

**Payroll administration:**  
Gain some space with our service.



In daily business, there are a number of things which have to be carried out quickly, accurately, and repeatedly. And to make everything a little more complicated, there are legal requirements and conditions and international laws which have to be taken into consideration. Mistakes can have grave consequences, with unintentionally incorrect or incomplete declarations possibly leading to high additional payments or even fines.

Particularly in the payroll department, there are a huge number of matters which have to be taken into consideration and a multitude of administrative hurdles to overcome. You, as an employer, must make absolutely sure that everything functions perfectly, because not only do your employees expect to be paid on time, but many others including insurance companies, public authorities and associations, also require punctual settlements and accurate information.

**With ProPers, you can relax and enjoy an overview of your entire payroll management system while our specialists carry out the tasks using their proven experience and up-to-date knowledge.**

We guarantee efficient payroll administration with the prompt payment of correctly calculated wages.

Modern equipment, broad specialist knowledge and top reliability are the basic requirements for professional, efficient payroll processing, not to mention the accurate preparation of the necessary paperwork for insurance companies, tax authorities and social security departments.

Many companies are also very pleased that we take over their labour-time management for them and provide support in absence management.

We continually follow the latest developments and trends in the field of remuneration and professionally adapt these to suit the individual needs of your company.

### **Our payroll administration service includes:**

- Management of personnel and payroll master data
- Preparation of pay slips and accounting
- Settlement of social security payments
- Settlement of withholding tax
- Preparation of annual wage statements
- Organisation of work time management
- Absence management
- Preparation of statistics for authorities, associations and authorities
- Controlling
- Guaranteed further processing of legally relevant data

### **Your advantages:**

- Highly qualified and experienced professionals work for you using the most modern equipment and the latest knowledge to guarantee **efficient** payroll management.
- **Absolute discretion** guaranteed in the handling of sensitive personnel and payroll information.
- We work **accurately, correctly** and **punctually** for you, which results in **lower costs** and also **considerably reduces** your time involvement in this part of your business.

Payroll management is an **important part** of every company. The ProPers service guarantees that everything **runs just as it should.**