ZEDRA Local Country Guide Payroll Capabilities

Luxembourg

Reports

Luxembourg payroll systems will output the following local payroll reports. These are available in French/English language:

List of reports:

- HR / Finance
- Personal data
- Contract data
- In & Out
- Differences
- Signs differences
- Staff & FTE
- Absence/ diseases
- Illness costs
- List of diseases
- Medical visits
- Control of tax cards
- Group - Basic salary
- Bonus codes & hours

Country Specific Commentary

- Specific requirements in-country include:
- Registration / deregistration of the employees within 8 days
- Salary declaration each month
- Mandatory medical examination
- Annual tax certificate at the end of the year
- Tax declaration to submit to the tax administration each month

Local System Functionality

Tax obligations and year end formalities

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

Follow us on

MAKE AMBITION HAPPEN

- Receipt of the tax card xml files during the year, or retrieving of them on MyGuichet
- Monthly withholding tax return sending to the tax authorities (Administration des Contributions) upon receipt of the mandat.
- Preparation and sending of the yearly earning certificates to the employees, the employer and the tax authorities via MyGuichet

Compliance to social security (CCSS)

- Monthly salary declaration via Seculine, follow-up of social security invoices and illness reimbursements if invoices sent to us
- Annual social security ceiling adjustment check
- Monthly illness/ incapacity declaration, based on a .xls file

When hiring a new employee

- Creation in your payroll software
- Issuing the 1st request for the mandatory STM medical exam and sending to the contact person
- Request of the employee social security number if necessary and registration with the social security

When an employee is leaving

- De-registration from the social security
- On request, preparation of the U1 and work certificate

Luncheon vouchers

- Calculation and ordering as per our suggested process, for the current month, based on the payroll instructions received for the current month, without any deduction for ad hoc absence

Various

- Seizures: affirmative declaration, calculation and transfer preparation
- Student management
- Trainees : social and fiscal analysis included up to 3 trainees per year

Additional Services

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

Payroll & Legal

- Tax control management
- Follow up of the Mutuality reimbursements
- Complex salary simulations: split payroll/ impatriate/ expatriate/ secondment
- Mass salary simulations

- Preparation, set up and analysis of interest subsidies
- Preparation, set up and analysis of participative premiums
- Impatriate, expatriate or international and split payroll management
- Holiday management
- HR templates
- Specific complex studies
- Work / residency permit request
- Luxemburgish A1 request
- Secondment to Luxembourg management :
- E-detach
- Tailor-made reporting
- Specific form preparation (i.e. extraordinary leave refund)
- Assistance to fill in surveys : STATEC, ABBL, etc
- Application for short-time working
- Trainees : social and fiscal analysis : 85€/trainee/year as of 4e trainee
- Legal departure allowance: 120€/case
- Collective agreement: adjustments and premiums calculation
- Director's fees
- Social election management
- Personal tax declaration

HR consulting

- Full HR Operations management – outsourcing of the function
- Administrative assistance and payroll instructions preparation
- Management of the benefit-in-kinds
- Special leave refund request
- Teleworking-related declarations (DEMDET, DLA,…)
- Follow-up of Mutuality reimbursements
- Medical exam management
- Luncheon vouchers management
- HR audit, HR projects
- INFPC co-funding request

Organizational HR audit

Mobility

- Mobility management
- Fleet management
- Car policy management
- Set up and management of your company car catalogue
- Expertise and streamlining of processes : contract ending, invoicing, etc
- Audit