



FULL HR AND PAYROLL SERVICES

CONFIDENCE IN YOUR COMPANY'S HR AND PAYROLL OPERATIONS

- Full regulatory compliance
- Team of experienced experts
- Support for international businesses
- Digital document workflow
- Dedicated Client Manager
- Security backed by certified standards



WE ARE AN INDEPENDENT MEMBER OF
**THE GLOBAL ADVISORY
AND ACCOUNTING NETWORK**

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INTRODUCTION

Growing challenges resulting from global competition require agile and highly efficient corporate structures. The goal of getsix® is to support companies and entrepreneurs operating in Poland in addressing the challenges of today's business environment. We support our clients by delivering professional services and solutions that facilitate efficient business operations and sustainable growth.

getsix® offers a wide range of complementary professional services in Poland in the following areas:

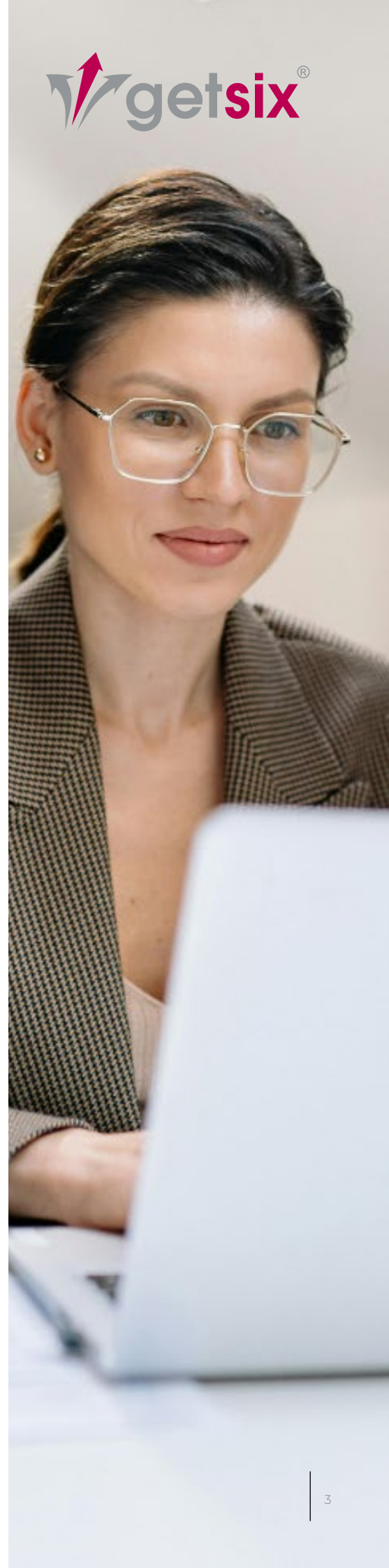
- Accounting, HR and Payroll Services
- Tax and Legal Advisory
- Business and Consulting Services
- E-Services and IT Solutions

getsix®'s long-term clients include both Polish companies and reputable international enterprises operating through branches or subsidiaries in Poland. To meet the needs of clients operating in an international environment, we provide services in Polish, English, and German.

getsix® is a member of HLB – a rapidly growing and dynamic network of independent professional accounting firms and business advisors. HLB partners are well-established organisations in their respective countries, many of which rank among the leading advisory and accounting firms in their markets.

DOCUMENT PURPOSE

This document is dedicated to the HR and payroll outsourcing services provided by getsix®. Its purpose is to present the scope of services, the cooperation model, and the organisational standards applied, as well as to explain how HR and payroll outsourcing can support the safe and efficient management of employment-related processes in Poland.



WHAT ARE HR AND PAYROLL SERVICES?

HR and payroll services cover the comprehensive administration of processes related to employee employment, HR documentation, and payroll processing. Under the outsourcing model, a company entrusts these processes to an external specialised team that supports the fulfilment of employer obligations in accordance with Polish labour law, social security regulations, and tax legislation.

The outsourcing model helps ensure the continuity, accuracy, and compliance of employment and payroll-related processes while reducing the administrative burden on the company. This ensures that duties relating to employment and payroll are carried out in an organised, timely and compliant manner.

WHEN IT APPLIES

HR and payroll outsourcing is primarily applicable to organisations whose operations involve managing employees within a dynamic or regulatory complex environment.

