Welcome to

Mascotic Staffing Services

An Introduction

- **Mascotic Staffing Services** is one of the fastest growing Staffing Company providing Human ResourceServices in well Organized manner.

- **Mascotic** is Established in 2023 and have registered Office in Mumbai, Maharashtra. and have Pan India presence. Our aim/Object is to provide fast, quality and cost-effective, end-to-end manpower solutions for our clients.

- **Mascotic** has Strong Flexible technology platform which helps to accommodate maximum Client requirements.

- **Mascotic** being one Team has over 20+ Years of Experience in Outsourcing and Client Servicing. Our Team has successfully provided fully integrated staffing solutions to multinational corporations and local conglomerate from different industries within the Country.

- **Our Specialty Practices**
  - Automobiles
  - Banking & Financial Services, Consulting
  - BPO / ITES
  - FMCG &FMCD
  - Logistics and Supply Chain
  - Manufacturing and Engineering
  - Media, Internet & e-commerce
  - Travel and Retail
  - IT & Telecom

Why Mascotic HR?

- **Mascotic** is India's Hi-Tech Temp. & Perm. Staffing, Recruitment, Payroll Outsourcing Company. We Provide All type of Resources like Blue Collar, Field Staff, Back Office Staff, Tele-callers, Driver, Biker, Loader/Unloader, IT/Non-IT Resources,etc.

- **Mascotic** has its Strong reach across India with Contacts and Offices of Group Companies. **Mascotic** is committed to give maximum support to its clients at each and every corner of the Country.

- Our Transition Process is Simple, more accurate, quicker and hence more effective, Impressive and less time consuming.

- Our Strength is our Combination of People, Process and Technology. Our Processes are more Simple and straight but time bounding and accurate.

- We also create different Options in terms of Service Level Mark Up, Service Charges, Recruitment Fees, Etc. which gives client an Opportunity to Control the Cost Factor.

Why Mascotic HR?

- ❧ Our Automated Technology really helps us to reduce day to day involvement of our Clients in No Core Activities. It also helps Client to Control the Cost Factor without hampering the Productivity.

- ❧ We give Options to our Client to Choose the Process suitable to their Operations whether it is Automated or Manual.

- ❧ We ensure to Close Client requirements within 24 hrs. once it is reached to **Mascotic** Desk. We provide dedicated resource and Contact Details to Client for fastest resolution.

- ❧ We have a very strong Escalation Matrix which helps us to bridge the Gaps, Loopholes before escalated to Client. At **Mascotic** we bridge strong relationshipbetween Our associate and Our Client.

Our Vision

To become the best service provider across industry

Our Strength

Our Strength is our People, Process and Technology.

Our Strength

Mascotic aims to serve client better through Unique, effective and sustainable services in term of Human Resource Operations, which in turn helps our generation and un-organized work force to grow and succeed in a very Professional but cherishing environment.

People

Simple Processes – Assist Clients by keeping Processes simple, straight through Unique combination of People , Process and Technology.

