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# EASE THE BURDEN ON YOUR HR DEPARTEMENT

of repetitive and complex non-core tasks

December 2022



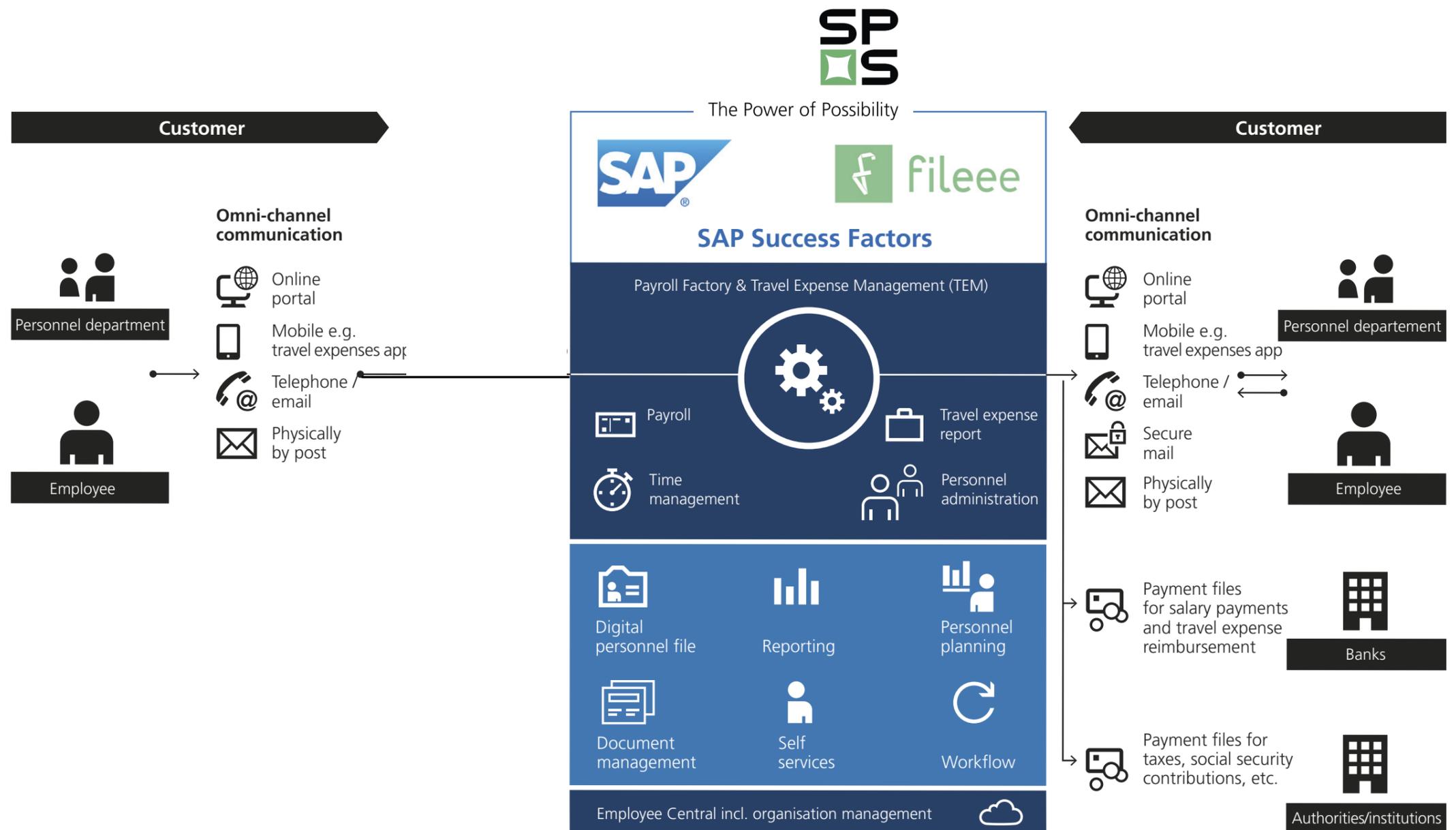
The Power of Possibility

# OPTIMISE HR PROCESSES – FACING THE FUTURE WITH DIGITISATION

HR departments in particular have faced greater and tougher challenges for some years now. Complex systems integration, digitisation projects and the current “war for talents” are now an unavoidable aspect of day-to-day operations.

