



Overview of Personio Payroll Services

Summary of Personio Payroll Functions

| Industry Sectors | Standard | Pro |
|---|----------|-----|
| Consultancy | ✓ | ✓ |
| IT | ✓ | ✓ |
| Services | ✓ | ✓ |
| Trade | ✓ | ✓ |
| Catering/hotel sector (exclusive immediate reports) | ✗ | ✓ |
| Crafts | ✗ | ✓ |
| Currently, we do not offer Personio Payroll for the following industry sectors: Agricultural businesses, public sector, maritime shipping, construction sector/construction sector wages. | | |

| Payroll | Standard | Pro |
|--|----------|-----|
| Real-time payroll | ✓ | ✓ |
| Company data management | ✓ | ✓ |
| Recording and running payroll for several subcontractors, all using Personio Payroll | ✓ | ✓ |
| Management of employee data | ✓ | ✓ |
| Correction payroll runs for retroactive changes | ✓ | ✓ |
| Real-time data synchronization with Personio HR software | ✓ | ✓ |
| Control over the payroll cycle | ✓ | ✓ |
| Integrated checks to ensure legal compliance | ✓ | ✓ |
| Integrated data validation of input data | ✓ | ✓ |
| Estimation of social security contributions | ✓ | ✓ |
| Automatic retrieval of social security numbers and tax information | ✓ | ✓ |
| Payroll for Kurzarbeitergeld (short-time allowance) | ✗ | ✓ |

| Salary Types | Standard | Pro |
|--|----------|-----|
| Salaries | ✓ | ✓ |
| Hourly wages | ✓ | ✓ |
| Advance payments | ✓ | ✓ |
| Overtime (not linked to time tracking)* | ✓ | ✓ |
| Shift allowances (not linked to time tracking)* | ✓ | ✓ |
| Partially retired | ✗ | ✗ |
| Credit balances | ✗ | ✗ |
| Company pension scheme (group contracts, direct insurance, old contracts)* | ✓ | ✓ |
| Company pension scheme (duplication process) | ✗ | ✗ |
| Company pension scheme – several per employee* | ✗ | ✓ |
| Severance packages | ✓ | ✓ |
| Bonuses/premiums/extra payments | ✓ | ✓ |
| Food allowances | ✓ | ✓ |
| Travel allowances | ✓ | ✓ |
| Company car/bicycle* | ✓ | ✓ |
| Third-party taxation | ✓ | ✓ |
| Yearly pass | ✓ | ✓ |
| Inflation compensation premium | ✓ | ✓ |
| Child care allowance | ✓ | ✓ |
| Kurzarbeitergeld* (short-time allowance) | ✓ | ✓ |
| Net to gross calculation | ✗ | ✗ |
| Flat-rate taxed remuneration | ✓ | ✓ |
| Benefits in kind | ✓ | ✓ |

| | | |
|---------------------------|---|---|
| Simulations* | ✗ | ✓ |
| Paid Vacation | ✓ | ✓ |
| Capital-forming benefits* | ✓ | ✓ |
| Christmas bonuses | ✓ | ✓ |

| Absences – all plans | | |
|--------------------------------------|--|---|
| Vacation | | ✓ |
| Unpaid vacation | | ✓ |
| Sickness (with and without sick pay) | | ✓ |
| Injury benefits | | ✗ |
| Interim payments | | ✗ |
| Federal Volunteer Service | | ✗ |
| Parental leave | | ✓ |
| Leave due to sick child | | ✓ |
| Maternity protection | | ✓ |
| Lawful/unlawful strike | | ✓ |
| Unexcused absence | | ✓ |

| Legal Proceedings – all plans | | |
|-----------------------------------|--|---|
| Expense Equalization Act (AAG) | | ✓ |
| Electronic compensation (EEL) | | ✓ |
| Electronic sick certificate (eAU) | | ✓ |
| A1 certificate (standard cases)* | | ✓ |

| Employees – all plans | | |
|------------------------|--|---|
| Mini-jobbers (PGS 109) | | ✓ |
| Employees (PGS 101) | | ✓ |

| | |
|---|---|
| Trainees (PGS 102, 121) | ✓ |
| Employees in partial retirement (PGS 103) | ✗ |
| People with a disability working in a recognized workshop (PGS 107) | ✗ |
| Managing partners | ✓ |
| Cross-border commuters | ✗ |
| Contractors subject to mandatory pension insurance (PGS 104) | ✗ |
| Short-term employees (PGS 110) | ✓ |
| Interns (PGS 105) | ✓ |
| Pensioners (PGS 119/120) | ✓ |
| Student trainees (PGS 106) | ✓ |

Reporting System – all plans

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|---|---|
| Reports and contribution statements automatically sent to social insurance companies (after payroll approval) | ✓ |
| Wage tax returns, and pay statements sent automatically | ✓ |
| Wage statements automatically sent to accident insurance companies | ✓ |

Documents – all plans

| | |
|---|---|
| Remuneration statements | ✓ |
| Electronic company audits | ✓ |
| Contribution statements (accident insurance companies) | ✓ |
| Contribution statements (health insurers) | ✓ |
| Gross – net list (monthly/yearly) | ✓ |
| Booking report in accordance with SKR03/04 in xls or csv format | ✓ |
| Reimbursement requests in accordance with AAG (U1/U2) | ✓ |
| Separate notification 57 | ✓ |
| Payroll account | ✓ |

| | |
|--|---|
| Wage tax returns | ✓ |
| Certificates of wage tax deduction | ✓ |
| SEPA for wages and salaries, pensions, capital-forming benefits, social security contributions, income tax | ✓ |
| Social security reports (DEÜV) | ✓ |
| Annual social security reports | ✓ |
| Annual accident insurance reports | ✓ |

| Certificates – all plans | |
|---|---|
| Electronic certificates of incapacity (eAU retrieval) | ✓ |
| A1 (for German employees – standard cases) | ✓ |
| Prior conditions query | ✓ |
| rvBEA BEEG | ✓ |
| rvBEA ZUZA | ✓ |

*May require additional data or more work on the part of the customer.

| Service | Standard | Pro |
|---|----------|-----|
| Dedicated payroll specialist | ✓ | ✓ |
| Individualized support for your implementation to ensure a smooth start | ✓ | ✓ |
| Personal assistance with the regular payroll | ✓ | ✓ |
| Further training materials on Personio Voyage | ✓ | ✓ |
| Information session on annual German payroll changes | ✓ | ✓ |
| Quarterly account check with your personal contact person | ✗ | ✓ |