ZEDRA Local Country Guide Payroll Capabilities

Belgium

Reports

Belgian payroll systems will output the following local payroll reports. These are available in French, Dutch and English language:

1. Summary

This document contains all salary details for each employee. According to your needs the employees can be sorted alphabetically or by department.

In addition, this report contains all the required accounting details:

- Breakdown per compensation item
- Total withholding tax
- Company social security contribution

If required, a tailored report can be prepared containing the entries to be shown in the accounts. This shows the credits and debits for salary costs and other items next to numbered references based on your standardised chart of accounts. This report can also be delivered in Excel, ASCII or TXT format allowing import into various accounting applications.

2. Payslips

Each employee receives a pay slip giving full details of his pay (gross salary, social security deductions, withholding tax etc.). Where the client chooses not to use Zedra technology, this document can be supplied in an envelope mentioning “personal and confidential” or employees can use the local digital platform to collect their pay slip.

3. Bank listing or e-banking file

We provide you with a listing containing all required information for you to arrange the payment of net salaries. We can also provide you with a digital version.

Country Specific Commentary

1. Start-up payroll administration in Belgium: Most affiliations (most importantly social security and labour accident insurance) must be arranged prior to the first working day of your employee.
2. As from the signature of our contract or SOW and the reception of all the information concerning the employer and the employee(s), we need 3 weeks to affiliate a new employer with the authorities in Belgium.
3. Transfer payroll administration in Belgium: there is a specific requirement of the Belgian social security authorities that states that transitioning to another payroll provider is only possible at the beginning of a quarter: January 1st, April 1st, July 1st and October 1st.

Disclaimer: This document must be read in conjunction with our Legal and Regulatory notice at zedra.com

Follow us on

MAKE AMBITION HAPPEN

Local System Functionality

We can provide local online tools will provide you with the necessary means to manage your HR affairs, some with additional charge:

1. Prisma Online: Our payroll software will allow you to automate parts of your payroll activities
2. YEAP; Your Easy Absence Planner is an online application that will help you in managing the absences of your staff.
3. A local system portal for employers to communicate with our office.
4. A local portal that provides Clients with a safe online portal for consulting pay slips and other salary documents where Zedra technology is not deployed.

Additional Services

It is possible that additional local services may be required in specific local countries to support the global standard operating model. Below is a list of additionally chargeable services for your consideration:

1. General immigration advice not linked to the file of a specific employee.
2. Salary benchmark report: If desired, we can provide you with a customized Salary Benchmark Report that enables you as an existing employer in Belgium to assess how competitive your current salary policy is, and as a new employer to provide a market compliant package for your employees right from the start.
3. Audit: Legal check on employer registrations, payroll check, check on employer formalities
4. Training Belgian labour law: A training of one or two days organized by our Legal Team