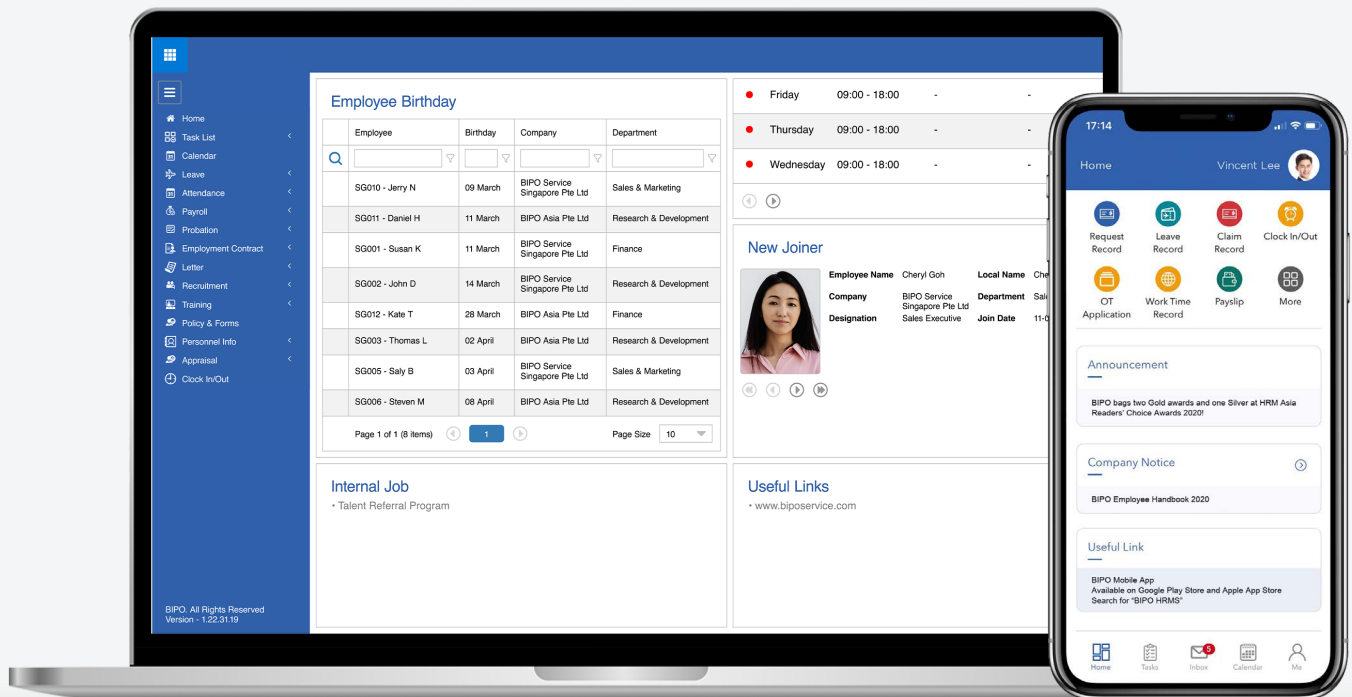




MOORE

MOORE MS ADVISORY

Reliable Payroll Solutions
**For SMEs and Multinationals
in China**



35%

companies reported that salary and HR-related costs is the most significant negative driver influencing business performance

23%

of the companies reported that their business performance decreased because of Administrative and HR costs

Reference: 2021 Sino Benelux Business Survey

What can our HR and Payroll solution do for you?

All-round solution starting from one employee to several hundred

- ▶ Remove manual processes and improve your payroll accuracy
- ▶ Increase your business intelligence and productivity
- ▶ Reduce your employee turnover and increase employee satisfaction
- ▶ Allow your HR teams to prioritize high level and strategic work



Global Network

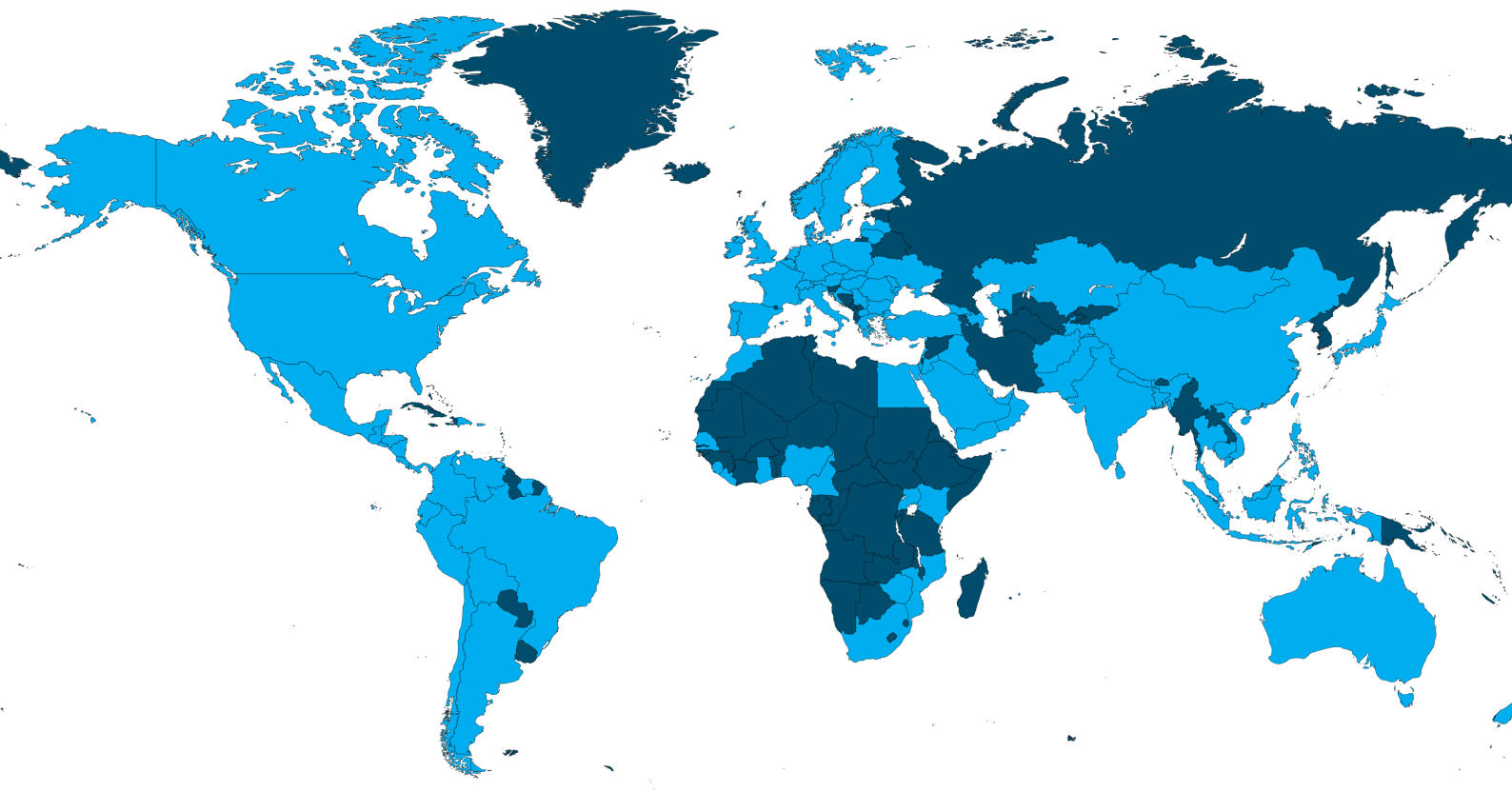
Moore is a global accounting, audit and advisory network

116
Countries

614
Offices

30,000
Employees

> \$3 Billion
Revenue



**Strong presence for
Payroll Solutions in Asia
Pacific across 16 offices**

- ▶ Singapore
- ▶ Hong Kong
- ▶ Mainland China
- ▶ Taiwan
- ▶ Japan
- ▶ South Korea
- ▶ Australia
- ▶ Cambodia
- ▶ India
- ▶ Indonesia
- ▶ Malaysia
- ▶ Macau
- ▶ Myanmar
- ▶ Philippines
- ▶ Thailand
- ▶ Vietnam

Reasons to believe



Active in China since 2010



Specialized in Payroll and HR Administration



Supporting SMEs and Multinationals



3300+ clients across 100+ countries



460,000+ HRMS users



Available in 16 languages

Relevant HR awards:



Introduction to Moore - MS Advisory

*Connecting you with your
business in China*



Our Clients

Through our payroll solution we have been able to support our clients with their expanding operations, so they can focus on their strategy and key business areas while we take care of all the administration.