This service is especially valuable for:

- companies employing workers under different forms of cooperation,
- foreign companies conducting operations or employing personnel in Poland,
- entities operating within the structures of international capital groups,
- companies expanding their workforce or managing dispersed employee structures,
- employers seeking to reduce risks related to labour law, social security (ZUS), and statutory reporting obligations.

BUSINESS SIGNIFICANCE

Professionally managed HR and payroll administration provides businesses with operational security and predictability in employment-related processes. Timely payroll processing, accurate settlements with the Social Insurance Institution (ZUS) and relevant authorities, as well as properly maintained employee documentation, reduce organisational risks and support compliance with applicable regulations.

For international businesses employing personnel in Poland, HR and payroll outsourcing also provides valuable support in aligning employment processes with local labour law requirements.

SCOPE OF OUR HR AND PAYROLL SERVICES

HR and payroll services include the ongoing administration of the client's employees, based on the data and source documents provided, in accordance with applicable Polish labour law, social security regulations, and tax legislation.

HR ADMINISTRATION

- maintaining employee personnel files in accordance with Polish statutory requirements,
- creating, updating, closing, and archiving employee documentation,
- maintaining records of leave and absences,
- preparing documentation related to employment and termination of cooperation,
- issuing employment certificates and other confirmations,
- preparing reports and documentation required by public authorities.

PAYROLL PROCESSING

- monthly payroll calculation based on submitted working time records and contractual arrangements,
- support in the formal verification of working time records based on the data and information provided by the client,
- preparation of payroll lists for employees engaged under employment contracts and civil law contracts,
- calculation and settlement of ZUS contributions and personal income tax advances,
- determination and provision of payroll data for the purposes of inclusion in the client's accounting records.

SETTLEMENTS WITH PUBLIC AUTHORITIES

- preparation and electronic submission of declarations and reports to the Social Insurance Institution (ZUS),
- monthly settlement of personal income tax advances,
- preparation of annual tax and settlement information for employees (in particular PIT, IFT, and RMUA forms),
- preparation of information relating to health insurance and other public law obligations,
- calculation of allocations to the Company Social Benefits Fund (ZFŚS), where required.

EMPLOYEE PROGRAMMES AND INSURANCE

- preparation of registration and deregistration documents for employees with the Social Insurance Institution (ZUS),
- comprehensive administration of Employee Capital Plans (PPK).

ONGOING SUPPORT AND SPECIAL ENGAGEMENTS

- providing information and explanations regarding HR and payroll settlements,
- preparation of employment and salary certificates,
- corrections of payroll settlements and statutory declarations, including periods prior to the commencement of cooperation,
- support during inspections and audits conducted by public authorities.

The scope of the service and the manner of its delivery are each time tailored to the client's needs and the specific nature of their business, taking into account the scale of operations and expectations regarding reporting and support. The detailed scope of cooperation and the allocation of responsibilities are defined individually in the agreement.

COOPERATION AND BILLING MODEL

HR and payroll outsourcing services are provided as a separate scope of services, independent from accounting and advisory services. This means that clients may entrust getsix® exclusively with HR and payroll administration without transferring their accounting or other business support functions.

The scope of cooperation and pricing model are determined individually, depending on the number of employees, the scope of processes, and the level of support required by the client. In the case of activities exceeding the standard scope of services, additional support may be agreed in line with the individual needs of the business.

Support in the areas of labour law and tax advisory is provided by specialised entities within the getsix® group or by cooperating partners, ensuring access to expert assistance in matters requiring individual analysis.

DIGITAL DOCUMENT WORKFLOW

The cooperation is based on a digital-first model, enabling an efficient electronic document workflow. This provides greater transparency, faster access to information, and improved day-to-day collaboration. We prepare and provide HR and payroll reports and summaries tailored to our clients' requirements. Depending on the client's needs, communication and documentation may be provided in Polish, English, or German.

LABOUR LAW SUPPORT

Managing employment processes in Poland requires not only the proper organisation of HR and payroll administration, but also the ongoing adaptation of documentation and employer practices to changing labour law regulations. Legal support helps reduce organisational risks and ensures compliance with applicable regulations.

SCOPE OF SUPPORT

As part of the cooperation, getsix® offers labour law support including, among others:

- preparation and updating of employee documentation in accordance with Polish labour law,
- preparation of documents related to employment, changes in terms and conditions of employment, and termination of the employment relationship,
- preparation of documentation concerning remote work, health and safety, and personal data protection (GDPR),
- preparation of contracts and documentation for B2B cooperation arrangements,
- development of internal regulations and employee documentation required under Polish regulations,
- ongoing support for employers in the area of labour law,
- support during inspections and proceedings conducted by public administration authorities and tax authorities,
- representation before public authorities and labour courts.

