



[*Outsourcing*]



Leave your personnel administration to the Pro-Pay experts

Personnel administration in Belgium requires special knowledge of local social law. A knowledge that needs to be updated continuously, given the rapid changes in legislation. Hiring and training suitable staff costs time and money. Resources you might better spend on what you really do best: your core business. The alternative is to partner with experienced experts, such as Pro-Pay.

*Pro-Pay has over 30 years of experience in payroll,
for Belgian and international organizations*

Why outsource?

Providing the necessary data for the payroll (who works for you? When? For what salary? ...) is a task usually performed by the employer. However, Pro-Pay can take this over, temporarily (due to absence of the person in charge for example) or permanently (e.g. because you don't want to invest in specialist staff).

Outsource what?

Your Pro-Pay account manager will come and can take over following tasks on site:

- Preparation of employment contracts
- Management of employee data
- Filling in social and other legal documents
- Monitoring of absences, leave balances, overtime, ...
- Collecting the necessary data for monthly payroll calculations
- Ordering and distributing lunch and eco vouchers
- Distribution of payslips
- Updating pension plan data
- Fleet Management
- Answering questions from the staff on labour law issues
- Preparation of reports and documents for the management board

Don't waste your energy doing things that Pro-Pay does better. Call us soon to outsource your payroll management.

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