



Our focus

- Payroll is a critical business function, we ensure timely and 100% accuracy in statutory compliance.
- We are business partners – Therefore quality and customer satisfaction is priority. We pride ourselves in the personalized service we provide to each and every one of our clients.
- Processing pay components and benefits in line with tax, statutory deduction rules and company benefit management policies
- One other priority is to take away the payroll compliance pressure and workload away from you, so you can focus on managing your core business.
- Data validation and sanity check
- Smooth year-end related work plan and execution
- Data security and confidentiality



Our approach

PwC follows a standard implementation plan which includes:

- Set-up, testing and go-live
- Schedule and checklists for any necessary interface development
- Testing, training, workflow and process development



System study

- Service scope and understanding -Sign-up
- Data migration and processing
- Data cleanup and validation



Past run

- Audit calculations for identification of gaps
- Draw-up of standard operating procedures (SOPs)



Parallel run

- Comparison of output – data validation and sanity checks
- System Integration
- Complete customization of systems and processes



Live run

- Payroll processing in offline system
- Level 1 check by processing team
- Level 2 check by team leader with input and variance
- Release payroll reports to web-based system for employees



About PwC

At PwC, our purpose is to build trust in society and solve important problems. We help organisations get their payrolls right and remain compliant in the ever changing and complex regulatory environment.

We've invested significantly in our people, processes and systems to develop a unique approach to manage the challenges of payroll. Using our extensive knowledge in the payroll industry and feedback from our clients, we tailor every payroll engagement to ensure it's relevant and provides value for each specific organization.

At the heart of our team are qualified and experienced payroll specialists/employment tax experts who combine practical experience with the latest industry knowledge. We keep up to date with evolving employment tax legislation so that you don't have to, and provide access to specialist knowledge that helps keep your organisation compliant and well informed.

Cooperation with PwC you will receive well researched and developed best-of-breed payroll solutions that is tailored to your organization's needs. Let the specialists take care of your payroll. Choose our innovative, industry leading and web-based full outsourcing package.

Get in touch and speak to one of our payroll service team member to discuss your requirements.

Data Classification: DCO

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Our payroll solutions team is in place and ready to support you, with a designated payroll professional to manage your account from the outset, and an operations manager to oversee quality and responsiveness.

This, combined with good continuity of knowledge and experience of operating similar payrolls, will help deliver a smooth efficient and unparalleled breadth and depth services you demand.

Your business is unique, we will provide you with high quality fast and hassle-free web based payroll solutions. We will emphasize importance of building a long-term relation, which is vital in our profession.

PwC refers to the PwC International network and/or one or more of its member firms, each of which is a separate, independent and distinct legal entity in separate lines of service.

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PwC Kenya – Payroll solutions



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PwC offers end-to-end payroll outsourcing services through a state-of-the-art, web-enabled payroll system.

Our payroll solutions main focus is to offer a cost effective and accurate secure data processing platform in compliance with all applicable laws and regulations. A special archival environment with a special focus on data security and confidentiality management.

We serve a number of leading local & global organizations across various economic sectors.

- Our trained and qualified team collaborate with clients to help them to overcome their employment tax challenges and answer all their questions.
- We offer high quality payroll services to small, medium and large scale companies across the globe.
- We follow a single point of contact (SPOC) approach, this saves time, reduce risk and cost optimisation.
- Our team of payroll and employment tax specialist have significant experience, expertise and knowledge from multiple competencies.
- We leverage on the PwC global network expertise to address any critical cross border issues and provide relevant solutions.
- We subscribe to very high standards of data privacy code and keep clients documents and information in strict confidentiality
- We have standardized operating procedures and a payroll software system that enable us to deliver high-quality and value-add solutions.



Services we provide

Domestic payroll services

- Payroll database set up & Maintenance
- Net salary, tax and statutory computations
- Payroll and non-payroll reimbursement processing
- Tax & statutory payments and filing compliance.
- Tax authority payroll audit support and closure of any outstanding PAYE matters.
- Year-end support: issuance of end year PAYE certificates (P9A cards) mock test of annualized tax computation, on-site help desk
- E-solutions (employer/employee self-service (E'SS) support through web-based portal)
- Internal payroll systems reviews
- Salary simulation support
- Preparation and transmission of payroll accounting data.
- Employee leave management
- iTax PAYE reconciliations to payroll ledger, plus ledger to payroll.
- Change management payroll support in case of merger, acquisition or inter-entity transfers

Global payroll services!