The combination of HR and payroll services with employment law support enables businesses to reduce organisational risks and ensure that their documentation remains compliant with Polish regulations.

SPECIALISED LABOUR LAW SUPPORT

For projects requiring individual support in labour law matters, workforce reorganisation or the adaptation of documentation to Polish regulations, clients may draw on the expertise of the getsix® Tax & Legal team.

LABOUR LAW AND EMPLOYMENT IN POLAND

Support for businesses operating and employing staff in Poland.



ANETA MAJCHROWICZ-BĄCZYK

Partner Tax & Legal
Attorney at law

Accounting and Tax Office in Poznań



SUPPORT FOR FOREIGN COMPANIES EMPLOYING IN POLAND

International employment models require consideration of the specific requirements of Polish labour law and tax regulations. **Employing in Poland through a foreign entity often involves the need to adapt employment contracts, documentation and employer obligations to local legal and administrative requirements.** This is particularly relevant for businesses operating within international group structures and cross-border business environments.

As part of the cooperation, getsix® and getsix® Tax & Legal support foreign companies in, among others:

- preparing Polish employment contracts for foreign employers hiring staff in Poland,
- adapting foreign contract templates and HR documentation to comply with Polish labour law requirements,
- assessing risks related to the employment of staff in Poland by foreign entities,
- providing ongoing support to foreign employers in the application of Polish labour law and representing clients before public authorities and labour courts.

TAX CONSIDERATIONS RELATED TO EMPLOYMENT IN POLAND

Employing personnel in Poland through a foreign entity may also give rise to **additional tax obligations** and regulatory risks.

Depending on the operating model, getsix® Tax & Legal supports clients in, among others:

- assessing the risk of creating a Permanent Establishment (PE) in Poland,
- analysing VAT obligations and tax registration requirements,
- adapting business operating models to Polish tax regulations.

In matters requiring more advanced analysis, clients may also benefit from the support of the **getsix® Tax & Legal team in the areas of labour law, corporate law, and tax and legal advisory services.**

BENEFITS OF HR AND PAYROLL OUTSOURCING

Professionally managed HR and payroll administration is one of the key elements of effective and compliant business operations. Timely payroll processing, regulatory compliance, and well-organised employment-related processes contribute directly to reducing risks associated with employment.

COMPLIANCE AND RISK MITIGATION

HR and payroll processes are carried out in accordance with applicable labour law, social security regulations, and tax requirements. Ongoing monitoring of regulatory changes helps minimise the risks associated with incorrect calculations, delays, and errors in employee documentation.

TIMELINESS AND CONTINUITY OF SERVICE

The continuity of processes relating to payroll calculation, settlements with public authorities and the maintenance of employee records is ensured at all times. The service model adopted by getsix® provides a stable framework for HR and payroll operations and helps minimise the risk of operational disruptions.

TRANSPARENCY OF HR AND PAYROLL PROCESSES

A structured approach to HR and payroll administration provides businesses, including companies operating within group structures, with ongoing access to consistent and up-to-date information relating to employment, remuneration, and statutory obligations. This supports workforce cost control and facilitates administrative and organisational processes.

FLEXIBILITY ALIGNED WITH BUSINESS GROWTH

The scope of services can be adapted to changing business requirements, whether resulting from workforce growth, organisational restructuring, or changes in cooperation models involving employees and independent contractors.

SUPPORT FOR INTERNATIONAL BUSINESSES

getsix® has extensive experience in supporting foreign companies operating and employing in Poland. We provide services aligned with local regulations and support clients in managing HR and payroll processes within an international business environment.

Entrusting these processes to a specialised team allows businesses to focus on their core activities and growth objectives while maintaining control over key employer responsibilities.

OUR APPROACH AND SERVICE STANDARD

Delivery of HR and payroll services at getsix® is based on clearly defined cooperation standards that combine compliance with regulations, an understanding of the client's business needs, and the effective use of digital tools.

DEDICATED CLIENT MANAGER AND EXPERT SUPPORT

Each client is assigned a dedicated Client Manager responsible for the day-to-day coordination of HR and payroll services and communication with the getsix® team. Service delivery is supported by a team of specialists who regularly update their knowledge of labour law, social security regulations, and payroll administration.