Generic Approach – Generic Approach towards Clients requirements and its fulfillment by Integrated Technology Platform.
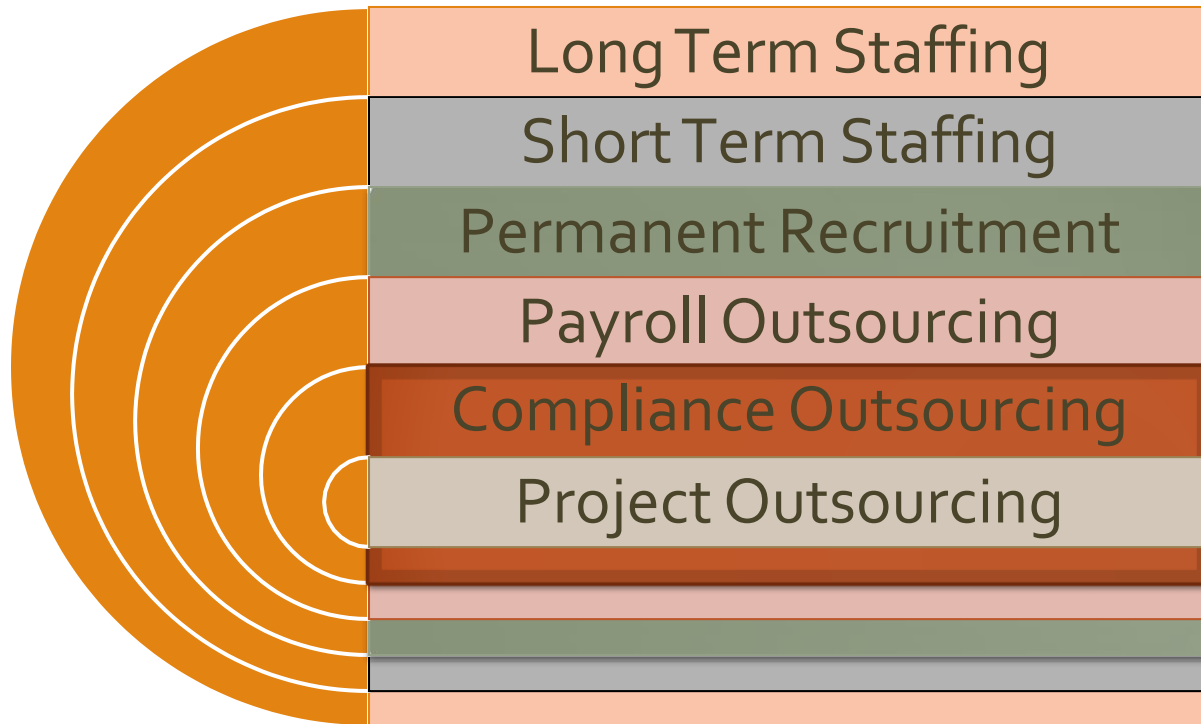
Strategy – Strategic placement of resource for more effective and Inimitable Service Delivery.

Process

Technology

Our Services

One stop for your Outsourcing Emergencies / Requirements

Long Term Staffing

Short Term Staffing

Permanent Recruitment

Payroll Outsourcing

Compliance Outsourcing

Project Outsourcing

What we do in Temp. Staffing?

Employee Temping
- Recruit and assign employees to Clients as per requirement
- Co-employment relationship
- Manage HR Administration & Regulatory compliance
- Temporary staffing options –Short & Long-term
- Temp-to-permanent staffing option

Pay-rolling
- Transfer identified candidates to us
- Co-employment relationship
- Manage HR Administration & 100 % Regulatory compliance
- Temporary staffing options –Short & Long-term
- Temp-to-permanent staffing option

Recruitment
- Executive Search
- Database Selection
- Advertised Solutions
- Turnkey Projects

