



Payroll Processes

- Determination of integrated daily wages of workers for IMSS and INFONAVIT purposes
- Holiday calculations, holiday bonus, bonuses and OCTs
- Weekly, biweekly or monthly payroll determination
- Preparation of payroll for expatriates and executives
- Sending of pay slips with their corresponding payment receipts
- Preparation of the monthly Local Payroll Tax return
- Bimonthly preparation of the entire report and payment of contributions to the Retirement Savings System (SAR) and Infonavit
- Monthly and bimonthly preparation of the entire report and payment of IMSS fees
- Preparation and presentation of the registration, salary change and cancellation notices of employees and collaborators
- Determination of settlements and liquidations
- Attention to observation letters or information requested by the local labor authorities
- Permanent tax advice on labour contributions
- Training
- Personnel Recruitment