

# OUTSOURCING SERVICES

## GLOBAL HR & PAYROLL



### Payroll Outsourcing

Providing **accurate, compliant, and efficient** payroll is our number one priority for your organization.

### HR Outsourcing

Novative **HR experts** are here to make sure you are at ease whatever challenge you are facing with your HR processes.

### Global Outsourcing

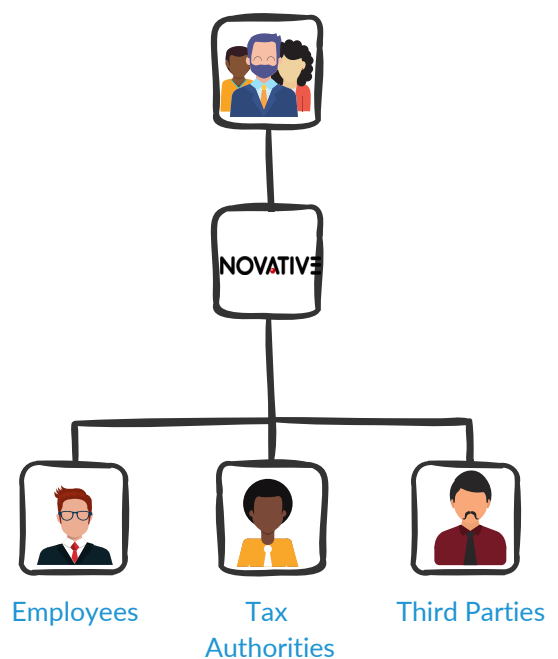
We are your **central point of contact** making global payroll **uncomplicated**.

## One Face

### Streamline Your Communication Process

Our HR specialists make payroll and HR functions **simple and efficient**, saving you valuable resources.

- We are your one point of contact for all countries
- We make sure deadlines are met & contributions are paid to the right authority
- We are in constant communication with you to be compliant to present regulations
- We put the highest priority on keeping your personal identifiable data secure



# OUR PRESENCE

Global Expertise With Local Presence

NOVATIVE is represented in more than **30 countries worldwide.**

Our in-house experts and local partners are **established professionals** with years of experience in **HR administration and payroll.**

Belgium Netherlands Algeria USA  
Bulgaria Norway Egypt Canada  
Denmark Poland U.A.E. Russia  
Germany Austria Ghana  
France Finland Kenya ...  
UK Switzerland Mauritius  
Ireland Spain Morocco  
Italy Czech Republic Nigeria  
Malta Slovakia South Africa  
Luxembourg Hungary Tunisia

## ONE STOP FOR ALL YOUR NEEDS

Save Your Resources & Invest in other areas of your business

- Production of electronic pay slips
- Production of payment files
- Reconciliation of accounting & payroll records
- Monthly tax calculations & payments
- Calculation & payment of social security contributions
- Preparation of Year-End Statements
- Management of Allowances, Annual Leave & Bonus
- Follow-up with all institutions involved in the payroll process (social security, tax, pension)
- Accounting reconciliation and verification
- Database maintenance
- HR admin for new employees and employees leaving the company
- Request & follow-up of European Permits
- ...

\*Services may vary by country. Please contact Novative to find out all services for specific countries.

## OUTSOURCING YOUR WAY!

- ✓ Customized HR & Payroll Outsourcing Services
- ✓ Present in +30 countries
- ✓ Contact one provider for all your the countries you are operating in
- ✓ No matter what requests - we find a solution for you!

**NOVATIVE**  
Global Payroll & HR Services

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