How &Why our staffing is Effective
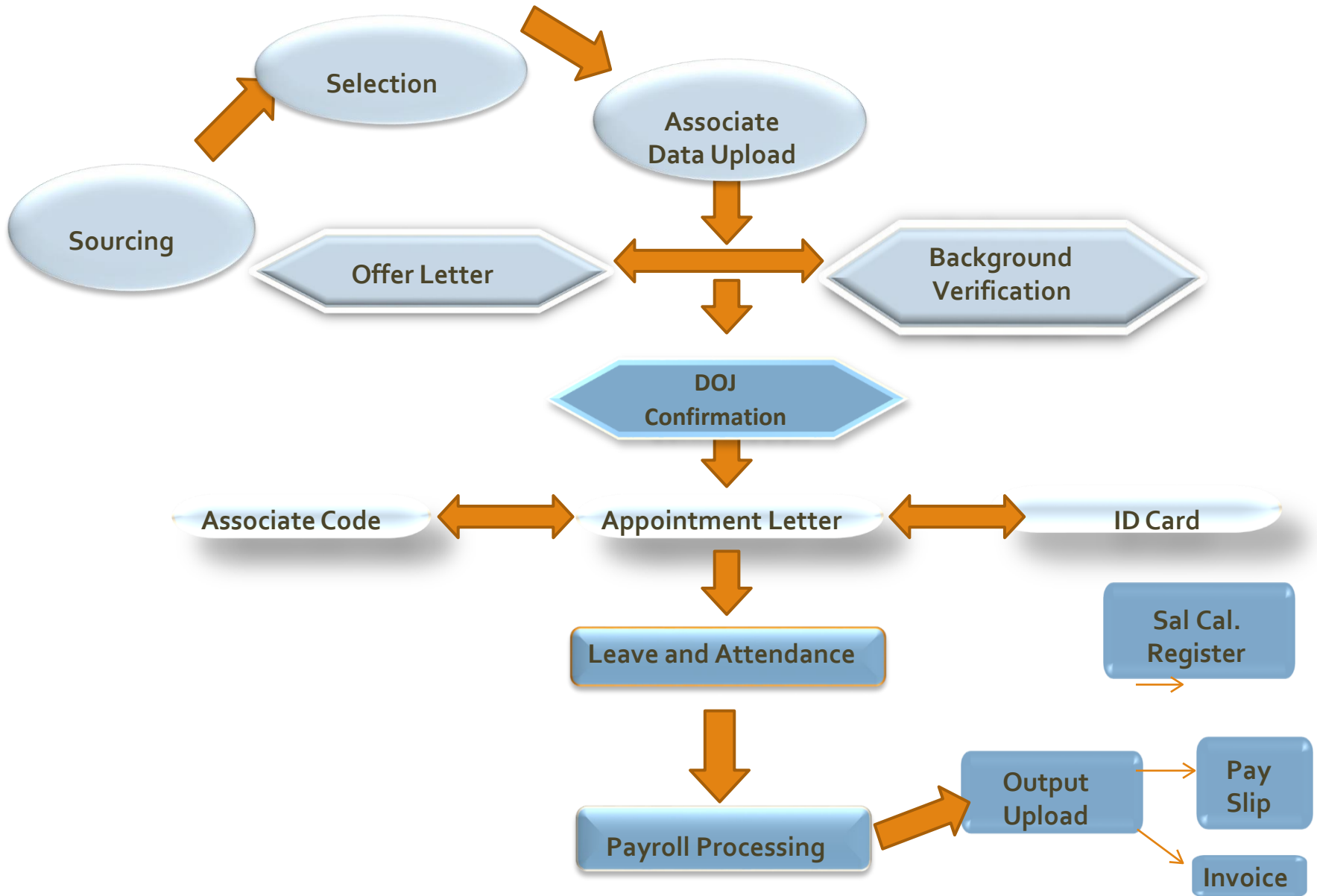
Now…. Why Temping?

- ❧ To Focus on Core Competencies.

- ❧ To Control Costs without hampering Productivity.

- ❧ To be part of Global Best Practices.

- ❧ To enjoy Rapid and Flexible Deployment.

- ❧ To Reduce HR Administration function (Payroll, Statutory, Benefits, Training, Accounting costs).

- ❧ To Ensure 100% Regulatory & Statutory Compliance.

- ❧ To draft Company Policies and HR Services suitable

  To its Operations.

- ❧ To enjoy Improved employer employee

  Communication.

- ❧ To Attract & retain talent.

Client Benefits

- Focus on delivery of specialized functions.

- Manage unexpected business demands at lower cost.

- Staffing flexibility - Short-term & Temporary business needs.

- Access to a larger talent pool.

- Screen candidates for permanent employment.

- Reduce HR Administration cost & time.

- Comprehensive Regulatory & Statutory compliance.

- HR services, policies, benefits, manuals etc.

- Management reports and MIS.

- Helps Controlling / reducing internal Resources.

- Web login - Associate info, Resume, Feedback, Assignment, Renewal, Termination, Requirements etc.

Employee Benefits

- Focused employer and employee communication.

- Skill upgrade – Training and Development.

- Structured induction - Employee handbook, policies and manual.

- Professional assistance for employment related issues.

- Portable employee benefits – PF, ESI, Medical etc.

- Enjoy Medical Benefits and other Statutory Benefits.

- One stop for their Queries in terms of Salary, Statutory Benefits, etc.

- Accurate and timely Payroll services.

- Web based HR Portal.

- Access to banking – Salary account, Loans, Credit Cards etc.

- Enhanced employment prospects on completion of assignment.

- Be a part of professional, nation wide employee outsourcing organization.

How we do it? -Recruitment Process

❖**Source Plan**
    Job Fair
    Referral programs
    Networking
    Job Portals
    Advertising

❖**Uploading of CV on to web system**

❖**Pre- interview screening process**
    Screening of the resumes
    Schedule candidates for interview at office
    Presentation to Client

Source of Recruitment

Call

Job Fair

Walk-in

SMS

Job Seeker

Field

Web

Mail

What is Client Servicing???

