



4PAY

INFORMATION KIT

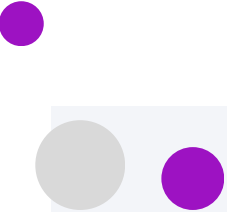
Payroll Outsourcing services



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www.hrmsinc.com 



'4Pay' offers payroll services to organizations of various sizes and industries. We have been the hub for payroll outsourcing in Saint Lucia since 2019 and are extending our services to other islands within the Caribbean. We use top-of-the-line software solutions to ensure compliance, accuracy and speed. Our payroll technicians are very knowledgeable and responsive in managing all our client's payroll needs.

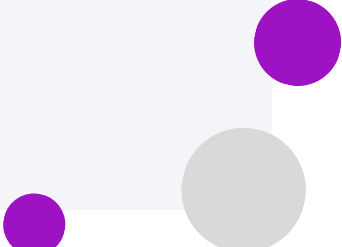
A benefit of using our payroll processing service is the added benefit of using our company's proprietary HR & Payroll software solutions. With this system, our clients are able to

- Get secure, remote access to employees' data
- Store electronic copies of employee documents
- Track employee's vacation, sickness and other time-off requests & balances.
- Record employee's medical plan details

When you let us process your payroll, you also receive all the reports you will need to run your business, these include:

- Unit Reports (By Division, Department, Team, Pay Group, Job Title, etc.)
- Earnings & Deductions Reports
- Bank Reports
- Statutory Reports (PAYE, NIC, TD4, TD5)
- General Ledger Reports, and lots more....

When you upgrade to our Premium Package, you receive your very own biometric (facial or fingerprint) time & attendance system "4time+" with this new system, management can:

- Track employee Attendance daily
 - Accurately track employees' work hours (Regular, Overtime, Holidays, Off-Days etc.)
 - Create digital Schedules
 - Generate multiple attendance reports
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4PAY PRICING

All prices are in USD.

STANDARD PACKAGE

- Payroll Processing Services.
- HRMS Personnel Manager

STARTING AT

\$225

PER MONTH

PLUS PACKAGE

- Payroll Processing Services
- HRM - Personnel Management
- HRM - Leave Management
- HRM - Benefits Administration
- Employee Document Upload

STARTING AT

\$275

PER MONTH

PREMIUM PACKAGE

- Payroll Processing Services
- HRM - Personnel Management
- HRM - Leave Management
- HRM - Benefits Administration
- Employee Document Upload
- 4time+ time and attendance Software
- Support with managing employees' shift & attendance data.
- One free biometric device for time capture.

STARTING AT

\$375

PER MONTH