

**TMF**  
GROUP

Human resource and  
■ payroll services



Personal

## Human resource and ■ payroll services

Through TMF's global network of offices, we provide payroll and human resource solutions that are well suited to your environment and company size. We offer strict confidentiality, flexible fee structures and salary administration costs, together with the responsive, personal service you require.

### Consistent and timely compliance

We provide the people, processes and systems needed to calculate, record, and report all payroll components. Our human resource services cover virtually all aspects of employee-related administrative affairs.

# Let us be your partner of choice

## Payroll processing

- collection and review of payroll data
- preparation of gross salary schemes, net-to-gross salary schemes, calculation of foreign-currency-based salaries, and inflation-adjusted salary schemes
- preparation of payment instructions for net salaries, social security contributions and wage taxes
- preparation and filing of social security statements and similar declarations with the local authorities

## HUMAN RESOURCE SERVICES

- preparation and review of employment guidelines, in-house instructions, and organization charts
- secure maintenance of personal confidential information, and provision of employee training assistance (for instance, Human Resource staff and managers) in relevant areas (relating to breaches of work discipline, termination of employment, and the material liability of employees etcetera)
- preparation and filing of employment contracts and employee fiscal certificates

## Maintenance of labor records

- complete management reporting and cost analysis
- reports and analyses per department, team or other cost center
- net-gross-total salary cost analysis
- comparative reports per cost center per reporting period (monthly or quarterly)

## Advanced flexible solutions to meet your changing needs

Taking your specific individual needs into account, TMF is ready to provide a flexible, scalable solution that is ideally suited to you.

## **/ HOW MAY WE HELP YOU?**

To discuss how we can help your organization, please get in touch with your local TMF representative, via either our website at [tmf-group.com](http://tmf-group.com) or our global office locator. We are ready to meet your request and to serve your organization.



