

## *Managing Payrolls in Germany*

### — Course Outline Below —

Whether you are sending expatriates into a country or taking on a small local payroll as part of an acquisition or branch opening, your business will need to ensure it meets all of its obligations. Whether you are planning to run payroll in-house or use payroll outsource partner, the company remains legally liable for employment requirements. It is therefore important that your company is aware of the compliance requirements, the key deadlines, and who is required to sign off forms, along with how to interpret key reports and payslip information. This course focuses on the major payroll rules in Germany.

**Attendees will be able to accurately follow a simple pay calculation, and should be able to identify all of the key items on a German payslip. You will also be able to identify all key jurisdiction deadlines; understand the penalty regimes and the consequences of getting it wrong; have a detailed understanding of the scope of service you are purchasing from a payroll partner; understand how to keep up to date with changes in Germany and be able to challenge your payroll partner to ensure such changes are made; and identify what information you need to pass to the payroll partner and why you have to provide it.**

### Germany

- Registration of new employees including European Economic Area citizens from other countries
- Starter process
- Leaver process
- German payroll vocabulary – to read a payslip
- Make-up to gross pay
- Special rules for shift pay (tax/social insurance free)
- Benefits in Kind valorisation
- Tax-free expenses
- Tax calculation
- Tax classes
- Tax cards
- Elektronische Lohnsteuer AbzugsMerkmale electronic reporting to Tax Authority
- Online calculator for performing gross to net
- Church taxes
- Solidarity surcharge
- Lump sum wage/church tax
- Monthly reporting and remittance
- Annual reporting
- Social insurance – contribution statement
- Health insurance
- Nursing care insurance
- Pension insurance
- Unemployment insurance
- Accident insurance
- Datenerfassungs- und -übermittlungs-verordnung electronic reporting
- Insurance company set up
- Rates
- Social insurance number
- Company pension schemes – 5 different types
- Insolvency cover
- Employment of disabled people
- Wages garnishments
- Relevant employment law
- Sickness, maternity, and paternity leave and pay
- Annual leave
- Mini Jobber
- Minimum wage and Collective Bargaining Agreements
- A look at some relevant websites