

# PAYROLL SERVICES



**Prompt and Accurate Payroll Processing**

**Timely SWT, Superannuation Reporting and Payments**

**Efficient Master File set up, Maintenance and Up-keeps of Employee Details**

**Employee Payroll & Leave Benefits Management**

**Competitive Payroll Service Rates**

## CITIZENS

- ✓ Payroll
- ✓ Statutory SWT & Superannuation Returns
- ✓ Termination pay calculation
- ✓ Annual Statement of Earnings

## NON-CITIZEN

- ✓ Payroll
- ✓ Statutory SWT Returns
- ✓ Annual Statement of Earnings for offshore jurisdictions

## OUR PAYROLL PROCESSES ARE:

Timely Submission of Time-Sheets  
Verification of Time-Sheets  
Payroll Processing  
Pay Advice to Employees  
Invoicing to Clients

# VANGUARD INTERNATIONAL

*PNG's Preferred Employment Agency*

## CONTACT US TODAY

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