



Service Catalog for personnel management

1.	Recruiting
	<ul style="list-style-type: none"> ✓ Assistance in placing ads ✓ Contact with authorities and service providers (employment agency, temporary employment agencies, personnel service providers) ✓ Drafting confirmations if receipts / rejections ✓ Preselection of application documents ✓ Arranging and coordinating appointments (interviews, internships) ✓ Support in conducting job interviews ✓ Support with the onboarding process ✓ E-recruiting ✓ Overall coordination and implementation of the recruitment and selection of applicants
2.	HR Administration
	<ul style="list-style-type: none"> ✓ Administration of employment contracts / contract changes / agreements ✓ Administration of warnings, terminations, termination agreements ✓ Creation of certificates, certificates, personal data sheets, etc. ✓ Digital / manual management of personnel files ✓ Maintenance of the master data ✓ Administration of recruitment, transfers, resignations ✓ Administrative works council work ✓ Monitoring deadlines
3.	Controlling
	<ul style="list-style-type: none"> ✓ Creation and maintenance of sickness rates / statistics ✓ Determination of personnel costs, headcount / FTE statistics ✓ Calculation of fluctuation rates
4.	Time management
	<ul style="list-style-type: none"> ✓ Creation of the respective master data ✓ Creation and administration of working time models ✓ Creation of evaluations ✓ Determination of the billing-relevant data (hours for hourly wages, working time account, vacation account, etc.

5.	HR Management / Advice
	<ul style="list-style-type: none"> ✓ Advice: <ul style="list-style-type: none"> ○ in all personnel-related issues ○ on legal regulations, collective bargaining agreements, company agreements, company regulations etc. ○ in social security law, tax law, labor law and collective agreement personnel issues ○ Advising and conducting medical consultations Betriebsratsarbeit (Erstellen der Betriebsratsanhörungen, Anschreiben an den Betriebsrat etc.) ✓ Supervision of company health management ✓ Support in team development and development of measures for team development
6.	Employment law
	<ul style="list-style-type: none"> ✓ Creation of templates for employment, termination and settlement agreements, letters of warning, termination and works council hearings ✓ Creation of company guidelines (e.g. travel expense guidelines, vehicle regulations, company regulations, alcohol guidelines, working time regulations, bonus regulations etc ...) ✓ Cooperation with the works council, negotiating and drawing up works agreements ✓ Handling of disciplinary measures ✓ Accompanying exit scenarios ✓ Advice on labor disputes ✓ Representing the company in court in labor disputes ✓ Proactive advice to the company in the event of legal changes or changes in case law
7.	Payroll
7.1	Gross / net billing according to customer specifications
	<ul style="list-style-type: none"> ✓ Creation and maintenance of the personnel master data ✓ Enter transaction data, special payments, absences, collective bargaining regulations, etc. ✓ Entry of capital-forming benefits, pension amounts and seizures, contractual fringe benefits (e.g. company car, remuneration conversion, childcare costs), etc. ✓ Carrying out the gross / net billing according to the agreed billing calendar
7.2	Preparation and execution of payment transactions
	<ul style="list-style-type: none"> ✓ Creation of the payment receipt ✓ Creation of the payment media for the bank
7.3	Statutory reporting
	<ul style="list-style-type: none"> ✓ Creation of the income tax declaration ✓ Preparation of the contribution statements for the health insurance companies ✓ Registration / deregistration of employees with the health insurance company (DEÜV) ✓ Transmission of the annual fees to the health insurance companies ✓ Preparation of the income tax certificate ✓ Creation of the annual report for the employers' liability insurance association ✓ Calculation of the equalization charge according to the Disabled Persons Act ✓ Conducting the relevant correspondence with the integration office
7.4	Support of internal accounting
	<ul style="list-style-type: none"> ✓ Creation of accounting documents ✓ Transfer of the fee data to the customer's accounting system via a data interface

8.	Support of the management / HR department
	<ul style="list-style-type: none"> ✓ Advice to the management / HR department on all billing-related issues ✓ Advice on legal matters, in particular on questions of labor, tax and social security law, is expressly not provided by PERSONAL PARTNER in the context of wages and salaries.
9.	Evaluations for accounting and controlling
	<ul style="list-style-type: none"> ✓ Provision of the standard reports ✓ Creation of additional reports as required
10.	Support of external audits
	<ul style="list-style-type: none"> ✓ Provision of the necessary (personnel) data for wage tax and social security audits ✓ Accompany and support the wage tax and social security audits (according to a separate order)
11.	Administration and archiving
	<ul style="list-style-type: none"> ✓ Keeping the wage files ✓ Correspondence with the relevant authorities on issues relating to payroll accounting ✓ Registration of new branches (not companies / clients) ✓ Implementation of the certification system ✓ Archiving the data

We would be happy to make you an individual offer that is precisely tailored to your needs.

Contact us and we will arrange a non-binding appointment.

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With best regards

PERSONAL PARTNER

Externe Personalabteilung GmbH



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