ZEDRA Local Country Guide Payroll Capabilities

Spain

Reports

Our Spanish payroll systems will output the following local payroll reports. These are available in the language specified below.

List of reports:

- Monthly standard report (Spanish / English)
- Payslips (in PDF format) (Spanish – Local legal requirement)
- Standard Bank File (Spanish)
- Draft WHT 111/216 (monthly or quarterly) (Spanish)
- Support with company accounting entries (Spanish / English)

Country Specific Commentary

Specific requirements in-country include:

- Our standard fees are based on a low/medium complexity client (e.g.: maximum 2 legal entities, 2 CBAs, less than 30% turnover, less than 20% sick leave absence and no complex salary requirements)
- Our standard offering assumes that the following items will be in place prior to payroll set-up: Digital Certificate, Tax Registration of the company's activity, Registration of the company into the Social Security System, communication of opening of work places, and communication of the Labour Risk Prevention Plan set-up process
- It is recommended to avoid a payroll implementation in August due to national summer holidays impacting resource availability
- Starters and leavers are additionally chargeable, as it is mandatory to register them with Labour Authorities and Social Security within a given timeframe and with due statutory forms

Local System Functionality

Local system capabilities in-country include:

- Where ZEDRA technology is not deployed, employee portal: to upload payslips
- Company portal to view data, commissions, variables, ITC starters/leavers, etc., and economic costs per employee/month/department/etc.
- Company portal to view WHT form 111
- General Ledger file

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- Bespoke reports
- Time & attendance (clocking-in) portal for employees

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:

- Company registration with Social Security
- Tax registration of the company's activity
- Opening of a work centre
- Coordination of the Labour Risk Prevention Plan
- Obtaining/renewing the Digital Certificate
- Management of Social Security electronic notifications (NOTESS) — monthly
- WHT for residents/non-residents, forms 111/216 — monthly/quarterly
- Annual summaries, forms 190/296 (up to 20 records) — annual
- Preparation of the annual remuneration registry
- Registrations, de-registrations, and changes of work centre
- Modification of company data with Labour Authorities
- Preparation of form 036 (census variations)
- Employee registration with Social Security and preparation of the official contract
- Employee deregistration with Social Security and calculation of final settlement
- Calculation of salary arrears
- Contract extension and communications to SEPE/INEM
- Preparation of the INE survey (Labour Statistics report)
- Complementary payslips calculation (bonus, commissions)
- Preparation of HR documents (change of position)
- Monitoring expiration of personal documents (NIE)
- Monitoring of temporary employment contracts' expiration dates
- Preparation of the remuneration registry in line with Gender Equity legislation
- Payroll consultancy services
- Integration with time & attendance/clocking-in systems (mandatory in Spain since 2019)
- vacation accrual calculation
- severance indemnity provision calculation

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- Management of labour audits or work inspections
- Management of bonus/stock options with specific tax treatment
- Payslip translation service into other languages for expatriates
- Management of supplementary social insurance (pension plans, private medical insurance)
- Labour cost simulations (payroll budgeting/forecasting)
- International mobility management (expatriates/impatriates, Beckham Law)
- Training courses for employees to understand their payslip
- Training for company HR technicians/staff
- Generation of company-specific documents
- Email dispatch to employees with documents required by the company
- HR Services (e.g. external HRBP, payroll register,…)

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