



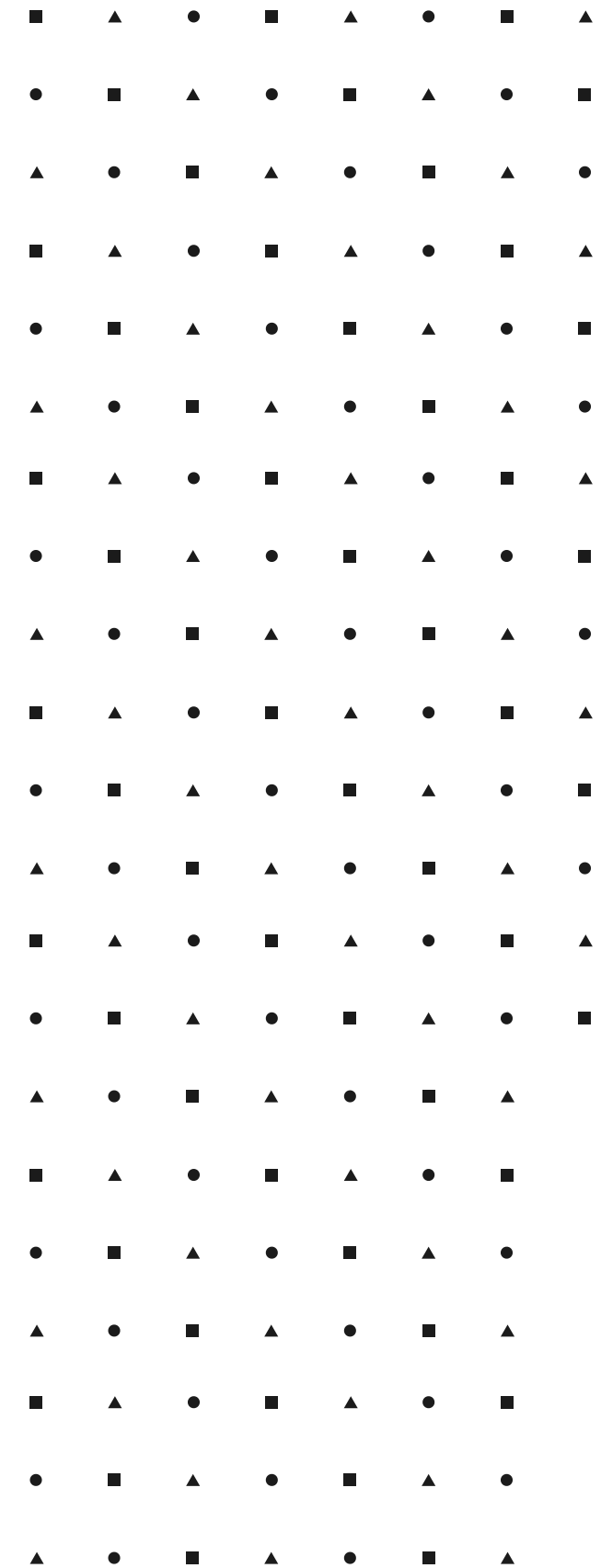
Outsourced



Outsourced Profile

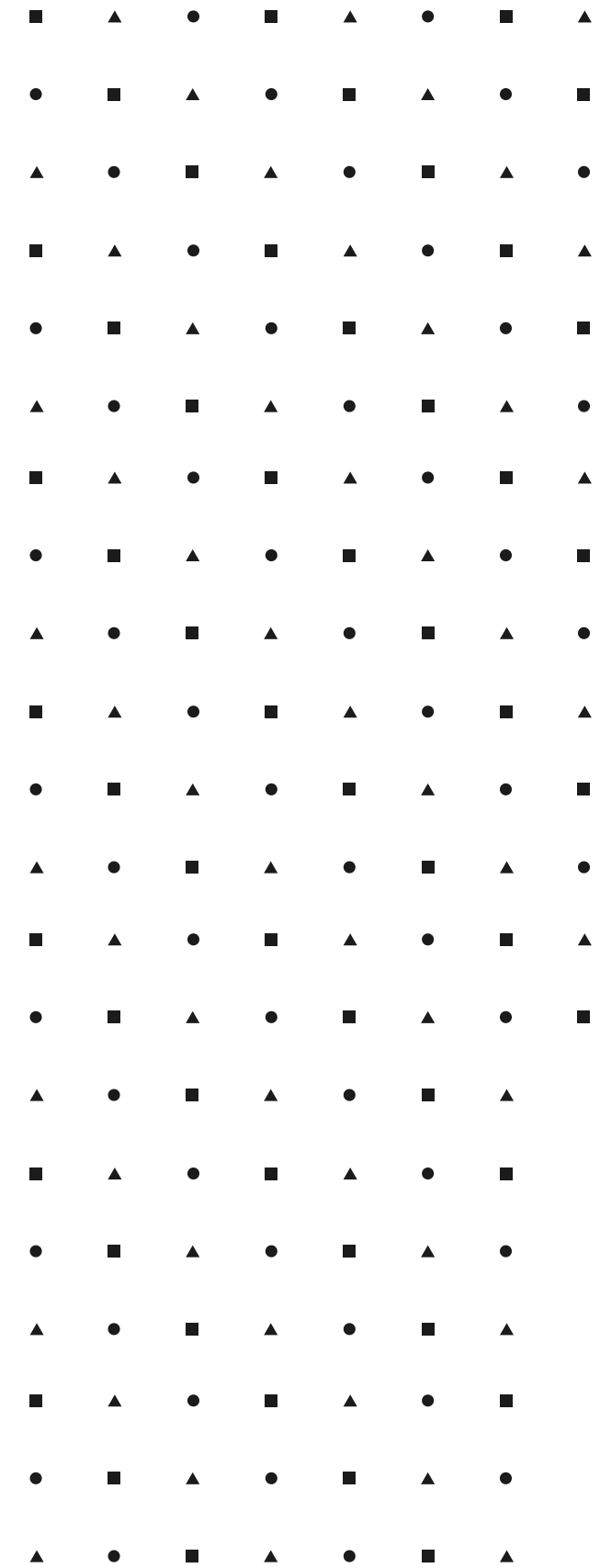
What we do?

- 1. Payroll outsourcing**
- 2. Employment outsourcing**
- 3. Financial professionals recruitment**
- 4. Personal and social insurance**



Payroll outsourcing

Payroll Outsourcing involves calculating employees' monthly payroll for clients. Unlike Manpower Outsourcing, Payroll Outsourcing excludes other HR functions. Clients would only send their employee attendance sheets along with any deductions, commissions, overtime, and/or bonuses. Outsourced then calculates the monthly salary for each employee and sends the details and figures back to the client to proceed with delivering employees' salaries.



Our team is dedicated to minimise your payroll administration by handling all your calculations and payments.

Benefits of outsourcing :

-No internal teams

-focus on core business

-We make sure the latest tax and social insurance updates are applied on all calculations.

-No software expenses

-Timely communication in social Insurance Rate Changes

-We communicate all tax or social insurance changes throughout the year.

