### SERVICE CATALOGUE



## Get to know our services

We have a **unique and innovative model** in the market in terms of recruitment and selection, personnel and payroll administration.

We are your reliable supplier.

We work with total transparency and always 100% legal.

Forget about hiring more personnel and increasing your overhead.

#### WITH HAATS FEEL COMPLETELY SECURE.

Get to know our service catalogue and let us take your business straight into the future.

#### RECRUITMENT AND PERSONNEL SELECTION

# ✓ Recruitment ✓ Candidate selection ✓ File with basic documentation ✓ Promotion of vacancies through strategic recruitment modules and social media.



# EVERYTHING OF THE BASIC PLAN Application process Company policy and regulations Objective of the position Monthly analysis of the offer in the field Distribution of leaflets Permanent guarantee



#### With HAATS you decide!

Create your own plans and access to unique benefits.

ADDITIONAL SERVICES		
✓ Onboarding	✓ Personnel management	Telephone support
✓ Nursing	✓ Metrics analysis	✓ Loudspeakers
✓ Transportation	✓ Socioeconomic	✓ Distribution of leaflets



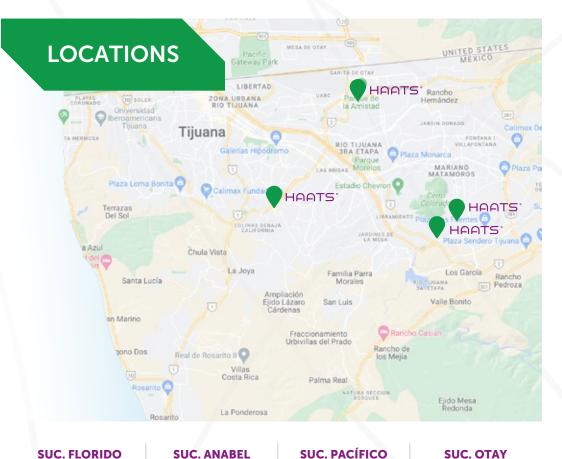
#### **INSTALLED CAPACITY**

+100 Collaborators in our staff

40 recruiters	24 transportation units	16 recruitment and selection agents
15 drivers	nursing professionals	human resources assistants
human resources coordinators	administrative coordinators	operational coordinators
recruitment supervisors	transportation and logistics coordinators	human resources supervisor

transportation and logistics supervisor

administrative supervisor



**SUC. FLORIDO** Av. de los Insurgentes #9802, El Florido 1ra y 2da Secc.

Breva #9737 C. El Florido 1ra y 2da Secc, C.P. 22237 Tijuana, B.C.

SUC. PACÍFICO C. Pacifico #8937. Parque Industrial Pacifico II. C.P. 22644 Tijuana, B.C.

Blvd. Alberto Limón Padilla 17515, Vista Alamar, C.P. 22510 Tijuana, B.C.

86.5% effectiveness in annual recruitment (2021 – 2022)

in requirements with our different clients.

#### **PAYROLL ADMINISTRATION**

#### Everything you need in time

We are #1 in the region

+100,000
Social security registrations

+200,000 **Companies** 

+1,000,000

Payroll stamping

- Calculation and evaluation of perceptions
- Calculation and review of deductions (ISPT/IMSS/INFONAVIT)
- Generation of stamped payroll receipts (cloud)
- ✓ CFDI administration
- Generation of files for bank dispersions
- Calculation and payment of Christmas Bonus
- ✓ PTU calculation and payment
- ✓ IMSS affiliation movements
- ✓ Assignment of bank cards

- IMSS calculation, conciliation and payment
- ✓ INFONAVIT calculation, conciliation and payment.
- Control, follow-up and filling of ST-7
- ✓ Calculation of new salary structures
- ✓ Payroll dispersion
- ✓ Incapacities control and follow-up
- ✓ Risk premium declaration
- ✓ IMSS compliance validation (compliance opinion)
- ✓ INFONAVIT compliance validation (compliance opinion)

More than **14 years** of experience in the manufacturing industry. (Aerospace, Electronics, Services and more).

Payroll stamping AT NO COST! 100% compliance with the law.

#### **ASSOCIATIONS / CONSULTANTS**













Tax and labor Audit





RUIZ DE LA PEÑA Y ASOCIADOS

Tax and labor Audit



Foreign Trade Audit

#### **OUR CLIENTS**









































































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haatsmx.com | ventas@haatsmx.com | (664) 364.30.48