



HELVETIC
PAYROLL

SWITZERLAND'S LEADING PAYROLL COMPANY

**Discover our services
and the advantages of
the payroll solution**

About us

Helvetic Payroll is your legal, financial, and administrative partner to support you in Switzerland.

Although Switzerland is one of the most pleasant countries to live in, the complexity of its rules and regulations confuses a large proportion of even the most experienced contractors. Helvetic Payroll will guide you through the maze of administrative procedures, thereby allowing you to concentrate fully on your core business.

→ You are self-employed (or want to be) and looking for a platform to handle the administrative management associated with your services.

→ You are a company looking to delegate the provision of a consultant for a contract.

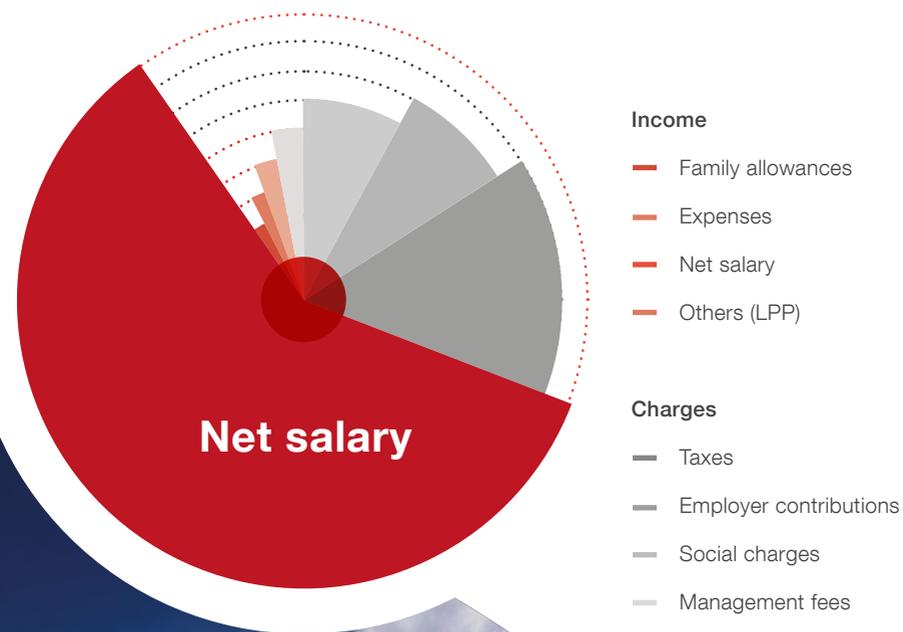


The umbrella structure offers the perfect balance between employee and independent contractor status. All the benefits an employee enjoys, without the inconveniences an independent contractor suffers

Services for the contractor

Helvetic Payroll's role:

- To analyse your personal circumstances to create an optimal and evolving financial simulation
- To manage all financial, legal, immigration, and administration aspects in full compliance with Swiss law
- To effectively manage the client's administrative processes (contract, timesheet, invoice, and collection)
- To offer a factoring service thanks to the **Cash Box**
- To provide the full support of a local, multilingual, multidisciplinary team with an agile and 100% digital organization.



PUMA Connect[®].

Our 100% digital solution

To guarantee a fully transparent and efficient service, we developed a comprehensive and 100% digital “HR Supply Chain” solution, for all of our consultants and clients. Some of the advantages of PUMA Connect ©:

- Secure, electronic contract signature with DocuSign[®]
- Dynamic timesheet and business expense management
- All administrative documents available 24/7
- Invoicing in different currencies and real-time collection monitoring
- Possibility to activate email and/or SMS notifications, when a payment is made and/or a salary slip is available

Services for the client

You regularly or occasionally welcome external stakeholders within your company.

Our mission: To provide customised solutions for the successful completion of your projects.

Helvetic Payroll, with all the necessary licences, will be able to free you from administrative limitations and legal constraints:

- Flexible, simple and fast tailor-made solutions to implement
- Outsourcing ad hoc and expert missions to specialists
- Service invoicing system more flexible and less restrictive than salary management
- Compliance of consultants with legal cover and social guaranteed.
- Simplicity and efficiency of the financial process: an activity report and a monthly invoice with digital access to a «Client» portal

Compliance and Legislation

→ A person working in Switzerland as well as the end client may only work with a Swiss company that holds all the necessary licences (L.S.E Law, SECO).



FEDERAL AND CANTONAL LICENCES

Private placements and the hiring of labour are strictly controlled in Switzerland by the public institutions. Helvetic Payroll has all the licences necessary for our activities:

Helvetic Payroll is in permanent contact with the authorities and insurance companies (SECO, SPE, AFC, AVS, etc.) to ensure full compliance of our processes with Swiss legislation.

We know that it is of utmost importance to ensure that pay slips are drafted for every employee in strict compliance with Swiss and European standards, particularly in terms of the calculation of social security contributions and tax deductions, where tax is deducted at source.



Simulation

Because every situation is unique, Helvetic Payroll is committed to creating a customised solution with you.

We hereby undertake to:

- Understand your personal circumstances
- Provide an accurate and efficient service
- Present a free of charge, comprehensive and detailed simulation (including all costs)

This simulation will include our operating expenses for all our services, with complete transparency.



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