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i-admin

ABOUT i-ADMIN

i-Admin is Asia's leading regional provider of cloud-based SaaS payroll and HR management solutions for multinational companies across industries. i-Admin's proprietary technology platform offers payroll services to fifteen countries in Asia and provides a singular web-based platform to deliver electronic payslips and other e-Services to its clients' employees.

Headquartered in Singapore, i-Admin offers its customers a world class and easy-to-use payroll solution, implemented using state-of-the-art technology and systems infrastructure that meets and exceeds industry standards. This cloud-based payroll system achieves uncompromised efficiency, security, and service quality to organizations and employees without large financial or technological investments.

i-Admin's focus on its customers has helped us earn a strong reputation and a history of long-term client relationships across various industries. i-Admin currently serves a wide range of clients, from local SMEs to global Fortune 500 companies.

i-Admin currently provides services to clients in Singapore, Hong Kong, China, Malaysia, Thailand, Taiwan, South Korea, India, Macau, Australia, New Zealand, Japan, Philippines, Vietnam, and Indonesia.

OUR SERVICES

PAYROLL SERVICE: Fast, accurate and reliable payroll service is what you need. A multi-country payroll service provider helps to streamline your payroll processes, reduce the time, effort and money spent on payroll administration.

eHR: Eliminate manual processes by using our suite of online HR workflow management tools. Save time and more organized for easy tracking and reporting. Find out how eHR can help you start saving.

CORPORATE SERVICES: For clients wanting to start up operations in Asia, we provide market entry and work visa application services and can manage these complex processes for you.

PAYROLL TRAINING: Our payroll training programs will equip you with the necessary knowledge to answer the concerns or understand the complexities in Asia payrolls.

CUSTODIAL AND LODGMENT: Guaranteed on time and accurate salary payments and filing of statutory payments and documentation. Improve compliance and lowering risks through up-to-date tax rates and regulatory information.



i-Admin
process about
34,000
paychecks per month



33% of
our paychecks are
processed for
Fortune 500 clients



i-Admin
provide services
to **15**
countries in Asia

REGIONALIZATION

Catering to the payroll needs of local offices across Asia

Since 1999, i-Admin has excelled in providing regional payroll solutions through standardized processes. As a demonstrated industry leader in Asian payroll, we make use of an integrated approach to provide regional insight for all our clients. To help streamline your payroll, i-Admin implements a standard process, which is attuned to local statutory requirements to ensure better control and accuracy.

As a regional company ourselves, we fully understand the importance of adhering to all the local statutory regulations in each country. To help our client navigate the Asian payroll landscape, we ensure to keep up to date of all statutory regulations through our in-country consultants. Coupled with our centrally managed platform, i-Admin facilitates a standardized process and reports for ease of use on a management level. In addition, our shared service processing centers provide a hearty business continuity plan to ensure no disruption of service, regardless of location.



40% of i-Admin's clients benefit from our regional capabilities

BENEFITS

- Payroll consolidation: Payroll and employee information is centralized
- Streamlined processes: Efficient payroll communication processes for quality payroll management
- Integrated web platform: Employees in all locations access their electronic pay slips via the same web platform. Improved convenience and employees' satisfaction
- Consolidated reporting capability: Payroll and management reports by location, or consolidated for regional reporting purposes platform
- Robust system and security standards: We work with stringent security standards that will meet your regional security requirements
- Savings on capital investments and infrastructure: Achieved at a fraction of the investment required for enterprise systems
- Impose best practices in all countries
- Reduce the number of vendors to deal with
- Reduce compliance risks

FEATURES

- Run payroll via a Shared-Services model
- Process payroll centrally and streamline processes across regional locations
- Consolidate and standardize information sources, instruction templates, and pay items
- Process monthly payroll according to a mutually agreed payroll schedule
- Provide payroll reports, bank reports and autopay files, statutory reports and annual income consolidation for local tax reporting
- Dedicated account managers oversee all regional locations' payroll delivery
- Local support to answer to local queries

AUTOMATION

Lighten your work with automation

In the past 20 years, technology has changed the landscape of payroll processing. Following this evolution, i-Admin has created proprietary software to streamline your payroll through automation. We understand that every organization has its own unique process, and we strive to provide a system that is flexible to cater to your specific business needs.

Our Software as a Service (SaaS) solutions can help revolutionize your current manual processes to ensure accuracy and relieve you to focus on your core responsibilities. Through our proprietary cloudbased eHR solution, we are further able to help you eliminate your manual administrative activities.



80% of i-Admin's SaaS clients subscribe to the eLeave module

ENJOY COST SAVINGS AND IMPROVED EFFICIENCY

In today's business environment, companies continually face challenges to increase efficiency and reduce cost. By leveraging our SaaS ePayroll service, your company will be able to improve your payroll accuracy and increase efficiency.

STAY COMPLIANT

A major concern in many organizations today is how to keep up to date with the ever-changing statutory landscape. As the leading payroll experts in Asia, we relieve you of that concern. Through our local statutory consultants, we are kept abreast of all changes and will notify our clients of the same. In preparation for the update, our technical team will simultaneously update our systems and servers to ensure absolute compliance at all times.

