

# Solutions for Corporate Clients – HR & Payroll in the Slovak Republic

## Solutions Slovakia

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 your business objectives.

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

## Vistra Slovakia

Vistra Slovakia (previously Trinity Corporate Services) was established in 2013 in Bratislava.

In November 2014 the company was acquired by the Vistra Group and its core corporate services business was merged with Vistra expanding its footprint into the CEE region.

The company pioneered shelf company services in CEE 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. If needed, we can review the management systems already in place and work alongside your team to handle local staffing.

### • Payroll Services

Vistra Slovakia 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 Slovakia 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 Solutions for Corporate Clients in Slovakia

### Contact details

- **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;
- Preparation and submission of monthly social security returns;
- Disbursement of funds to Social Security Authority;
- Preparation of annual tax information for the employees.

In addition to HR & Payroll, Vistra Slovakia 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;

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