



[ *Payroll* ]



# Take a flying start with Pro-Pay's payroll service

*One person manages your entire account*

At Pro-Pay, you have only one contact, your account manager, who knows and manages all aspects of your payroll.

## A modular offering

Pro-Pay wants to create added value for you as an organization. Do you want to outsource only some parts of your payroll management - e.g. payroll and reporting - to Pro-Pay? No problem. Or do you prefer full service?

- **Correct data entry**  
Pro-Pay vouches for balanced accounts. Here, Pro-Pay outmatches other payroll offices: a thorough inspection and verification of data ensures a faultless flow throughout the wage process. Technically, the import happens by means of Excel files, interfaces with your application or directly in our online application.
- **Accurate wage calculations**  
Once the data entered and checked, your account manager processes the wages, taking into account the social and tax law and applicable scales for social security and withholding tax. Optimization for both employers and employees is our directive. Our service covers all aspects of payroll calculation: salaries & wages, indexation, benefits in kind (company car), holiday allowance, 13th month, calculation of severance indemnities, ...
- **Timely payments**  
You decide on how to arrange payment of net salaries, withholding tax and social security contributions. Either you can handle these internally or, if you prefer, this job can be outsourced to Pro-Pay as well. Our office can take care of these payments. Either by a proxy on your bank account or, alternatively via a client trust account.
- **Reporting according to your wishes**  
Your account manager provides you clear reports that fit seamlessly into your accounting. In addition, Pro-Pay can make a variety of reports (management, accounting, ...) created according to your wishes.
- **Administrative obligations and documents**  
Your Pro-Pay account manager takes care of your mandatory declarations, ordering lunch vouchers, government statistics, staff insurance, employee benefits, ...
- **International employees**  
Pro-Pay has particular experience with the specific issues of cross-border employment: expatriates, secondees, salary split, net-paid expatriates, gross-paid expatriates, ... have no secrets for us.

*Don't take any risk with your salary administration. Call on professionals. Contact Pro-Pay.*

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