

## Background information on Payroll > This is what we do:

### I. Payroll

Euro Economics takes care of:

- Monthly preparation of pay slips for all employees
- Preparation of cost overviews per employee and work centre

### II. Remittances to Seguridad Social (social contributions)

On a monthly basis we coordinate all obligations with regard to the Seguridad Social:

- Formatting of Boletines de Cotización RLC/RNT (mandatory documentation)
- Presentation of monthly payments through Sistema de Liquidación Directa

### III. Sickness and accidents at work

In the event of illness or occupational accidents of employees, Euro Economics ensures that the relevant official bodies are informed.

### IV. Preparation of compulsory payroll tax certificates for employees

Euro Economics ensures that every employee receives his or her compulsory wage tax certificate on time, required for the annual personal tax return.

### V. Certificates personal situation employees

In order to be able to determine the amount of wage tax to be withheld per employee, Spain works with Declaraciones Juradas: certificates in which the worker declares his or her personal situation (children, breadwinner, etc.) and which are used by us as a basis for the calculation of the wage tax to be withheld. We take care that every employee receives the relevant form annually and we update the data in our database

### VI. Current developments in Collective Labour Agreement & tax-legal developments in employment law

Euro Economics continuously checks whether the applicable collective agreements are subject to change (for example as a result of legislative changes, trade union negotiations or annual updates) and implements the corresponding modifications immediately. In doing so, the customer will be informed about the changes in question and the possible consequences.

It is also important that the company complies with the requirements of employment law and tax law obligations and that interesting opportunities are exploited. For this reason Euro Economics keeps its relations informed about relevant developments regarding:

- Labour law and related aspects (such as prevention of occupational risks).
- Changes in the tax system.
- Interesting tax opportunities in the field of labour law

### VII. Contracts of employment: entry into service

Euro Economics has extensive experience in assisting and advising employers in the preparation of employment contracts. The employment contracts are drawn up and registered by us at the relevant authorities (Servicios Públicos de Empleo) and the worker is registered by us with the Seguridad Social. It goes without saying that everything always happens strictly according to the guidelines and laws applicable in Spain.

### VIII. Employment contracts: renewals, adjustments

In the event of renewals of temporary contracts or adjustments to parameters in an existing contract (e.g. position, salary, work schedule, etc.), we ensure that the corresponding documents are drawn up for the company and the employee. In the case of temporary contracts, we inform the client well in advance of the exact expiry date so that timely decisions can be made about the follow-up process.

### IX. Voluntary termination of employees' contracts and termination of contracts during probationary periods

If an employee voluntarily terminates his or her employment contract or if the contract is terminated during the probationary period, we arrange for the handling of the following company obligations:

- Calculation, layout and presentation of the final payment
- Unsubscription from the Seguridad Social
- Preparation of company certificate for the ex-employee

### X. Dismissal procedures

In the event of a dismissal, it is extremely important that the procedure is carried out carefully and punctually. The employee must be informed in writing just in time, the final payment must be made on the spot and according to strict guidelines. Euro Economics coordinates and takes care of all these actions and we also make sure that those directly involved are properly instructed so that everything runs smoothly.

### XI. Legal advice in the event of social conflicts

In addition to our own qualified specialists, Euro Economics has a wide network of mediators and lawyers who, in the event of social conflicts between employer and employee, will always be at your side to provide you with the right advice.

### XII. Tax returns

We prepare and present the following mandatory tax returns:

- Monthly or quarterly wage tax return => tax form 111/216
- Summary annual wage tax return => tax form 190/296

### XIII. Miscellaneous activities

In addition to the aforementioned services, Euro Economics naturally provides many other services such as:

- administrative handling of maternity and parental leave
- administrative processing of procedures related to reduction of working hours
- administrative handling procedures relating to disciplinary sanctions
- completion and presentation of labour related surveys of the Statistical Office
- trainees signing up and unsubscribing
- activities relating to possible labour inspectorates
- Making standard and personalized reports
- advice on complex labour law issues