

HR & Payroll Services in Poland

Introduction

In whatever country or region you want to do business, Vistra offers high-quality tailored services built on extensive local knowledge – freeing you to focus on 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 Poland

Vistra Poland was established in 2004 in Warsaw. The company has grown to become the leading independent provider of trust, corporate, compliance and fund services in the Central and Eastern European region (CEE).

The company pioneered shelf company services in Poland and has helped over 2,000 businesses enter the CEE region, many of whom retain its 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 can handle hiring, payroll and other staffing issues for you – freeing you to focus on growing your business.

Vistra Poland offers an overall solution provided via expert software which was designed to enhance work processes within an enterprise with maximum security achieved as all data and communication is treated in strictest confidence and in accordance with the Personal Data Protection Act.

The online portal concentrates all HR & Payroll functions on one dedicated platform where a client's employees can exchange working documentation directly with Vistra, accessing it securely online anytime from anywhere, even from mobile devices.

• Payroll

Vistra Poland 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;
- Disbursement of funds under an appropriate power of attorney;
- Preparation and filing of employees' tax returns and social security declarations;
- Preparation and filling of the company's tax returns 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 Poland 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.

Core Services in Poland

Contact

• Temporary Employment

Via one of the Vistra Poland companies, we offer temporary employee placement services. Vistra will employ the clients' candidate employee(s) who will be placed for a specified period of time at an End User Employer. Vistra will enter into a contractual relationship with both, the Employee and the End User Employer. Our service includes:

- Employment of client's candidates on the basis of an employment contract for the given period of time upon an agreed salary:
 - Maintenance of personal files according to labour law provisions, collecting necessary personal data;
 - Preparation of temporary employment contracts;
 - Registration of employees at the Social Security Authority (ZUS);
 - Issuance of employment certificates at the end of the employment relationship.
- 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;
 - Disbursement of funds to the employees;
 - Preparation and submission of monthly social security returns;
 - Disbursement of funds to ZUS/PIT;
 - Preparation of annual tax information for the employees.

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

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

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