❖ **Associate Induction**

    Issue Appointment letters

    Joining kit

    Induction session

    Associate Handbook (Benefits booklet, Claim forms)

    Worksite rules and process documents

    HR contact and escalation process

❖ **Recurring Activities**

    Attendance details from (Client) in pre agreed formats

    Receipt of payroll inputs – LOP, Incentive, Revisions, Resignees, etc.

    Leave monitoring & approval

    Payment of salaries to associates & disbursal of pay slips

    Withdrawal / Resignation of associate by / from Client

    Exit interviews (if desired) & F&F

    MIS & Compliance Reports

    Review and Feedback Mechanism

❖ **Administration**

    Create and maintain Employee Master database

    Payroll processing and Benefits administration

    Reimbursement and claims processing

    Leave monitoring and record management

    Comprehensive Statutory & Regulatory compliance (TDS, LWF, PF, PT, ESI)

    Exit interview and & final settlements

    Medical, Accident insurance benefits monitoring

Our Technology

➢ **Associate Software** → People, Process & Technology automation at different stages of business life cycle.

➢ **Operations** → Associate software web centric module with 24/7 access to a centralized HR database with standardize operational process to ensuring a uniform delivery.

➢ **Features** →

- ✓ Generate Joining kit online
- ✓ Manage Associates
- ✓ Associate Masters
- ✓ Online Salary Calculator
- ✓ Manage Attendance & Leave
- ✓ Performance Management & Appraisal
- ✓ Associate communication
- ✓ Query management
- ✓ Reports & MIS
- ✓ Exit formalities

Our Client Suitable Process

Activity	Automated	Manual
Input / Output Exchange	Input / Outputs are uploaded Online	Input / Outputs are shared on Email or FTP Server
Leave and Attendance	Automatically Captured based on Online Data	Considered based on Attendance/Leave Register, Input File, etc.
Processing	Fully Automated with no manual intervention	Partially Automated with Manual Intervention as required by Client
Invoicing	Online	Sent via Email / Hand delivery
Payout	Bank Transfer	Bank Transfer
Pay-Slips / Tax Sheets	Uploaded Online	Sent via Email / Courier
Queries	Addressed Online	Addressed on Telephone / Email

What we do in Perm Sourcing?

Recruitment is one of the Key factors in uninterrupted or hiccup-free Operations in an Organization.

