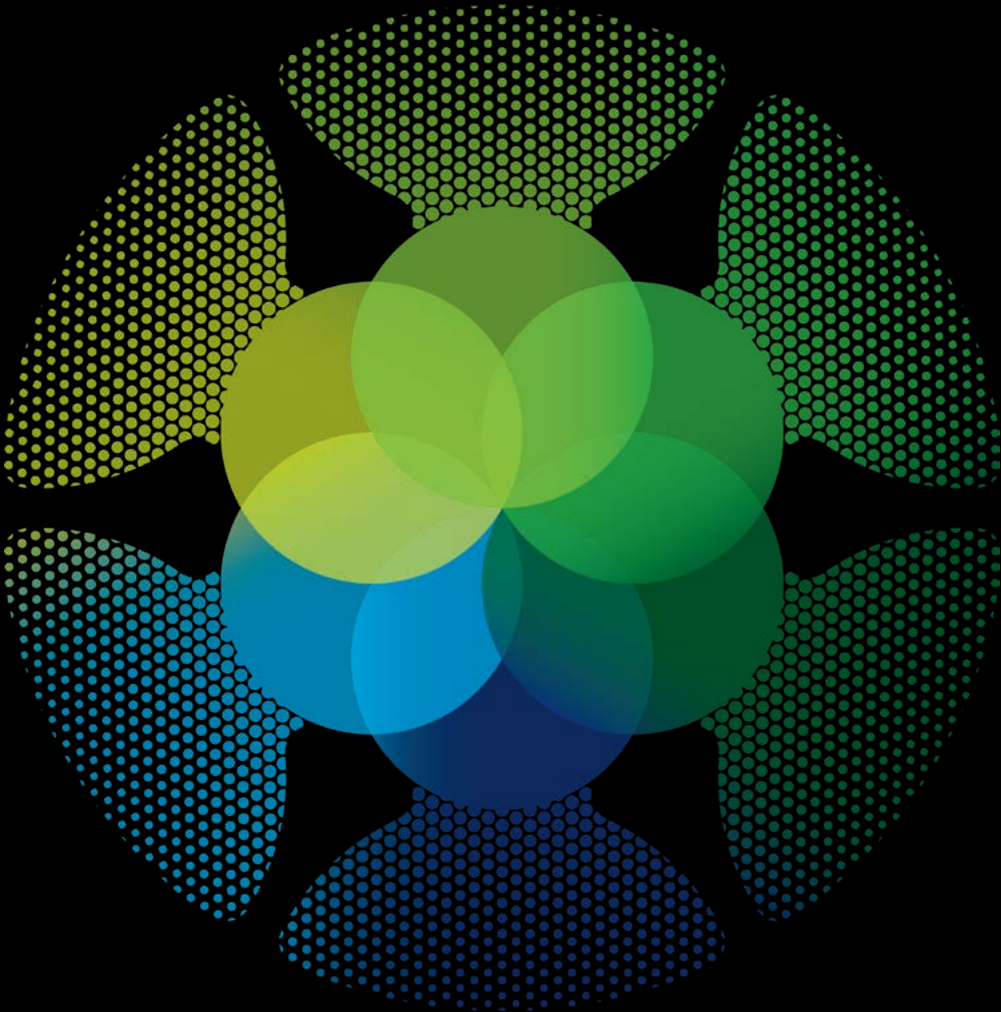


Deloitte.



Deloitte Persona

Growing your business and expanding internationally often involves employing people in different countries. Each country has its own set of employment laws, and cultures may influence separate employment terms and conditions. And a growing headcount brings with it, its own challenges: How do you manage your changing workforce? How do you track payments, varying absences and make sure you comply with the range of regulations when you hire new employees?

Deloitte's Business Process Solutions practice responds to these challenges through flexible operational support, helping companies with their accounting, taxes, payroll, HR and technical processes.

Why outsource?

