




**TMF**  
GROUP

Human resource  
and payroll services



# Human resource and payroll services

## Safeguarding your key asset as you globalize

Employing an international workforce requires careful planning to ensure all staff are fully compliant with your global HR policies and procedures. In addition, it gives rise to complex stringent local payroll taxation obligations and reporting requirements.

TMF Group's innovative human resource solutions can help you as you grow internationally by being a true partner in managing your most important assets: your employees. Our local professionals will ensure that your international policies are fully implemented in employment contracts and handbooks, and all payroll processing is compliant with local rules.

TMF Group is your globalization partner. We are here to assist you with all the administrative aspects of growing your business, wherever you are and wherever you want to be.



## Your cross-border operations and investments – compliance assured

As the complexity and risks of managing your international operations and investments intensify, you need a partner able to navigate the details of local compliance requirements.

## Global coverage – local delivery

With over 100 wholly-owned offices worldwide, TMF Group offers a comprehensive range of compliance and administrative services which are critical for clients from a financial, reputation and risk management perspective. Our services are delivered in each country by our expert staff, professionals who have the key local knowledge and speak the language.

TMF's international client base is highly diversified, including many Fortune 500 and FTSE quoted companies. Over the years we have formed specialist teams in supporting different niche sectors, including structured finance, fund administration, real estate investment, private equity, IP licensing and collection, private wealth, and pension and employee benefits solutions.

TMF Group has a long history of providing a wide range of flexible and scalable HR and payroll solutions to help you attract the right people, enabling you to continuously develop their skills, and reward them accordingly, whilst effectively managing the associated costs.

Through our global network of wholly-owned offices, we can help you achieve your goals, regardless of whether you are just getting started, or if you are already a successful global business.

### ■ Human resource services

We translate your global HR policies into local processes, ensuring compliance with local legislative demands, using a language your staff will understand. Our HR specialists can act as your local HR department, overseeing the proper implementation of all procedures.

## ■ Payroll services

Our services revolve around our local payroll professionals, who are able to implement all aspects of your payroll, whether that is processing a payslip or completing mandatory forms for local third parties, such as the government or tax agency. This way you are sure that the full scope of payroll processing is securely managed from start to finish, mitigating any compliance risk.

## ■ Reporting and data exchange solutions

Cross-border processing of sensitive HR-related information demands the regular transfer of numerous files. Our electronic data solution enables you to exchange data with us efficiently and securely, significantly reducing errors and time spent on data entry.

Our global reach, combined with the local knowledge of our staff in each country, reduces the complexity of multi-country legislative demands and increases continuity and efficiency. Combined with our effective solutions, you can truly control and manage your Human Resources.



### **HOW CAN WE HELP YOU?**

To discuss how we can help your organization, please get in touch with your local TMF representative via our website at [www.tmf-group.com](http://www.tmf-group.com). Or send an e-mail to [hr.services@tmf-group.com](mailto:hr.services@tmf-group.com). Our international staff is ready to meet your request.

## Simplified international management

We offer a single point-of-contact for all clients, wherever they are doing business. Your Account Manager will work with you to gain an in-depth understanding of your objectives and plans, and will ensure that these are fully communicated to our local professionals and acted upon in full. This ensures seamless day-to-day communication and management across multiple jurisdictions, keeping all your interests on track.

## Independence of choice

TMF is independent. This means we are free to work with your existing auditors, advisors or banks without you having to worry about corporate governance or local regulator restrictions.

## Operational excellence

We are committed to constantly improving our service so that you are assured of world-class standards in delivery and satisfaction. This includes industry standard quality measures and controls, ensuring you always receive the timely data and analysis needed to support your decision making and business planning.