- Initial set-up, transition services and payroll registration, if required, with local tax and statutory authorities
- Monthly payroll processing and calculation of tax on all earnings/benefits in kind
- Calculation of statutory and any other deductions
- All local payment, reporting and filing with authorities as required by local laws
- Ongoing and year-end reporting and compliance with local laws and regulations
- Access and provision of e-system generated payroll reports
- Provision of payroll advice and help-desk support for assignees and client payroll staff with complete confidentiality
- Provision of regular updates on payroll legislation changes in each jurisdiction
- Expatriate shadow payroll consulting & processing
- Employee benefit analysis.
- East and Central African Countries (EAC) payroll compliance and coordination.

Other allied payroll solutions

- Tax administration review of local employees
- Preparation and filing of tax withholding return
- Payroll compliance reviews/consulting and advisory.
- Payroll Due Diligence procedures
- Support in submission against outstanding/defaulters notices

- Advise employers on how to increase efficiencies, ensure accuracy and manage the risks inherent in their payroll functions.
- Preparing policy documents on administering payroll benefits
- Calculation of termination dues
- Optimise the effectiveness of your payroll people, processes and systems
- Remediate any payroll errors and ensure robust controls and processes are in place
- Offer cross-border payroll solutions that mirror our clients international model



Fully managed payroll solution

PwC uses a state-of-the-art payroll architecture to manage and provide payroll solutions across all sectors and clients sizes. We offer an online employer and employee self-service portal (E'SS) to address all payroll needs. We will help define your payroll challenges and give you directions and solutions. We can design a payroll solution that is efficient and tailored to meet your exact business needs saving your organization time and money and at the same time be compliant and well transformed.

Features

- Flexibility in managing complex payrolls that allows organizations retain in-house control over data.
- Automatic upgradation with respect to tax and statutory updates
- Enhanced user accessibility to meet your optimum business requirements.
- Increased employee productivity & motivation – pay both timely correct every time and payslip records web access.
- Efficient integration with less effort – a totally smooth transition
- Enhanced control on security and confidentiality of data
- Effective data back-up and management
- Capable of all types of payment processing: Regular computation, arrears computation, and complex adjustments
- Integrated leave management system
- All standard reports for payroll, customised reports, tax and statutory reports for return filing

PwC KE's employer self-service portal (ESS)

Submissions	Employer self-information view
Flexible plan declaration/Cost To Company (CTC) structuring	Web- based YTD payroll reports
Income tax declaration	Effective communication and easy access to information for decision making process.
Update PIN/dependent details	Access to professional assistance focused on long-term achievements.

Submissions

Reimbursement claims

Statutory deductions proof submission

Employment Tax Query management

Payroll/reimbursement payslips for all periods

Employer self-information view

Single point of contact ensuring access to a wide range of PwC employment tax and payroll experts & professionals

Company policy guidelines

Access to quality service for a reasonable price



Benefits

For (employer) client

Access to PwC network of payroll/employment tax professionals.

High level and flexible and fully tailored solutions.

Efficient and hassle-free tailor made payroll solutions and local support, advice and guidance.

Customised reports and analysis with variance report useful for management review and planning.

Risk management on payroll related matters.

Efficient, timely reporting and statutory compliance support.

Payroll processing support and consulting for expatriate staff.

Class leading flexible payroll technology that accommodates changes in benefit management policy.

Data privacy policy – guarantees confidentiality and data accuracy.

PwC's strong presence across the globe – inter territory payroll coordination.

Multi- industry payroll solutions.

For employees

Real-time access to compensation details through e-payslips.

Online query management within the stipulated time frame.

Flexibility to pay annual or pro-rata claim reimbursement .

Non restricted web-based access to YTD individual payroll reports - payslips.

Compensation and reimbursement claims processed.

Security and confidentiality in maintaining individual data.

Personalised query management support to employees.