



On-going support, Payroll, Tax & Expense Management

We work on the basis that we are an extension of your organisation's HR function. We cover all aspects including Payroll, Expense Management, International Taxation and Social Security. We provide you with the support you need throughout the assignment, being there for your assignees and your HR teams should they have any problems or queries during the assignment.

At IPM we all understand the importance of our role and are there to support every aspect of the assignment.

We work as your extended HR team. We are there for your assignees and your HR teams, being a single point of contact:

- ✓ We actively monitor and report critical dates to ensure that all extensions or renewals are secured in good time to remain compliant
- ✓ We undertake salary review calculations for assignees aligned with the company's review process across the board. We will ensure that salary increase instructions are applied to base pay and are also reflected in assignment allowances, COLA and foreign exchange rates
- ✓ We operate an expense management service. We have managed more than £10m of expense claims and 3rd party invoice payments for our clients
- ✓ We also handle payroll reporting, taking into consideration COLA and any other allowances in line with policy
- ✓ We have a dedicated tax practice that can handle all aspects of international taxation. This practice is competitive and offers a high quality personalised service
- ✓ Our in-house assignment management database records all activities of assignees and helps with reporting



THE **ASSIGNMENT MANAGEMENT SPECIALISTS**