



COMPANY PROFILE

Workforce operations. Clearer control.

Payroll. Compliance. People operations.

OrdinHR helps business owners, HR leaders and Finance teams bring structure to payroll, workforce documentation and recurring compliance activities.

From a local establishment to a business operating across several sites, we connect the inputs, responsibilities and records behind your workforce.

ONE COORDINATED APPROACH

Organised inputs. Defined responsibilities.
Reviewed outputs. Clear management reporting.

Local business focus. Multi-location capability.

OUR CAPABILITIES

Six connected service areas.

Engage us for a defined requirement or a coordinated scope across payroll, compliance and HR operations.

01 Payroll Management

Monthly salary calculations, payroll input checks, payslips, full-and-final settlements and management reporting.

Deliverables: payroll summary, payslips and exception list.

02 Statutory Compliance

PF, ESI and payroll-related statutory compliance support in India, with organised records and recurring follow-up.

Deliverables: compliance tracker and supporting-record checklist.

03 Labour Compliance

Employee records, statutory registers, wage documentation and establishment-related compliance support.

Deliverables: register review and outstanding-document tracker.

04 Contractor Compliance

Contractor documentation, workforce records and verification of agreed compliance requirements.

Deliverables: contractor status summary and missing-record list.

05 Compliance Audit

An agreed review of payroll and workforce records to identify gaps, exceptions and corrective actions.

Deliverables: findings register, priorities and action owners.

06 HR Operations

Onboarding documentation, employee record maintenance, workforce changes, exits and recurring administration.

Deliverables: employee-record tracker and onboarding/exit checklist.

Deliverables shown are examples; the final scope is agreed for each engagement.

PRACTICAL BUSINESS SUPPORT

Built around real operations.

Typical business situations we can support. These describe service applications, not completed client engagements.

Local businesses & growing SMEs

An owner or small HR team needs a repeatable monthly process.

Organise employee inputs, establish a payroll calendar and track pending records.

Manufacturing & warehousing

Plant teams coordinate attendance, shifts and contractor records.

Consolidate location inputs, review exceptions and maintain document follow-up.

Hospitality, healthcare & education

Teams manage joining, exits and recurring employee administration.

Standardise employee checklists, payroll handoffs and records across departments.

Construction & logistics

Employees and contractors work across changing project or operating sites.

Map site responsibilities and maintain workforce and contractor status summaries.

Service coverage is agreed by location and requirement. India-specific statutory services are assessed against the applicable establishment and workforce scope.

WORKING WITH ORDINHR

Clear scope. Clear ownership.

01 Assess

Understand workforce size, locations, current processes and priority gaps.

02 Set up

Agree input formats, responsibilities, review points and reporting needs.

03 Manage

Coordinate recurring payroll, documentation and agreed compliance work.

04 Monitor

Track exceptions, pending records and items requiring escalation.

05 Report

Share status, findings and next actions with business, HR and Finance teams.

A proposal shaped around your business

Share your employee and contractor counts, operating locations, required services, current systems and any pending work. We use these inputs to define responsibilities, deliverables and a tailored quotation.

LET'S DISCUSS YOUR REQUIREMENTS

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