

# HR & PAYROLL SERVICES

At SCHNEIDER GROUP, we understand that effective HR administration and payroll services are crucial for the smooth operation of your business. Our comprehensive HR administration and payroll services are designed to manage your human resources efficiently, allowing you to focus on your core business activities.

# WHY CHOOSE SCHNEIDER GROUP FOR HR ADMINISTRATION AND PAYROLL SERVICES

- Expertise in HR documentation. Our team of HR professionals ensures the preparation of a full scope of HR documentation tailored to meet the specific needs of your company. From employment contracts to termination papers, we handle it all with precision and compliance.
- Thorough HR review. We provide an in-depth review of your existing HR documentation, identifying areas for improvement and ensuring compliance with local regulations. Our diligent approach helps prevent legal issues and enhances overall HR efficiency.
- Comprehensive payroll services. Managing payroll can be complex and time consuming. SCHNEIDER GROUP offers reliable payroll services, ensuring timely and accurate salary disbursements, tax calculations, and compliance with statutory requirements.

## OUR HR ADMINISTRATION AND PAYROLL SERVICES INCLUDE

### 1. HR administration

- General advice on how to set up and optimize employee records management
- Development of templates for in-house HR documents that comply with local legislation
- Complete 'hire-to-retire' employee records management
- HR electronic document flow set up
- Integrated approach to HR documents management in terms of preparation for monthly / annual closing

### 2. HR and payroll audits

- Audit of existing HR documents and processes followed by recommendations for improvement and optimization
- HR document recovery and re-establishment of employee records management systems, if required
- Development of full scope of internal regulations that comply with local legislation and ensure efficient HR management
- Support during inspections by tax authorities, auditing companies and other inspection government agencies regarding HR administration and payroll calculations

### 3. Payroll management

- Advice on payroll administration methodology and current legislative requirements
- The team of highly qualified professionals to ensure the smooth provision of services
- Payroll, taxes and social contributions administration
- Preparation of obligatory reporting and interaction with regulators on your behalf
- Preparation of similar or adjusted reporting at your request for head office in Russian, English, and German

# BENEFITS OF COOPERATION WITH SCHNEIDER GROUP

- Compliance and accuracy. Our experts ensure all HR processes comply with local laws and regulations, reducing the risk of legal complications.
- Time and cost efficiency. By outsourcing HR administration, you save valuable time and resources, allowing you to invest in strategic business activities.
- Confidentiality and security: We prioritize the confidentiality and security of your HR data, implementing effective measures to protect sensitive information.
- Tailored solutions: We understand that every business is unique. Our HR services are customizable to meet the specific requirements of your company.

## ABOUT SCHNEIDER GROUP

SCHNEIDER GROUP provides back-office services that help our international clients expand their business into or within Eastern Europe, Central Asia and Caucasus. Our services include accounting outsourcing, tax consulting, import, ERP systems implementation, and more.

## CONTACT US TODAY

Discover how SCHNEIDER GROUP's HR administration services can enhance your business operations. Visit our website at <https://schneider-group.com/en> or contact us directly to learn more about our tailored solutions and how we can support your HR needs.



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# 1 team

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