

## NOVA SERVICES

*First off all it is a service allowing mastery of direct costs and burdens thanks to a management performed by specialists .This will offers you the opportunity to concentrate on your activity of human resources having at the same time a secure access to the data.*

*We offer the following services:*

### ● **Salaries**

#### **management**

*Pay slip generation  
Monthly and annual tax return to the government and the organizations  
Accounting journals  
Provisions  
Help desk employees  
RH Service Center*

### ● **Expatriate salaries**

#### **management**

*Multicurrency's calculations  
Gross up  
Tax equalization  
Multi-currencies payment*

### ● **Human resources**

#### **management**

*Collects the medical certificates and follow-up of medical files /accidents  
Compensations follow- up  
Request of license, AVS card and the family allowances*

### ● **Insurance brokerage service**

*LPP advice and management  
LAA, CLAA, APG administration care  
Survey of risks and the follow-up of their progress  
Searching the most suitable solutions  
Benefits and the prices benchmark  
Follow-up of accident files  
Information to the staff*

*Our services are available in French, German and English*