

Info

Consulting service: payroll accounting



18.000 PAYSLEIPS ACCURATE AND RELIABLE EVERY MONTH

- ✓ Monthly payroll processing
- ✓ All possible collective agreements
- ✓ All possible benefits and deductions
- ✓ **Payroll-account keeping (PDF)**
- ✓ Generation of monthly payslips
- ✓ Monthly and annual notifications to the authorities
- ✓ Registration and de-registration
- ✓ Implementation of registration changes
- ✓ Absenteeism
 - ✓ Professional register of absences
 - ✓ Online or offline
 - ✓ Accurate absence payments
- ✓ Money transfers
 - ✓ Telebanking - Edifact or SEPA
 - ✓ Trust accounts
 - ✓ Payment transfer forms
- ✓ Collective agreement service
 - ✓ Notification of changes
 - ✓ Preparation or alteration
- ✓ Final settlement for employees who are leaving
- ✓ provision of documentation when leaving the company
- ✓ Recalculation if necessary
- ✓ Issuing of work and payment confirmations
- ✓ Confirmation of remuneration and salary
- ✓ Communication with external authorities
- ✓ Administration of wage attachments



AVAILABLE 24/7

- ✓ Travel expenses
- ✓ **Electronic payslip (PDF)**
- ✓ Payslip archive
- ✓ Absenteeism management
- ✓ Employee data online for HR



HANDS-ON EXPERIENCE AND SPECIALISTS AT SHORT NOTICE

- ✓ Labour law hotline
- ✓ Consulting for new projects
 - ✓ Concerning income tax
 - ✓ Concerning social insurance
 - ✓ Concerning employment law
- ✓ Representation of interests at reviews and audits
- ✓ Audit-prophylaxis
- ✓ International assignments
 - ✓ Expatriates
 - ✓ Inpatriates
 - ✓ Salary-splitting
- ✓ Tax Issues
 - ✓ Tax returns
- ✓ Collective agreement service
- ✓ Payroll check
- ✓ Optimisation of employment contracts



THE ALL-ROUND-PACKAGE FOR NEW STARTERS

- ✓ Consulting for new employees
- ✓ **My first employee (PDF)**
- ✓ Registration with the authorities
- ✓ Gross to net pre-calculation



TRAVEL EXPENSE CLAIMS

- ✓ Online travel expense claims
 - ✓ Travel request
 - ✓ Approval and clearance
- ✓ **Assessment of the daily allowance according to tax and social law (PDF)**
- ✓ Handling prepaid tax (VAT)
- ✓ On demand: manual checking of receipts
- ✓ Checking for compliance with your travel guidelines
- ✓ Transfer to payroll accounting
 - ✓ On demand: payment via payroll accounting



FACTS AND DEVELOPMENT

- ✓ Human resource statistics
- ✓ Calculations and reports
- ✓ Proper accruals

Your Payroll Consultants

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