

COMPREHENSIVE HR AND PAYROLL SERVICES ENSURING COMPLIANCE AND PROCESS CONTINUITY IN POLAND

CLIENT

A limited liability company operating in Poland, employing staff under various forms of employment and cooperation agreements. The organisation operated in a dynamic legal and business environment, requiring efficient HR administration and payroll processes as well as ongoing employee support.

BUSINESS NEEDS

As the company expanded and its workforce grew, it required a structured and reliable HR administration and payroll model that would ensure compliance with Polish labour law, social security regulations and personal income tax requirements. An additional challenge was the diversity of employment arrangements used across the organisation, requiring different approaches to payroll processing, social security contributions and employee documentation management. Reducing legal and operational risks while maintaining ongoing access to professional HR expertise was also a key priority.

CHALLENGES

During the initial assessment, several challenges affecting the security and continuity of HR and payroll operations were identified. These included the need to organise employee records and ensure accurate and timely payroll processing, employee benefits administration and social security settlements. A significant risk stemmed from potential errors or delays in ZUS filings in Poland and reporting obligations to public authorities, caused by fragmented processes and insufficient control over HR data flows.

CASE STUDY

HR AND PAYROLL OUTSOURCING

PROJECT IMPLEMENTATION

The project began with a comprehensive review of existing HR administration and payroll processes, with particular focus on payroll calculation rules, social security contributions, employee benefits and the flow of information required for payroll preparation.

The following actions were implemented:

1. **Analysis, organisation and standardisation of payroll processes**, including the harmonisation of data structures, payroll schedules and communication procedures between the company and the getsix® payroll team, which increased the transparency of payroll processing and reduced the risk of errors and delays.
2. **Support for HR and payroll processes** through the implementation of the **Customer Symfonia HR Portal**. The solution enabled the automation of day-to-day HR administration processes on the client's side and provided employees and managers with fast and secure access to key HR information and documentation.
3. **Providing access to HR and payroll data through a customised report** developed within the **Customer BI and Reporting Portal**. The solution enabled the presentation of selected payroll data and labour cost information in a structured format tailored to the client's reporting needs, supporting management decision-making and control processes.
4. **Ongoing professional oversight of HR and payroll processes**, including verification of payroll calculations, monitoring the timeliness of settlements and ensuring compliance of HR and payroll operations with labour law regulations, supported on an ongoing basis by the getsix® Tax & Legal team.



IMPLEMENTED SOLUTIONS

As part of the cooperation, a structured HR and payroll service model was implemented, covering **comprehensive payroll processing, social security contribution settlements, employee benefits administration and HR documentation management**, all delivered in compliance with Polish labour law, social security regulations and personal income tax requirements. Payroll processes were organised to ensure **timeliness, consistency and security of payroll operations**.

The proposed solutions were tailored to the company's workforce size, the variety of employment arrangements in place and its organisational requirements. The cooperation was supported by getsix® e-Services tools, including self-service solutions and customised reports that improved access to HR and payroll data, increased process transparency and supported the ongoing management of HR functions.

KEY RESULTS OF THE COOPERATION

- Streamlining of HR and payroll processes and employee documentation management,
- Improved transparency of HR and payroll data,
- Ensured timeliness and accuracy of payroll processing and settlements with ZUS and public authorities,
- Reduction of legal, payroll and organisational risks,
- Establishment of a stable and predictable HR and payroll service model.

IMPLEMENTATION RESULTS

- 68%** **reduction in payroll adjustments**
achieved through improved input data quality and the standardisation of payroll processes.
- 26%** **reduction in payroll preparation time**
resulting from process improvements and support provided by self-service tools.
- 78%** **reduction in delays and inaccuracies**
in settlements with ZUS and public authorities following the implementation of a unified schedule and ongoing professional oversight.
- 35%** **reduction in the involvement of the client's internal resources**
in HR and payroll administration through the transfer of day-to-day processes to the getsix® team.
- 60%** **improvement in the transparency and accessibility of payroll data,**
measured by the reduction in the time required to access information and reports.

SUMMARY

The implementation of a structured HR and payroll service model enabled the client to establish a stable, predictable and compliant approach to managing HR and payroll processes. Thanks to clearly defined payroll procedures, ongoing professional support and the use of getsix® e-Services tools, the company gained greater transparency of payroll data and improved control over employment-related risk areas.

The project confirmed that HR and payroll services delivered through a properly designed and technology-enabled operating model can create tangible added value for an organisation and support its continued business growth.

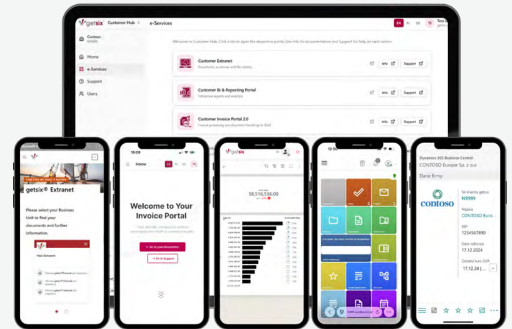


Learn more about getsix® e-Services

In the described project, getsix® e-Services digital tools supported an efficient document workflow, access to financial data and ongoing communication with the accounting team.

getsix® e-Services is a set of applications forming an integral part of the getsix® service delivery model. The tools enable transparent and secure cooperation in the areas of accounting, reporting and other business-supporting processes.

If you would like to learn how getsix® e-Services can also support your organisation, please contact us to receive further information or arrange a presentation of the available tools.



ACCOUNTING AND HR POWERED BY TECHNOLOGY

Detailed information is available at: getsix.info

GET IN TOUCH WITH US

Regardless of the question you have,
our team will guide in the right direction.



■ getsix.com
■ getsix-services.com
■ hlb.pl



Certificates

