



Outsourcing of payroll administration

Allow yourself to focus more on your company's business areas

Since 1995, Ernst & Young has specialized in payroll administration services for all kinds of companies, thus allowing them to free resources for further development and maintenance of their business areas.

Usually, one or maybe a few persons will be undertaking the payroll administration in both small and large companies, and one of their important duties is to keep up to date with changes in applicable law at any time. The dependency on one or a few persons makes a company more exposed in case of holidays, illness, and maternity leave and when employees are replaced.

Ernst & Young offers to take over the payroll administration permanently or for a shorter period of time until the company has the resources necessary for administering the payroll.

Ernst & Young wants to be a fellow player

Ernst & Young wants to work for and with our clients and their employees. Our keywords, which are very important to us, are:

- ▶ High quality
- ▶ High degree of service
- ▶ High flexibility
- ▶ The will to meet our clients' demands and expectations
- ▶ High degree of client satisfaction

Ernst & Young offers

Outsourcing your payroll administration to Ernst & Young guarantees that the salary calculations are prepared at the time agreed and that income tax, social security contributions, holiday pay and pension contributions, etc., are reported on time. Our payroll administration also guarantees correct reporting and taxation of:

- ▶ Benefits
- ▶ Anniversary bonus/severance pay
- ▶ Tax-free travelling and mileage allowance
- ▶ Holiday legislation
- ▶ Pension schemes
- ▶ Reimbursement of benefits related to sickness and maternity leave

In other words: All you need to do is inform us of changes, if any, in the payroll data relative to the preceding month either by e-mail or an internet portal.

Together with the payroll specifications, we prepare payment instructions or a payment file and bookkeeping and statistical documentation tailored to the company's requirements and bookkeeping systems.

Every employee will receive his or her salary specification by e-mail directly from our payroll administration team. The salary specification can also be delivered by an internet portal or ordinary mail.

We cooperate with a number of external parties such as:

- ▶ SKAT (the Tax and Custom Administration)
- ▶ The social authorities
- ▶ The ATP Group (ATP (labour market supplementary pension scheme), AER (the Employers' Reimbursement System), AES (the labour market occupational disease insurance), Barsel.dk (a maternity leave scheme) and FerieKonto (a holiday administration account))
- ▶ Pension providers
- ▶ Danmarks Statistik (the central bureau of statistics in Denmark)

Flexibility

Ernst & Young administers the payroll handling process via various payroll systems which gives a high degree of flexibility and the possibility of adjusting the process to the company's needs. We are always able to change or supplement the monthly payroll run, if it is suddenly decided that an employee is to receive, say, a bonus or if some amount needs to be withdrawn from an employee's salary.

Quality

Organisationally, the payroll administration team is situated in our Human Capital Department, which is part of Ernst & Young's Tax Department. This ensures a high professional standard and an ongoing dialogue with our tax and HR consultants who, in cooperation with the payroll administration team, provide consultancy assistance, e.g. on expatriation of employees, employment and dismissal and the taxation of various benefits.

The first employee

A number of factors need to be considered and attended to in relation to the authorities when you hire your first employee. Ernst & Young and the payroll administration team can assist you with the employer's registration with the tax authorities, taking out the compulsory industrial injury insurance and also the preparation of the employment contract.



Outsourcing your payroll administration to Ernst & Young Human Capital guarantees timely and correct payment of the employees' salary right from the start.

Human Capital in Denmark assists in coordinating global staff matters, etc., in the following areas:

Personal Tax

Tax consultancy, innovative tax solutions and preparation of tax returns.

Share-based remuneration

Establishment of employee schemes regarding shares, share option plans, warrants and bonds, etc.

Human Resources

Coordination of expatriate services, immigration issues, legislation regarding salaried employees, HR strategies and company policies, including staff policy, remuneration policy and organisational issues.

Payroll

Payroll services for a vast number of national and international companies. We make sure to withhold tax, etc. We report to the Danish authorities in order to ensure compliance with all formal requirements.

Social security

Advice in connection with expatriation to or from Denmark, applications and correspondence with Danish and international authorities.

Employment law

Legal advice in relation to staff matters and the relationship between the employer and the employee.

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Ernst & Young

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