PRACTICAL APPROACH TO HR AND PAYROLL SERVICES

Our approach focuses on ensuring the accuracy, timeliness, and continuity of HR and payroll processes while reducing the administrative burden on the client. The scope of cooperation is tailored to the specific nature of the client's business and employment structure.

EXPERIENCE IN AN INTERNATIONAL ENVIRONMENT

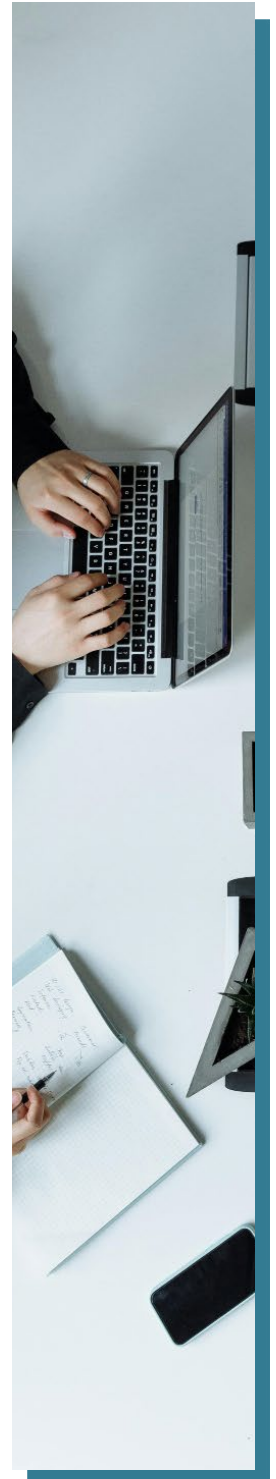
getsix® provides services in Polish, English, and German, supporting both Polish companies and foreign businesses operating or employing in Poland.

MODERN TOOLS AND PROCESS DIGITALISATION

Our services are supported by professional IT systems that facilitate HR and payroll administration and electronic document workflows. Clients may also extend the scope of cooperation with additional digital solutions that support communication, document management, and employee self-service.

FLEXIBLE SERVICE MODEL

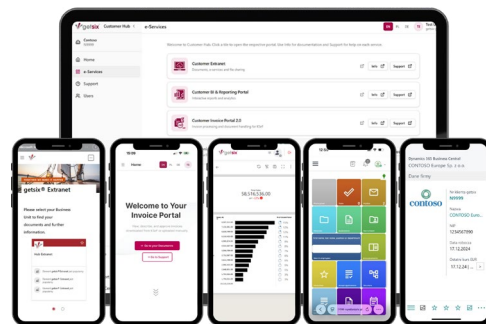
Services are provided both to businesses entering the Polish market and to organisations with established employment structures. The scope of cooperation can be expanded in line with the client's growth, organisational changes, and evolving business requirements.



getsix® e-Services

TECHNOLOGIES AND TOOLS SUPPORTING BUSINESS

getsix® e-Services is an integrated family of modern applications designed to support our Clients in their daily work and enhance collaboration with our team. Our e-services are developed to digitize accounting, HR, and reporting processes – offering greater convenience, transparency, and efficiency.



getsix® Customer HUB – a central access point to digital services, support, updates, and useful materials. The platform organises access to key information and tools in one place, improving day-to-day communication and facilitating the use of getsix® services both in the office and on mobile devices.

The scope of getsix® e-Services includes:

- **Customer Extranet** – Provides secure, 24/7 access to documents and shared resources in one place, ensuring transparency and smooth communication with getsix®.
- **Customer Invoice Portal** – Supports the handling of accounting documents and integration with the National e-Invoicing System (KSeF). The system enables the secure transfer of documents to accounting, their review, and the management of the invoice approval process.
- **Customer BI and Reporting Portal** – An advanced analytical tool that enables companies to efficiently manage data and generate detailed reports. Thanks to integration with various systems and the use of Power BI technology, this solution supports making informed business decisions.
- **Symfonia HR Portal** – A modern self-service HR and payroll platform that enables employees and managers to quickly and securely access key HR information and documents.
- **Microsoft Dynamics 365 Business Central** – A comprehensive ERP system that provides full automation of accounting processes, regulatory compliance, and quick access to key financial data.

Together, these tools create a fully digital, transparent, and secure working environment that allows for quicker decision-making, greater accuracy, and smoother collaboration between your company and getsix®.