Outsource your payroll services to Deloitte to give you:



More time to focus on your core business



Access to modern payroll systems to help reduce costs



Peace of mind, knowing that your payroll is managed by specialists, using best practice, proven solutions, methods and templates



Quick access to high-quality management information



The benefits of a shared service structure



Access to a continuously-improved methodology and technology, and a "total quality" mentality in the relationship between you and Deloitte



What is Deloitte Persona?

Deloitte's payroll services can help improve the efficiency of traditionally-complex and time-consuming tasks. Deloitte Persona is the portal providing self-service, visibility and management control for different administrative processes in your people function – from hiring new employees, to managing vacations and absences, distributing pay slips, managing travel and expenses, and creating management reports. It was developed to make HR administration more agile, effective, consistent, and visible.

Modules



E-pay slips

- Make pay slips available online for employees to download
- Employees can view and print salary slips (e-receipts), send questions and submit claims
- Pay slips are maintained online to meet legal storage requirements



Client service

- Central, integrated communication facility between users and Deloitte
- Document management - all documents are accessible online, versioned and encrypted
- Validation management and service KPI



Hiring process

- Store basic employee information
- Track the onboarding process
- Adapt the parameters to your company's specific hiring process



Vacations & absences

- Manage staff vacations and absences, quickly and simply
- Incorporates a management approval process
- Updated virtually instantly for a real-time report



Expenses & travel management

- Easily register travel allowance, tickets and travel vouchers
- Flexible expense statements: upload a single expense or batch items for easy authorization
- Monitor tickets and processed payments
- meet legal storage requirements

Highlights

Easy to use, flexible and secure



- The mobile-first design ensures an easy-to-navigate user experience on both desktop and mobile devices
- The system can be adapted to user preferences, and integrates processes and information for easy, central access
- Document attachments are encrypted, hosting is certified, and the system is tested frequently to maintain security

Potentially increase efficiency and reduce costs



- The self-service aspect, along with automated reporting, helps to improve HR management efficiency by reducing paperwork and physical document handling
- Workflows are configurable, and schedules and electronic notifications help to avoid delays.
- Automatic executions are documented for an audit trail
- The streamlined processes result in a possible reduction of HR costs

Global consistency



- Standardize processes provide consistency across all your locations, for instant oversight

Management control and visibility



- The reporting function provides enhanced information to aid decision making.
- The analytics, widgets and reports address local and regional business needs.
- Analysis of trends and deviations is easy, without requiring ad-hoc report.

Enhanced confidentiality



- By reducing physical paperwork that can no longer be left visible on someone's desk, or on a train, confidentiality is improved.

Greater employee satisfaction



- The self-service aspect, combined with follow-up information, gets employees involved and provides them with a sense of some control. It also helps HR decision makers to achieve potential culture change goals, such as employee engagement.

Contact

The Deloitte Persona portal is scalable to cover organizations in many different geographies – it can be adapted to address multiple preferences and is currently available in five different languages. If you would like a demo of the system, or wish to discuss how it could benefit your organization, please call your usual Deloitte partner or email deloittepersona@deloitte.com.

Deloitte.

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited (“DTTL”), its global network of member firms, and their related entities. DTTL (also referred to as “Deloitte Global”) and each of its member firms are legally separate and independent entities. DTTL does not provide services to clients. Please see www.deloitte.com/about to learn more.

Deloitte is a leading global provider of audit and assurance, consulting, financial advisory, risk advisory, tax and related services. Our network of member firms in more than 150 countries and territories serves four out of five Fortune Global 500® companies. Learn how Deloitte’s approximately 286,000 people make an impact that matters at www.deloitte.com.

This communication contains general information only, and none of Deloitte Touche Tohmatsu Limited, its member firms or their related entities (collectively, the “Deloitte network”) is, by means of this communication, rendering professional advice or services. Before making any decision or taking any action that may affect your finances or your business, you should consult a qualified professional adviser. No entity in the Deloitte network shall be responsible for any loss whatsoever sustained by any person who relies on this communication.