According to research done by the U.S. small business administration, business owners spend 7 to 25% of their time handling statutory related employee documents. By choosing i-Admin, you will be able to save a tremendous amount of time and resources.



DATA SECURITY

Creating a data security strategy that keeps customers peace of mind

Data security is increasingly becoming the hottest topic in today's context where people are starting to move away from public profiles online. Being able to ensure the privacy of your data therefore requires constant monitoring to ensure operational continuity and data protection. i-Admin has a unified strategy to protect our customers' data that focuses on return on value instead of return on investment.

i-Admin has a set of compliance and security measures to meet the most stringent industry standards. Since our inception in 1999, we have been serving several of the largest financial institutes in the world. In 2013, i-Admin (Singapore) was awarded the ISO 27001 Information Security Management Systems certification, which demonstrates our state of the art information security capabilities, reaffirming our long standing mission to protect our clients' data. i-Admin strives not only to meet, but exceed the compliance standards set by the relevant government outsourcing guidelines.



ISO 27001 certification awarded to i-Admin (Singapore) in 2013

DATA SECURITY

- Data is secured at multiple levels
- Payroll data are run via a secured remote server which is encrypted for safekeeping and unauthorized access
- Export of data files to local computers is disabled
- Access to a particular client's data is only granted upon formal authorization procedures

THIRD PARTY SECURITY ASSESSMENTS

- Security assessments are carried out regularly between i-Admin and the client to ensure that critical outsourcing compliance guidelines are met
- Passed numerous security assessments conducted by MNCs prior to Request for Proposal (RFP) processes

BUSINESS CONTINUITY PLAN

- Documented system and data recovery procedures to ensure knowledge transfer between internal staff
- Our Business Continuity Plan (BCP) is assured with our multiple work site infrastructure
- BCP drills and reviews are conducted annually to ensure familiarity and improvements of BCP procedures
- Our servers are located in two processing hubs, namely Singapore and Hong Kong, mutually backing up each other

NON-DISCLOSURE DECLARATION

- All i-Admin employees are governed by strict company-dictated Non-Disclosure declarations
- If mandated by clients, i-Admin employees can be requested to sign a client's specific non-disclosure policy

"ISO 27001:2005 enhances your organization's credibility and demonstrates the integrity of your data and systems and your commitment to information security." – SGS Testing & Control Services, Singapore



ABOUT ASIA PAYROLL ACADEMY

As an Asia Payroll Services provider, i-Admin is a pioneer in the outsourcing industry serving our valuable clients in various industries and sizes.

To deliver the passion of sharing our knowledge for the benefit of others, Asia Payroll Academy was formed. The vision of the Academy is to provide the education, skills, and resources necessary for payroll professionals to become successful leaders and strategic partners within their organizations.

We strive to provide the best quality and experience for an extended education for HR executives and payroll experts across Asia and around the world.

Asia Payroll Academy also aims to provide a platform to train the pool of growing professionals through our Masterclasses and thereby increase the experience and knowledge of young professionals in the payroll arena.

OUR COURSES

Regular training programs covering the Do's and Don'ts in managing payroll for organizations along with a holistic view of what, how, when and why payroll is run will be covered in our training programs. Whether you are an HR person looking at moving to payroll or you are already a payroll expert but looking for expanded knowledge, there are courses from Asia Payroll Academy to facilitate all kinds of audience.

Being an Asia Payroll Services provider, our training programs and live webinars also specialize in the Asian countries payroll updates. Hence, no matter which part of the world you sit to manage Asian payroll, our payroll training programs will equip you with the necessary knowledge to answer the concerns and to understand the complexities in Singapore, Malaysia, China, Hong Kong, Taiwan, Thailand or Korea payrolls.

PAYROLL KNOWLEDGE

Our statutory consultants collect and understand the updates on any statutory or payroll regulatory updates happening in the following countries in Asia – Singapore, Malaysia, China, Hong Kong, Taiwan, Thailand and Korea.

Through our seminars and workshops, we provide the latest updates and equip you with the required information for taking the same over to the management or your internal staff. This will enable you to make the required changes and decisions in the internal policies, where applicable.



INTEGRATION

Leverage our global systems integration capability

In this ever globalized world, leveraging technology to increase efficiency and productivity remains a top priority. The HR realm has long used technology to help better track and manage employee data through HR systems such as Oracle, SAP, and Workday. However, there remains a gap between these systems and managing compensation and benefits.



i-Admin's eHR can integrate with
5 of the largest global systems

SEAMLESS INTEGRATION

As an experienced regional payroll provider, i-Admin is well versed with integrating our system to yours. We operate an integrated, comprehensive application delivery system that is based on 3 important caveats: state-of-the-art technology, best-practice processes, and world-class customer service.

Through our proprietary applications and solutions, we are able to offer both objectives of standardization across the region as well as the flexibility to fulfil your corporate requirements.

STRATEGIC PARTNERSHIP

We recognize that many corporations have made significant investments in HR and financial systems. Without compromising those investments, i-Admin is able to provide tools to integrate with multiple systems such as Oracle, PeopleSoft, and SAP, to enable an effective and seamless solution to our clients.

i-Admin is also proud to have forged partnerships with ADP Streamline and Workday, world class global payroll and HRMS solution providers.