Our Values

Our purpose is to help people thrive – by creating a cohesive environment for our clients, our people and the communities to effectively meet their needs.



Our People

Our dedicated HR and payroll team are fully qualified and have supported over 100 clients managing their payroll and providing advice on all labor related topics.



Who Are We

Moore - MS Advisory is a financial advisory firm based in China which has affiliations with Moore Belgium and is a member of the Moore Global Network.



***Our HR and
Payroll Solution***

Who is our HR & Payroll Solution suitable for?

Executives C-Level

HR Directors that want to make their organization successful

- ▶ Automating HR processes
- ▶ Management by the employee and manager
- ▶ Customized HR dashboards

IT Managers

IT-managers who prioritize data security

- ▶ Fits into any IT landscape & Best in-class security
- ▶ Modern integration features
- ▶ Unlimited scalability

HR Business Partners

HR Business Partners who want to involve employees and develop an effective HR agenda

- ▶ Increase engagement
- ▶ Management by the employee and manager
- ▶ Best practice workflows

Employees

Employees and managers that want access to HR information whether working remotely or at the office

- ▶ Access everything from everywhere
- ▶ Sync instantly with HQ
- ▶ Maintaining HR protocols even when remote



Who is our HR & Payroll Solution suitable for?

We serve clients across all different industries:



Supply Chain



FMCG



Green Energy



Agriculture



Automotive



Manufacturing



Cosmetics



More/other Industries



Our HR & Payroll is a flexible Solution

Intelligent HRMS solution that can be tailored to your business and HR needs

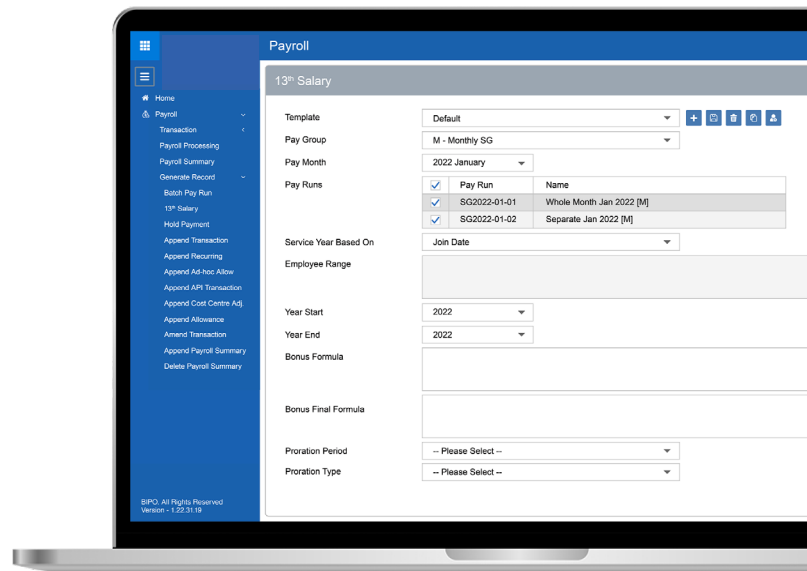
Solution 1

Fully outsource your payroll to us

Managed payroll service

You do not have the resources or expertise in-house, or simply do not want the hassle that comes along with managing your payroll?

We automate the payroll for you, from payroll input, processing, handling queries, and generating reports



- ✓ Hassle-free
- ✓ Access to HR experts
- ✓ Reduce compliance risks
- ✓ Enhance business productivity
- ✓ Supported by BIPO

Solution 2

Use our HRMS System

Payroll software

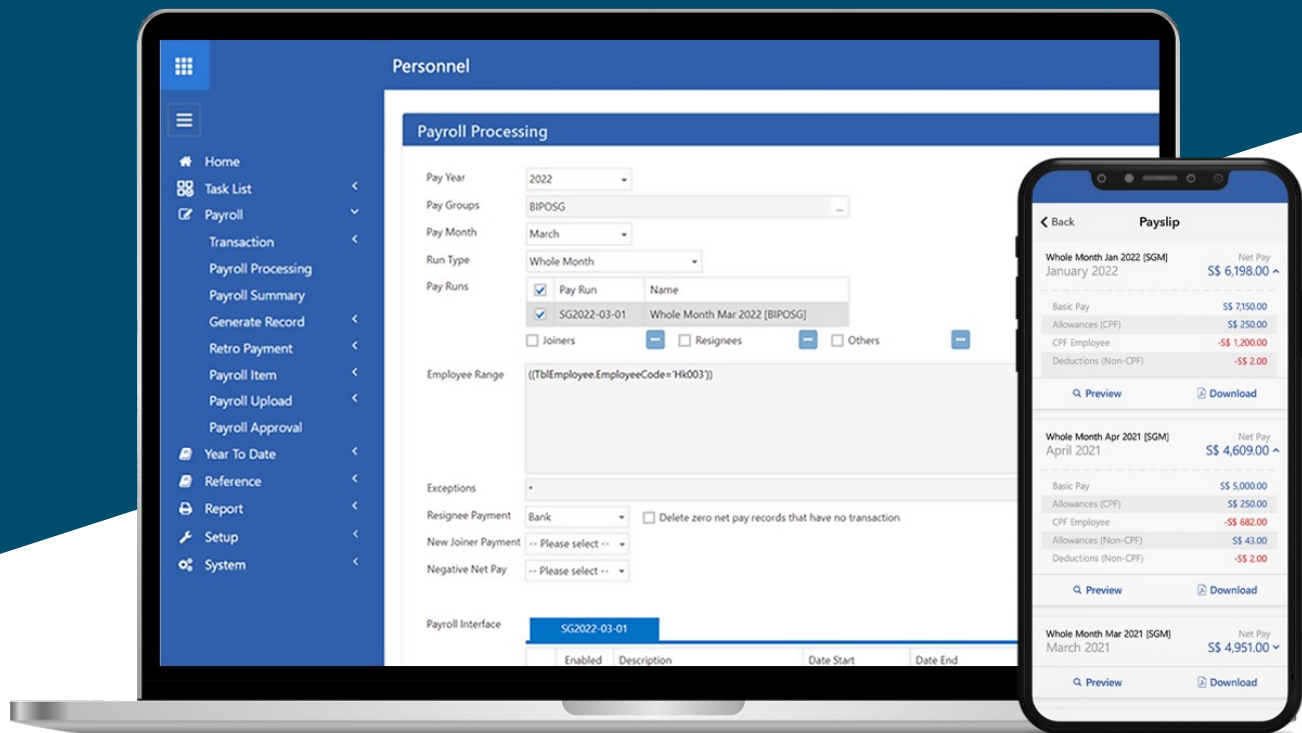
You have the in-house expertise but want to optimize your payroll processes and enhance your employee experience, while working with us to ensure local compliance?

You take care of the payroll input while we manage the processing and distribution of pay slips.

