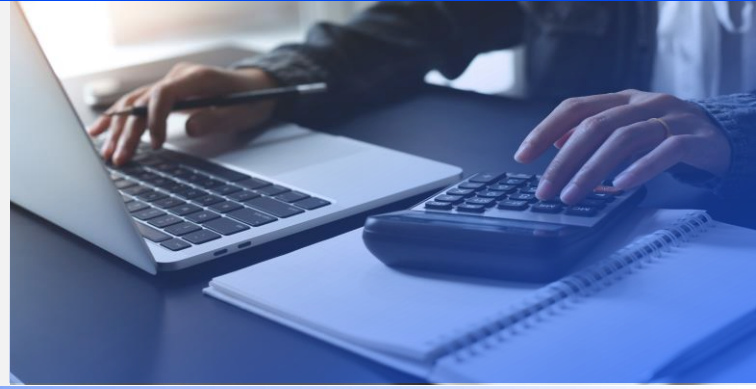


HR administration and payroll services for Chinese companies doing business in Russia

As a trusted outsourcing partner, our team is ready to take on all HR administration, payroll and reporting functions of your business..

We leverage a close synergy with our firm's legal, migration, tax and technology experts to provide holistic solutions according to high professional standards.



I. Our strengths



Our team is a two-time winner of the **HR Consultant of the Year** grand prize and won the **Crystal Pyramid** award in 2022 and 2023.

The judging panel highly praised our achievements in human capital management.



We guarantee the confidentiality of information and ensure the protection of your personal data in accordance with Russian legislation and our Information Security Policy.



Our team has extensive experience of working with companies that employ as many as **10,000 people**.

We develop **custom-made solutions and approaches** for large, medium and small businesses.



Our experts have been offering services for payroll calculation and HR administration **since 2007**. For more than 15 years in business, we have brought the quality of our work up to a gold standard.



We continuously improve the professional level of our experts through ongoing training on industry-specific and innovative programmes at the **Technologies of Trust Academy**.



We offer a tailored approach to customer requirements. When working with clients, we employ **an easy-to-use and convenient communication system**.



We engage the best experts in the market from the methodology and advisory teams to solve complex issues



II. Our services



HR administration

- Preparing HR documents (in hard copy and electronic format)
- Maintaining employment record books of employees (in hard copy and electronic format)
- Preparing staff reports for management purposes
- Preparing and filing staff reports to the state authorities
- Providing assistance in opening an individual personal account with the Russian Pension Fund (SNILS, an individual social security number)
- Restoring HR documents

Our specialists have skills in operating multiple ERP-systems, such as 1C, SAP, Scala, Axapta, BOSS-Kadrovik etc.



Payroll services

- Calculating payroll, personal income tax (PIT) and mandatory insurance contributions
- Preparing payroll reports (among other things, for management accounting purposes)
- Preparing RAS and/or IFRS journal entries for payroll and taxes
- Preparing statutory reports to the state authorities
- Communicating with the Social Fund of Russia
- Preparing reports on highly qualified foreign employees
- Providing support in the course of desk and field tax audits conducted by the government authorities
- Providing support during audits



Methodology support

- Analysis, alignment and standardisation of business processes for HR administration and payroll calculation for the purposes of future transformation and amendments
- Assisting in optimisation and development of methodology for dedicated functions (including SSC creation)
- Providing support in developing, implementing, testing and piloting specialised HR record-keeping and payroll calculation software
- Providing assistance in transferring staff and salary data to a new accounting system
- Providing support when the company enters the tax monitoring programme



Military registration

- Reviewing military service registration documents, restoring such documents
- Registering with a local executive authority and a military registration office at the place of company registration
- Maintaining military registration records on an ongoing basis



Support on occupational safety matters for non-production companies

- Analysing occupational safety requirements with regard to the company's specifics
- Preparing a report containing advice on occupational safety compliance
- Drafting mandatory occupational safety documents
- Preparing mandatory occupational safety briefings for employees (electronic presentations and/or webinars, training sessions)



Advice and support during transition to electronic employee records

- Analysing HR business processes for implementing electronic HR document flow, developing and optimising the transition plan
- Agreeing on and developing electronic HR document flow policy, employee consents to electronic HR document flow, consents to personal data processing for electronic HR document flow purposes
- Assisting in the transition and testing during the implementation and adaptation of the service



Other services

- Diagnosing HR administration, payroll calculation and taxation, legal compliance report preparation
- Providing support during company liquidation
- Providing assistance to deposit HR documents to the state archive
- Conducting training sessions and advising on matters related to HR administration, payroll calculation and taxation as well as reporting and compliance



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tedo.ru/china-desk



Technologies of Trust corporate channel in WeChat

Scan the QR code in the application



III. Our team



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