STARTING COOPERATION WITH getsix®

Cooperation with getsix® is based on a transparent and well-structured process designed to ensure a smooth implementation of services and a secure transition of HR and payroll processes.

Each stage is carried out in accordance with high quality standards and full compliance with applicable regulations.



CLIENT NEEDS ANALYSIS

Cooperation begins with an initial meeting or consultation, during which the company's organizational structure, **needs, expected service scope, and preferred delivery model** are analysed.



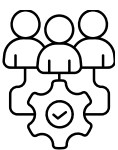
OFFER PREPARATION

Based on the collected information, a cooperation proposal is prepared and tailored to the specifics and scale of the client's business, **including the service scope and implementation timeline**.



AGREEMENT SIGNING AND ENVIRONMENT SETUP

After signing the agreement, cooperation formally begins. The client provides the necessary data and documents, and on the getsix® side the system environment is configured, including access to selected getsix® e-Services.



ONBOARDING AND PROCESS LAUNCH

During onboarding stage, HR and payroll processes are set up, communication guidelines and document workflows are established, and the scope and frequency of reporting are defined. **A dedicated Client Manager and a team responsible for ongoing service delivery are assigned to the client.**



ONGOING HR AND PAYROLL SERVICE

Services defined in the agreement are delivered as part of the ongoing HR and payroll support, in close cooperation with the dedicated Client Manager and HR and payroll team.

As the client's business develops, the scope of cooperation may be expanded to include additional processes, reporting, and solutions supporting the organisation of HR and payroll processes.

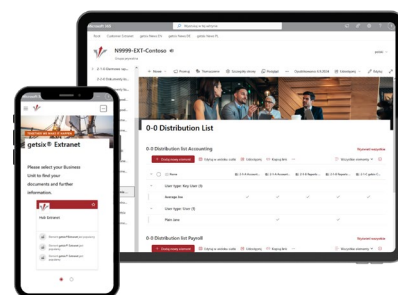
ONGOING COOPERATION

Cooperation with getsix® is based on continuous, structured HR and payroll service model delivered according to established processes and digital tools. The getsix® e-Services solutions support efficient document workflow, the organisation of HR processes and effective communication in day-to-day collaboration.

COMMUNICATION WITH getsix®

At the beginning of the cooperation, clients receive access to Customer Extranet and getsix® Customer HUB – solutions supporting day-to-day communication, document exchange, and access to getsix® digital services.

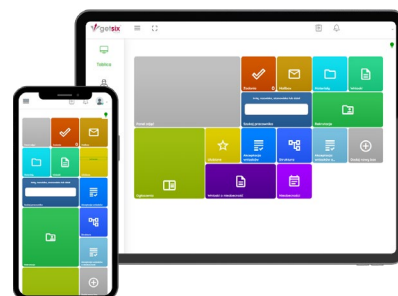
Customer Extranet serves as the primary communication channel with the dedicated HR and payroll team at getsix®. Access to the platform is configured individually, and clients determine the level of access granted to individual users within their organisation. This ensures that all relevant information and documents are available in one place in a structured and controlled manner.



HR AND PAYROLL SYSTEM

getsix® delivers HR and payroll services using professional IT systems that support employment-related processes, payroll calculations, and employee documentation management.

Clients may also extend the scope of cooperation by implementing Symfonia HR Portal, which supports the electronic workflow of absence requests and selected employee-related processes. HR information and documentation can be provided through reports and summaries tailored to the needs of the organisation.



The cooperation model allows for flexible adaptation of tools and working methods to the client's requirements, regardless of whether the client uses its own systems or solutions provided by getsix®.

BUSINESS DEVELOPMENT WITH getsix®

As businesses grow, their requirements relating to HR and payroll administration, reporting, and employee documentation management also evolve. The cooperation model offered by getsix® allows for the gradual expansion of services and the implementation of additional solutions supporting organisational growth.

EXPANDING THE SCOPE OF SERVICES

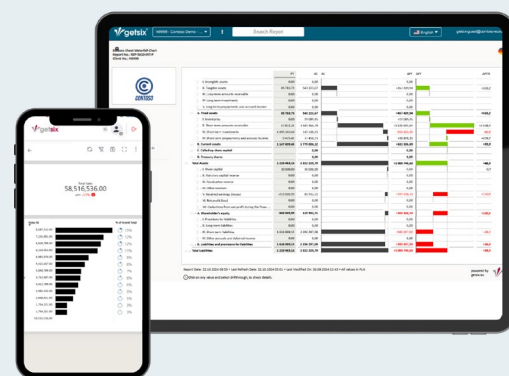
The scope of HR and payroll services can be tailored to changes in the employment structure, business scale, and internal organisational processes on the client's side. Support may include additional administrative activities, extended employee documentation management, support for new forms of engagement, as well as enhanced reporting and organisational support.