- ✓ Easy to use
- ✓ Access anywhere
- ✓ Reduce payroll mistakes
- ✓ Supported by BIPO

Key Platform Integrations

Leading the way in technology





HRMS Platform Features

Our HR & Payroll Features

Our cloud-based HRMS platform can effectively manage the whole employee lifecycle

▶ Personnel Management

Record, organise, and store employee information securely and accurately

▶ Payroll Management

Automate and streamline your payroll management with smart features

▶ Claims & Expense Management

Manage and automate your expense and claims processes

▶ Time & Attendance Management

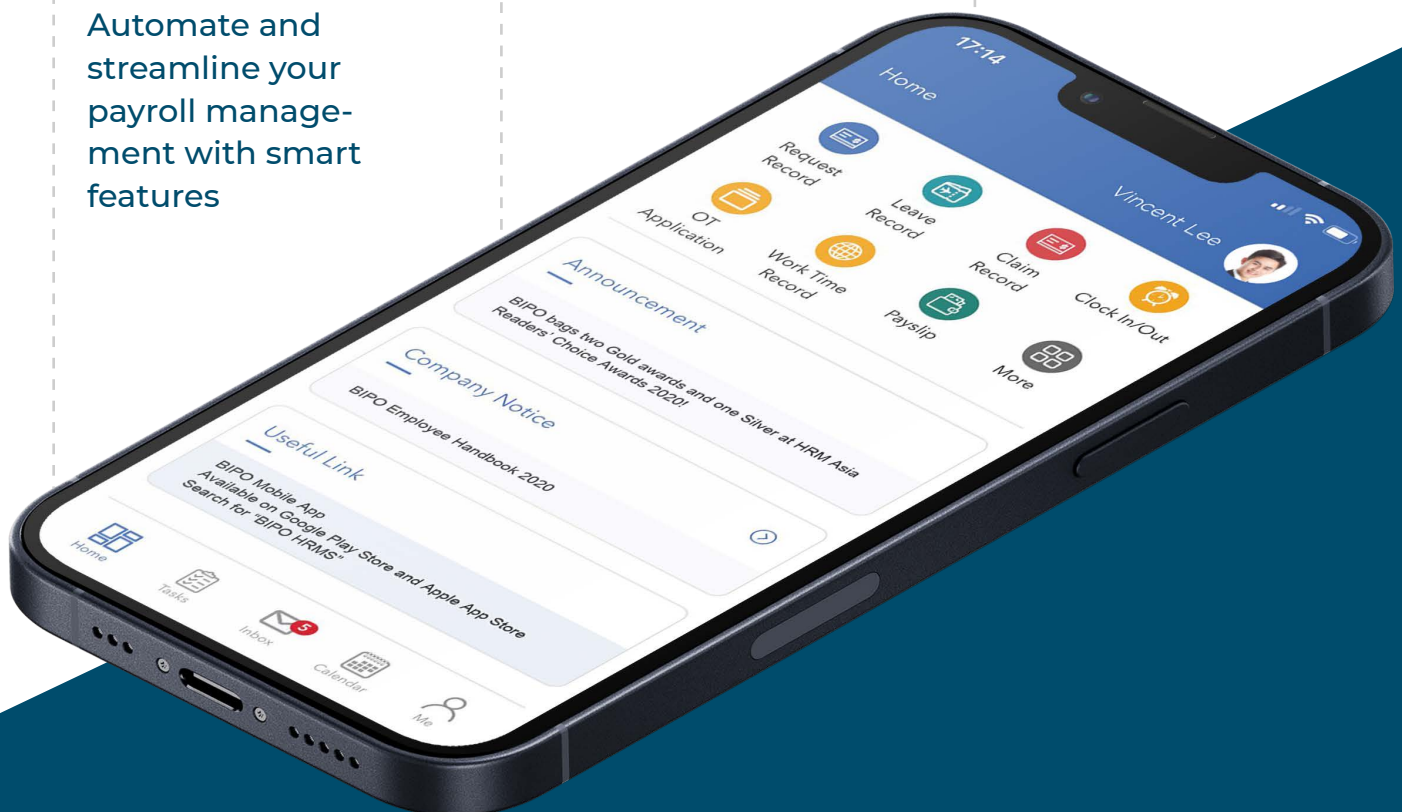
Track attendance and access to smart attendance reports

▶ Leave Management

Accurate and easy to use leave management features

▶ Advanced Analytics & Reporting

Access accurate and insightful data



Platform features

► Personnel Management

Payroll Management

Claims & Expense Management

Time & Attendance Management

Leave Management

Advanced Analytics & Reporting



Customise, store and keep track of employee records on a single platform for quick, easy access.



Share org charts, company news and updates with everyone in the organisation.



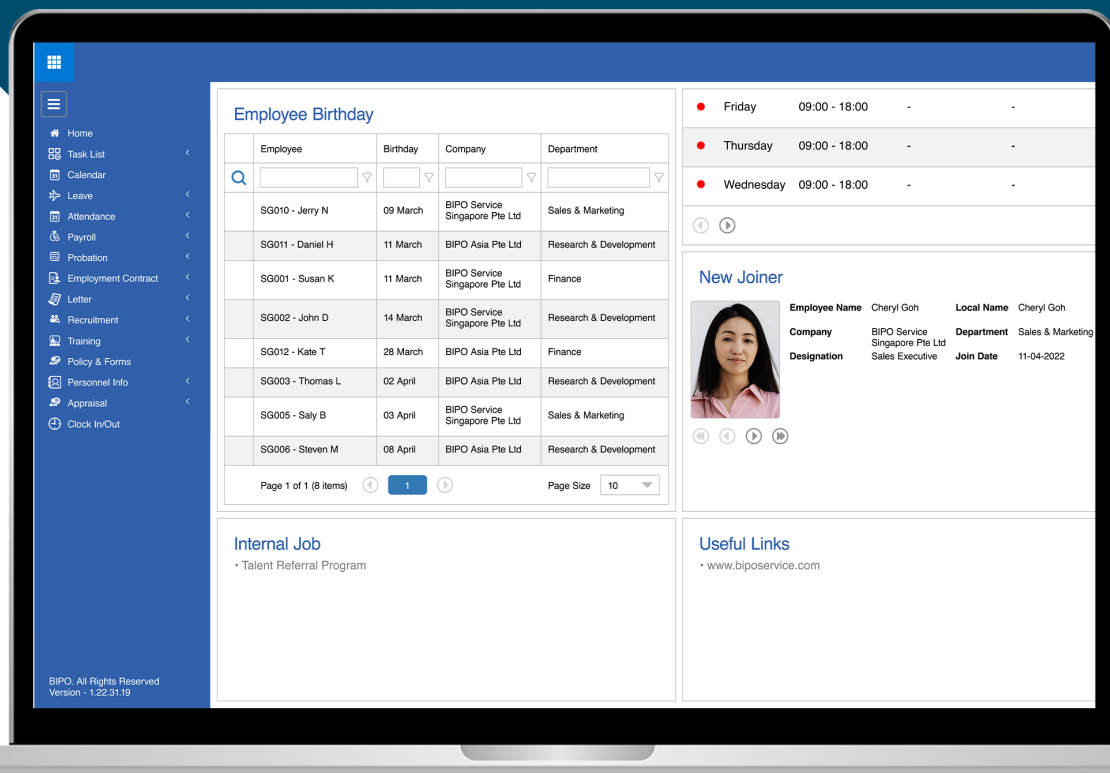
Access to HR records, e-Payslips and expense claims from anywhere, at anytime.



Instant notifications when leave or claims submissions have been updated.



Instantly sync employee information, claims and overtime to automate on/off boarding.



Platform features

Personnel Management

► Payroll Management

Claims & Expense Management

Time & Attendance Management

Leave Management

Advanced Analytics & Reporting



Improve payroll accuracy.



Remove manual processes.



Keep your payroll in line with the latest legislations.

