

# PAYROLL SERVICES



# Structured, Secure, and Scalable Payroll Solutions

BDO's Payroll Service is accredited with ISAE 3402 & ISO 27001

Managing payroll is a critical function that requires precision, confidentiality, and compliance. BDO's Business Services & Outsourcing practice provides comprehensive payroll services to clients of various industries and sizes to support their growth and changing requirements within Malaysia and around the globe. Our solutions are designed to effectively manage employees' payroll and ensure full compliance with local regulatory requirements.

## Why Outsource Your Payroll To BDO?



Leverage expert knowledge and advanced systems, reducing errors and ensuring timely payments



Overall savings by reducing the need for dedicated payroll staff, technology investment and ongoing trainings



Offer scalable solutions that adapt quickly to changes in workforce size, geographic spread, or business model



Enable timely handling of statutory notices and authority queries



Delegate compliance responsibilities, thus minimising the risk of legal penalties



Offer a robust technology platform capable of meeting reporting needs and data analysis



Due to the sensitivity of payroll data, outsourcing mitigates risks associated with data breaches and human errors



Enable HR and finance teams to focus on strategic core functions, i.e. talent management, employee engagement, and business analytics

## Why Choose BDO Payroll Services in Malaysia?



### ISAE 3402 Compliant – Ensuring Trust through Control Assurance

Our payroll service is compliant with ISAE 3402, an international assurance standard that confirms a service provider's internal controls are effective and reliable. This demonstrates our capabilities as a trusted adviser and provides clients with confidence that their outsourced processes are managed securely.



### Flexibility

We provide the flexibility to generate reports and analysis by division, department, pay group or category and at the same time meeting the agreed payroll calendar. Our systems can accommodate multiple pay rates, pay modes and deductions made in the payroll. We also provide e-payslips to employees through an Employee Self-Service (ESS) portal, allowing them to access and self-print their payslips anytime, anywhere. The ESS also allows the employees to retrieve their Annual Statement of Remuneration (Form EA).



### Security

We are certified with ISO 27001, a global benchmark for managing and protecting information security. This demonstrates our proactive approach to safeguarding employee data, payroll records and confidential client information. Dedicated and experienced personnel are assigned to each client. We also employ comprehensive physical and technological measures to assure clients that their data is handled with the highest standards of confidentiality and integrity.



### Local Compliance

We stay abreast on changes in the regulatory requirements and ensure that our clients remain compliant, from the setting up process to monthly reporting and annual compliance.



### Technology

Our payroll processing is technology driven to ensure efficient payroll management. It meets several key requirements, including the automation of data collection, payroll calculation, distribution of payroll deliverables and mobile friendly. It has real-time reporting capabilities, capable of meeting your reporting needs and data analysis, with the flexibility to interface with the client's Human Resources Management Systems (HRMS).

## Overview of BDO Outsourced Payroll Management

### Payroll Setup

- ▶ Pay elements & statutory mapping setup
- ▶ Employer policies & formula
- ▶ Employer & employee profile
- ▶ Transition of payroll historical data

### Monthly Payroll Input

- ▶ Timely attendance data & leave information
- ▶ Expense claims
- ▶ Payroll variables & changes of employees' details
- ▶ Validate monthly payroll input

### Monthly Payroll Processing

- ▶ Prepare gross to net payroll report & variance report
- ▶ Prepare & submit statutory contributions/deductions
- ▶ Disbursement of salaries & payslips

### New Hire & Leaver Notification

- ▶ Prepare required notification forms for new hires and leavers to be submitted to statutory authorities

### Annual Compliance

- ▶ Prepare Statement of Remuneration of Employees (Form EA) for distribution to employees
- ▶ Prepare & submit Annual Return of employer (Form E)

### Audit by Statutory Authorities

- ▶ Assist client to attend audit by statutory authorities
- ▶ Provide information/documents required
- ▶ Follow through the audit and attend queries

Speak to our payroll specialists today  
and discover how BDO Malaysia can  
streamline your payroll operations.

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