



auren
TOGETHER FOR YOUR SUCCESS

HR SERVICES



HR SERVICES

Personnel work is becoming more and more complex: The legal frameworks are getting increasingly extensive and the topics of labour law, income tax and social security law cannot be handled anymore in personal union.

Moreover, the demand toward individual support and care is growing as well as the importance of a certain image effect of HR services in the war for talents.

Is this a challenge for you? Are you involved in project work that causes extensive additional work? Then challenge us..., we meet all the challenges together with you.

BESPOKE HR SERVICES – YOU DECIDE WHAT YOU NEED

Our team includes a number of HR specialists: payroll accountants, recruiters, personnel controllers, personnel strategists, personnel officers and personnel managers as well as employment lawyers and experts in occupational pension schemes and social insurance law.

They all combine many years of experience and expertise on behalf of you and your company. They will work with you to develop individual approaches to your HR activities or assist you in dealing with routine tasks.

This enables you to decide whether we simply give advice or provide temporary or permanent relief or support. Our consulting services are not limited to proposing theoretical solutions. We also work with you to implement them within your company.

Use our bespoke HR Services to leave space for your core competencies and choose those components of our HR services that will best take the pressure off of you.

OUR SERVICES

PAYROLL SERVICES

Providing compliant payroll management combined with net wage optimisation

A comprehensive knowledge of employment, payroll tax and social security law is crucial for any business seeking to ensure compliance with the diverse range of requirements that apply to payroll management. With case law changing all the time, it has become quite challenging for companies to keep up with developments whilst also running a business. This is true for "regular", monthly payroll accounting activities but even more so when attempting to structure wages and salaries in a way that increases employees' take-home pay.

We have made this area one of our core competencies. With the help of efficient process organisation, a team of specialists and state-of-the-art IT systems, we perform complex, comprehensive payroll accounting activities. Our processes are, of course, certified and we would be happy to send you a copy of the IDW PS 951 audit report for our internal control systems. We also comply with the highest data protection standards.

OUR SERVICES AT A GLANCE

- Payroll accounting for "regular" and temporary employees, recipients of wages on the construction industry and hourly wage earners plus recipients of pensions and related benefits
- Development of interfaces with time data or financial accounting systems in order to simplify processes
- Customised analysis and report generation
- Dispatch of pay slips by mail or via a secure cloud solution
- Numerous other services

HR MANAGEMENT

Enhancing the professionalism of your HR activities

The amount of administrative tasks to be performed by HR departments is ever-increasing, as is the expertise needed to be able to handle them. We can provide all of the day-to-day services a professional HR department performs, on your own premises, and answer any questions your staff may have. Alternatively, you can outsource these processes to us and we will help you manage your HR tasks.

OUR SERVICES AT A GLANCE

- Writing of contracts of employment and other agreements
- Writing of references and warning notices
- Handing of all correspondence and direct contact with authorities
- Writing of letters of dismissal and termination agreements, in cooperation with the client, including formulation of social compensation plans and measures to reconcile interests in accordance with German law
- Writing of accident reports and monitoring of health and safety compliance
- Advice and support for employees, executives and the works council plus supervision of all types of talks
- Management of company pension schemes, including the unification of insurance providers and reduction of your liability risks
- Monitoring of adherence to agreed dates such as probationary periods and contractual periods
- IT tools for HR processes, from electronic personnel files right through to entire HR management systems

RECRUITMENT SERVICES/JOB SITE

Finding the right people to meet your specific needs

Recruitment activities can be challenging due to the volume of applications to be handled and very specific criteria that make it difficult to find the right candidate.

With that in mind, we start by tailoring your search to make sure we find the person you need. What sort of person are you looking for? For what kind of job? In what type of company? That last question is particularly important because a company's culture often has much more of an influence on the employee selection process than people think. We guide you through the process and help you find the exact person to meet your specific needs. That's why our "Compact" job ad service includes an advertisement on our own job site plus 25 other online portals. In addition, it addresses many other derivative job markets – truly spreading the word!

