



The services offered by **Contract Administration** include **payroll administration** compliant with legal, social insurance and tax requirements and tailored to our client's individual requirements.

StaffPay services include:

- ▶ calculating net salaries including any bonuses, benefits, and deductions
- ▶ calculating income taxes, social, and health insurance contributions
- ▶ preparing bank transfer orders
- ▶ preparing forms required by law
- ▶ payroll reporting tailored to the client's requirements
- ▶ preparing confidential payslips
- ▶ preparing confirmations of taxable income and social security certificates (ELDP)
- ▶ dealing with health insurance, social security, the finance office, and other institutions, as required
- ▶ consultancy services relating to personal income tax (including PIT returns), social and health insurance and other payroll matters

Every client, irrespective of its size and number of employees, is very important to us. On the basis of our experience with the different requirements and expectations of our clients, we have to learn to develop a partnership style relationship individually tailored to the client's needs.

**Small and medium-sized companies** often entrust us with the administration of human resources and payroll. In order to do that, we use simple and effective IT tools which means that HR and payroll administration by Contract Administration is a much cheaper solution than building one's own professional HR and payroll department within the company.

**For large companies and corporations**, we offer HR and payroll administration based on the mySAP HR system, the most developed and advanced IT solution available on the market.

### SAP HR

The solutions we develop allow for a flexible allocation of tasks between the client and Contract Administration. Internally-managed functions are integrated with those performed externally, so that we use the client's capabilities and our expertise, to ensure that the outsourcing of all externally-managed functions is the most efficient and cost-effective solution for HR and payroll administration.

Our IT system enables both the client's staff and our specialists to work with the same database. The client may access all the HR and payroll data in real time and may additionally modify data in the system. Upon the client's request, we may integrate our SAP HR module with other applications used by them, e.g. finance system, working time registration system or with global HR systems.

The services offered by **Contract Administration** include **human resources administration** legally compliant and tailored to the client's requirements.

StaffData services include:

- ▶ maintaining staff personnel files
- ▶ preparing documentation related to hiring people, modification of terms of employment, and expiry and termination of employment relationships
- ▶ registering, deregistering and changing details of registration with the Social and Health Insurance office
- ▶ administrating employee benefits
- ▶ monitoring employment related deadlines and time periods
- ▶ issuing certificates of employment and salary confirmations
- ▶ drafting internal payroll and HR guidelines and documents
- ▶ preparing HR reports as required
- ▶ dealing with health insurance companies, the social security authorities, the labour inspectorate, and other institutions, as required
- ▶ monitoring attendance and processing sick leave documentation
- ▶ providing HR consultancy services



We provide tax consultancy services in connection with our payroll and human resources services including:

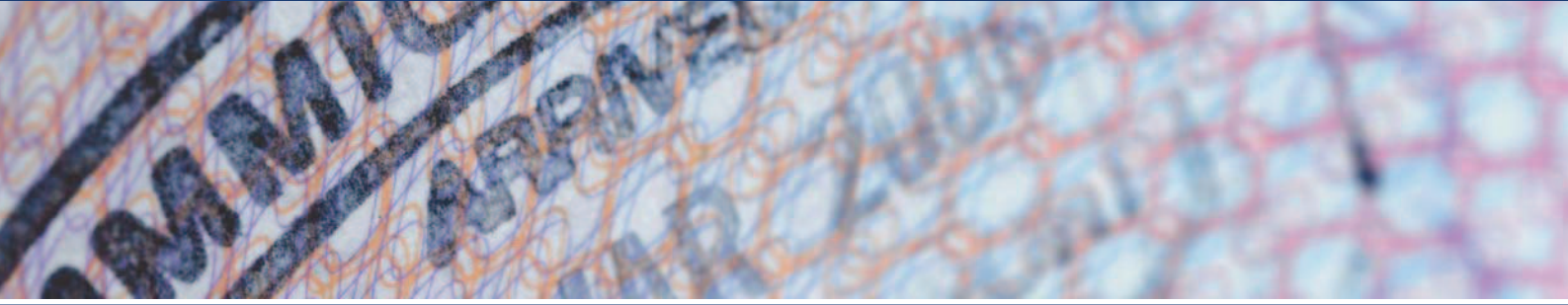
- ▶ Personal income tax
- ▶ Social insurance
- ▶ Health insurance

