

# PAYROLL AND HR ADMINISTRATION SERVICES IN THE USA



## WHAT WE OFFER

### We unlock the full potential of your payroll and HR functions in the US

We are confident that we can meet your highest expectations when it comes to full accountability, legislative compliance and providing a desired employee experience while fully outsourcing your payroll and HR administration functions. Our service portfolio includes payslips processing, HR administration, employee online portal, labor law support, tax compliance and expat consulting.

Our services are designed to take the administrative burden off your shoulders, offer legislative guidance, and ensure the secure exchange of employee information with accurate data processing.

## WHY WE ARE DIFFERENT

### We bring innovative solutions

We focus on increasing efficiency and developing innovative online solutions to provide consistent support, individual technical customisations and high-level data security.

When it comes to cooperation, we apply a human-centred and emphatic approach prioritising our clients, to provide real solutions to their problems.

## Payroll agenda outsourcing

- Data collection and payroll calculation
- Statutory and management reporting
- Hotline services to all employees and HR
- On-site support and assistance

## HR administration services

- Keeping personal files of employees
- Newcomers and leavers agenda
- Issuing HR documents for employees
- Drafting internal policies and regulations

## Full-range consultancy support

- Labour law consultancy
- Personal income tax consultancy
- Health insurance and social security
- Expat consultancy and services
- Representation during inspections

## Employee and manager self-service

- Online payslips and HR document archive
- Payroll inquiries handling
- Time and attendance management
- Business travel management
- Payroll calendars and document management

## Other services

- Tax, transaction and legal advisory
- Incorporation and market entry
- IT consulting and technology
- Management consulting and advisory
- Investment consulting
- Real estate valuation and transactions
- Accounting and reporting services

**Find out how we can help in the USA!**

[www.accace.com](http://www.accace.com) | [usa@accace.com](mailto:usa@accace.com)