-No trainings

-Experts in Taxes and labour law

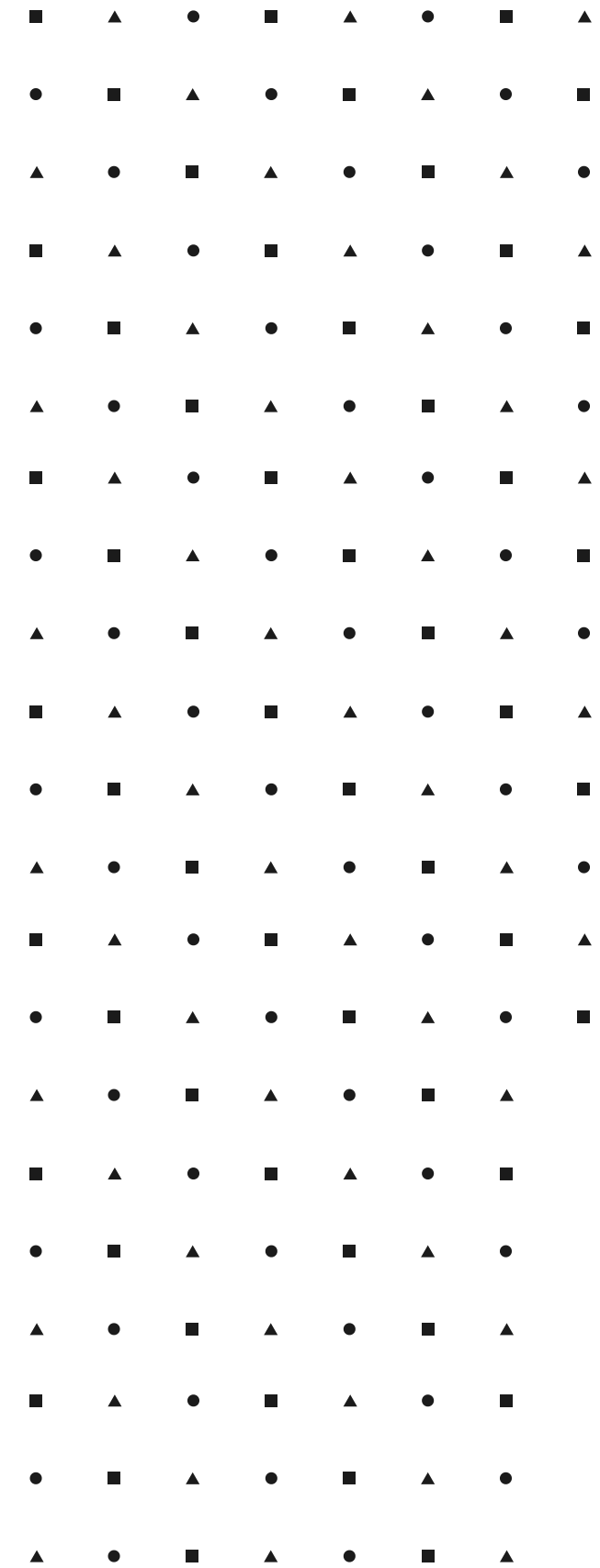
-No trainings or maintenance of staff

-We provide you with accurate, timely, calculations.

-Our software and capabilities allows us to manage any size of payroll.

Employment Outsourcing

Manpower Outsourcing is hosting a client's employees on Outsourced's social insurance profile so that all contracts, payroll, labor relations, and insurance-related requirements are managed by Outsourced. We help our clients focus more on their core operations and maximize their growth. As their success partners, we help our clients by relieving them of the stress and pain of spending costly time and resources on managing supportive functions. Manpower Outsourcing