

Payroll & Disbursement Policy

(Effective January 2025)

1. Salary Disbursement

- Salary is processed on or before the posted Payment Date each month.
- Payments are deposited into the Bank Account listed in your Employee Profile.
- If no bank account is listed, payment will be made via cheque or cash.

2. Tax Responsibility

- Inspurate Business Services does not deduct taxes at source.
- All employees, contractors, and interns must ensure they are registered tax filers with the Federal Board of Revenue (FBR) and independently compliant with tax regulations.

3. Probation Policy

- During the first three (3) months, employees do not accrue Paid Time Off (PTO).
- Any leave taken during probation is treated as unpaid leave.

4. Paid Time Off (Post-Probation)

- After successful completion of probation—subject to performance review—employees begin accruing PTO.
- PTO accrues at 1.61 days per month, totaling 20 days (4 weeks) per year.

5. Contractors & Interns

- Contractors and interns do not accrue PTO.
- Contractors are generally paid in cash, unless they provide a valid Bank, EasyPaisa, or JazzCash account.
- Contractors and interns are responsible for their own FBR tax filing and compliance.

6. Attendance & Timesheets

- Salary processing depends on accurate and timely attendance or timesheet submissions.
- Missing or incorrect entries may result in salary delays.
- Attendance corrections must be submitted within the same pay cycle.

7. Employee Data Accuracy

- Employees must ensure their personal details, bank information, and contact information on file are accurate and updated.

8. Mid-Month Joiners or Leavers

- Salary will be prorated based on actual working days for any employee joining or leaving during the month.

9. Public Holidays

- Public holidays are applied according to official Government of Pakistan notifications, that doesn't not include Sindh Provincial government notifications.

10. Project-Based Adjustments

- Any approved project-based allowances or adjustments may appear in the current or following pay cycle depending on approval timing.

11. Bank Processing Disclaimer

- Bank delays are outside Inspurate Business Services control
- Salary is considered disbursed once Inspurate Business Services has initiated the transaction.

12. Salary Discrepancies

- Any discrepancy must be reported within five (5) working days of receiving the payslip.

13. Confidentiality

- Salary details are confidential and must not be shared internally or externally.

14. Final Settlement (F&F)

- Final settlements are processed within 7–14 working days after clearance of all company assets, documents, and accounts.

15. Policy Updates

- IBS reserves the right to update or revise these policies as needed.
- Any updates will be communicated to staff in writing.

16. Document Purpose

- This policy document is issued for clarity and transparency and does not constitute an employment contract.