

SECURE YOUR BUSINESS AND LIMIT YOUR PAYROLL AND HR RISKS



- ▶ Are my payrolls in line with legislation and social obligations?
- ▶ Are my social contributions' payments up to date?
- ▶ Do the employment contracts comply with the rules in force?
- ▶ Are my "employer" obligations respected?
- ▶ Does the company risk financial penalties ?
- ▶ Are my internal rules compliant with the legal requirements?
- ▶ What are my obligations towards the employee representative organisation?
- ▶ Are the results of the health and safety risk assessment recorded in the DUER (single risk assessment)?

Our commitment

Our expertise is based on the analysis of your HR and payroll practices and procedures :

- ▶ Analysis of payroll processes
- ▶ Legal and administrative analysis of the applicable obligations and sanctions
- ▶ Strategic analysis of your HR management policy

You benefit from a complete report (predictive analyses, action recommendations) to improve your HR and payroll practices.

The report will be accompanied by a resume summarising the points to be improved, the penalties incurred and the deadlines for compliance.

contact@bdo.fr

www.bdo.fr



Reactivity

Your request will be processed within 24 hours.

Expert Advice

Benefit from the expert advice to identify any anomaly and set up corrective actions.

Experienced

Have your payroll, social statements, and HR practices approved by a multi-faceted team of payroll and legal experts.

Our social and legal expertise specialists analyze your HR processes and identify possible improvements.

As an employer, you must respect labour law and the rules of the collective agreement, so as Social Security rules. Our experts offer you a study to check if your HR and payroll practices are compliant:

1

Payroll Audit

and social statements (compensation elements, ABS, plates - bases - contributions rate, exemptions, balance of all accounts, benefits ...)

- ▶ Payroll Accounting Control

2

Employment contracts

- ▶ Compliance of employment contracts towards the law and collective agreements (mandatory and prohibited information, legal and opposable clauses, etc.)

3

Display and information obligations

- ▶ Compliance of display and mandatory information in your company

4

The security obligations

- ▶ Presence and updating of the DUER (single risk assessment document)
- ▶ Organisation of the various medical examinations

5

Employee Representative Organisation

- ▶ Check of the existence of the organisation
- ▶ Analysis of the functioning of the organisation and of the use of its budgets

6

Mandatory internal documents

- ▶ Study of your internal regulations and internal charters
- ▶ Analysis of the applicable collective agreement and any companies agreements



BDO

Our experts will recommend the implementation of an action plan (legal acts, organisation of elections, etc.)