

# HR administration outsourcing

## Your HR administration in our hands

We will be happy to take over your core HR processes so you can take care of what is most important – your employees. We will provide you with a personal contact person, look after your personnel master data, communicate with the authorities and comply with the highest standards of data security.

With our HR administration outsourcing, we take responsibility for your personnel master data, support you in your everyday work and ensure that all your data is current and correct. We look after your day-to-day HR administration. With our service, you don't need to worry about your HR core processes – they are in our expert hands and the highest standards of data protection are ensured.

Our modern administration portal guarantees flawless communication between you and HR Campus. Confidential data and information are 100% protected in an area accessible only to you. We also provide you with a personal contact.

## Our HR administration outsourcing contains

- Processing of personnel actions (for employees joining and leaving the company, etc.) and updating of employee master data
- Registration of modifications (salary adjustments, etc.)
- Reporting of registrations, deregistrations and modifications to the competent institutions (pension authorities, etc.)
- Creation of employer attestations and interim earnings forms
- Status monitoring for accidents, sickness and child allowances
- Personal contact person with deputization



## Highlights

- Your HR processes in expert hands
- Processing of personnel actions and master-data updates
- Communication with the authorities
- Deadline-compliant and binding service level agreements
- The highest standards of data security
- Personal contact person