



Staff & Payroll Outsourcing

WHO ARE WE: At DPC, we are a team of passionate HR professionals who genuinely care about helping organisations grow by putting people first. With years of experience in the field, we partner with organizations to solve their biggest people's challenges.

We keep it simple: we get to know your organisation, understand your goals, and deliver solutions that work for your unique needs. Our mission? To help you create a workplace where your people thrive—and your organisation thrives with them.

OVERVIEW:

Staff outsourcing: By serving as your employees' legal employer, we handle employee contracts, grievances and exits, among other things—reducing risks in compliance and assisting you to focus on streamlining your growth.

Payroll outsourcing: DPC handles the expensive and time-consuming tasks of payroll processing, payroll tax filing, and guidance on statutory remittance to relevant bodies so you can focus on the core business. We will also take the headache of statutory deductions and remittances to relevant bodies, ensuring that your company is fully compliant.

Employer on Record: We provide employer-on-record services to organizations that are not registered in Kenya. Our E.O.R. services facilitate your international expansion by making it simple to hire and compensate remote workers in Africa in a way that complies with the law.

PEOPLE.

PERFORMANCE.

PROGRESS.

DYNAMIC
People Consulting

Our Approach

We tailor our staff management services to suit your business needs. Whether you have a small team or a large workplace, we ensure accuracy and timely reports.

Customized Solution for your business: We work closely with you to create a tailored Payroll strategy that fits your specific requirements.

Precision and Accuracy: Our team conducts thorough checks to guarantee that every employee is paid correctly and on time with no room for error.

Employee self-service: Our approach to payroll ensures that staff can access their information from the comfort of their own devices just by logging into our payroll software, which grants them access to their payslips, leave days and timesheets without necessarily having to request for them.

End-to-End Compliance: We stay up to date with the latest tax laws, labor regulations, and compliance standards, ensuring that all the requirements are met whether you are processing payroll in one country or managing international teams, we handle the complexities of compliance so you can concentrate on the key objectives of the company.

Transparent and Accessible Reporting: We will provide you with detailed reports and you will have access to all relevant payroll data, ensuring you have the insights needed for financial planning, audits and compliance checks.

What's Included in the Service

Staff outsourcing

Employment and issuing of staff contracts:



We legally hire and contract the employees under our company so that you can focus on your core goal.

Maintaining and updating staff records:



Ensuring the staff records are up to date and correct, whilst ensuring that they are in line with the legal requirements.

Discipline management:



Handling varying disciplinary issues in accordance with policies and procedures.

Grievance handling:



Resolving grievances according to laid out policies and procedures

Managing staff separation:



Facilitating smooth staff exits and ensuring final dues are paid as stipulated in the country labour laws

Payroll outsourcing

Payroll Processing:

Calculations and distribution of salaries for employees.

Tax Management:

withholding taxes, calculations and filling of tax forms, International tax compliance for employees working in different countries.

Payroll Reporting:

We will provide you with end-year reports for tax purposes and auditing.

Statutory Compliance:

We will ensure compliance with local labor laws and regulations, ensuring payroll meets the country's specific rules and regulations.

Payroll Reconciliation and Audit.

We have financial records to ensure accuracy and data that will support during internal audits if necessary.

Ongoing Support:

Our dedicated team will answer any questions from HR or employees about their pay. We will provide expert guidance on compliance changes due to new tax laws or employment regulations.

Asset registration and management (optional):

Ensure all company assets are allocated and recorded safely through our software

Consolidated cost and statutory reports (optional):

Have access to reports, e.g., payroll variance reports, that can help you track and monitor payroll costs and make informed business decisions.

Employer on Record (E.O.R) services

Assist in visa and work permit issuing: We make sure your overseas workers have all the required permits and are in compliance with Kenyan labor laws through our third-party partner, all the while keeping you updated.

Global payroll solutions: managing your global payroll through our multi-country cloud-based solution.

Global employee management: safeguarding your international hiring, onboarding and offboarding by ensuring full compliance with labor laws within the African scope.

Additional services for E.O.R

Salary benchmarking: conducting salary benchmarking surveys to ensure that remote employees are compensated according to the local market rates through reviewing the salary grades of competitors within the local market and comparing them with the offered salary of the organization to ensure that the remote worker's pay is justifiable to the economic level of the country.



Contact us

Ready to create a more inclusive workplace? Let's partner to make meaningful change. Contact us today to learn more about our DEI services.



For more information



Regus 4th Floor, Laiboni Center, 4th Floor
Rose Ave, Nairobi
Phone: 0704 747795
Email: info@dpckeny.com
Website: www.dpckeny.com