



**SAMSA**  
CAPITAL HUMANO Y NÓMINAS



## **HUMAN CAPITAL AND PAYROLL**

Coming together is the beginning; staying together, an advancement and working together, a start

## Payroll Processes Solution

The payroll process consists of determine the gross income generated by every employee, making corresponding deductions, calculate the net value to be paid, prepare the checks or payment orders, and manage the individual registry of each employee payments.

There are several types of payrolls, the three most common being salaries (the most common on), fees (frequently used to compensate work made by freelances or independent workers), and commission payment (wages paid only on sales made).

Getting things done is not a matter of power or rank, but a matter of imagination and persistence.



## Our Services

- Calculation of employees integrated daily salaries for IMSS and Infonavit purposes
- Calculation of vacation time, vacation bonus, thirteenth salary, and employees' statutory profit sharing (PTU)
- Weekly, bi-weekly or monthly payroll calculation
- Payroll calculation for expatriates or executives
- Payroll payment and issuance of corresponding payment receipts
- Preparation of the monthly tax return according to local income taxes regulations
- Bi-monthly preparation of the payments and liquidations report due to contributions to the retirement funds administration system (SAR) and Infonavit
- Monthly and bi-monthly preparation of the payments and liquidations report due to contributions to IMSS
- Preparation and submission of the notices of registration, salary modification, and deregistration of employees and collaborators
- Calculation of severance payments
- Respond to information requirements made by labor authorities
- Permanent fiscal advisory services regarding contributions
- Training
- Recruitment of personnel





## Contact

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