As business needs evolve, clients may also integrate HR and payroll services with other getsix® solutions, including accounting services, tax and legal advisory, and digital tools supporting document workflows and business process management.

REPORTING AND DATA ANALYTICS SOLUTIONS

Depending on the organisation's requirements, getsix® can prepare additional employment and payroll reports and summaries supporting management and operational activities. The scope of reporting is defined individually and tailored to the client's specific needs and organisational structure.

The getsix® e-Services ecosystem also includes solutions supporting advanced reporting and business data analytics, including the Customer BI and Reporting Portal based on Microsoft Power BI technology.



More information and access to a demo version are available at: getsix.info/bir/

CUSTOMER SATISFACTION AND QUALITY STANDARD

At getsix®, the quality of services delivered and customer satisfaction are integral elements of our cooperation model. Beyond the ongoing delivery of services, we place strong emphasis on client relationships, open communication, and the systematic improvement of our service standards.



CUSTOMER RELATIONS DEPARTMENT

Within the getsix® structure, a dedicated Customer Relations department operates to **support clients in the areas of communication and coordination of cooperation**. This team serves as **the first point of contact** for matters related to the course of cooperation, the scope of services, and any comments concerning service quality.

The team ensures efficient routing of requests to the appropriate individuals and monitors their completion, providing the client with transparency and continuity in communication.

Clients may also use the [Help Center](#) to submit service-related remarks. Each submission is analysed and, depending on its nature, forwarded to the appropriate persons within the organization, including – when necessary – members of the Management Board.



QUALITY MANAGEMENT DEPARTMENT

The Quality Management function at getsix® includes **systematic monitoring of service quality and analysis of customer experience** at every stage of cooperation. Its goal is to ensure consistent service standards and continuous improvement of internal processes.

In day-to-day communication, clients can submit requests after logging into the Help Center. This enables providing feedback at any time, supporting rapid response and maintenance of high service standards.

In addition, **annual customer satisfaction surveys** are conducted to comprehensively assess cooperation and identify areas for improvement. The feedback collected forms the basis for further service development and enhancement of getsix® teams' operating standards.

getsix®'s approach to quality is based on the principle that the best solutions are created through dialogue with clients. Open communication, team availability, and regular feedback collection enable building long-term relationships based on trust and partnership.

CERTIFICATIONS AND DATA SECURITY

At getsix®, information security, process quality, and protection of clients' financial and organizational data are treated as key areas of our operations.

CERTIFIED STANDARDS

International ISO standards define requirements for process organization, quality oversight, and information security management.

getsix® maintains certified management systems compliant with international standards:

- **ISO 9001** – Quality Management System,
- **ISO 27001** – Information Security Management System.



These certificates confirm structured procedures, oversight mechanisms, and a systematic approach to managing quality and information security. Implemented management systems are subject to **regular external audits** performed by independent certification bodies.

In addition to external audits, getsix® also conducts **internal audits and periodic management reviews** to monitor system performance, identify areas requiring improvement, and ensure continuous enhancement.

INFORMATION SECURITY AND CLIENT DATA PROTECTION

Clients' financial and organizational data are processed in an environment managed according to the principles of confidentiality, integrity, and availability of information. Organizational and technical solutions are applied to protect data against unauthorized access, loss, or modification.

The security model includes, among others, access control to systems and documentation, IT infrastructure safeguards, regular backups, and incident management procedures. Personal data processing is carried out in compliance with applicable laws, including GDPR.

At getsix®, quality and security are not treated as one-off actions, but as elements of ongoing oversight and organizational responsibility. Adopted standards form the foundation of cooperation with clients, especially for projects requiring a high level of confidentiality, compliance, and process predictability.

PLEASE FEEL FREE TO CONTACT US:



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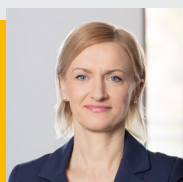
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If you have any questions regarding accounting, taxation, or other aspects of tax law in Poland, please contact our team of advisors.

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Memberships



Certificates



NCAGE 2152H



Competencies



Partnerships