also includes HR tasks such as writing and providing HR letters, opening bank accounts for employees, calculating payroll and delivering salaries, hiring processes, managing employee attendance,...etc.



Benefits of Employee outsourcing :

Co-employ staff your behalf

Liaise with the employees directly explaining the process

Obtain hiring documents as stipulated by Egyptian Labour Law

Prepare the bi-lingual employment contract

Register with appropriate governmental authorities

Provide HR letter to open bank account, if required

Set up the employee (s) on our payroll software

Open bank accounts for the employee (s), if required

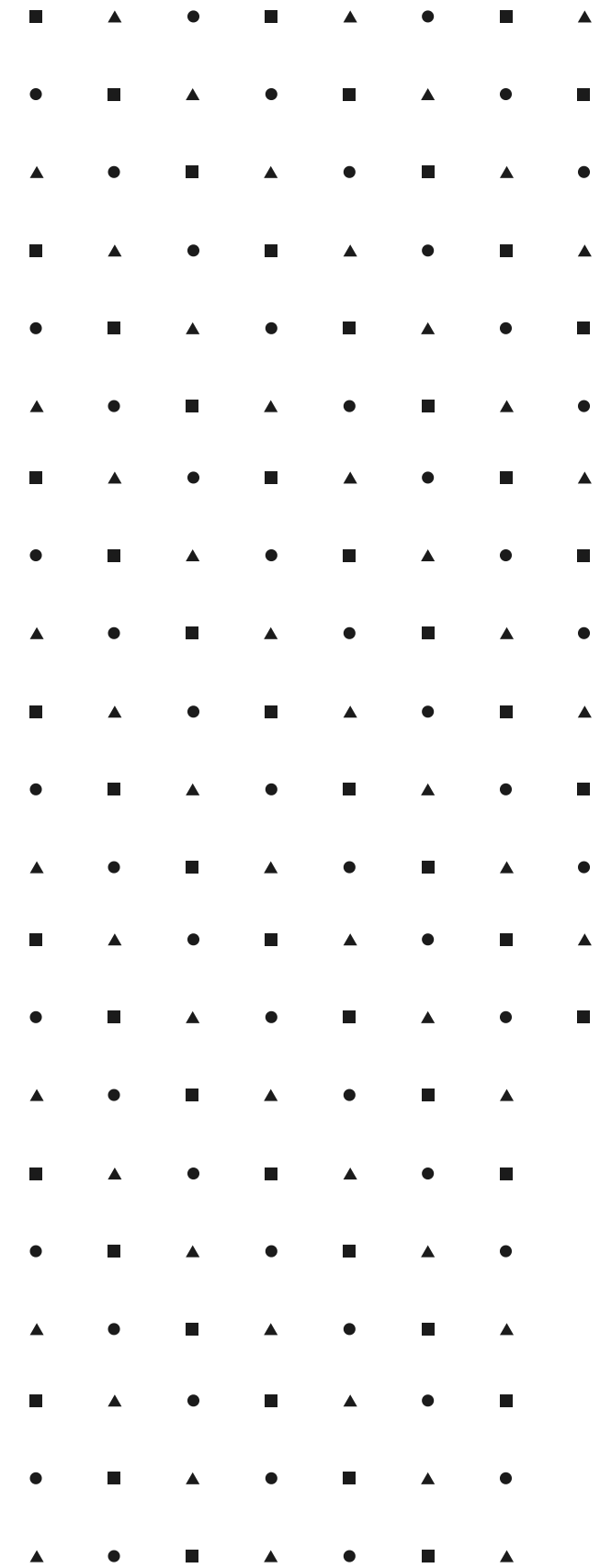
Transfer salaries made directly to employee bank accounts

