



UNIVERSALJOB

Payrolling – the clever wage processing system

What if...

you could count on HR partner to take care of the payroll as well as the calculation of social security contributions, to take responsibility for all administrative costs and to conclude law abiding employment contracts with part of your staff and all of this with an advantageous price-performance ratio.

The payrolling solution

Universal-Job AG concludes temporary employment contracts with the candidates whom you have recruited and appointed. This is suitable for employment relationships based on a **weekly or monthly salary**:

- Supplementary staff
- Project worker
- Freelancer
- Existing temporary staff

We take over the rights and obligations spelled out in the contract of employment for the duration of the engagement. The staff is hired by Universal-Job AG and is made available to you. As the employing company, you do not have a direct work relationship with the staff which gives you greater flexibility and reduces considerably your administrative burden.



Payrolling



YOUR BENEFITS:

- Fast recruitment of employees
- Flexible reactivity to unexpected changes in orders
- No administrative expenses
- Easing the personnel administration burden in terms of routine tasks and contacts with administrative bodies
- Abidance by collective labour agreements rules
- Precise budgeting of administrative costs for the placement of temporary staff
- Reduction of direct salary costs
- Testing of (foreign) workers before permanent employment

WHAT WE DO FOR YOU:

- **Personnel administration**
Recording and modification of personnel data, establishment of contract, permits for foreigners, etc.
- **Payroll accounting**
Billing and disbursement – on a monthly or weekly basis, payment of advances, withholding tax for foreigners, administration and interim employment for the employment office and unemployment insurance authorities (RAV), salary statement, monthly, quarterly and yearly statistics, etc.
- **Social insurance**
Old age and survivor insurance (AHV) / Unemployment insurance (ALV) / Family allowance fund (FAK), Health and accident insurance, Pension fund (BVG)

Payrolling is trendy and offers many advantages to your business. Universal-Job AG is one of the few Swiss employment services provider that offers custom-made payroll services based on hourly or monthly wages. Do not hesitate to contact us free of charge. We will ensure that you are convinced. We look forward to our first meeting. Or, even better, let us surprise you with the supply of a trial employee.

www.universal-job.ch