



PAYROLL OUTSOURCING

Outsourcing of accounting and payroll division

GLOBALAUDIT BUSINESS SERVICE LLC

Considering payroll outsourcing

Full-time accountant is not cost-effective or efficient

Enrolling new staff option is limited or out of budget

Decreasing running costs is a target

Outsourcing

Confidentiality and back-up of payroll database shall be observed

Payroll related legislation in RF is everchanging and it's hard to follow it timely



Why outsourcing with Globaudit BS ?

- ▶ We have solid experience of working with the companies from various markets and solving complicated payroll calculation tasks;
- ▶ We practice flexible approach. In the process of communication we implement solutions that are customer-tailored and adjusted for convenience: e-mail, FTP access, other electronic means of information delivery, also fax and currier delivery;
- ▶ We use quality control procedures, additional verification for revealing personal data entry errors prior to the salary calculation, verification of payroll results before delivery of the final results to the clients;
- ▶ We offer attractive fees. Our fees have no VAT on top: we are not VAT payers according to provisions of RF Tax Code, Chapter 26.2.



Payroll outsourcing services

Core payroll services:

- ▶ Calculation of salary, personal taxes and social insurance contributions;
- ▶ Reporting to the Tax Service, Pension Fund and other social insurance funds according to the provisions of Law;
- ▶ Delivery of the results of monthly payroll processing to the Company (via e-mail or in hard copy);
- ▶ Uploading of the results of monthly payroll processing into the customer's accounting system;
- ▶ Preparing the payment orders for remittance of salary and salary-related taxes.

Additional services:

- ▶ Preparing HR documents;
- ▶ Designing of internal HR principles and standards
- ▶ Preparation of mandatory medical insurance agreements (initial or in the event of personal data changes);
- ▶ Assisting with registration of employees with State Pension Fund;
- ▶ Participation in restoration of accounting and payroll processing function for internal bookkeeping;
- ▶ Consulting on applicable Russian labor legislation provisions and requirements;
- ▶ Full bookkeeping outsourcing option.



Payroll processing: Standard scope of work

- ▶ Salary payment 2 times a month (down payment + salary), including the calculation of other benefits as per Russian legislation;
- ▶ Preparing the reports: payroll ledger, processing sick leave certificates, compensations of business trip costs, vacation leave compensations, preparing data for statutory tax reports;
- ▶ Calculations of taxes and contributions to the social security funds, calculations of other taxes and contributions that may be applicable according to the current regulations;
- ▶ Preparation and submission of the statutory reporting forms to Tax Service, Social Insurance Fund, Medical Insurance Fund, Pension Fund and Statistical Committee;
- ▶ Preparation of the statutory personal tax reports;
- ▶ Preparation of payment orders for salary and taxes;
- ▶ Preparing pay slips for personnel;
- ▶ Preparation of documents for uploading and processing salary payment via electronic banking system;
- ▶ Preparation of the data for uploading into the accounting system adopted on the client's side.



Transition to outsourcing

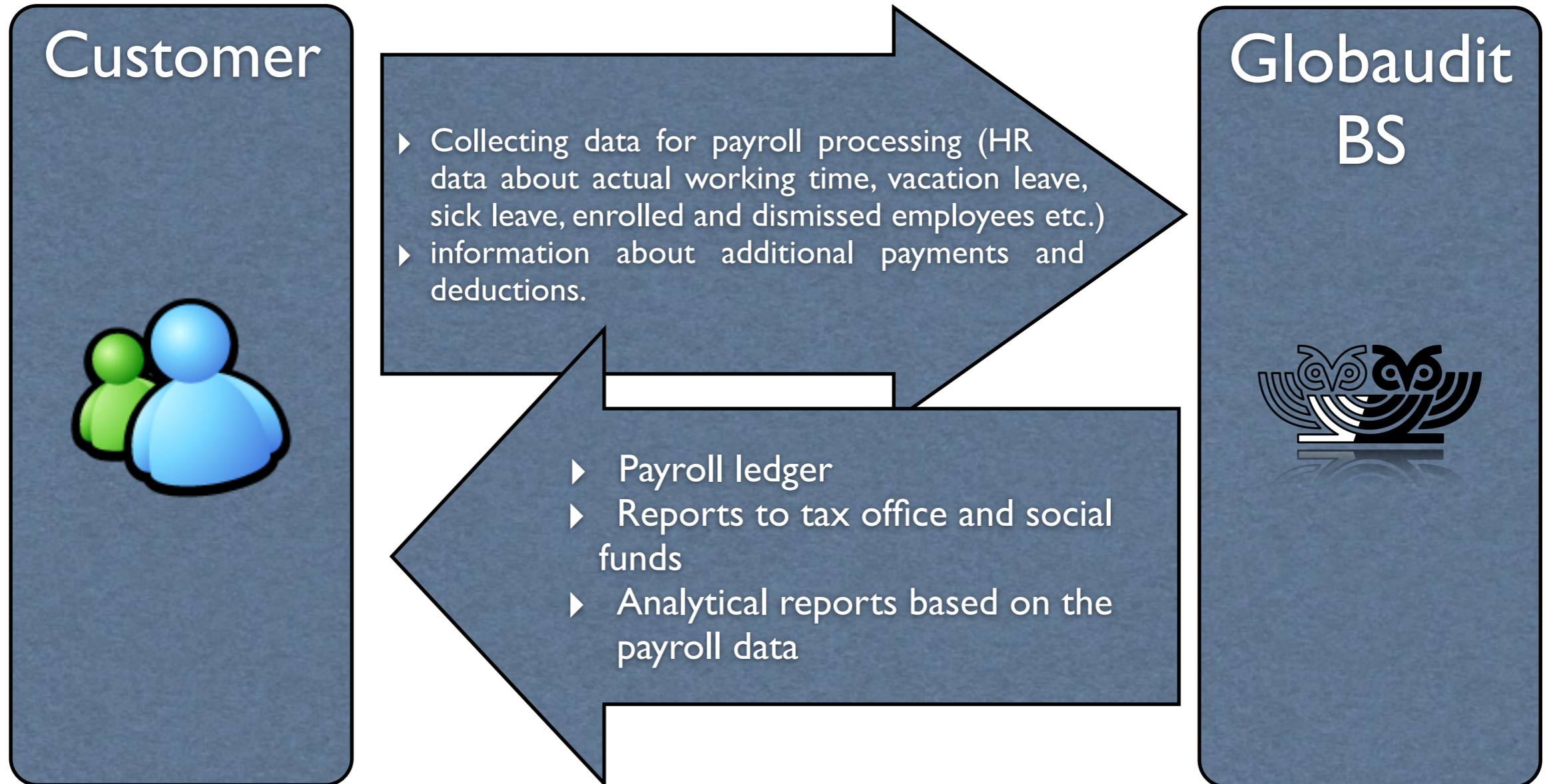
I. Initial set-up

- ▶ Discussing and agreement on the final scope of standard and additional services, sign the contract;
- ▶ Discussing with the customer a system for liaison of Globaudit BS and customer's staff (format and process of salary data exchange, agreeing on the set of the documents produced in the result of the payroll processing, scheduling documents and data exchange etc.)
- ▶ initial check-up of the received data for completeness and validity of previous data and reporting files;
- ▶ Setting up of the upload of documents into customer's electronic banking system;
- ▶ Setting up of data uploading into the customer's accounting system
- ▶ Setting up of special analytical salary reports (by customer's request)



Transition to outsourcing

II. Regular payroll process



Current payroll customers

Representative offices, foreign company branches and Russian legal entities, that currently outsource payroll with Globaudit Business Service LLC



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Contact us

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