

HR & Payroll in the Czech Republic

Introduction

In whatever country or region you wish to do business, Vistra offers high-quality tailored services built on extensive local knowledge – freeing you to focus on your international expansion.

Our team serves a broad base of Clients which includes multinational corporations, property investments funds, private equity funds, and high net worth individuals.

Vistra Czech Republic

Vistra Czech was established in 2011 in Prague.

The Polish mother company (Vistra Corporate Services Sp. z o.o.) pioneered shelf company services in Poland and has helped over 2,000 businesses enter the CEE region, many of whom retain the Vistra companies' services for company administration, management reporting, accounting, payroll and local compliance.

HR & Payroll

• Service

When your operations grow and you need to employ local staff, new challenges can arise. Hiring local employees can be complicated, particularly in jurisdictions where Clients are not familiar with local employment regulations. Vistra Czech Republic can handle payroll and other staffing issues for you – freeing you to focus on growing your business.

• Payroll Services

Vistra Czech Republic offers comprehensive payroll services. We maintain the highest standards of confidentiality over the data provided to us and how it is processed. Our services include:

- Registration of the company and its employees with tax and social security authorities;
- Processing payroll information and calculation of staff remuneration;
- Preparation of payment instructions for net salary, social security and income tax;
- Preparation and filing of employees' tax returns and social security declarations;
- Preparation and filling of the company's health insurance and social security declarations;
- Preparation of reports for accounting and management purposes;
- Compliance reviews;
- Assistance with audits.

• Human Resources

The local labour code mandates specific requirements and responsibilities for employers. Vistra Czech Republic assists Clients in compliance with these regulations. Our services include:

- Maintenance of employees' personal files and work records;
- Supervision of employee medical examinations as required by the labour code;
- Issuing work certificates;
- Preparation of statistical reports as required by the labour code;
- Representation of the company in front of regulatory bodies, including assistance with labour audits.

• Calculation of Employees' remuneration

- Processing of payroll information, calculation of remuneration upon receipt of data (including bonus systems, fringe benefits, overtime etc.);
- Calculation of absences: holidays, sick leave, maternity benefit and others upon receipt of data;
- Preparation of coded salary pay slips;

Core Services

- Preparation of annual tax information for the employees.

In addition to HR & Payroll, Vistra Czech Republic offers a broad range of corporate services for inward investors and established business operations. These include:

- Market Entry;
- Accounting and Management Reporting;
- Corporate Secretarial;
- Domiciliary and Fiduciary;
- Shelf Companies;
- Company Incorporation;
- Liquidations;
- Projects and Outsourced Interim Staff.

Contact

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