

KR Group services in practice

HR & Payroll

Increased employee turnover

Inefficient and time-consuming processing of worker hiring, from the completion of recruitment (hiring decision) until the start of work, in an organization with a decentralized structure and high fluctuation of staff. A pressing need for maximum reduction of time spent on hiring procedures and increased efficiency of processes connected with hiring a large number of employees simultaneously in many locations around Poland.

Proposed solutions:

Unique tool from KR Group:

- Questionnaires ensuring completeness of data required for drawing up contract, enclosures required by labour law, proper calculation of salary (reflecting social insurance benefits, tax relief, deductible revenue-earning costs), and social insurance registration of family members
- Automatic importation of data into the HR and payroll system
- Electronic HR questionnaires for employees, along with enclosures
- Automatic generation of contracts and enclosures

Results of measures taken:

- Cutting to a minimum the time and work input devoted to hiring procedures
- Eliminating manual labour of entering data in the HR and payroll system
- Eliminating hard copies of enclosures
- Ability to gather complete set of HR and payroll data needed for drafting contracts and other hiring documents, and then generate documents ready for the employee's signature—for any number of people, at any location in Poland or abroad, simultaneously

50% revenue-earning costs

An IT client had an inefficient and time-consuming process of calculating the pay of staff for time spent on creative work, in order to claim the benefit of the tax scheme allowing deduction of 50% of a portion of the employee's salary as revenue-earning costs.

Proposed solutions:

- **Manager's Interface** – tool enables access to employee's HR data (including data on terms of employment, job history, training, entitlement to employee benefits, occupational health and safety, medical exams, holiday limits, and electronic approval of holiday requests).

Results of measures taken:

- Facilitating the client's record-keeping, oversight of accounting for working time and actual costs of fees payable to employees for copyrightable works
- Optimization of the process of reporting payroll and accounting data in a manner enabling integration with group reports adopted centrally for all of the client's international branches

Organization of working time

Implementation of comprehensive HR and payroll service, and building solutions tailored to meet the needs of the retail sector as the business grows and evolves

Main aims:

- Factoring in the client's long-term needs (from startup through dozens of stores)
- Delivering a practical and flexible tool for planning and settlement of working time of employees and contract workers
- Facilitating managers' access to HR and payroll data
- Efficient exchange of data and electronic circulation of employee applications
- Ensuring access to data and control of HR and payroll processes by the client's HR coordinator
- Automatic collection of data from organizationally and geographically decentralized offices
- Automatic generation by the client of reports with HR and payroll data

Proposed solutions:

- **Manager's Interface** – tool enables access to employee's HR data (including data on terms of employment, job history, training, entitlement to employee benefits, occupational health and safety, medical exams, holiday limits, and electronic approval of holiday requests).
- **Employee's Interface** – tool allows employees to access their own personal, HR and payroll data and submit electronic requests to modify data such as address and bank account details, request holiday electronically, access record of absences, monitor holiday limits, access payroll data, e.g. pay slips, social insurance contributions, and personal income tax information.
- **Access to HR and payroll system by HR coordinator** – solution provides a cross-section of employees' HR and payroll data at any time and facilitates self-generation of reports in a format allowing further processing and integration with other systems.
- **Expanded work schedules** enable flexible planning of work in teams, tailored to the conditions and capacities of the labour market.
- **Expanded working time reports** reflect the client's requirements for settlement of working time in compliance with the adopted HR policy.

Results of measures taken:

- Savings of time and work input connected with procedures for planning and settlement of working time—in compliance with the Labour Code but allowing store managers to flexibly plan and account for the working time of the entire team
- Facilitating store managers' planning of essential resources for every hour when the store is in operation and allowing store managers to monitor working time
- Ensuring constant access to current, complete HR and payroll data by the client's authorized personnel

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