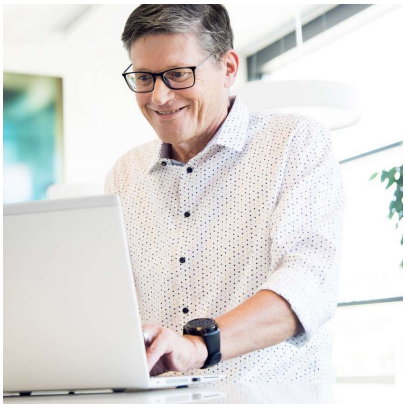
HR Services Index

# Payroll outsourcing

## We take over your payroll administration



With Payroll outsourcing, you put the sensitive payroll-accounting process in the hands of our payroll experts. In addition to the monthly pay slips, we also take care of annual follow-up activities, communicate with the authorities and provide you with a personal contact person.

Are you lacking the capacity to carry out your own monthly pay runs or would you like to hand over this sensitive process to our payroll experts for security reasons? No problem.

Just subscribe to our Payroll outsourcing. In addition to processing the monthly pay slips, we carry out all necessary follow-up activities and ensure that legal and cantonal rules are complied with. Of course, you will receive periodic evaluations and statistics from us.

Our modern payroll desk guarantees flawless communication between you and HR Campus. Confidential data and information are 100% protected in an area accessible only to you.

## Our monthly services:

- Support if you have questions about modifications
- Implementation of the monthly salary accounting
- Creation of a payment and accounting file for salary transfers and financial accounting
- Creation and electronic transmission of pay statements
- Accounting and control of withholding tax and social security
- Quality and consistency checks, compliance checks
- Expert information on complex issues
- Personal contact person (and deputy) and advice from our experts
- Support if you have questions about modifications or payroll accounting
- Reporting

## Our annual services:

## Highlights

- Monthly payroll accounting and provision of payment files
- Implementation of all monthly & annual follow-up activities
- Communication with the authorities
- Deadline-compliant and binding service level agreements
- Salary accounting for Switzerland and the Principality of Liechtenstein
- Swissdec certified
- Ready for ELM 4.0
- Legal analyses at the touch of a button
- Payroll as a self-service
- Personal contact person



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- Creation of old-age pension insurance, family-allowance fund (FAK) and withholding tax accounts
- Declarations for social-security institutions such as for basic and supplementary accident insurance (UVG and UVG-Z) and daily sickness allowance (KTG)
- Checking of the annual accounts produced
- Creation of evaluations and confirmations for employees subject to withholding tax
- Creation and dispatch of salary statements
- Information on statutory changes and their impact on HR processes
- Assistance with old-age pension insurance and Swiss Accident Insurance Fund (SUVA)/Swissdec audits.



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