Report leave balances monthly, quarterly or annually, provide reminders to ensure large balances are not maintained

Liaise with clients for contract renewals, arrange for signing of renewals

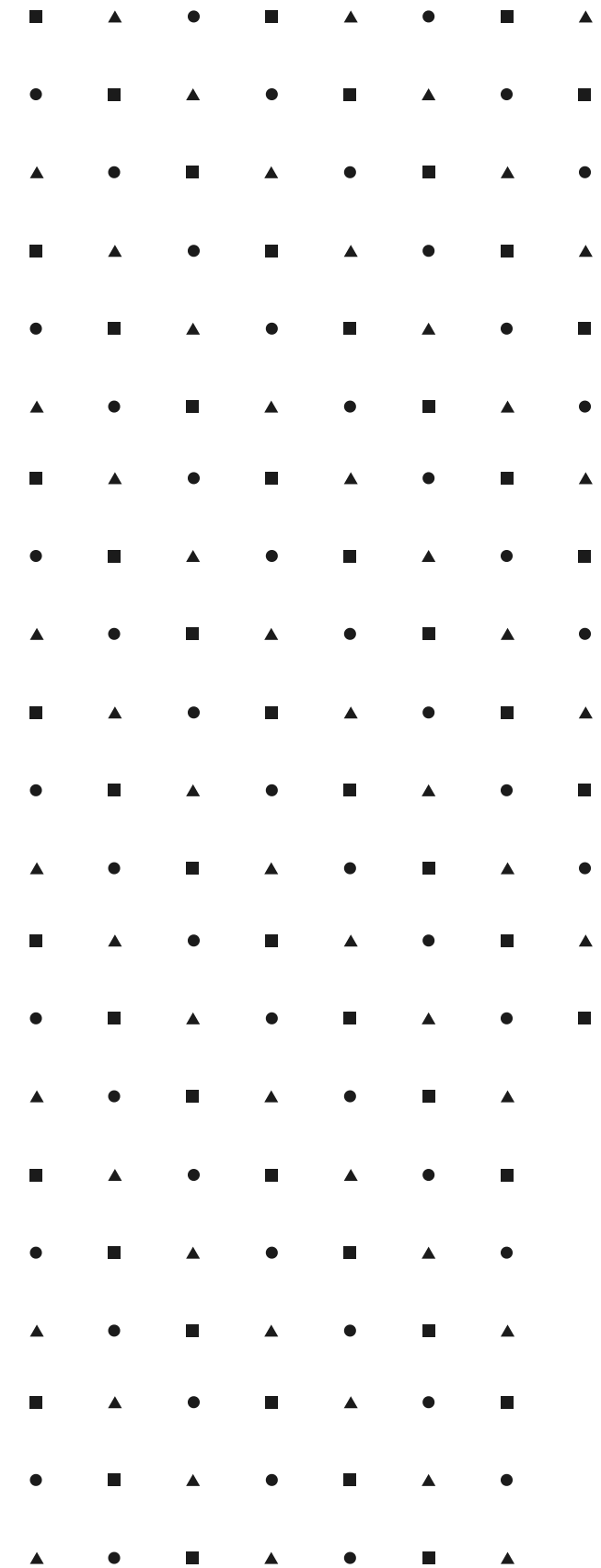
Recruiting Services

With the experience and industry knowledge of our partner Moore Egypt and Reanda Egypt Outsourced provides the best financial professionals recruiting service to jobseekers and employers. We offer our clients and candidates respect and professional representation at all times. Outsourced believes in specialization and accordingly we specialize in hiring all members finance departments with varying degrees of experience and qualifications. Through our partnership we are able to conduct technical interviews and hire the required candidate for you finance team.



Personnel and social insurance Services

- Open Social insurance files for newly established companies.
- Manage social insurance and deal with the labor law and social insurance authorities on behalf of companies.
- Follow up on social insurance to make sure that the new hires are socially insured and fully compliant to all Egyptian Laws and any legal requirements.
- Handling social insurance Open file by helping employees close their open insurance file at previous company.
- Help the employees to buy previous un-insured years, if applicable.



Do you have any more questions?

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