OUR SERVICES AT A GLANCE

- Drafting/placing of job advertisements
- Selection of suitable media for job advertisements, including the Auren job site
- Applicant administration: from confirmation of receipt, rejection and reviewing of applications right through to interview coordination
- Conducting of interviews with applicants in person and on the telephone
- Applicant management systems – Online portals: We have sophisticated systems that you can use instead of having to programme your own tool for your process
- Full recruitment service: you tell us what you're looking for and we present you a selection of candidates who meet your specific needs
- Compliance with the German General Act on Equal Treatment ("Allgemeines Gleichbehandlungsgesetz", AAG)
- Use of our speculative application portal

EMPLOYMENT LAW CONSULTANCY SERVICES

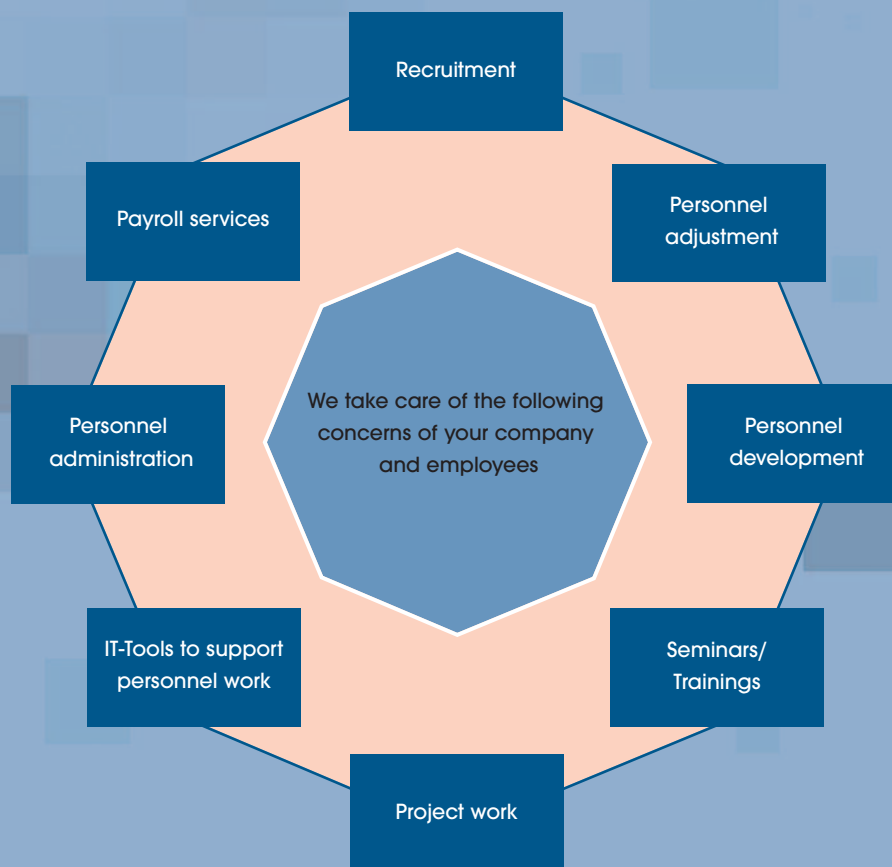
Ensuring a practical, compliant approach to complex issues

Whilst individual contracts of employment present numerous opportunities, they are not without risk. As well as showing you the flexibility they offer, we advise you not only on how to implement them but also undertake the task of implementation if you like. Naturally, we remain on hand even after the new employee has been taken on. In particular, we keep track of the employment relationship with or without the involvement of the works council, so that we can work with you to ensure compliance for the processes that follow the dismissal of an employee. We also develop collective mechanisms such as assessment systems, monitoring options, capacity-oriented and variable working hours and flexitime models or work with you on changes to wage agreements or on company wage agreements.

OUR SERVICES AT A GLANCE

- Drafting of individual contract provisions
- Organisation of termination in the form, for example, of dismissal, early retirement, partial retirement or simply termination agreements
- Inclusion of bodies such as the Federal Employment Agency ("Arbeitsagentur"), works council and economic committee ("Wirtschaftsausschuss")
- Development of all kinds of works agreements, from car policies to agreements on working hours
- Advice on minimum wage matters, particularly with regard to compulsory documentation
- Secondments: from advice on the "best" approach concerning hypotax to the support for seconded employees abroad and in Germany

AUREN'S MODULAR SYSTEM OF SERVICES



Choose from our service portfolio those modules you need. Depending on your corporate size and structure we offer support during application processes and the outsourcing of payroll accounting or even the complete outsourcing of the personnel department.

