

Due to interconnected statutory regulations international payroll accounting is a complex subject matter whose intricacies may evade the uninitiated. This document aims at answering **frequently answered questions** posed by **first-time customers of Paychex Germany** in order to prevent misconceptions regarding our service conditions as well as overall portfolio.

Q: Who is responsible for transferring my employee's salaries?

A: Salaries are transferred solely by the employer. Since German law prohibits Paychex Germany from offering this service, we are merely providing the documents and reports necessary for you to forward the correct salaries.

Q: What are the specifics of Germany's social insurance?

A: Germany's social insurance is mandatory by law for every German employee and splits into five segments. Namely:

- Statutory health insurance
- Nursing insurance
- Statutory pension insurance
- Unemployment insurance
- Statutory accident insurance

Q: How do employees pay into Germany's social insurance?

A: All relevant data needed to conduct said payment - such as payment testimonials, bank data and the overall amount - can be found within the reports provided to you by Paychex Germany.

Q: How does the Digital HR Office work?

A: Questions specific to our Digital HR Office can usually be answered by consulting our dedicated help function within the platform itself. In case you require further assistance, our support department will be glad to aid you.

Q: What is the purpose of statutory health insurance providers?

A: In Germany the statutory health insurance is carried by dedicated health insurance companies under governmental supervision. They serve as collection agencies for contributions to the respective employee's statutory health insurance, nursing insurance as well as unemployment and pension insurance. In the case of employees insured with private health care and nursing care, it collects contributions to their unemployment and pension insurance. To gather said contributions on time, they must be announced to the health insurance companies five banking days before the end of the month.

Q: Which data does Paychex Germany require for the registration of new employees?

A: So as to facilitate the addition of new employees into our systems, we have created a dedicated section called "employee entry and exit", which can be found within the sidebar of our Digital HR Office. There you can input the data under Personnel Master Data

Q: Does Paychex Germany provide a detailed explanation of its report calculations?

A: Yes, we do! An explication of our reports can be found within the document "Reports English".

Q: When are contributions to Germany's social insurance due?

A: Contributions to the health, nursing, unemployment, and pension insurance are **at the latest** due three banking days before the end of the month.

Q: When are my employees' wage taxes due?

A: wage taxes need to be forwarded by the tenth day of the month following the period set forth by the tax authorities.

Q: Our company does not have a German tax number. How do we proceed?

A: The proceedings for setting up employee's taxes in that case can be looked up within our document "payroll_tax_return"