



PROFESSIONAL SERVICES

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INTRODUCTION

[1]

In Mexico, the **Payroll** service is becoming increasingly important for national and international companies operating both inside and outside the country. Payroll management becomes more complex with the constant changes in current Mexican legislation (IMSS, SAT, STPS, Infonavit, among others). Therefore, it is essential to have a service that encompasses a standardized and automated process, ensuring the improvement of internal processes so that companies can focus on productivity and business development.



INTRODUCTION [2]

For this reason, Essentia Advisory S.C., through its Payroll division, has developed a service that, with highly trained professionals and payroll experts using an efficient and dynamic proprietary system, has contributed to the optimization of financial resources and time for its national and international clients.

Our team of Payroll specialists ensures compliance with fiscal, labor, and legal obligations in a timely and accurate manner, both for the company's Human Resources and the corresponding authorities.





ABOUT US

Essentia Advisory S.C. is a firm with specific business lines. Operating for 16 years in the national market, it has positioned itself as one of the leading firms specializing in providing professional services, exceeding the commercial expectations of our clients by ensuring legality and optimization in their actions and operations. ESSENTIA ADVISORY emerged as a solution to combine administrative, technological, and industrial expertise to increase the business success of our clients.

The professionals at ESSENTIA ADVISORY offer their expertise across various areas, understanding that having a strategic partner to provide certainty and peace of mind in managing what we consider the *Essence* of any organization—its human talent—is crucial.



OUR SERVICES

- › Payroll
- › Legal Services – Corporate, Fiscal, and Labor
- › Accounting Services
- › Recruitment and Selection of Personnel

NATIONAL PRESENCE

We have locations across various states of the Mexican Republic:

- > Aguascalientes
- > Cancún
- > Ciudad de México
- > Chiapas
- > Querétaro
- > Puebla
- > San Luis Potosí
- > Mérida
- > Mexicali
- > Monterrey
- > Villahermosa



SECTORS

Our experience in various sectors has allowed us to work with clients and allies, both nationally and internationally, in a wide range of business areas such as:



FINANCIAL SERVICES



STARTUPS



CONSUMER RETAIL



LIFE SCIENCES AND HEALTH



HOSPITALITY AND TOURISM



REAL ESTATE AND CONSTRUCTION



MANUFACTURING AND AUTOMOTIVE



TECHNOLOGY AND TELECOMMUNICATIONS



Payroll & Human Resources

Our Payroll and HR Administration service is made up of three modules covering all operational processes of Payroll, Social Security, and Human Resource Administration, with the goal of eliminating the administrative burden based on our clients' needs through the following operational processes:

-  Payroll
-  100% Social Security
-  Human Resource Administration.

Guarantees:

- ✓ Reduction of operating costs.
- ✓ Prevention and calculation of internal and external incidences (SAT, IMSS, STPS, Infonavit, Fonacot, among others).
- ✓ Precision and reliability.










PAYROLL

Our Payroll service consists of two modules that cover all payroll and social security operational processes, with the aim of eliminating the administrative burden based on the needs of our clients through the following operational processes:



MODULE 1








PAYROLL INTEGRATION

-  Preparation of periodic pre-payroll.
-  Preparation of bank lay-outs.
-  Stamping and sending of CFDI payroll receipts to each employee.
-  Calculation of extraordinary payrolls.
-  Settlements and severance payments.
-  Profit-sharing (PTU).
-  Year-end bonuses.



MODULE 2

SOCIAL SECURITY

-  Registration and deregistration processes with the IMSS
-  Registration of movements in the SUA system.
-  Calculation of variables.
-  Calculation of employer-employee contributions (ISN, retentions, Infonavit, and Fonacot).
-  Management of disabilities.
-  Risk premium determination.
-  Advisory in social security matters.



MODULE 3:

Human Resource Administration

- Control of pre-payroll and payroll incidences.
- Administration of employee records.
Job profiles (duties, experience, skills, education, etc.).
- Centralized information accessible to the work team (work calendars, organizational charts, schedules, and shifts).
- HR reports.
- Evaluations, training, development, and growth of employees.
- Mobile App (access to schedules, announcements, payroll receipts, etc.).



ADDITIONAL BENEFITS

Payroll System– Bee. payroll

- We have a flexible and adaptable proprietary system suitable for any payroll model.
- Generation of payroll models, formulas, and concepts tailored to the client's needs.
- Generation of specific reports customized to our clients.

Customer Service

- A payroll specialist will be assigned as a client executive.
- Permanent communication between the executive and the client.
- We adapt to the client's internal processes.
- Continuous advisory on relevant changes in Social Security, Labor, and Fiscal matters.

Valor agregado – ESSEN Wellbeing Corporativo

- Payroll loans.
- Major Medical Insurance (SGMM).
- 24/7 medical attention.
- Savings fund.
- Benefits network.
- Physical and nutritional health.





WE ARE VERY PLEASED TO BE ABLE TO WORK WITH YOU AND YOUR ORGANIZATION.

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