

# Swiss payroll legislation and handling – basics

Tuesday, 4 June 2019 and  
Wednesday, 5 June 2019  
PwC Zurich

[www.pwc.ch/corporate-support-services](http://www.pwc.ch/corporate-support-services)



An event offered by PwC for English-speaking HR and payroll administration specialists as well as employees at global mobility/shared service centres

# Swiss payroll legislation and handling – basics

Ladies and Gentlemen

Mobility, globalisation and digitalisation have made Swiss payroll more international over the last few years.

Shared service centres in countries such as Poland and Romania are no longer a rarity, and administrative tasks such as accounting and payroll are frequently outsourced. Relocations are usually prompted by cost reasons. But they can result in qualitative losses in payroll, and in extreme cases lead to a great deal of dissatisfaction among employees. You can change this by training your overseas colleagues properly.

In response to lively client demand we have now included a seminar in English in our offering. This basic training is dedicated to Swiss payroll, including social insurance, withholding taxes, payslips, wage statements, personnel administration and employee shares.

This seminar is an opportunity to find out everything you need to know about the different types of Swiss social insurance, cantonal differences in withholding taxes, and year-end tasks such as salary certificates and declarations.

In addition to an introduction to the theoretical basics we will be working on practical examples and looking at how to handle payslips (content and presentation).

The event is aimed primarily at English-speaking employees in payroll, HR, global mobility and shared service centres.

We would be delighted to welcome you.



Brigitte Zulauf  
Partner



Raymond Simmen  
Director

Register now online at [www.pwc.ch/swisspayroll-event](http://www.pwc.ch/swisspayroll-event)

**PwC's Academy** offers leaders like you the opportunity to develop professionally and build relationships. Find out more at [www.pwc.ch/academy](http://www.pwc.ch/academy).

# Programme

## Day 1

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<b>8.30 am</b>	<b>Welcome, participants arrive</b>
<b>9 am</b>	<b>Part 1: Social insurance in Switzerland (3-pillar principle)</b> <ul style="list-style-type: none"><li>• AHV/IV/EO</li><li>• Unemployment insurance</li></ul>
<b>10.20 am</b>	<b>Break</b>
<b>10.40 am</b>	<b>Part 2: Social insurance in Switzerland (3-pillar principle)</b> <ul style="list-style-type: none"><li>• BVG</li><li>• UVG/UVG-Z/KTG</li><li>• Family allowances</li><li>• Other/diverse (e.g. cantonal insurance)</li></ul>
<b>12 pm</b>	<b>Lunch</b>
<b>1 pm</b>	<b>Withholding taxes</b>
<b>2.40 pm</b>	<b>Break</b>
<b>3 pm</b>	<b>Salary certificates</b>
<b>Approx. 4.45 pm</b>	<b>End of event</b>

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## Day 2

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<b>8.30 am</b>	<b>Welcome, participants arrive</b>
<b>9 am</b>	<b>Practical examples with payslips</b>
<b>10.20 am</b>	<b>Break</b>
<b>10.40 am</b>	<b>Part 1: HR administration</b> <ul style="list-style-type: none"><li>• What must be reported and how?</li></ul>
<b>12 pm</b>	<b>Lunch</b>
<b>1 pm</b>	<b>Part 2: HR administration</b> <ul style="list-style-type: none"><li>• What must be reported and how?</li></ul>
<b>2.40 pm</b>	<b>Break</b>
<b>3 pm</b>	<b>Employee shares</b>
<b>Approx. 4.45 pm</b>	<b>End of event</b>

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### Instructors

Miriam Dübendorfer, Manager, Payroll and Employment Solutions, PwC Zurich

Raymond Simmen, Director, Leader Payroll & Employment Solutions, PwC Zurich

# Important details at a glance

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## Date and time

Tuesday, 4 June 2019 and Wednesday, 5 June 2019, 9 am until around 4.45 pm

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## Venue

PwC Zurich, Birchstrasse 160, 8050 Zurich

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## Parking spaces

There are limited parking spaces available near the office. If possible, please use public transport.

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## Participation fee

**Both days of seminar:** CHF 1,800 including 7.7 % VAT, event documentation, catering and certificate.

**One day of seminar (first day only):** CHF 900 including 7.7 % VAT, event documentation, catering and certificate.

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## Registration

The number of participants is limited. Bookings will be processed on a first-come, first-served basis. We will accept bookings up until two weeks before the event. Your booking will be confirmed by email one week before the event. Upon request, we can also run this event exclusively for your company.

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## Cancellations

In case of cancellation up to 15 working days prior to the event, the participation fee will be refunded to the participant in full; up to five full working days prior to the event, PwC will bill the participant for 50 % of the fee; in the case of a later cancellation, the full amount will be billed. You can, of course, appoint somebody to come in your place.

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## Contact

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