ZEDRA Local Country Guide Payroll Capabilities

Switzerland

Reports

Our Swiss payroll systems will output the following local payroll reports. These are available in German / French / Italian or English language:

- Payslips
- Detailed journal
- Cumulative journal
- Period comparison journal

Country Specific Commentary

- All communication is conducted in either German or English language. French is not currently available.
- Staff administration (e.g. application for family allowances / maternity benefits, accident / sick leave administration, pension fund coordination, etc.) are undertaken by the client. These services can be offered at an additional charge.
- Should transitions of payroll occur other than in January each year, employee salary calculations will need to be recalculated for the full fiscal year. Such retrospective calculations will incur additional once only charges above the standard implementation fees.

Local System Functionality

Report salary / tax at source electronically

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:

- Staff administration as outlined above (e.g. application for family allowances / maternity benefits, accident / sick leave administration, pension fund coordination, etc.)
- Consulting on local laws (social security / tax, etc.)
- Reconciliation with accounting
- Handle history from the previous provider
- Equity based compensation: Pro rata calculation for Swiss sourced income / appendices for the salary certificates
- Perform tax and social security gross-up

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

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MAKE AMBITION HAPPEN

- Support on site
- Audit support (social security / regular audit)
- Training of new HR staff