



Payroll Outsourcing

BDO...

ABOUT **US**

We are a member firm of the **BDO Global Network**, with a presence in more than **164 countries** and approximately **1,803 offices**, combining local knowledge with global experience, strength and quality.

With more than **35 years** of experience in the Panamanian market, we offer comprehensive solutions through our **Business Units: Audit, Tax, Legal, Advisory and Business Services & Outsourcing**.

Our prestige is based on our proximity to our customers and our vision to be **Leaders in Exceptional Customer Service**, so we are recognized as your preferred advisors, we remain focused on finding comprehensive solutions in a changing and highly competitive economic environment, providing high quality advice and consistent services throughout the **BDO Network**.



US\$ +12.8 MIL
MILLIONS OF GLOBAL REVENUE



+1,800
OFFICES



164
COUNTRIES & TERRITORIES



+111,000
EMPLOYEES

WHY BDO?

We act as support to the administration in the proper management of human resources, which for all organizations represents their most valuable resource, providing tangible solutions in time and resources through expert personnel with extensive knowledge in labor matters, working hand in hand with an interdisciplinary accounting, tax and legal team to ensure our clients comprehensive solutions.

We have updated tools that allow us to guarantee high quality, confidential and reliable deliverables; with flexible reporting that we adapt to the needs of each organization, we also provide self-management modules where the employee interacts in a friendly and simple manner.

All our clients have access to the **BDO Global Portal**, a global portal with high levels of security, which is a personalized cloud-based window to both their business and their relationship with BDO.

The **BDO Global Portal** transforms and enhances your digital experience with BDO, giving you real-time access to project milestones, applications and data-driven insights, allowing us to collaborate seamlessly in a personalized, shared and secure environment.

BDO GLOBAL PORTAL

BDO Portal, is a digital tool that complements all the processes of our firm and that allows the secure exchange of information, giving visibility to the integral administration of the local and/or international project.

Through the portal, the agreed schedule for the delivery of information is shared, responsible parties are assigned and the compliance with the established services is exposed with auditable tools.

OUR SERVICES

We keep all our clients informed about **changes and new local regulatory compliances** involving **the payroll process**.

- ▶ Weekly, biweekly or monthly payroll calculation, we have an encrypted web system where data is securely shared,
- ▶ Calculation of vacations and time control,
- ▶ Calculation of the XIII month (April, August and December),
- ▶ Generation of receipts for each payment process, sent via email to each employee,
- ▶ Monthly report to the CSS,
- ▶ Monthly report to the DGI,
- ▶ Cumulative reports,
- ▶ Generation of journal entries,
- ▶ Bank file generation,
- ▶ Special reviews,
- ▶ Preparation for CSS audits,
- ▶ Registration of the company and employees to the CSS,
- ▶ Reports of inputs and outputs of employees to the CSS,
- ▶ Special letters,
- ▶ Self-management module,
- ▶ We conform to the established schedules of each task, which can be monitored in real time in the BDO Global Portal,
- ▶ We provide support in administrative tasks before the Social Security Fund,
- ▶ Salary projections,
- ▶ Projection of job terminations,
- ▶ Recommendations for improvement opportunities to management.





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