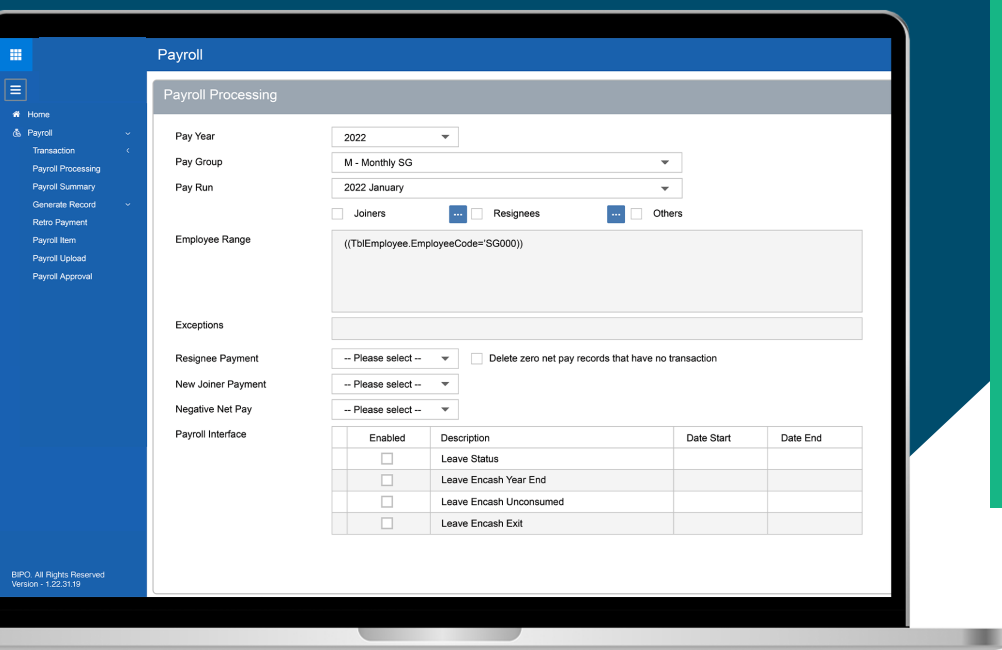


Make your HR teams more efficient to focus on more strategic work.



Reduce risks from potential non-compliance.

- Payroll Calculations
- Attendance Calculations
- Overtime Calculations
- Social Security & Housing Fund and Tax Declaration
- Salary Payout
- Employee Self Service
- Electronic Pay Slip
- Flexible and Customizable Reporting



Platform features

Personnel Management

Payroll Management

► Claims & Expense Management

Time & Attendance Management

Leave Management

Advanced Analytics & Reporting



Paperless Submissions

Scan, upload and submit claims while on the go, using any smart device.



Integrate with Payroll

Reimburse employee claims with monthly payroll for fast and accurate processing.



Bulk Expense Reports

Consolidate multiple expenses in a single report for submission and approval.



Employee Self-service

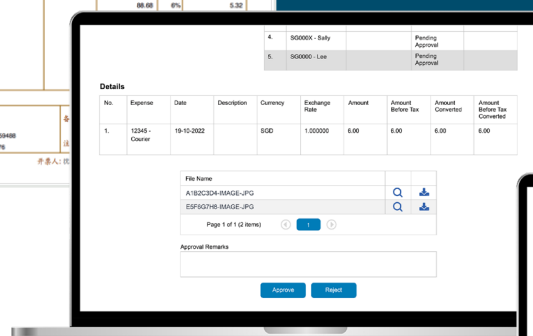
Employees can view, track and manage expenses on dashboards or our mobile app.

3-Step Process

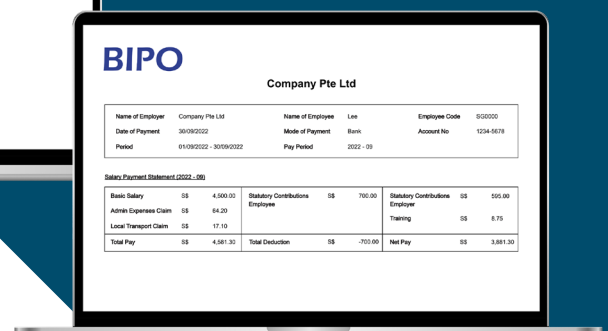
1 File and Submit Expenses (mobile or web)



2 Review and Approve Expenses



3 Include in Payroll and Reimburse



Platform features

Personnel Management

Payroll Management

Claims & Expense Management

► Time & Attendance Management

Leave Management

Advanced Analytics & Reporting



Face Recognition

Contactless and convenient AI facial recognition for today's multi-generational workforce.



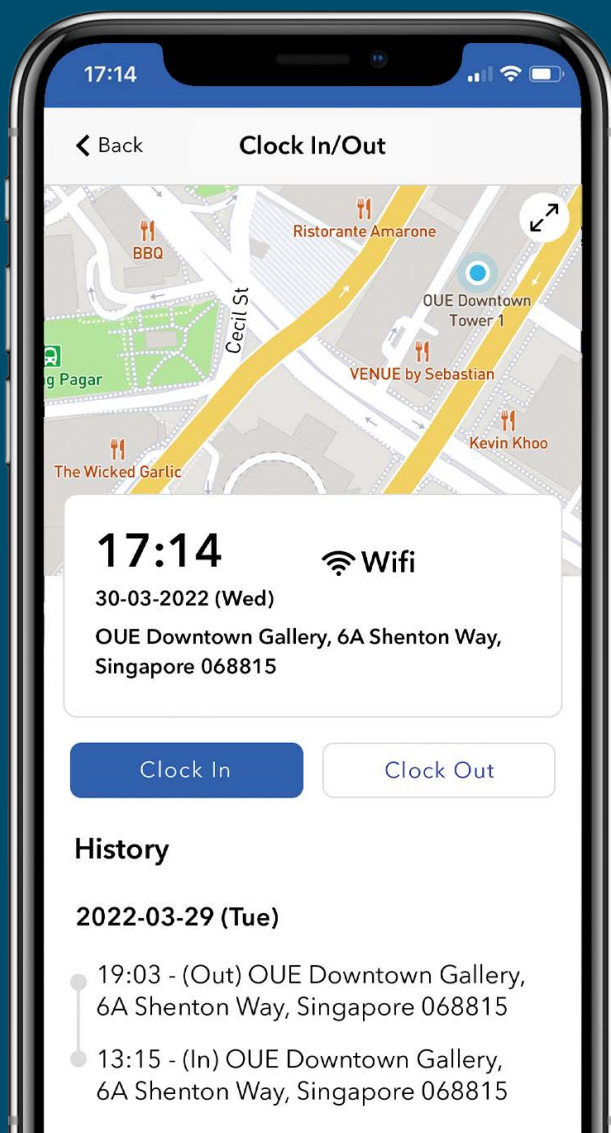
Biometrics Clock-in

Supports clock-in methods like biometrics, fingerprint and staff ID for added flexibility.



QR Code

Data easily syncs with the HRMS, view employees' attendance details instantly.



- Evaluation of current attendance system and design of automation systems
- Integration of attendance system with HRMS and Payroll system
- Management of attendance pass
- Implementation of attendance automation solution
- Daily maintenance and management of attendance systems
- Attendance data daily transmission and monitoring

Platform features

Personnel Management

Payroll Management

Claims & Expense Management

Time & Attendance Management

► Leave Management

Advanced Analytics & Reporting



One-stop Hub

Self-service access to manage leave application, integrates with Payroll.



Leave Settings

Customize leave with various fields, including uploading of documents.



