



Service Specification of PAYROLL!

A DETAILED LIST OF THE ADDITIONAL SERVICE



In this document you will find all the information concerning payroll with HRLab. Find out which additional services are included in the PAYROLL package, what is provided by HRLab and which tasks you need to take care of.



OUR TASKS

WHAT DOES HRLAB PROVIDE?

01


THIS IS WHAT YOU GET

- Monthly payroll: Creation based on the data provided in HRLab
- Consideration of wage and salary garnishments
- Consideration of company pension
- Creation of applications according to the compensation of employer's expenses (AAG) for apportionment 1 (sickness) and apportionment 2 (maternity)
- Calculation of the grant for maternity benefit
- Preparation of remittance forms, bank lists or SEPA files for electronic banking after the creation of real-time settlements
- Implementation of the annual adjustment of income tax
- Provision of test payroll calculations

The following analyses can be exported and downloaded as PDF files from HRLab:

- Payroll Accounting
- Social Security Reports
- Wage Tax Statements
- Contribution Statements
- Contribution Settlements
- Attachment to the Contribution Statement
- Employee details: Contribution Statement


- Vote list: Contribution Statement
- Contribution Settlement / Pension Payment
- Levy List
- Payout Lists
- Payroll Accounts
- Payroll Journal
- Annual Payroll Journal
- Employer Overview (wage type overview)
- Employer Overview (total expenditure)
- Occupational Pension Schemes
- Income Tax Registration
- ELStAM monthly list
- Transaction List: Creation based on the present booking accounts according to different account systems as well as cost centers
- Cost Center List
- Annual Cost Center List
- Auxiliary list for the accident insurance
- Auxiliary list for the annual earning limit
- Auxiliary list for the compulsory charge for the non-employment of disabled persons
- Auxiliary list for the cost allocation obligation
- Digital Wage Statement
- AAG refund

 The provisioning of these analyses solely includes the autonomous download as a PDF file via the HRlab platform by the customer. If it is desired to send pay slips etc. directly to the employee, the costs will be charged separately. The paper dispatch of all analyses will also be charged separately.

02

THIS IS WHAT THE TAX AUTHORITY GETS


- Income Tax Registration via remote data transmission (DFÜ)
- Income Tax Statements via DFÜ

 If desired, HRlab will provide your data for review at a charge in accordance with the principles of data access and digital file auditability (GDPdU).

03

THIS IS WHAT THE HEALTH INSURANCES GET

- Electronic transmission of contribution statements
- Electronic transmission of registrations and cancellations as well as suspension notifications
- Electronic transmission of annual reports

 The proofs and reports are transmitted monthly to the respective health insurance companies in the course of the final billing. If desired, HRlab will also provide your data at a charge for electronically supported audits (euBP).

04

THIS IS WHAT THE EMPLOYER'S LIABILITY INSURANCE ASSOCIATIONS GET

- Transmission of the digital wage statement



YOUR TASKS

WHAT DO YOU PROVIDE?

- Recording of all accounting-relevant data in HRlab using self-administration including company and employee master data as well as booking accounts for the posting document
- Checking of the test payroll calculation
- Approval of the test payroll calculation
- Responsible contact for health insurance companies and authorities
- Independent calculation of leave payments as well as manual entry in HRlab

 A knowledge of payroll accounting is required.

Our activities are carried out exclusively in accordance with the provisions of § 6 no. 3 & 4 StBerG. Therefore, no consulting service can be provided. Please contact a tax adviser for this issue.