



Grant Thornton

An instinct for growth™

A growing trend – outsourcing payroll



Why outsource payroll?

Payroll can be a significant expense for companies as it takes up time and investments into technology and employees. It also requires knowledge of frequently changing laws and regulations. That is why many companies now prefer to outsource payroll service.



100% Confidentiality

- Payroll software guarantees the **principle of segregation of duties** and the **exchange of information is password-protected**. This guarantees 100% confidential payroll information
- We issue your employees **encrypted pay slips**



Experts are on board

- We keep you continually abreast of **changes in legislation** and ensure that new requirements are implemented in your company's payroll accounting
- If you need **training** for your team or want to **bring employment contracts up to date**, our experts can offer you the solutions you need.



The best technical solutions

- Different **technological solutions** help us to build the payroll accounting and reporting system tailored to your needs
- You can be sure that the **software selected for payroll** is always in line with legislation and will not incur any additional time or monetary expenditure for you



Security

- Payroll requires extensive **processing of personal data**. We are able to ensure that processing, recording, retention and transmission of personal data is in line with the valid requirements
- We use top of the line technologies for retention and backup of data



Saving on resources

- On average, one accountant spends **22-30 hours** a month on accounting for wages and salaries of 100 employees. When you leave payroll to us, your company's staff can focus on their main line of work



Continuity of service

- **Service providers do not take time off** – Several accountants will deal with payroll for your company. In this manner, we will ensure that payroll operations are always **on time and accurate**



Why Grant Thornton Baltic?

One reason our clients have a high appreciation for us is that Grant Thornton Baltic's service is friendly, work is completed on time and our experts can also advise on very specific matters. We use modern technological solutions in our work, which helps save significant amounts of time.

You do not have to spend time teaching us what to do. We have longstanding experience offering accounting services to companies with a very varied profile. We will ensure that we can take over your company's accounting and other necessary procedures, giving you assurance that you have entrusted one of the weightiest fields for your company into the right hands.

250

Our team, spread out in six offices in the Baltics, has 250 professionals who provide accounting, audit and advisory service.



86%

of our clients would recommend us to others.



800

We provide service to more than 2,600 companies in Estonia, Latvia and Lithuania. Of these, more than 800 are clients of our accounting and payroll services.



Our services



Accounting services

Our accounting service keeps up with the times. We adapt to the global development trends and our clients' needs and expectations. Accounting is more complicated than first meets the eye. Besides basic everyday operations, it also means monthly reporting, payroll, tax return filings, an intimate knowledge of the law, and technology that is capable of keeping up with the times. We can offer you all of this.



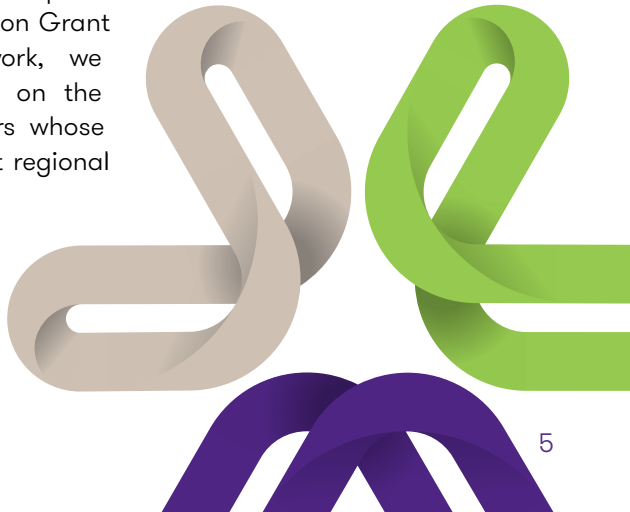
Tax advisory

Our tax consultants offer clear and constructive solutions for planning taxes and shaping tax strategies. If necessary we provide advice to clients in cooperation with our international network of more than 4,500 professional tax advisors.



Legal advisory

Grant Thornton Baltic offers entrepreneurs all manner of legal support: our core areas of activity are company law, tax law, labour law, mergers and acquisitions, restructuring, transaction consultation and legal audits. Our specialists have thorough experience in regulating complex contractual relations, and resolving matters of public procurements and competition law, and consultation on legal aspects of public administration. Drawing on Grant Thornton's international network, we provide service to companies on the local market and entrepreneurs whose business interests are aimed at regional or international markets.



Our clients

We are glad that the following companies among others have entrusted their accounting and payroll operations to Grant Thornton Baltic:

- Wolt Eesti
- Germalo Reisid
- Transferwise
- Luisa Tõlkebüroo
- Advokaadibüroo COBALT
- British American Tobacco
- Henkel Balti
- Manpower
- Booking.com
- Citypark Eesti



Long-term cooperation

Grant Thornton Baltic is a partner for ADP Employer Services International (ESI) in the Baltics, offering payroll service to companies that use the ADP Streamline payroll management solution.

ADP Streamline® is a global business services provider to international corporations all over the world. ADP is the meeting point for 60 years of expert experience and a global network of partners, allowing it to offer global companies a single platform for managing payroll, taxes and bonuses. Based on the partnership agreement, Grant Thornton Baltic offers payroll services to global clients in Estonia, Latvia and Lithuania.



Smooth transition

Every transition to a payroll service is different and results in unique problems that need to be solved.

We will organise a training with key individuals on your team to agree on the goals, scope of service and timetable – all to ensure a smooth handover of payroll. Exchanging information and discussing ideas at an early stage are a very important part of the transition process. Smart planning, communication and teamwork are the foundations of provision of quality service.



Planning

- We'll map your company's primary payroll processes
- We'll agree on the division of roles and responsibilities between your company and the Grant Thornton Baltic team
- We'll agree on requirements for communication and reporting, and deadlines
- We'll map the technical solutions and programs in use
- We'll agree on the principles of remuneration



Getting set up

- We'll accept from you information on your company's payroll management
- We'll review accounting policies and procedures or prepare a new set, adding to existing accounting policies and procedures, if needed
- We'll begin providing service as of the signing of the contract



Provision of service

- We take responsibility for the accuracy of the procedures entrusted to us from handover date to the end of the contract

Take the first step!

All cooperation starts from communication.

Contact us! Let's get to know each other and talk about the specifics of your company and possibilities of payroll service.

You are invited to visit us in our Tallinn and Tartu office.



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QUALITY SERVICE

Kristiina Püttsepp,
member of the management
board of Luisa Translation Agency

For Luisa Translation Agency, quality and competence in our main line of work, translations, is important, and that is also the case for support services. Our business relationship with Grant Thornton has helped us to optimise our work so that quality and the latest financial knowledge are always guaranteed.



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Learn more about our company's services and team

www.grantthornton.ee