

上海优程人力资源服务 雇员派遣和外包服务明细表

优程向客户的雇员提供以下服务：

序号	项目	详细说明
工资计算发放		
1	工资管理	帮助客户设计并去运算工资方案 每月代发员工工资，扣缴个人所得税 外籍员工提供定制薪酬管理服务，包括薪资计算、薪资发放、个税代缴、月度税单提交等 根据需要，提供纸质或电子工资单
员工管理		
2	社会保险	办理社保缴纳手续 用工单位、派遣人员社保相关信息变更及接转手续 社保基数核定及调整（上海市每年四月份调整） 工伤、生育津贴及失业申领手续办理 办理基本医疗保险报销手续 提供用工单位和派遣人员个人的社保缴存情况网上查询 提供社保相关规定及最新政策、法规信息
	住房公积金	办理住房公积金缴纳手续 住房公积金接转手续（每月人员新增及减少） 在职派遣人员住房公积金支取 提供用工单位和派遣人员个人的公积金缴存支取等情况网上查询 住房公积金基数调整（上海市每年七月份调整）
3	聘用手续	与符合条件的派遣人员签订劳动合同 办理派遣人员聘用或退工手续 与符合条件的在职派遣人员续签劳动合同 全部派遣人员劳动合同管理和续约或中止提醒 协助办理人事档案、社会保险关系接转手续 提供用工单位和派遣人员个人的网上服务信息查询 为符合条件的派遣人员办理退休手续
4	基础人事	接收/保管人事档案 根据档案记录，出具各类人事证明 提供公证证明 / 职称评定、考试相关证明 / 工龄审定等服务 出具报考相关学历学习的介绍信 为符合要求的派遣人员办理异地档案调入
5	就业手续	协助办理上海生源应届毕业生接收手续 协助办理留学回国人员接收手续 协助办理转业军人接收与落户手续 协助派遣人员办理当地的务（招、用）工手续及相关证件 协助派遣人员办理边境证 协助符合条件的派遣人员办理上海工作居住证手续 协助档案在街道人员办理招工手续 协助符合条件的派遣人员办理上海引进人才手续
6	户口管理	办理符合条件派遣人员的集体户口管理 协助办理身份证的首次申办 / 到期更换 / 丢失补办

上海优程人力资源服务 雇员派遣和外包服务明细表

补充保险与福利（可选）		
7	商业保险	境内外人身意外保险：每人每年最高保额20万元
		境内人身意外附加医疗保险：每人每年最高保额2.5万元
		派遣人员病故保险及抚恤金：10万元
		住院津贴：因病住院每天享受100元补助，每年度最多180天
		派遣人员大病救助：三十种重大疾病的特别救助金，5万元
8	补充医疗保险	门诊方案：基本医疗保险范围内按100%报销，100免赔，2万上限
		住院：基本医疗保险范围内按100%报销，100免赔额，2万上限
		生育：女派遣人员分娩及孕期检查的费用，参照上海市生育保险规定的范围按100%报销，最高限额8000元
9	派遣人员子女保险	报销门诊/急诊医疗及住院费用按50%报销，无上限，报销项目限药费、输血费、手术费、检查费、化验费五项
		派遣人员子女人身意外伤害保险：每人每年最高保额2万元 派遣人员子女人身意外伤害附加医疗保险：每人每年最高保额2万元，免赔额100元，报销比例90%
10	体检服务	年度体检：根据具体要求，协助安排个性化的年度健康体检
		健康咨询：根据具体要求，协助安排健康讲座
		疫苗服务：协助安排个性化的疫苗注射服务
11	文化娱乐	提供多项派遣人员福利，包括：电影票、新年台历、子女六一节礼品、中秋月饼等 组织丰富多彩的单项和俱乐部活动
专项服务（可选）		
12	商务服务	为外籍人士发放访华邀请函
		协助派遣人员办理因工作需要赴境外的签证手续（出具照会）
		外籍人士在华就业/居留手续办理
		协助办理个人驾驶执照相关手续
13	注册及签证服务	公司与代表机构注册申请
		办公室租赁
		各类商务签证服务
14	招聘服务	初中级职位代理招聘服务
		中高级职位“小猎头”服务
		“RPO - 招聘整体外包”服务
		校园招聘服务
		享受优程“招聘专项服务”特别折扣
15	活动外包	公司各种会议、家庭日、运动会、拓展训练、 各类派遣人员联谊活动等
		各类培训活动组织、新员工入职培训等
16	财务服务	各类费用报销服务
		帐户管理、财务代理、税务代理服务
17	专业法律咨询	劳动法规与相关政策咨询
		审定各类劳动合同及规范性文件
		调解/代理劳动争议纠纷
18	工会服务咨询	企业工会的组建、挂靠、运作咨询和培训服务

公司：上海优程人力资源服务有限公司

地址：上海市国定路335号 杨浦科技创业中心 2 号楼1310室

电话：8621 - 65650546 传真：8621 - 65651236

网址：www.excelhro.com 邮箱：info@excelhro.com

Employee Dispatching & Outsourcing Service Items

Excel will provide the following items of service to the Employees of clients :