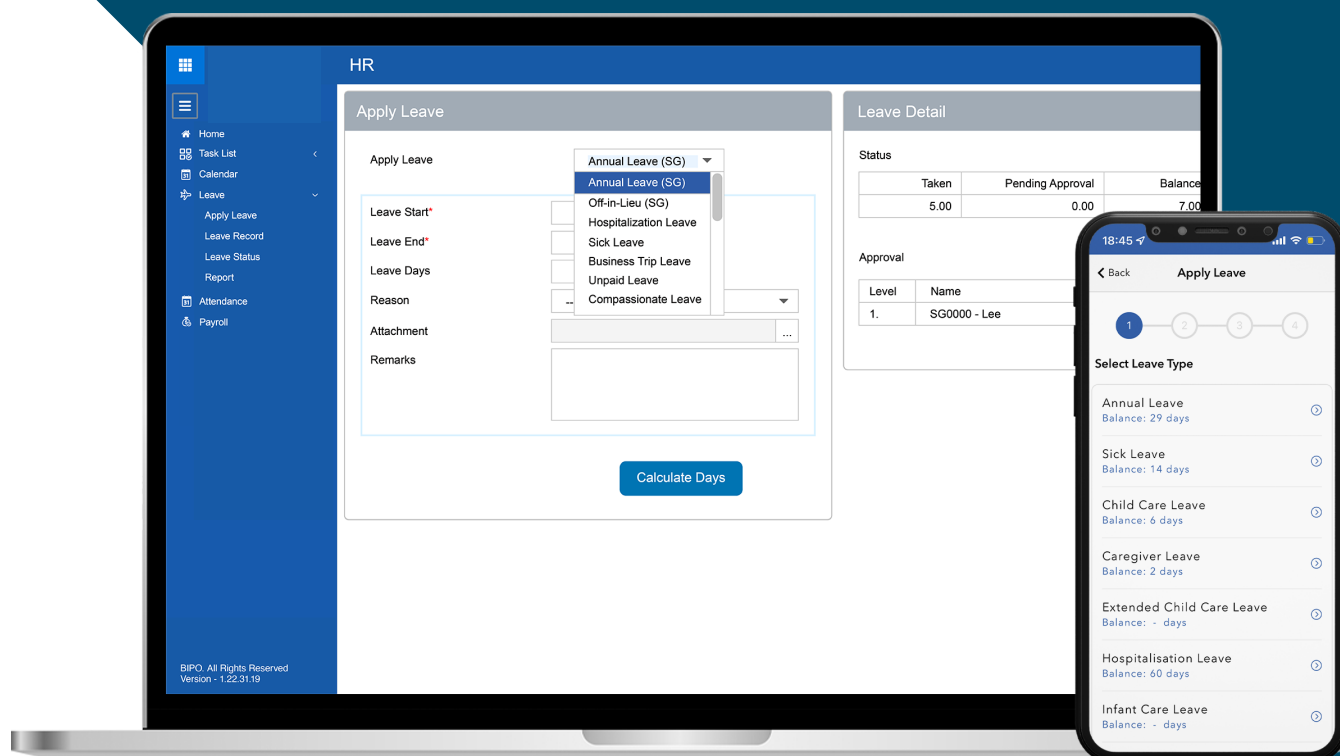
Real-time Reports

Instant report generation of employees leave requests and approvals.



Employee Calendar

View your roster, public holidays and leave records. Managers are able to view team members' records instantly.



Platform features

Personnel Management

Payroll Management

Claims & Expense Management

Time & Attendance Management

Leave Management



Gain Insights

View critical areas such as absenteeism and employee turnover on a single dashboard



Seamless Reporting

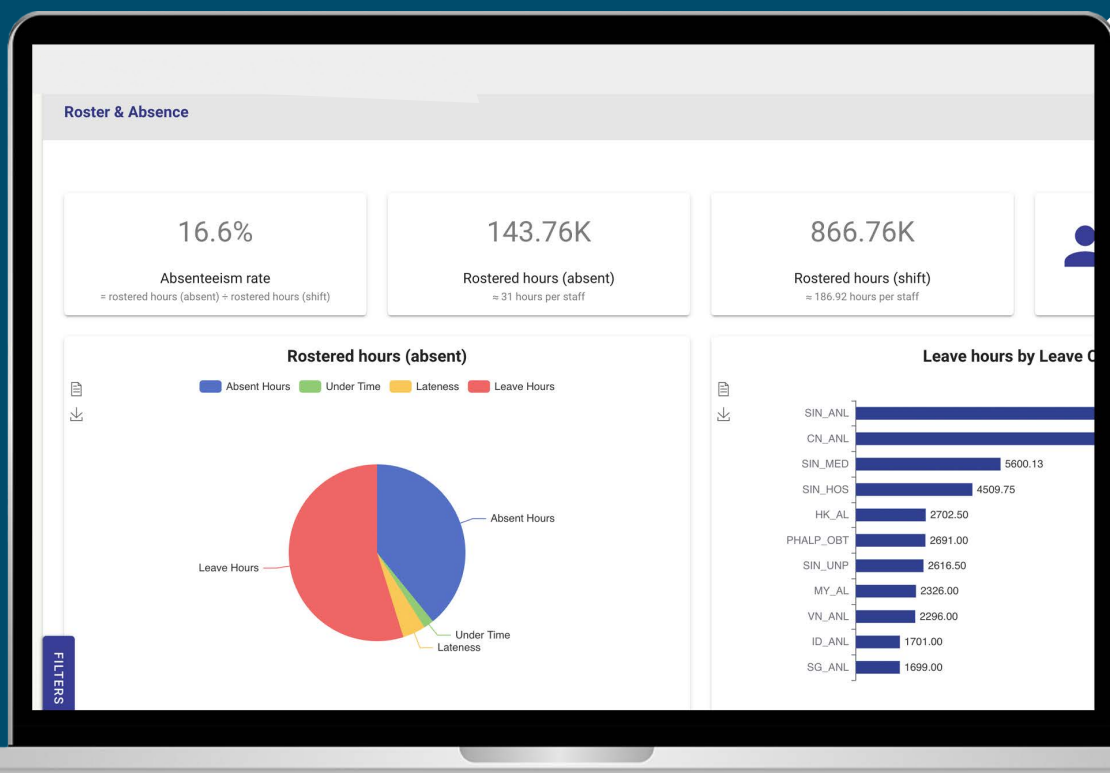
Managers can access, and review reports on the cloud or smart devices

