

Compensation & Payroll Services

A simple solution for your complex mobile employee compensation program

SIRVA's global compensation and payroll service provides end-to-end administrative management of all international assignment compensation details.

What you can expect:

Expertise

The SIRVA Compensation Team members are experts in expatriate payroll administration, with over 100 years of combined experience.

Personalization

Our system and processes are configurable based on your requirements.

Compliance Protection

We create a powerful compensation reporting database for you to fulfill legislative requirements. Our reconciliation, and shadow payroll coordination process protects you from compliance risk.

Predictable Costs

With no charge for implementation and set-up, and historically no "out-of-scope" fees, our administrative service keeps your program within budget.

"We are inexperienced with international mobility, so it is great knowing there is an expert who can help answer our questions. From the beginning, SIRVA worked extremely well with our local country payrolls to set up systems and tracking. I now have global oversight which was desperately missing before. I look to SIRVA to provide me with best practices, which they do very well. My processes are now much more efficient as a direct result of SIRVA's suggestions and recommendations."

— Global C&B Director, CRO Industry

Do you know the true cost to your domestic and global assignments?

Expect accuracy. Our expertise allows you to plan for total costs before sending candidates on their move or assignment. Utilizing our reports, you can track true costs for the assignment's duration.

Are you paying too much for your compensation service or are you surprised by out-of-scope fees?

Expect more for less. We include additional administration services covering the full scope of international assignment management as part of our standard pricing.

Do you alter your process to fit your provider's offering?

Expect service the way you want it. At SIRVA, we are flexible in our approach to customer management. We don't ask you to change your process for us; instead we change our process for you. We configure our administrative system to suit you, making your role simpler.

The SIRVA compensation and payroll administration services are designed to fit your unique objectives

By partnering with SIRVA, you can be confident knowing your specific needs will be met with comprehensive and customized solutions.

Comprehensive Cost Estimates

SIRVA will work with you to estimate the cost of each global assignment so you can make informed decisions and more accurate financial projections. Each cost estimate is customized and designed according to the length of the assignment and company policy.

Our full cost estimates can include:

- ✓ Base compensation
- ✓ Relocation costs
- ✓ Destination services costs
- ✓ Assignment premiums and allowances
- ✓ Estimated assignment taxes and hypothetical tax amounts

Payroll Instructions and Delivery

SIRVA will prepare and deliver payroll instructions for your staff, in accordance with your policy and assignee's final compensation agreement.

SIRVA's payroll instructions can include:

- ✓ Cost of living allowances
- ✓ Hardship allowances
- ✓ Housing allowances/housing norms
- ✓ Hypothetical tax
- ✓ Other recurring/one time allowances

We then provide compensation payroll instructions to your payroll provider for processing. This gives your assignees a better understanding of their pay package and helps ensure that they are consistently and accurately paid on time.

Assignment Balance Sheet Preparation

SIRVA prepares the initial compensation balance sheet and maintains the balance sheet data over the life of the assignment. Assignees are notified prior to pay date when compensation elements will change.

- ✓ Split payrolls
- ✓ Compensation updates
- ✓ Hypothetical tax
- ✓ Cost of living allowances – initial and updates

Total Compensation Collection & Payroll

It's time consuming for companies to maintain essential assignment data and compensation payments in location format. What's more, incomplete or inaccurate compensation collection can lead to substantial home and host countries' tax penalties. So it's good to know that SIRVA can provide all of the necessary collection, reconciliation and options reporting for assignment and financial tracking purposes, which will assist you in maximized reporting compliance.

Our total compensation and payroll options includes:

- ✓ Active, new and repatriate assignee listings
- ✓ Reconciliation of amounts instructed versus paid
- ✓ Budget to actual report
- ✓ Shadow payroll
- ✓ Ad-hoc reporting
- ✓ Post repat compensation accumulation
- ✓ Global statement of earnings

SIRVA's compensation and payroll administration services — delivering the best mobility experience at the lowest total cost to relocate.

To learn more about SIRVA's compensation and payroll services, contact www.sirva.com or call 1.800.341.5648 / +44 1793 619 555 / +852 2104 6668