
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Employment Exchange Act



13



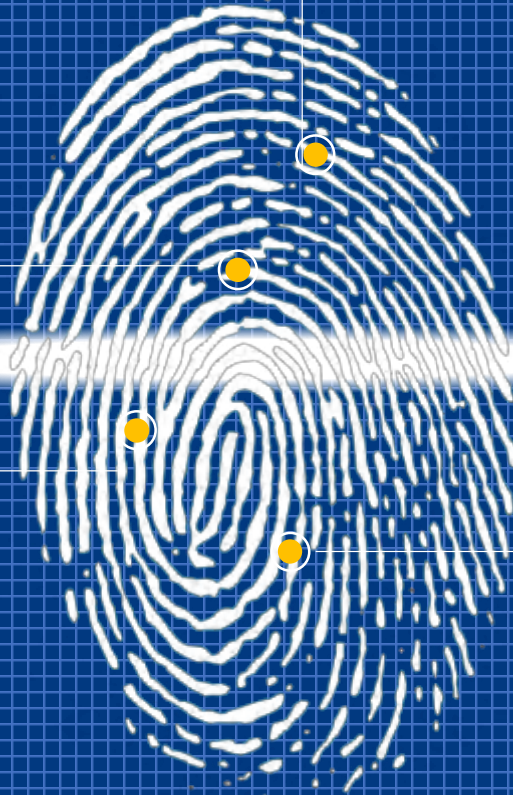


PHOTO

BACKGROUND CHECK & E-VERIFICATIONS DIGITALLY

Enormous paperless, KYC documentations with digitally verifications of employee's PAN Card, Aadhaar Card, Passport, PF, ESIC, Bank Account, E Sign, Driving License, Home Address & Police Verification etc..

We also verify the employment documents & Education/Qualification Certificates/Degree... Offer/Appointment letter, Pay Slips, Relieving letter, ITR etc..



INTERNS HIRE

DESCRIPTION



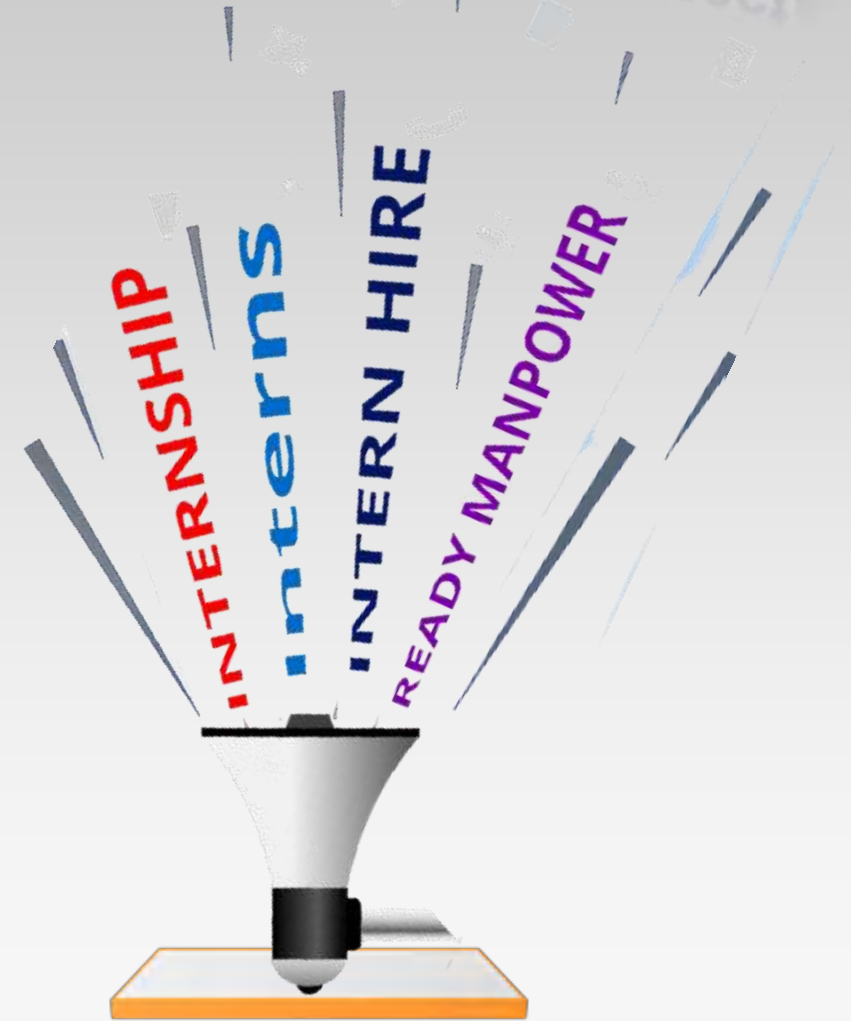
Ease Connect provide trained Interns in mass level to the SMEs & any small shops in very lowest cost with one week OJT training.

