

## PAYROLL ACCOUNTING (LV)

You may have your payroll accounting customised precisely to your needs and carried out by us. Based on individually adjusted service packages, you decide which of the activities remain under your responsibility and which of them will be assumed by us.

You may choose between three service packages:

### **CASUAL**

With our basic service package, CASUAL, you provide your company with top-quality, professional payroll accounting that is always up-to-date, guaranteeing compliance with all applicable legislation and statutory requirements. Apart from saving personnel costs and investments in data processing, you may expect to benefit from full autonomy with respect to staff shortages. Plus: your service package can be extended by individual extra services at any time and with utmost cost transparency.

### **TREND**

In addition to the CASUAL basic service, the next higher service package, TREND, provides you with permanently available individual employee accounts and services. Your company will also benefit from sample employment contracts as well as overall time and cost savings in payroll accounting. Plus: your service package can be extended by individual extra services at any time and with utmost cost transparency.

### **SUPERIOR**

The premium service package, SUPERIOR, provides you with a comprehensive 'no worries' package for your company, apart from the basic and additional services of CASUAL and TREND. You will benefit from top-quality handling of all matters relating to labour law, tax law and social insurance law. We will also take care of your expert communication with authorities in case of enquiries and fiscal audits. This premium package may equally be extended by individual extra services with utmost cost transparency.

### **Maximum individuality, quality and transparency**

- Services are agreed upon in writing in advance
- Agreement of a fixed fee
- Service flexibility based on your individual definition of the service mix
- Joint needs assessment for services

*You will get what you actually need!*

CASUAL	TREND	SUPERIOR
Guaranteed compliance with all statutory provisions (Legal Compliance)	Guaranteed compliance with all statutory provisions (Legal Compliance)	Guaranteed compliance with all statutory provisions (Legal Compliance)
Consistent quality of your payroll accounting	Consistent quality of your payroll accounting	Consistent quality of your payroll accounting
Cost savings for software and current updates	Cost savings for software and current updates	Cost savings for software and current updates
Staff cost savings in your personnel management department	Staff cost savings in your personnel management department	Staff cost savings in your personnel management department
Personnel management available at all times without interruption	Personnel management available at all times without interruption	Personnel management available at all times without interruption
Potential savings in current staff training expenses	Potential savings in current staff training expenses	Potential savings in current staff training expenses
Autonomous implementation of amendments to collective bargaining agreements	Autonomous implementation of amendments to collective bargaining agreements	Autonomous implementation of amendments to collective bargaining agreements
Outsourcing of the management of your leave and sickness absence days	Outsourcing of the management of your leave and sickness absence days	Outsourcing of the management of your leave and sickness absence days
Provision of data carriers for bank transfers	Provision of data carriers for bank transfers	Provision of data carriers for bank transfers
Focus on core business	Focus on core business	Focus on core business
	Gratuitous answering of questions about current payroll accounting	Gratuitous answering of questions about current payroll accounting
	Time savings through direct transmission of pay slip to employees	Time savings through direct transmission of pay slip to employees
	Saving extra costs for refund of contributions in case of long-term sickness absences	Saving extra costs for refund of contributions in case of long-term sickness absences
	Time savings and legal certainty through provision of sample employment contract	Time savings and legal certainty through provision of sample employment contract
	Individual employee accounts available at any time	Individual employee accounts available at any time
		Professional handling of tax audits and enquiries from tax authorities
		Professional communication with authorities
		Saving extra costs in case of employees joining or leaving the company
		Summary of your personnel costs and personnel data available at any time in professional report formats
		Professional handling of complicated attachment of wages