



SwissLife

Swiss Life Payroll Services – Your reliable partner for salary administration

Do you know how much time you spend every month on salary administration and how much it costs you today? Enjoy transparency and secure planning – let us take care of your salary administration.

Your challenges

The legal and official regulations relating to social insurance, tax and labour law are becoming more and more complex. This increases both the risk of mistakes and your salary administration costs. Deputisation arrangements are also necessary to ensure reliable salary payments.

The benefits to you of outsourcing

- Simplified processes thanks to a single reporting office
- Availability of the necessary resources
- Access to expertise in labour, social insurance and tax law
- Access to modern IT solutions
- No need for major investments in infrastructure and specialised training
- Transparency and planning certainty – you only pay for what you actually need.

Our services

We offer a tailored solution for your company – from the use of modern, efficient software up to full outsourcing of your entire salary administration.

We offer you the following services

- Setting up the client with your company-specific parameters
- Data import/entry and maintenance
- Salary bookkeeping with monthly processing incl. individual salary statements
- Takeover of all correspondence with third parties (tax authorities, pension funds, administration offices, accident and daily sickness allowance insurers)
- Administration of child allowances
- End-of-year processing, including generating salary statements
- Tool for recording working hours and absences
- Periodic reporting of key figures
- Electronic employee dossier

In addition to the legally compliant processing of your salary administration, we can also take over other administrative HR tasks on your behalf.

Your salary administration will practically take care of itself – leaving you to concentrate on your core business.



Choose the service package that suits you best

Whether you continue to process your salary administration yourself using our software, or choose our “carefree package”: You choose the service that suits your business best.

We focus on your needs. If your circumstances should change, the scope of services can be adapted to the new situation unbureaucratically, as we guarantee flexibility between our service packages.

Our customers' favourite



The “carefree” package with nothing for you to do.

The settlement service where you handle the coordination with third parties yourself.

The professional software solution if you don't currently want to outsource your salary administration.

Operational activities

Data entry/data maintenance



Calculation of net salary



Generation of all output with relevance to salary



Transmission of documents to customer



Third parties

Interaction with third parties (e.g. social security administration offices, pension funds, withholding tax offices etc.)



Cockpit

Determination of the most important key figures



Expertise

Expert support on social insurance and tax issues



Resources

Responsibility for the entire payroll process if resource problems arise



Have you heard of AbaClik?

The mobile app allows you and your employees to call up their monthly salary statement on a mobile phone and enter

working hours, absences and expenses – easily and in real time. Interested? With our offer, you can benefit from all the advantages of a digital workflow.

What are the next steps? Answers to your questions

You deserve personal advice relating to your individual circumstances.



Contact your advisor, call us on 0800 222 440 or write to payrollservices@swisslife.ch

You will also find all the information on *Swiss Life Payroll Services* on our website: www.swisslife.ch/payrollservices