ZEDRA Local Country Guide Payroll Capabilities

Portugal

Reports

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

- Payslips;
- Gross to net report;
- Report per cost centre;
- Summary per employee.

Country Specific Commentary

- Admissions communicated to the Portuguese Social Security 24h prior the starting date.
- Contract in Portuguese: the contract between the Company and the worker must be in Portuguese, in accordance with local rules. From our experience, contracts usually have two columns, one in the Company's language and the other in Portuguese to comply with Portuguese law.
- 14 salary payments per year: the Company must make 14 salary payments to their employees in Portugal, one extra for the summer holidays and another for Christmas. We can divide the annual salary by 14;
- Lunch allowances: the Company can pay a lunch allowance which until a certain threshold is exempt of personal income tax and social security;
- Social Security, Labour Compensation and Tax Payments: these payments must be made from a Portuguese bank account.
- Holidays: Portuguese labour law states that employees are entitled to a minimum of 22 days' paid holiday per year. Holiday should be used in the civil year in which it is granted, or before the 30th April of the following year if used in conjunction with days from that civil year. In the year of admission, the employee is entitled to 2 days' holiday for each month of the duration of the contract, up to 20 days, which can be claimed after 6 full months of contracted work have been completed. If the contract is under 6 months, the employee is entitled to 2 days' holiday per month worked. On public holidays, no work is permitted that is not usually permitted on Sundays.
- Worker's accident insurance cover: under Portuguese law it is mandatory for the employer to provide worker's accident insurance cover for its employees. This obligation is valid for any worker, remunerated or not (such as an internship). The insurance cover must be issued through a Portuguese insurance company.
- Medical Services at work: under Portuguese law it is mandatory for the employer to provide a doctor's consultation at work for its employees (once a year if the employee is over 50 and every two years if the employee is below 50).

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

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Local System Functionality

Local system capabilities in-country include:

- Where ZEDRA technology is not deployed, Employee Portal to download payslip, annual statement, change personal data and ask for vacations.

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:

In addition to payroll services, we could help you with the following items:

- Expat support (obtaining Portuguese Tax Number, personal income tax return, NHR request, etc.);
- Money movement (net salaries and tax payments);
- Recruitment Consulting
- Recruitment Execution
- Career Transition Services
- Employee Training and Development