Mascotic assist our Clients In recruitment Process and we are committed to Search Right Talent at right Time for Right Role with high Integrity.
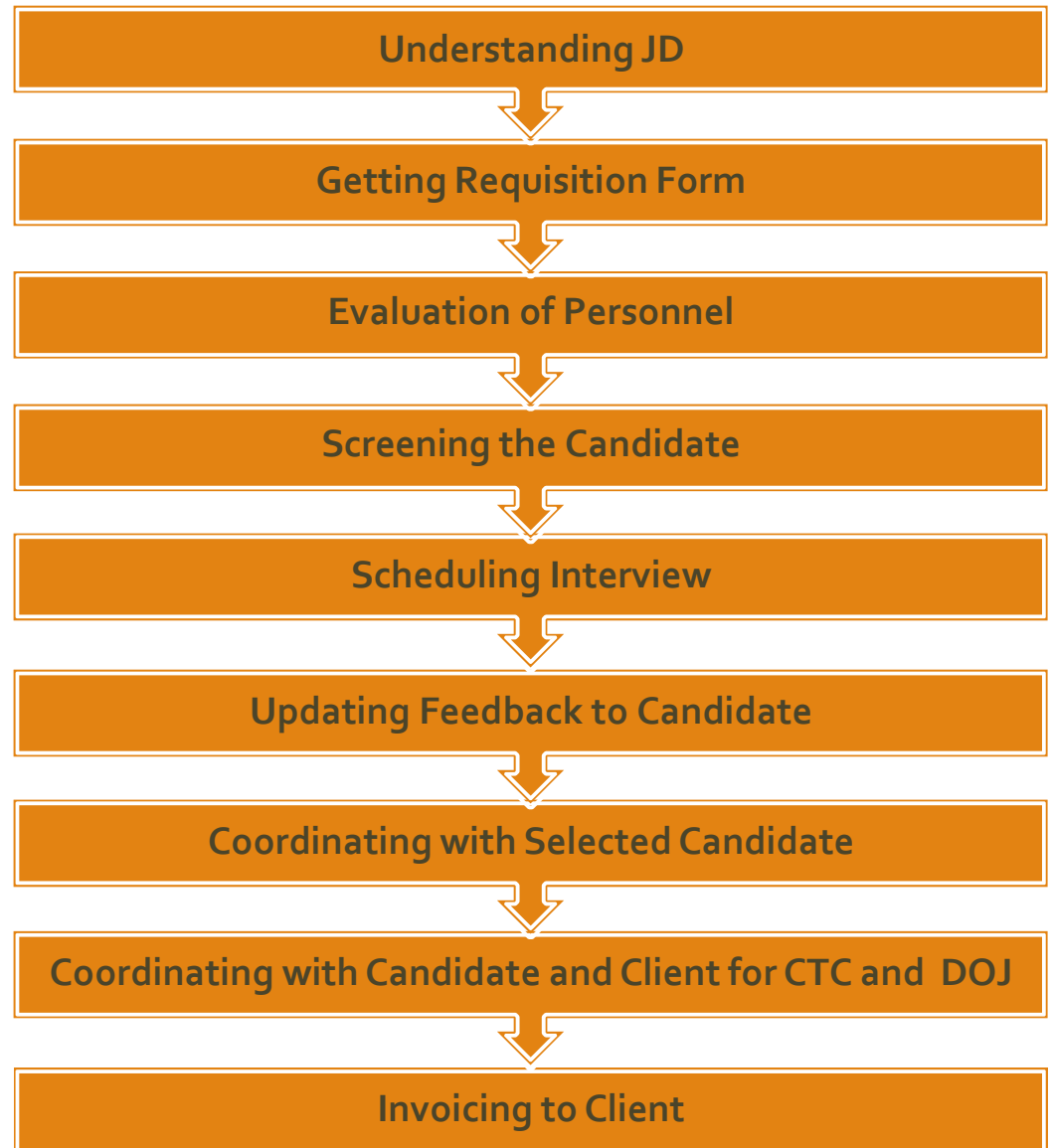
We propose Candidate only once He / She passes our In-depth Screening Process.

We have strong Recruitment Team and automated Recruitment Module to gain Confidence and trust of Our Client.

We strictly adhere to the norms of Confidentiality.

We Charge One time fees to our Clients on each successful recruitment.

We also provide as mutually agreed Free Replacement incase if Selected employee back off or leaves on his own.

Understanding JD

Getting Requisition Form

Evaluation of Personnel

Screening the Candidate

Scheduling Interview

Updating Feedback to Candidate

Coordinating with Selected Candidate

Coordinating with Candidate and Client for CTC and DOJ

Invoicing to Client

What we do in Payroll Processing?

Payroll is one of the Time consuming and non-productive activity in HR Operations.

Mascotic assist our clients to Focus on its Core Competencies by Outsourcing Payroll Operations to Team Mascotic.

We have a well-established and Robust but Flexible Payroll Processing System to cater maximum requirements of our Client. We also have strong and capable Team to Handle any no of Transition with no huddles. Our Payroll Team has caliber to Process Successful Dry and Parallel Run in One Go.

We provide Manual and Automated Option for Exchanging Input and Output.

The Payroll Processing System is designed in such a manner that really helps in reducing Coordination Part, Long chain of Mails, etc.

We provide IT Helpdesk at Client place for addressing Employee queries in terms of Income Tax.

We also assist our Clients in re-designing CTC Structure to minimize IT Burden.

One time Activity
- Salary and Benefit Structuring
- Data Migration
- Setting Rule and Logics
- Setting Employee Master Data
- Updating Tax Declaration
- Dry and Parallel Runs

Recurring Activity
- Processing Payroll based on Inputs.
- Bank Payment File.
- Providing and Uploading Pay Slips and Tax Sheets.
- Providing/Submitting Statutory Reports
- Handling Client and Employee Queries.

Quarterly Activity
- Processing Etds.
- Submission of Etds.

Annual Activity
- Providing Helpdesk for Employees on Proof Submission.
- Verification of Declaration and Proofs.
- IT Computation.
- Generating Form 16 and 25.

Thank You