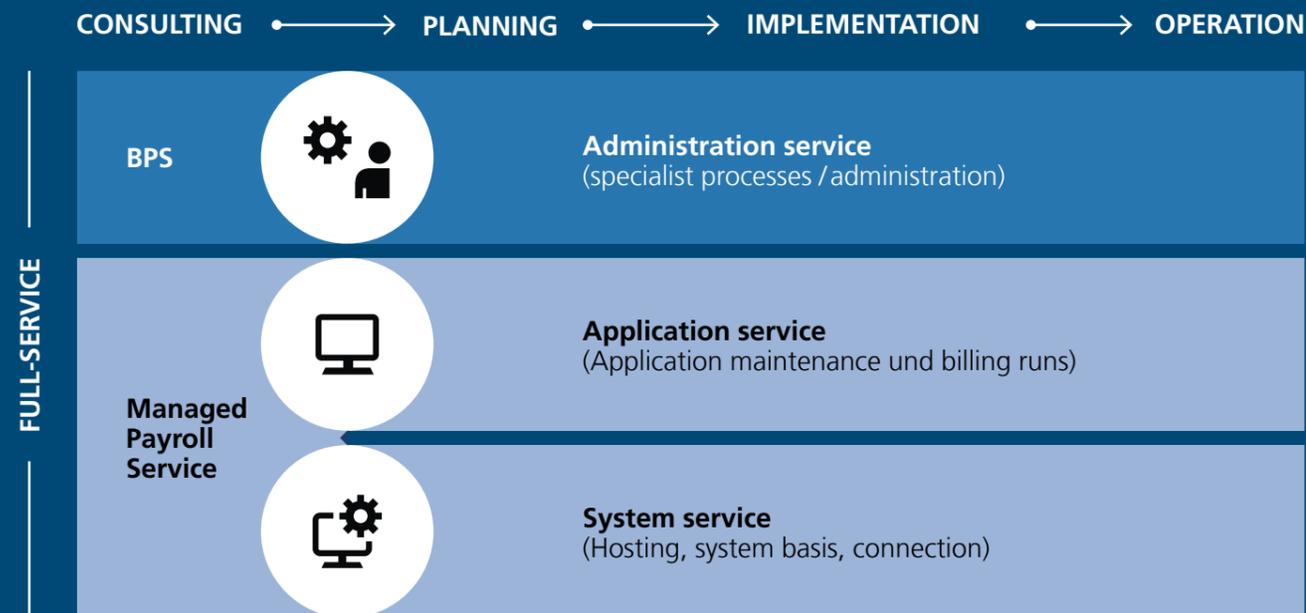
The result is a lack of transparency, complex auditing scenarios, a lack of HR specialists and employee dissatisfaction due to long processing times. In addition, high security standards and compliance requirements must be met when dealing with HR matters.

A secure and flexible process is required to ease the burden on personnel departments and assist with the digital transformation. Only the introduction of efficient digital processes, a robust IT infrastructure for highly automated and standardised workflows and the use of the right personnel can help companies of various sizes and with different payroll structures equip themselves for the future and ensure transparency, security and optimum access to documents.



# CUSTOMISED HR SERVICE MODELS FROM MODULAR TO FULL-SERVICE

The customised and modular solution covers a range of service models and ranges from implementation services, application services and differentiated outsourcing of specific tasks to seamless end-to-end handling of specialist processes. As part of this, legal provisions are observed in payroll and travel expense accounting as well as the processing of other HR documents, and changes in regulations are implemented for free in all modules and updated regularly in a future-proof manner.