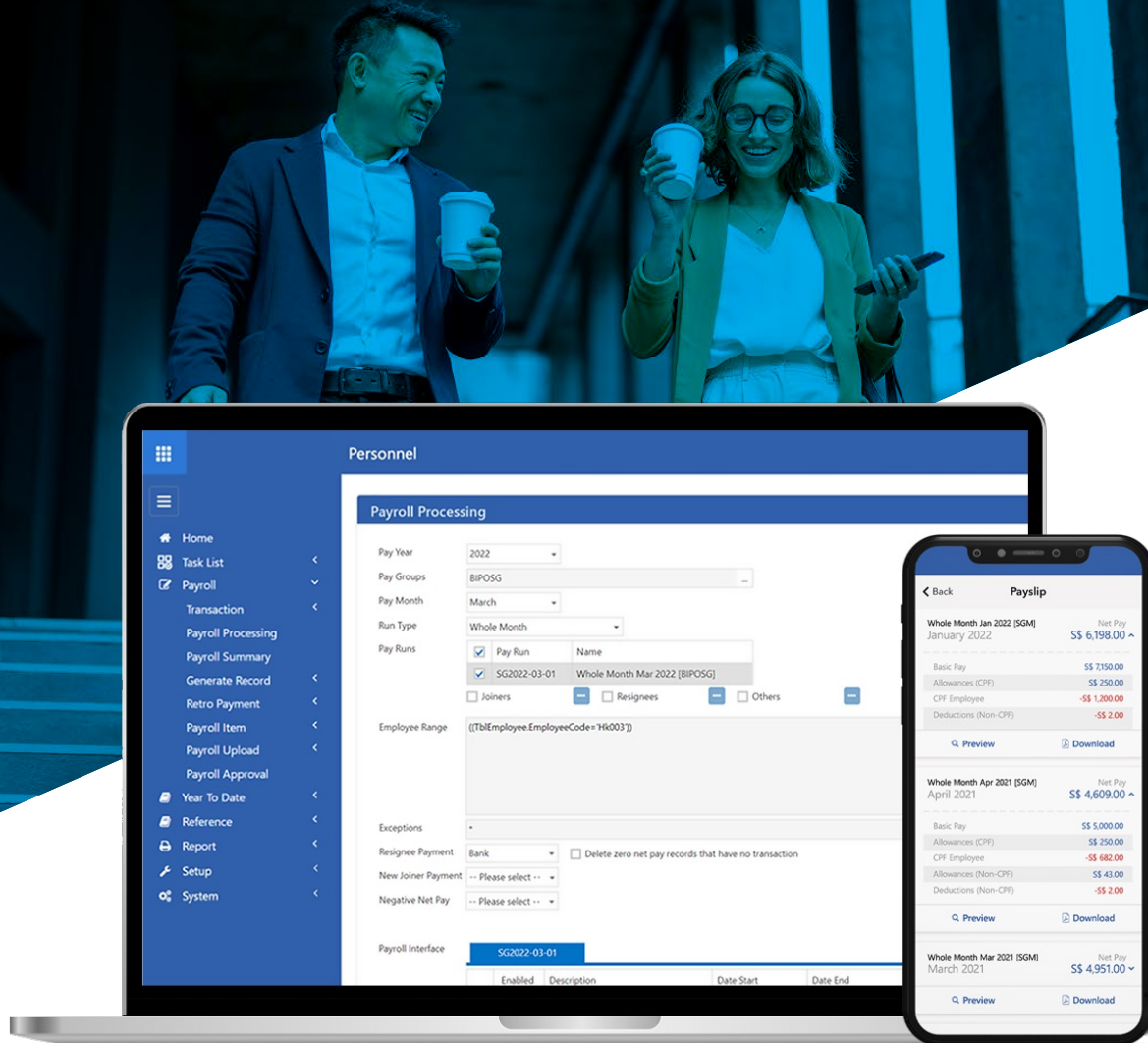
► Advanced Analytics & Reporting

In addition to marketing, sales and finance, HR increasingly requires data-driven solution. The first step that is required is to automate the processes with a digital solution.

With our HRMS solution, everyone gets the real-time insights they need. The dashboards provide insight into what is relevant for the user: both for the employee, the manager, or HR.

Dig deeper into the data with real-time generated reports and get the insights needed for smarter decisions.





Self Service tool for Employees and Managers

Employee Self Service

The Employee Self Service (ESS) tool helps the employees find all their information in one place. Through the personnel hub, the employee can access:

- ▶ Salary slips
- ▶ Time and attendance
- ▶ Claims and expenses
- ▶ Leave balance
- ▶ Training

Manager Self Service

With Manager Self Service you give managers insight into all relevant HR data of their employees. In the platform a manager can:

- ▶ Carry out their administrative processes where needed
- ▶ Access all employee information
- ▶ Approve leave applications
- ▶ Manage claims and expenses



Business Intelligence & Reporting

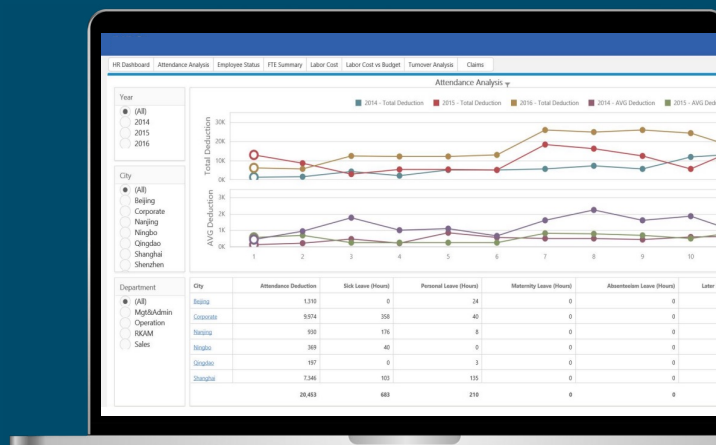


Productivity Analysis

Gain access to a visualized tools displaying various important employee productivity data points.

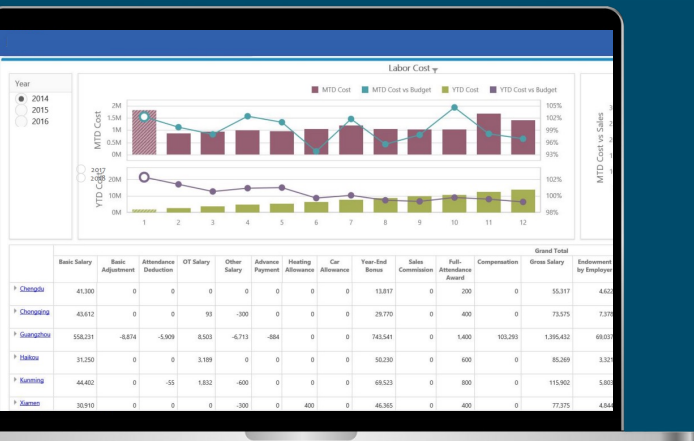
Attendance and Overtime Analysis

View periodic data on employee attendance which provide additional insights on performance.



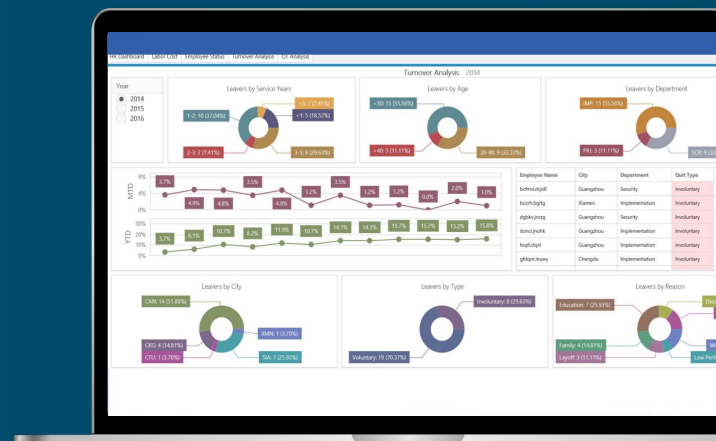
Labor Cost Analysis

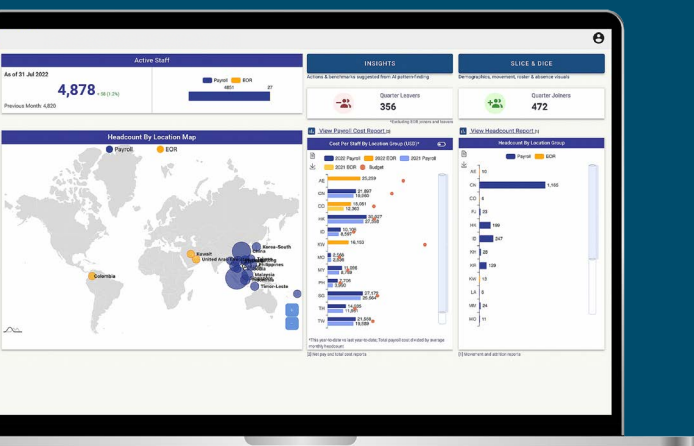
Perform a complete labor cost analysis and draw comparisons with other important data points such as employee output.



Employee Proposition & Turnover Analysis

Evaluate how your business and HR performs over the long term and utilize the data in your long-term strategy.



