

COMPREHENSIVE HR AND PAYROLL SERVICES FOR POLISH AND INTERNATIONAL COMPANIES

At getsix®, we provide comprehensive HR and payroll support in Poland tailored to your company's specific requirements. **Whether you need basic payroll processing or advanced HR and payroll reporting, our services are flexible, scalable, and fully compliant with current regulations in Poland.**

Our HR and payroll solutions in Poland are aimed at both small businesses and large enterprises that want to optimize their payroll processes and focus on key aspects of their business.

OUR HR AND PAYROLL SERVICES

HR administration:

- maintenance of personnel files and employee documentation,
- leave administration and issuance of employment certificates,
- statistical reporting to the Central Statistical Office (GUS) and comprehensive administration of Employee Capital Plans (PPK).

Payroll processing:

- monthly payroll calculation and preparation of payroll lists,
- settlements with the Social Insurance Institution (ZUS) along with required statutory reports,
- employee tax settlements and annual tax documentation.

Reporting and support:

- HR and payroll reports for management purposes,
- corrections of settlements and declarations,
- support during inspections, audits and in ongoing matters.

EMPLOYMENT LAW SERVICES

Comprehensive legal support in the field of employment in Poland, also dedicated to foreign companies, including:

- preparation and adaptation of foreign employment contracts to Polish law,
- remote work documentation and B2B agreements,
- terminations and ongoing employer support,
- representation before authorities and labour courts.

WHY SHOULD YOU CHOOSE getsix®?



PROFESSIONAL SUPPORT

A team of experts who regularly update their knowledge of HR and payroll regulations in Poland.



DEDICATED CLIENT MANAGER

Ongoing support in day-to-day HR, payroll and advisory services.



FLEXIBLE APPROACH

Tailoring HR and payroll services to the unique requirements of each company.



SERVICE IN THREE LANGUAGES

Services and reporting in **Polish, English, and German**, making us an excellent partner for companies operating internationally.



QUALITY AND SECURITY

We are certified in accordance with **ISO 9001:2015** and **ISO/IEC 27001:2022**, confirming our commitment to quality management, client orientation and the highest standards of information security.



TOOLS AND TECHNOLOGIES SUPPORTING HR AND PAYROLL

Customer Extranet

Communication platform for exchanging accounting and HR documents.

Customer BI and Reporting Portal

Advanced analytical tool enabling companies to analyze detailed reports.

Symfonia HR Portal

Modern self-service HR and payroll platform that enables employees and managers to quickly and securely access key HR information and documents.

getsix® - YOUR TRUSTED PARTNER

220+ employees	8 office locations	400+ clients	20 years almost 20 years of experience
--------------------------	---------------------------------	------------------------	---

GET IN TOUCH WITH US

Scan the QR code and get in touch using the contact form.

Tel.: **+48 71 388 13 00**

E-mail: **office@getsix.pl**



- [getsix.com](https://www.getsix.com)
- [getsix-services.com](https://www.getsix-services.com)
- [hlb.pl](https://www.hlb.pl)