# A HIGH-PERFORMANCE ONE-STOP SOLUTION FOR PAYROLL

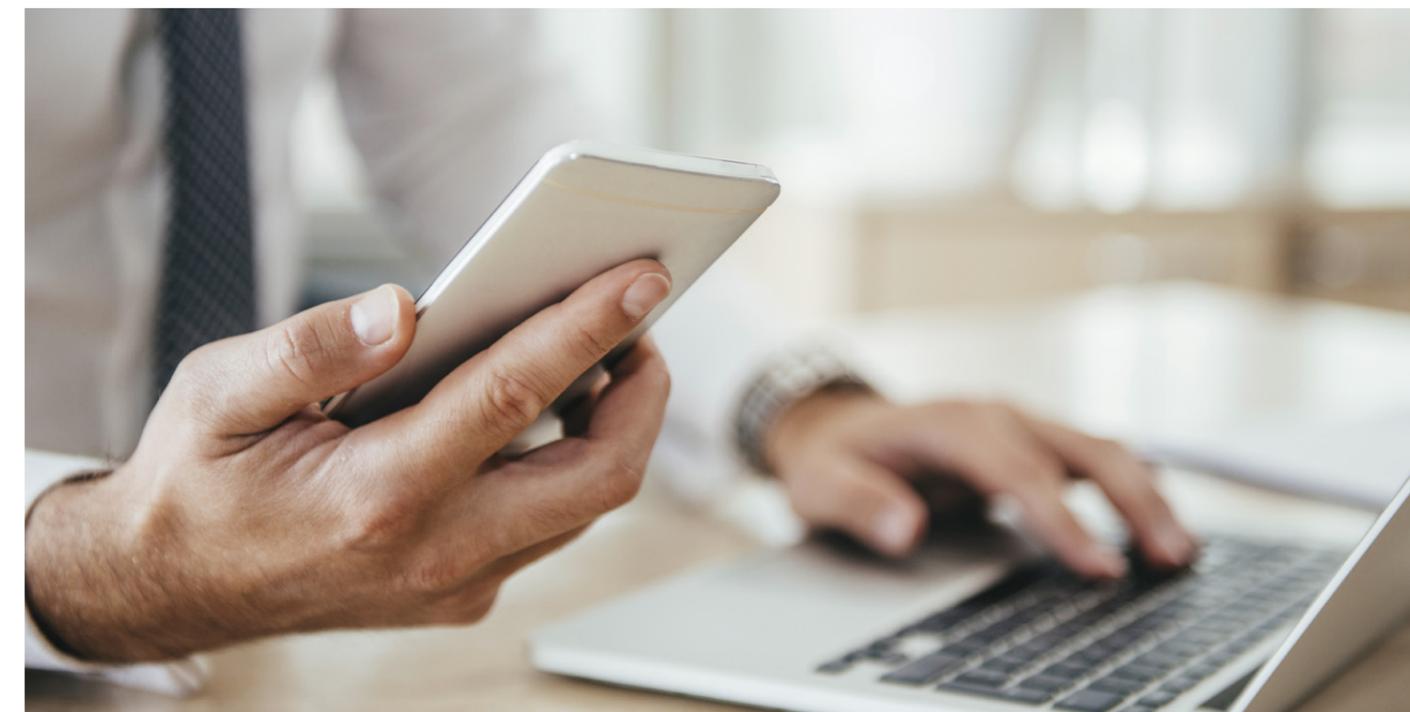
## SPS Payroll-Factory

SPS's unique factory approach offers an impressively high level of automation and standardisation. The foundation for these is IT platforms such as SAP-HXM for small and medium-sized enterprises. All software solutions meet the highest requirements for quality, effectiveness and cost-efficiency for companies of all sizes and can be connected to existing and often complex system environments, flexibly enhanced with additional applications or adapted to specific requirements.

The applications include extensive evaluation options, the digital personnel file with scan services, as well as modules for time management, applicant management, etc. Together with specialist partner companies, SPS offers the right solutions for developing new modules and integration into existing applications.



