

# Payroll & HR Administration Outsourcing



Calculating payroll and managing HR administration are complex processes due to the frequency of amendments and multitude of legislative requirements requiring deep knowledge of the issues, practical expertise and a high level of focus. In addition, they require constant monitoring of the latest legislative changes and their prompt incorporation into the process.

## Our services

### Payroll

- ▶ Payroll calculation for both local and foreign employees across economic sectors, taking into account the specifics of each client
- ▶ Preparing tax, statistical and other mandatory reporting
- ▶ Payroll advisory services
- ▶ Payroll tax health check

### HR administration

- ▶ Preparation of HR documents
- ▶ HR secondment (temporary presence of EY staff at the client's office - for example, to file documents)
- ▶ Development of HR document templates by legal experts
- ▶ Labor law advisory services

## Why EY?

- 1 Confidentiality and information security
- 2 Mitigation of tax and labor law risks
- 3 Avoidance of possible payroll process disruption related to employees' sick leave, vacation and terminations
- 4 Highly-qualified specialists with Kazakhstan and international certifications, including CPA and ACCA
- 5 Client-centricity - annual average rating by customers: 9.9 / 10 (for 2019)
- 6 Global payroll certification ISAE-3402
- 7 Over 25 years of experience across economic sectors
- 8 Multi-level quality control system
- 9 Latest software and robotic solutions

## Contacts

We will be happy to provide you with advisory services in the fields of payroll, HR administration and military registration and reporting.



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