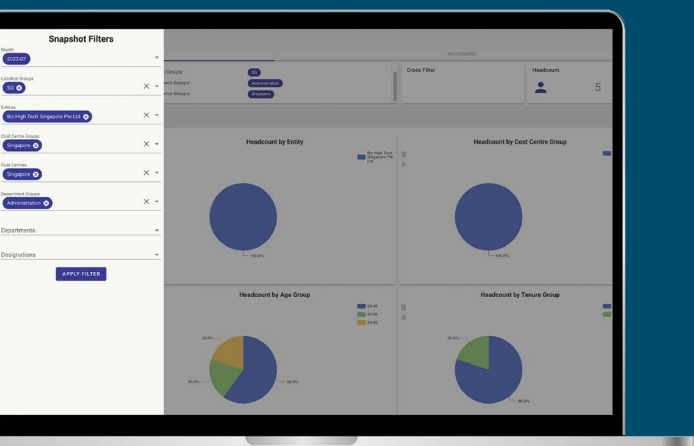
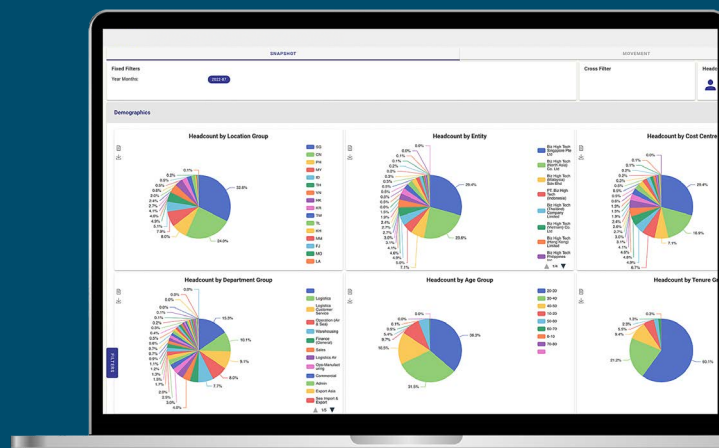


Interactive Dashboard

Understand your global workforce distribution based on location, cost centre, and department.

Slice & Dice

Deeply analyse demographic characteristics. Find out data on age, gender, nationality, location, department, and ethnic groups.



Snapshot Filtering

Detailed filtering, find out information down to individual department details.



***Controls,
Processes &
Assurance***

Data Compliance and System Security

HRMS software to manage the whole employee lifecycle in one powerful cloud-based platform



Data and payroll processing in accordance with Chinese legislation

China's New Personal Information Protection Law (PIPL) has placed more obligations on employers, requiring them to ensure compliance with specific clauses and chapters.



Increase your data protection and system security

- ▶ SSO Integration using SAML Protocol with third party identity providers e.g. Azure AD, Dingtalk, Okta.
- ▶ Daily database backup with encryption and redundant copy protection across multiple locations in the same regions



Store your employee Personnel File and important data

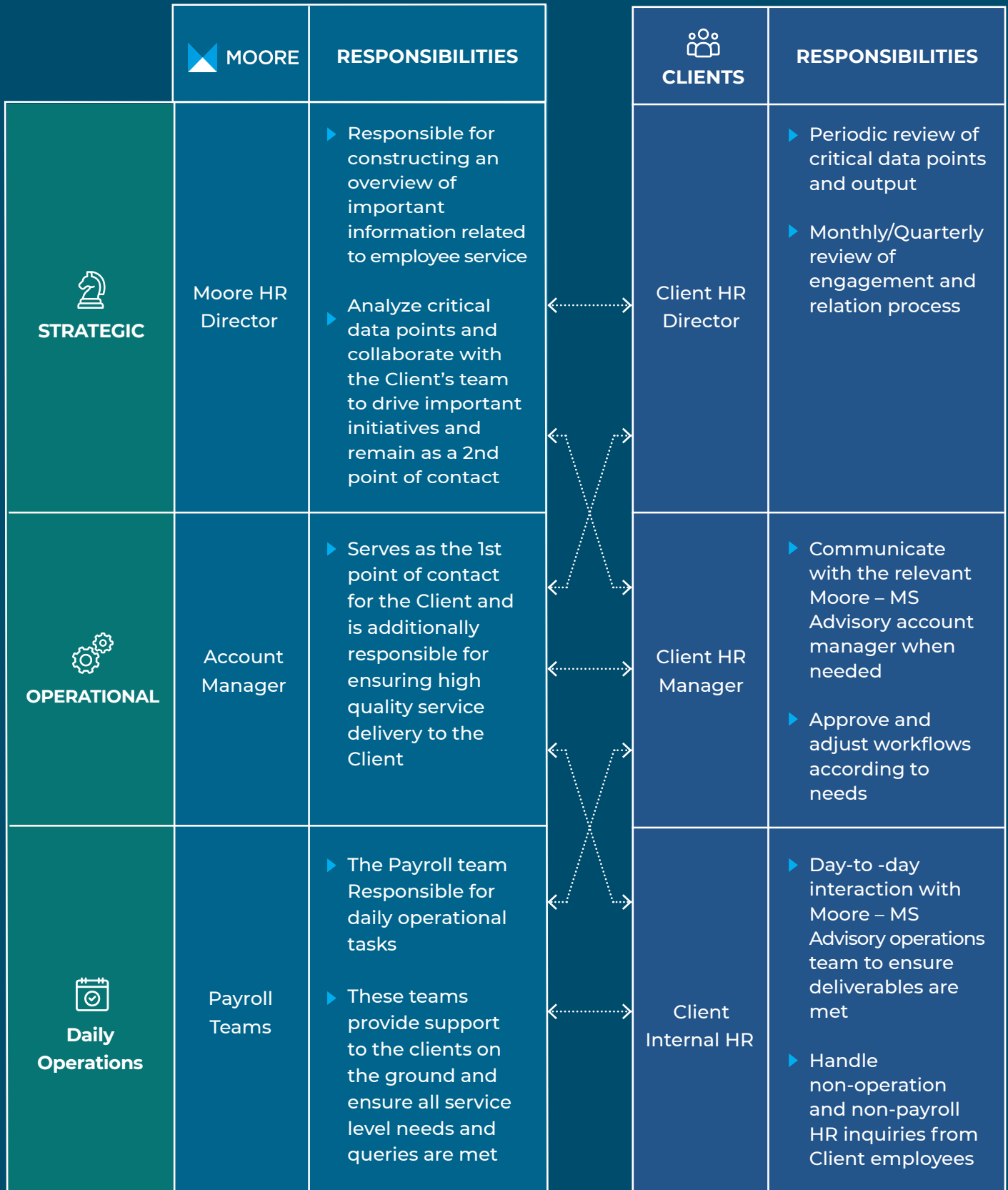
Employers in China must maintain an employee's personnel file that records all of the employee's academic and employment history as well as other documentation including employment contract and filings at relevant government authorities.