**500**  
companies already  
take advantage of  
SPS Payroll Factory  
solutions



# MOBILE AND WEB-BASED APPLICATIONS FOR TRAVEL EXPENSES

## Travel Expense Management (TEM)

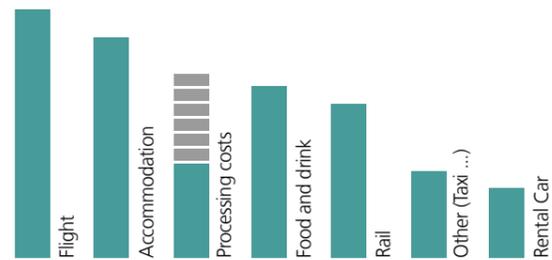
Full-service travel expense processing

Processing travel expense reports involves many qualified employees within the company. Processing requirements are high:

- Verification in accordance with legal provisions and internal travel expenses policy
- Correcting inaccurate reports
- Fraud prevention
- Timely processing

## Up to 20%

of travel expenses are incurred by administrative activities. This makes processing costs a significant proportion of costs.



SPS offers companies comprehensive travel expense processing services with end-to-end responsibility, a high level of automation and robust software. The SaaS (Software as a Service) solution used can be integrated seamlessly into bookkeeping and payroll systems.

The process covers everything from the physical and electronic receipt of the travel expenses report and the digitisation and collection of travel data to detailed verification and processing to completion with payment of travel expenses to employees.

## Travel expenses app

for professional creation and optimised processing of travel expenses reports

## Highlights

### Modern

SPS helps you turn your physical business processes digital.

### High-quality

The app is configured and submissions are checked in accordance with internal travel expenses policy. Data quality is significantly improved by electronic recording and input monitoring.

### Employee-friendly

Employees can submit their travel expenses report either digitally or physically.

### Reduced processing times

Transmitting electronic travel data in real time and comprehensive digitisation of physically submitted data ensure reports are processed faster.

# TANGIBLE ADDED VALUE WITH HR SERVICES FROM SPS

## What makes us stand out

<b>BPS HR experience</b> A wealth of experience and efficient processes thanks to the factory approach	<b>Number 1</b> document management BPO provider in Switzerland and Germany	<b>Tried-and-tested quality</b> and certified security make our solutions stand out
<b>Over CHF 12bn</b> of pay is processed in the Payroll Factory	<b>500 customers</b> across Europe trust and value our services	<b>Leader</b> in SAP-HXM platform provision
<b>Over 5 million</b> pay slips and around half a million travel expenses reports processed worldwide every year by SPS	<b>More than 30 years</b> experience in BPS HR and Payroll	<b>+400</b> BPS HR experts in Switzerland, Germany, Austria and Hungary

## Outsourcing HR business processes with SPS combines Business Process Services (BPS) and consultancy services:



### Service Excellence

Optimum service structures, standardised processes and actively tapping into potential for improvement results in optimised costs, lead times, transparency and compliance.



### Innovative

Release upgrades are included in the services as part of the best practice approach. We are constantly investing in modern systems and technologies such as intelligent automation, and can ease our customers' way into the digital world with secure investments thanks to our financial and structural stability.



### High level of employee satisfaction

the burden on the personnel department and employees benefit from omni-channel applications and faster handling of their affairs.



### Less outlay and fewer risks

Tried-and-tested solutions and consistent project and quality management – including through an automated internal control system (ICS) – ensure everything runs smoothly from the handover process onward. Applicable legal requirements are met and new ones are implemented in a proactive way – high standards for quality and security assist with audit requirements on the customer side.



### Customised

The service provided is adapted to the customer's specific situation – relevant payroll, operating and customer-specific provisions are implemented.



### Full-Service

All desired service levels are covered by the comprehensive BPS HR service spectrum.



Learn more about  
[www.spsglobal.com](http://www.spsglobal.com)



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