Interns hiring will help you to save your manpower cost within the budget.

However post 3 months if the intern's performance is good, you can take as permanent employee.



READY
MANPOWER



OTHER BENEFITS- FOR CLIENT & ASSOCIATES



Benefits To Clients

- Web-enabled service. Client can view and download Associates' details as follows
- Nos. of Associate, location of work, Active & resigned Associates
- Salary, Reimbursements, Incentives, Loans
- Statutory details
- Reports
- Online Invoices
- No permanency claim
- Centralized / de-centralized operations as per need
- Single window contact – dedicated resource (SPOC) for admin functions and recruitments
- Attrition management

Benefits To Employee

- Web-enabled service. Associates can view and download Salary-slip, Reimbursement-slip
- Associate Orientation Program
- SPOC to help Associates' in admin related activities, for any grievances
- Offer Letter, Appointment Letter
- Zero Balance Salary A/c with the Bank
- Identity Card
- Pay-slip
- Insurance – Accident Insurance and/or Mediclaim benefit
- Loan / Advance
- Faster PF Settlement

OTHER BENEFITS- ASSOCIATES ENGAGEMENT PROGRAM

Onboarding

- Appointment Letter / Contract signing with Employee
- Employees issued Joining Kit
- Statutory forms fill-up
- Code-of-conduct explained
- Non-disclosure agreement signed if applicable

Induction

- About Ease Connect & Client
- KRA of the Associate(s)
- Reporting structure of Employee – Admin and Functional
- Performance parameters & Appraisal
- Statutory Compliances & Leave rules
- SPOC contact details shared

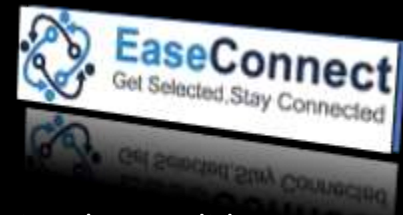
Attrition Management

- Monthly meet with Employee, Client SPOCs
- Grievance handling by one-to-one Associate meet if required
- Contact details of Key Accounts Manager is provided to Employee
- Insurance coverage
- Help from Ease Connect SPOC to avail ESI benefit in case of medical exigency

