



## Payroll administration services

Centrally-managed payroll system ensures that wages are paid in due time – this helps to preserve the most precious asset – human resources. Leave your payroll processing ad to us. On a pay day, all you have to do is to press one button and all payment orders are effected.

When managing your payroll books we will be liable for the quality of our work and guarantee that all data is kept confidential.

### Payroll processing services:

- work time calculation;
- payroll calculation;
- preparation of payroll and subsistence allowance payment data needed for electronic banking;
- wage slips are sent to employees by e-mail;
- accounting of vacation reserve;
- returning and calculation of payroll taxes;
- payroll reports for internal use;
- accumulation and history of payroll data;
- export of payroll expenditures and liabilities and vacation reserve data to bookkeeping software applications.



### Benefits:

- You will be able to focus all your attention on your company's core business activities and reduce your costs, whereas we will assume your responsibilities.

Call us today and find out how we do it:

**Tel. (+370 5) 278 55 00, email: [info@bpohouse.lt](mailto:info@bpohouse.lt)**