HRMS Platform and Services are ISO/IEC 27001 accredited

Governance Structure

Complete integration between management and HR Managers and HR Management Team



Employee Life Cycle

From employee onboarding to monthly processing and annual outputs

1. Employee Onboarding

- ▶ Collect Employee Data & Input in Payroll System
- ▶ Setup Payroll Calendar & Agree on Payment Process
- ▶ Employee Benefits
- ▶ Bank System Setup

2. Payroll Processing (4 Step Process)

1. Input
2. Calculation & Processing
3. Compliance Review
4. Payment



4. Year-end Closing

- ▶ Close Annual Payroll
- ▶ Annual Statutory Fillings
- ▶ Prepare Next Year's Payroll Cycle

3. Monthly Output

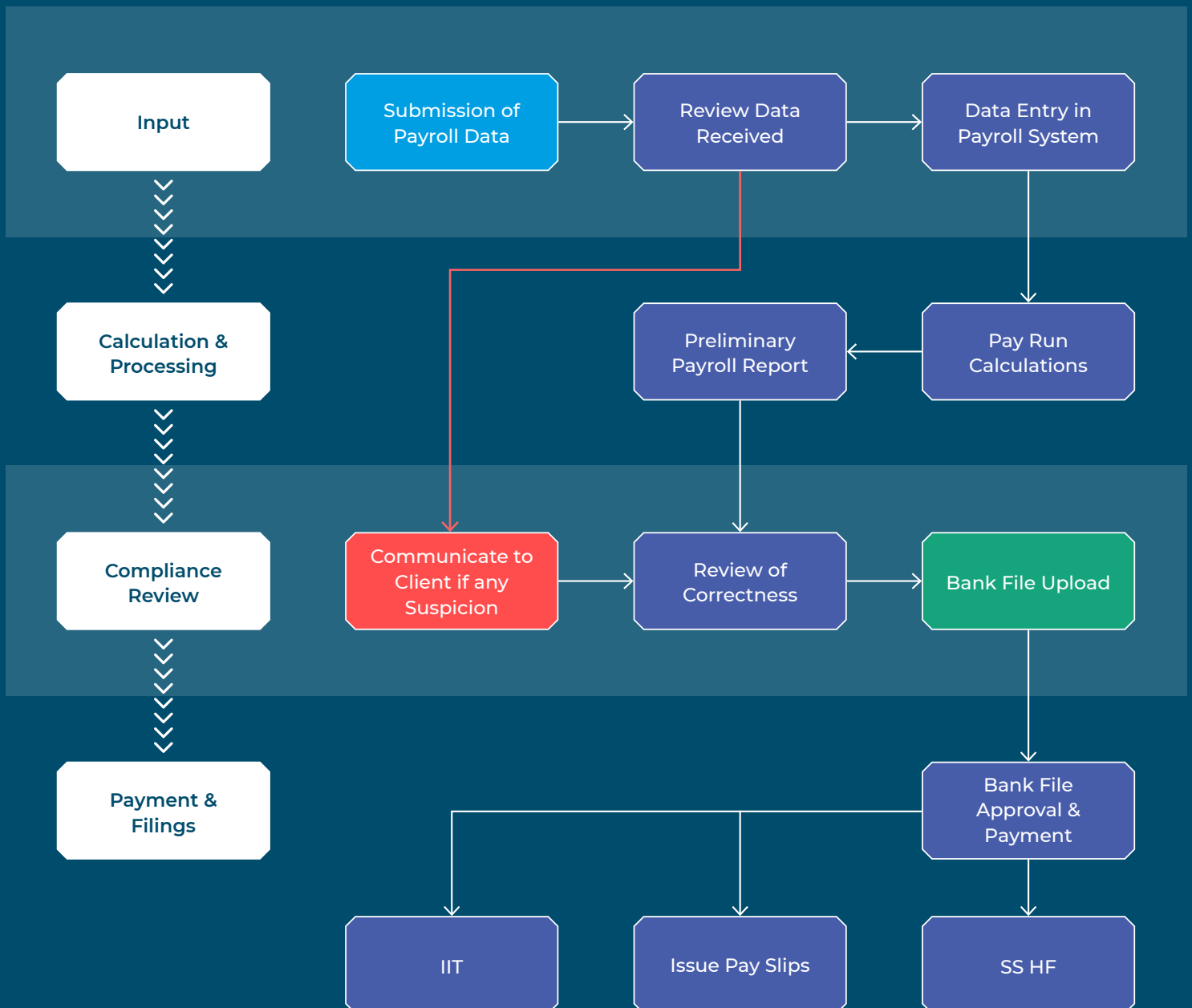
- ▶ Monthly Payslips
- ▶ Statutory Reporting, including Individual Income Tax, Social Security, Housing Fund

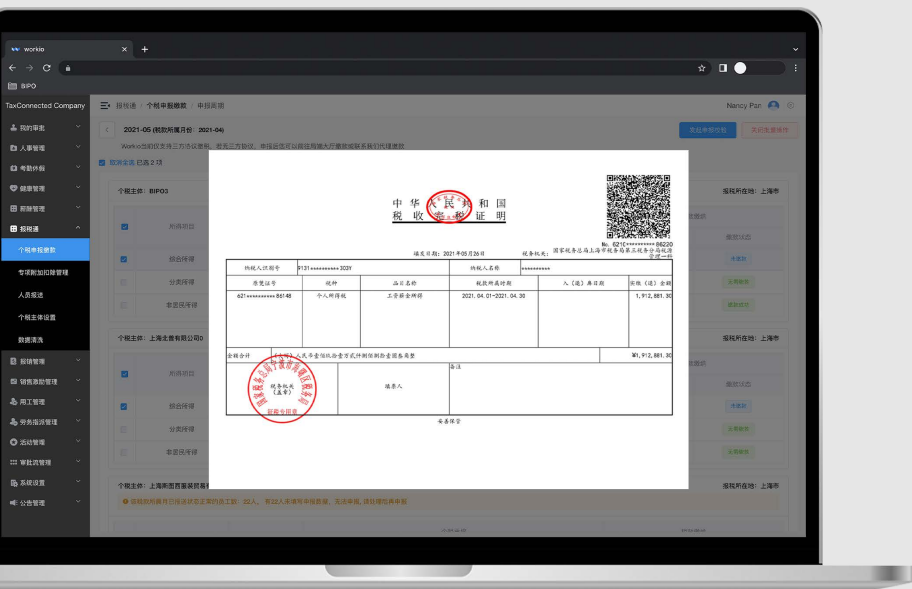
Additional Human Resources Support Services

- ▶ Registrations new joiners
- ▶ Draft and review labor contracts
- ▶ De-registration of leavers
- ▶ Draft employee handbook
- ▶ Support with visa and work permits

Payroll Processing

An overview on how the payroll is processed in the system





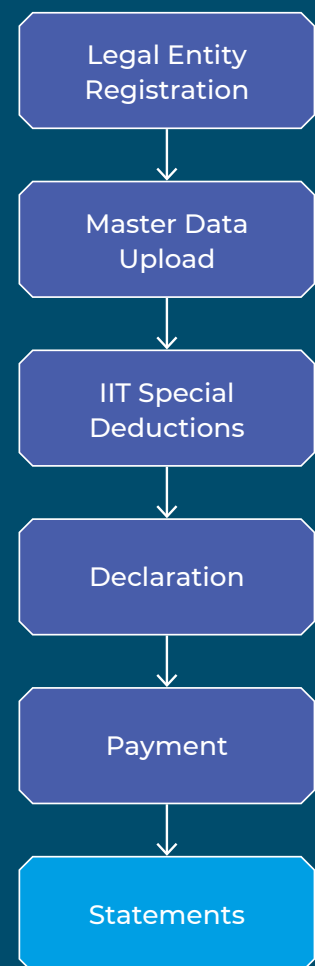
序号	姓名	身份证号	联系地址	联系电话	电子邮箱	备注
1	张三	110101199001010001	北京市朝阳区	13901012345	zhangsan@163.com	
2	李四	110101199001010002	北京市朝阳区	13901012346	lisi@163.com	
3	王五	110101199001010003	北京市朝阳区	13901012347	wangwu@163.com	
4	赵六	110101199001010004	北京市朝阳区	13901012348	zhao6@163.com	
5	孙七	110101199001010005	北京市朝阳区	13901012349	sun7@163.com	

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Connect your payroll with China's Tax System

- ▶ All statutory taxation forms can be generated directly from the system
- ▶ The administrator can obtain the latest IIT information automatically
- ▶ HR can declare the last month's individual tax data of employees through the tax return before the 15th of each month
- ▶ After the declaration is successful, HR can initiate payment to multiple tax entities in batches, and through a tripartite agreement, the tax bureau directly deducts the bank account in the agreement





MOORE

MOORE MS ADVISORY

HR and Payroll Services

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