



KONICA MINOLTA

Payroll Outsourcing Service

Streamline Payroll Administration for Efficient Business Operations

Managing payroll often demands significant resources and may pose the following challenges:



Limited Resources
and Expertise



Hard to Recruit
HR Talents



Complex Payroll
Calculations



Time-Consuming
Manual Processes



Compliance with
Changing Regulations

Konica Minolta Payroll Outsourcing Service helps you concentrate on your core business by shifting the following routine processes to our professional HR team, supported by advanced technology:

Service Scope

- Payroll & MPF Administration
- Leave Administration
- Tax Return Filing
- HR e-Leave System
- Employee Profile System
- Monthly Payroll Summary Reports



**Gather
Payroll
Information**

1

2

**Collect
Supporting
Documents**



**Input
Employee
Data**

3

4

**Calculate
Payroll**



**Send Back
Payroll
Reports**

5

Service Highlights



E-Leave System

Employee can self-check leave application or approval status through mobile devices.

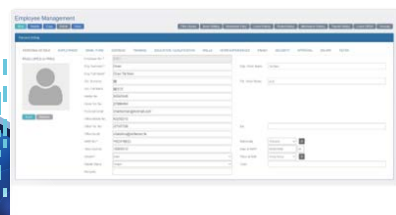
- Real-time notifications on leave application
- Leave summary reports



Employee Profile System

Record employee information, including:

- Detailed payroll record
- Personal information such as contact details, emergency contacts, etc.
- HR information such as join date and last date, salary profile, probation period, and other HR metrics



Why Choose Konica Minolta?

As your reliable service partner, we leverage our specialized HR expertise & technological knowledge to deliver timely payroll reports, eliminating the need for investment in setting up your inhouse HR system.



Our robust HR team enhances operational stability



Cost effective and time saving



Experienced payroll specialists



Fully complied with HK Employment Ordinances



Relieve administrative burden



Flexible payment model to cope with business needs



Free up manpower to focus on core tasks



Tailor-made self-service application

We also provide one-stop professional HR Outsourcing Service covering the following areas:

Recruitment Service

Staff Outsourcing Service

HR Consultation

Contact us for more information at 2565 8181 (Press2 > 8)