We know that each client's situation is different and that tax solutions are only useful if they are tailored specifically to those circumstances. Consequently, we provide a flexible range of services that are designed to cater for your particular situation. We cover the breadth of tax issues and provide a practical and pro-active approach with our advice being directed to the client's business requirements and commercial drivers.

Our services include:

- ▶ Consultation with a qualified tax adviser
- ▶ Opinions and advice on specific tax issues
- ▶ Representation with tax authorities
- ▶ Advice on tax risk, strategies and best practice
- ▶ Preparation and filing of tax returns
- ▶ Review of tax related documentation

We have the depth in expertise to deal with international and multi-jurisdictional tax issues, and to develop tax strategies for multi-nationals, individuals, and SMEs.



We regularly provide immigration services to foreigners coming to work in the Czech Republic. As a result, we have developed a comprehensive range of services designed to assist them to ensure they comply with all immigration requirements.

Our services include:

- ▶ Work Permits
- ▶ Visas
- ▶ Temporary and Permanent Residence Permits
- ▶ Advice and assistance with company registration
- ▶ Securing suitable accommodation
- ▶ Advice on moving belongings overseas and custom issues

Anyone wishing to perform any form of work, or business activity, in the Czech Republic over a length of time, should apply for a residency permit to ensure that they are legally resident in the country.

Every foreign national who stays in the Czech Republic should consider which type of permit they need. The most commonly required are:

- ▶ Visa and a work permit: the work permit is obtained on the basis of confirmation from the Labour Office that a Czech citizen cannot perform the job
- ▶ Entrepreneurs Visa: this is the registration of an executive officer of a legal entity in the Czech Republic, for example, of a branch office
- ▶ Family visa: The spouse of an applicant can obtain a visa on the basis of their family connection. The spouse will apply in the same way as the applicant but the visa must be supported by a translation of the Marriage Certificate and proof of financial security. Children under 15 years of age do not have to apply in person



## About us

We are one of the leading firms providing specialised Business Process Outsourcing (BPO) services. Our success is based on a partnership approach to our clients and is founded upon providing the highest quality service tailored to our client's specific requirements.

We offer our clients a number of different types of services depending on their specific requirements. For large companies and multinationals we may suggest using the **SAP Human Resources** module as it is one of the most sophisticated and advanced IT solutions available on the market. However, small and medium sized companies may benefit from simpler and more cost effective IT tools that provide the same level of functionality.

Many companies have already put their faith in us and we currently cooperate with over 100 highly-qualified specialists not only in Prague, but also in Warsaw, Wrocław, Łódź and Bratislava, where our other offices are located.

Our solutions are aimed at employers who want to focus on the strategic management of the company and devote as little time and resources as possible to HR and payroll administration but at the same time want to be sure that such processes are handled diligently, in a timely manner and in complete compliance with continually changing Czech law.

Outsourcing HR and payroll administration to a specialised independent company such as **Contract Administration** is a solution which has proved reliable all over the world as it enables cost-efficiencies. HR and payroll administration, though extremely important, do not play a key role in improving a company's competitiveness or market position. Equally importantly, if cost reduction goes hand in hand with the opportunity to use the most advanced IT solutions and the expertise of a specialist service provider that a company could not otherwise access, then it is a winning combination.

**Contract Administration** provides the following services:

- ▶ **Human Resources administration** – StaffData
- ▶ **Payroll administration** – StaffPay
- ▶ **Immigration**
- ▶ **Tax services**

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