

Payroll services

Keeping up-to-date with payroll-related legislation, agreements and regulations is both time-consuming and expensive. We help companies by managing the entire payroll administration process, allowing you to focus on your core business.

Payroll costs normally represent a company's largest expense item. This makes payroll management a critical function for your company. Salaries and wages must be correctly calculated and paid at the right time. Any problems can quickly result in dissatisfaction in the workplace, which makes it important for payroll administration to be managed by specially-trained personnel who have up-to-date knowledge of the complex regulations.

Many smaller companies encounter problems when their payroll administrator is ill or on holiday. In many cases, the payroll administrator is the only person with the specific knowledge required to perform the job. However, this is exactly where Grant Thornton comes into the picture.

We help a large number of companies with their payroll administration. In fact, we send out more than 10,000 statements of income to our client companies each year.

Grant Thornton possesses both high-level expertise and powerful systems and software that make your payroll work easier. Features such as file transfer allow us to retrieve information from your own time management system, thus saving you time and effort.

Thanks to our specialised payroll consultants we can guarantee that we will always have the expertise you require. We keep up-to-date with payroll-related developments and can interpret the numerous

agreements and laws. We use modern systems that provide both employees and managers with online access to their time reports and travel expense claims, along with their payroll details. This means that employees can always submit and have information authorised, even if they are not in the workplace. This in turn provides valued freedom and flexibility and improves the efficiency of administration.

Contact us

If you would like to join our payroll services, contact your closest Grant Thornton office. We have offices in 25 locations throughout Sweden. You can find phone numbers for our offices on our website www.granthornton.se



We can assist you in the following areas:

Practical payroll management

- Calculation of staff salaries and wages, overtime, sick pay, expenses allowances and private mileage payments etc.
- Management of additional payroll payments, commissions, gross and net deductions etc.
- Calculation of holiday pay and checking of ongoing holiday entitlements, production of accrued holiday liabilities
- Calculation of and accounting for taxes and national insurance contributions
- Management of salaries, wages and tax payments

Consultancy and information management

- Provision of data for bookkeeping and period-end accounting
- Collection of tax and tax settlements
- Monitoring of contract negotiations
- Consultancy on personnel-related issues
- Monthly reports and statistics

Accounting and compilation

- Compilation of and accounting for group life insurance schemes and union fees
- Compilation and submission of statements of income to employees and authorities
- Reporting of sickness absence to The Swedish Social Insurance Agency
- Management of employee and employer insurance, recording of taxes
- Reporting statistics to the Confederation of Swedish Enterprise, Statistics Sweden (SCB)

Improving efficiency by using the Internet office

Grant Thornton's Internet office provides you with online access to your company's finance system. Our smart web-based services improve access to information, reduce management times and simplify analysis and reporting. The Internet Office enables employees to submit their time-sheets and have these authorised online. Employees can access their payroll details, accrued holiday entitlements etc. via the Internet at any time. Travel expense claims and disbursements can be managed in the same way.

Benefits for you as a client

Benefits of outsourcing your payroll administration to Grant Thornton include:

- No need to maintain in-house expertise in payroll administration
- No exposure when key payroll staff are ill or on holiday
- Personal contact with a payroll specialist
- No system maintenance or system investments for you as a client

As a major player in the area and a driving force within our sector organisation FAR, you can be certain of our quality-assured methodology. Furthermore, our staff are subject to regular quality-control assessments and receive ongoing training to ensure they are constantly up to date with new developments. In the financial year 2008-2009, each of our employees received an average of 63 hours' training.

Examples of work processes for payroll services:

