

# Apla Solutions Data Entry Service

Streamlined. Accurate.  
Compliant.



Take the hassle out of managing employee data, payroll, and compliance. With Apla, your HR and payroll processes run smoothly while you focus on growing your business.

## Our Expertise Includes



### Payroll Processing Made Simple

- Create & maintain accurate employee accounts with personal, tax, and bank details.
- Process weekly payroll, ensuring accurate paychecks & timely approvals.
- Upload and organize essential payroll documents for easy access.



### HR Data Management That Works

- Support recruitment with postings, screening, and background checks.
- Smooth onboarding: from collecting documents to system access.
- Manage employee data, certifications, and benefits with precision.
- Track expirations and conduct regular audits for compliance peace of mind.



### Credentialing, Documentation & Auditing

- Verify education, licenses, and background checks for new hires.
- Activate or deactivate employees in your system with proper access controls.
- Upload and securely store IDs, tax forms, certifications, and more.
- Regular audits to keep your records up-to-date and compliant.



### Why Choose Apla?

- ✓ Accurate & timely data handling
- ✓ Compliance with legal & company standards
- ✓ Digital, organized, and audit-ready records
- ✓ Save time & reduce administrative workload

Contact us today to streamline your HR & Payroll data management!