

SALARY ADMINISTRATION

THE COMPLEXITY INCREASES - OUTSOURCING?

The demands on salary administration are becoming increasingly more complex. The constant changes require quick and flexible actions. With Outsourcing which is individually tailored to your business, we can support you in these tasks.

What are the biggest challenges?

- > The increasing flood of regulations and laws in the fields of social welfare benefits, tax and employment law
- > Opening of employment market for EU citizens
- > Influence of international treaties
- > You have employees who work for a certain time abroad or you employ persons from abroad (expatriates vs. shadow payroll)
- > Preparation of expense regulations pursuant to current standards of the tax authorities

What are your advantages in Outsourcing?

- > Protection of discretion: important advantage especially for executive salaries
- > No infrastructure or training costs
- > Nationally and internationally linked and experienced KENDRIS employees (up to date on the current stand regarding new laws and regulations)

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GRA



- › Professionally regulated deputyship during absences
- › You concentrate on your core business, we take care of everything else
- › With eKendris „Professional Online Accounting with AbaWebFiduciary“, you determine which parts should be outsourced

How can we support you?

We can help in the structuring and management of salary bookkeeping. Upon request we adjust the processing of salaries to the needs of your business; for standard processing (basis analysis) to operationally specific analysis and measures.

Monthly activities and analysis:

- › Processing of salaries
- › Calculation and payment of special payments e.g. bonuses
- › Preparation of salary accounts incl. payment pursuant to schedule guidelines
- › Processing of booking and cost distribution receipts as well as analysis

Annual activities and analysis:

- › Preparation of annual overviews
- › Preparation of salary statements for tax purposes

Calculation of salary related reserves for the annual financial statements

Social Welfare Benefits

In Switzerland the following social welfare benefits are required

- › AHV/IV/EO
- › ALV
- › Company pension /pension fund
- › Accident insurance
- › Sickness benefits

We support you in executing social welfare benefits contracts and in notification to governmental authorities. We take over the notification and cancellation for the commencement and termination of employment as well as annual declarations.

Withholding Tax

In connection with the freedom of movement for persons within the EU countries and the employment of specialists from third countries, the importance of withholding tax increases. In this area we offer the following services:

- › Clarification of withholding tax obligation
- › Review of tariff notices
- › Determination of taxable components
- › Calculation of tax deductions

- › Monthly or quarterly declaration to the tax authorities
- › Determination of shadow withholding tax for persons subject to withholding tax for salaries abroad
- › Support for submitting an application for exemption from withholding tax

Foreign Assignments

An assignment occurs when a foreign company employs persons in Switzerland or a Swiss company employs persons abroad for a limited period of time. We support you in the employment process, in exemption from Swiss social welfare benefits and the running administration.

Shadow Salaries

When you employ persons who continue to be paid abroad, there are a great number of demands on you in the areas of social welfare benefits, withholding tax, medical insurance, foreign currency and net to gross calculations which are difficult to implement. We have a lot of knowledge in this special field and have established a European-wide network.

Processing of Employee Participation Securities

Should employees receive participation securities at a preferential price, e.g. in the form of shares, the difference between the issuance price and market value is considered as an additional salary benefit which must be declared in the salary statement as well as social welfare benefits. We support you in the calculation as well as the declaration of these benefits.

Expense Regulations

Expense compensation is subject to a declaration obligation in new salary statements. For flat sum payment for e.g. food, guidelines for maximum amounts are specified. For deviating expense regulations in your operation it is recommended to request approval for your expense regulations from the tax authorities of the domicile Canton. We support you in preparation of the regulations as well as negotiations with the tax department.

Multidisciplinary Services

For all legal and tax questions relating to personnel such as in obtaining work and residence permits, filling out private tax returns, optimization of tax burdens as well as preparation of employment agreements, we assist you with an interdisciplinary team.