



PRO PAIE CONSULTING

Payroll and human resources specialist in France for foreign companies

**Our specialised
payroll service
provides companies
with support in:**

1) Registration of your firm in France (RFE : representative in France of a foreign company)

Foreign employers prefer for the first few years to register for social security as a foreign entity, in order to test the French market, before having the obligation to have at least a branch in France or a permanent establishment.

Pro Paie Consulting will take care of all official documents in order to register your company in France for social security.

2) Registration with social organizations

PPC will take care of mandatory registrations to the following organizations:

- URSSAF (state pension, illness, unemployment, etc)
- HUMANIS (mandatory complementary pension fund)
- disability insurance (mandatory for management employees and if foreseen by the collective bargain agreement for non-management employees)
- additional medical coverage (minimum coverage imposed by French law or mandatory coverage foreseen by the applicable CBA)
- booking the mandatory medical visit for employees

3) Payroll outsourcing

PPC will take care of your French payroll administration (including payslips, social declarations, working agreements, etc...).

4) Social contributions: calculation and declarations

France has one of the most complicated social contributions to calculate. Our company will send to the employer every quarter or every month (depending on the average number of employees) a summary of social charges payable together with the account numbers and references.

- Verification of payment of overtime done by employees
- Verification of the legal credibility of the existing employment contracts
- We will help you with the changes and application of the current French Labor laws

5) Assistance in case of a social contributions compliance inspection

In case Urssaf decides to do an inspection, our company will assist you and provide all necessary documents and calculations.

6) Payroll/Human Resource auditing

Payroll costs are more likely your company's largest expenses and therefore the accuracy of payslips is important. If requested, one of our senior payroll managers and partners will take care of a full payroll audit if you are a small business or a partial audit if you are a large company.

Some important information:

- Income tax through the payroll will be mandatory as from 2018. If however employees are seen as non-resident, income tax is payable every quarter. The amount is deducted from the net salary through the payroll and the employer is required to send the declaration and payments to the appropriate tax authorities.
- Social charges payable by the employee and deducted from salary are around 20-25% whereas those payable by the employer are around 40-50%.
- French employees are attached to a specific collective bargain agreement, determined by the business code (APE) given by the French INSEE and related to the activity in France.
- French employees have 5 weeks of holidays in France. The Collective Bargain Agreement can give extra holidays for seniority.
- Only a French version of the employment contract is valid in France.

7) Payroll advisory services

- Verification of employment status of employees
- Verification paye rates according to the employment agreement and the minimum rates imposed by the collective bargain agreement

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