No.	ITEM	THE DETAILS OF SERVICES
LABOR Remuneration		
1	Salary Management	Design the salary structure and calculate the salary details
		Monthly salary delivery service
		Provide salary and welfare services to expatriates including salary structure designing, monthly salary delivery, personal incoming tax submit and so on
		provide paper / electronics pay sheed to client and employee if needed
Employee Management Services (Compulsory)		
2	Social Insurance Services	Monthly social insurance payment services
		Social insurance transferring and information alteration for monthly enrollment and dimission
		Processing payment base confirmation and alteration(payment base will be adjusted each April in Shanghai)
		Application procedure of work-related injury, maternity allowance and unemployment insurance
		Reimbursement procedure of Basic Medical Insurance
		Providing online query system of social insurance for company and employees
	Updated information of related social insurance laws and regulations	
	Housing Fund Services	Monthly housing fund payment services
		Housing fund transferring and information alteration for monthly enrollment and dimission
		Withdrawing service for onboard employees
Providing online query system of monthly payment, account detail and withdrawing of Housing Fund		
3	Legal Employment	Processing payment base confirmation and alteration(payment base will be adjusted each July in Shanghai)
		Signing the labor contract with qualified employees
		Going through the hiring / termination procedure of legal employment
		Renew the labor contract with qualified employees at service
		Labor contract management and remind of renewing or termination for all secondement employees
		Going through the formalities regarding Personal File & Social Insurance transfer
		Providing query system for service information for company and employees
Transact retirement procedures for qualified employees		
4	Personnel Services	Receiving & managing personal file of local employees
		Issuing certificates and documents based on the record of Personal File
		Issuing document for notarization, career records and applying technical title etc.
		Issuing required documents for further education registration
5	Employment Services	Transferring & managing personal file of qualified non-local employees
		Assisting going through formalities of new employment for Shanghai Hukou new graduates
		Assisting going through formalities of new employment for overseas returned employees
		Assisting going through formalities of new employment for ex-servicemen
		Assisting applying local employment certificates if necessary
		Assisting applying the certificate for going to the border area
		Assisting applying for the " Shanghai Working Card " (work permit) for qualified employees
		Going through the formalities of normalizing Personal file for employees who have gone through unemployment procedures
Assisting applying for joining in the " Talent In draught Plan of Shanghai " for qualified employees		
6	HUKOU Management	Group Hukou management for qualified employees if necessary
		Assisting applying, renewing and reissuing at loss of ID Card

Employee Dispatching & Outsourcing Service Items

Excel' s Benefits package & Additional Insurance (Optional)		
7	Commercial Insurance	Domestic and oversea Personal accident insurance with maximum coverage of RMB 200,000 per person per year
		Medical insurance attached to Internal personal accident with maximum coverage of RMB 25,000 per person per year
		Death insurance: lump sum payment of RMB 100,000
		Subsidy of Hospitalization: RMB 100 per day for a maximum of 180 days in one calendar year
		Serious illness subsidy: a maximum subsidy of RMB50,000 for taking 30 kinds of serious illness
8	Additional Medical Service	All outpatient and emergency expenses will be borne by EXCEL for 100% of the full amount with annual franchise RMB 100, The ceiling is RMB 20000
		The inpatient expenses will be borne by EXCEL for 100% of full amount with annual franchise RMB 1000
		Pregnancy & Parturition will be 100% reimbursement to the employee according to the government regulations
9	Child's (0-18) medical services	Reimbursement solution: Medical expenses will be borne by EXCEL for 50% covering the expenses of medicine, operation, blood transfusion test and examination. No ceiling
		Domestic Personal accident insurance with maximum coverage of RMB 20,000 per child per year
		Medical insurance attached to Domestic personal accident with maximum coverage of RMB 20,000 per child per year with annual franchise RMB 100, covers 90% of medical expenses
10	Health Management	On-Demand Health Check
		Health Consultancy
		Bactrian Injection Services
11	Entertainment	Providing welfare package including: film tickets, New Year desk calendar, children's gift, moon cake etc.
		Organize Leisure activities and a wide selection of social clubs
Excel' s Benefits package & Additional Insurance (Optional)		
12	Commercial services	Issuing invitation letter for overseas staff visiting China
		Assisting Chinese employees in the process of visa applying and note issuing for working purpose
		Working/Residence services and legal formalities of Expatriates employees
		Help to handle relative issues for personal driving license
13	Registration&Visa services	Company & Foreign Representative Office Registration
		Office leasing and recommendation
		Business Visa services
14	Recruiting	recruitment service for junior positions
		headhunting service for senior positions
		"RPO—Recruitment Process Outsourcing" services
		Campus Recruitment
		Provide the "EXCEL Recruitment Special Service" at the appreciated price
15	Employee Relations	Helping to organize all kinds of company meetings and events, such as: annual party, family day, outings, outward training and etc
		organize entertainment activities
		organize orientation and other trainings for clients
16	Financial Services	expense reimbursement service
		Bank account open and daily management; accountant service and tax services.
17	HR Legal Consultancy	Chinese Labor Law & Employment Contract Law Consultancy
		Legal review for employment contract and other documents related
		Interceding or agent of labor disputes
18	The Union Service	Consultancy on establishment, attachment, operation and training of labor union

Company : Excel Staffing & Interim (Shanghai) Co., Ltd.

Address : Room 1310, Building 2, No. 335 Guoding Road, Yangpu Venture Zone

Tel : 8621-65650546 Fax : 8621-65651236

Web : www.excelhro.com Mail : info@excelhro.com