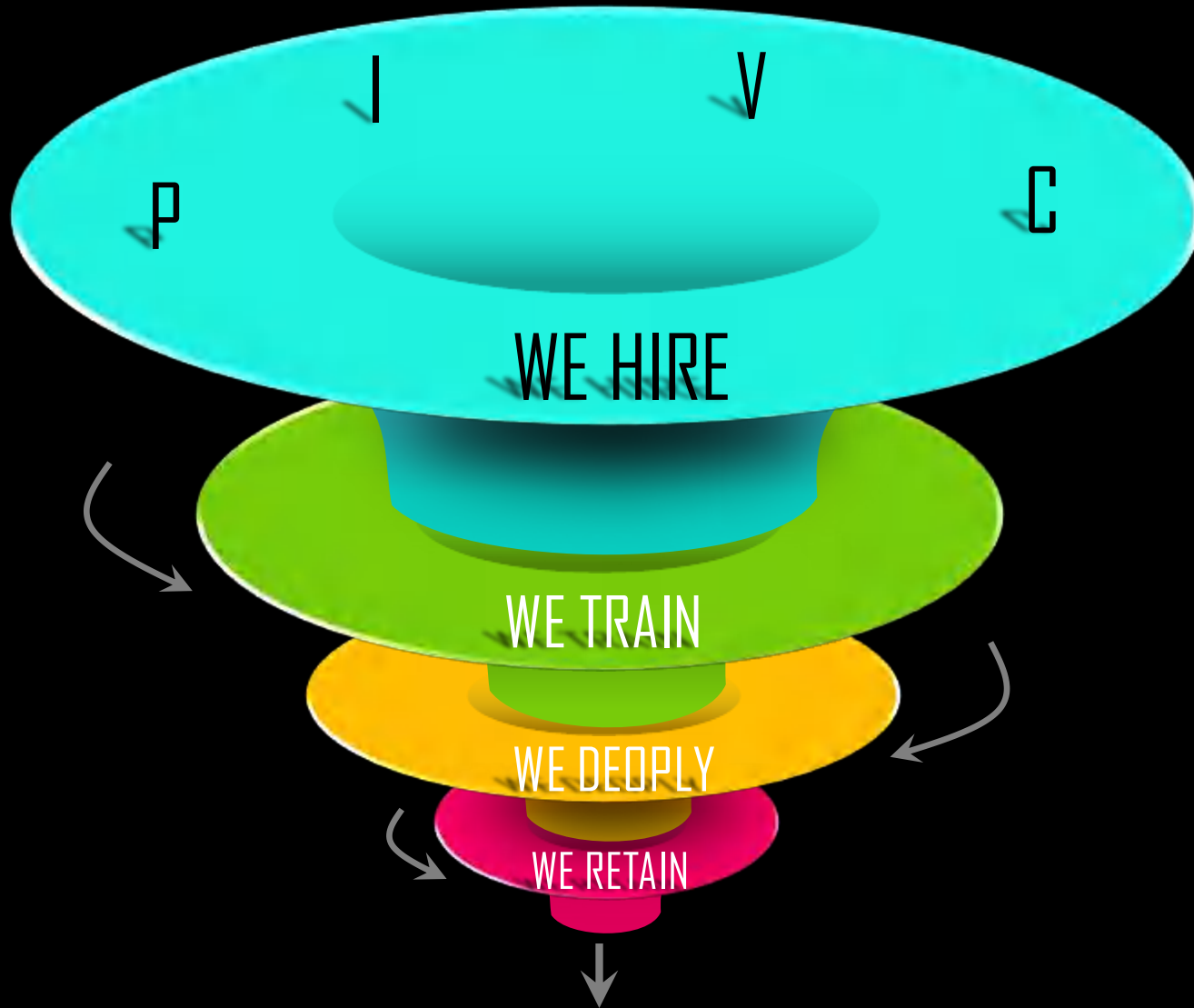


**Associate
Orientation
Program**

WHY EASE CONNECT



Your Organization is unique & We understand your challenges in Recruitment.



P

PRE

PIVC help to scrutinize the candidate. We at Ease Connect do four level of assessment & quality check before introducing the candidate to the client. We do first level of screening to check the best fitment of the candidate so that our client can rest assure.

I

INTERVIEW

We conduct personal round of interview with the candidate face to face in our office. We also help candidate to improve his/her resume as well.

V

VERIFICATION

We also discuss with the candidate about the personal KYC & current or previous employment documents. So that our client may not suffer while onboarding the candidate.

C

CALL

We have dedicated team in PIVC department they call all the scheduled candidates on a daily basis to check the best fitment of lined up candidates for better footfall, converting into result.

WHY EASE CONNECT

01

SCALEABLE PLATFORM



02

**ACCELERATED
RECRUITMENT**



03

HIGHLY CONFIGURED



04

**PAPERLESS
ON-BOARDING**



05

**ENHANCE
TRANSPARENCY**



06

**SEAMLESS
INTEGRATION**



07

**EMPLEMENTATION
SUPPORT**



08

**ADVANCE ANALITICS
& METRICS**



EASE CONNECT

MISSION VALUE VISION



MISSION

To Bridge the gap between corporate HR needs and aspiring talent.
To channelize the best manpower to Different sectors, thereby rocket boosting their business along with client's and customer satisfaction.

VALUE

Integrity, Hard Work, Quality, Employer & Employee Satisfaction.
To serve our clients and candidates with utmost honesty and integrity in the most efficient and innovative way.

VISION

Our vision is to be the best-in-class provider of business & training services, combined with excellent execution and continuous innovation.
To promote the talent globally and thus we visualize us among top 3 HR consultants in the near future.

We would be very glad to service your Human Resource needs and make this partnership fruitful.



Hire to Retire

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Thank You

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