

Questions and Answers - Payroll Germany

Q1. When is the payment date of my wages?

On the 24th of the month we are sending the payment files to the bank. In case the 24th is a weekend day, we aim to send the payment files to the bank the Friday before.

Q2. What is the pay schedule for variable payments?

Sales Commission	February, May, August, November
Annual Salary Review	March
YE incentive	March 15
YE CS/ Sales Commission	March 15

Q3. Where can I find an explanation of the different items on my payslip?

Please go to page 5 to find a document with explanation of the different items on the German payslip provided by the ADP payroll system.

Q4. How can I download my payslip?

Please go to page 6 to find the user guide to explain access to e-Payslip. For further support regarding pay slip portal, please contact Payroll.Germany@Intralox.com

Q5. What is my entitlement when I am on maternity leave?

You are legally entitled to fourteen weeks' maternity leave (at least six weeks before and eight weeks after childbirth). You are entitled to eighteen weeks' leave in the event of a premature birth, multiple births, or if your child is found to have a disability.

During the maternity leave, you are entitled to maternity pay. This payment is met jointly by Intralox and your 'health insurance fund'. The rate of maternity pay is determined by averaging remuneration received over the previous 13 weeks before the leave period begins. If you have worked less than 13 weeks, they will qualify for a payment from federal funds up to a modest upper limit.

In case of twin birth, you are entitled to eighteen week's maternity leave (six weeks before and twelve weeks after childbirth).

a. Who pays you after the maternity letter is received?

You will receive payments from the employer and the health insurance fund:

From health insurance -> a maternity allowance/benefit (tax and social contribution free).
This payment will be paid out directly to your bank account.

From Intralox -> The difference between the health insurance payment and the regular net payment of you (tax and social contribution free). This amount will be paid out directly from Intralox to your bank account.

b. What is the administration procedure following when you are pregnant?

- 1) Please send the expected birth date (doctor's certification) to HR.EU@Intralox.com
- 2) On basis of the doctor's certificate the calculation of maternity leave (six weeks prior and eight weeks after childbirth) will be taken place within the payroll; You are entitled to eighteen weeks' leave in the event of a premature birth, multiple births, or if your child is found to have a disability
- 3) The data will be submitted to the insurance by electronic submission.
- 4) The salary will be paid by Intralox until the start date of maternity leave.
- 5) During the maternity leave Intralox will pay a salary compensation while the insurance will pay back the compensation payment directly to Intralox.
- 6) After maternity leave the parental leave will start in case of your application (maximum for 3 years).
- 7) The application should be in written and should be passed to Intralox at the latest 7 weeks before the parental leave will start.

c. Will my vacation days be impacted by the Maternity leave?

No, your vacation days build up is not affected by maternity leave.

Q6. How is my Parental Leave calculated in my pay?

As a parent, you are each entitled to parental leave for a period of up to 36 months/3 years after childbirth. Up to 24 months/2 years of the total entitlement of 3 years can be taken between the child's 3rd birthday and child's 8th birthday.

If you wish to take parental leave, please notify HR.EU@intralox.com up to 8 weeks in advance. While on parental leave your Intralox salary payment is stopped. The leave is paid by the statutory social instance 'Elterngeldstelle'. The parental money (Elterngeld) will be calculated proportionally to your salary for the 12 months prior to your child's birth and will be paid in 2 to 12 monthly installments.

For further information please refer to your local 'Elterngeldstelle'. Most of these local instances have an internet website that you can refer to.

<https://familienportal.de/familienportal/meta/languages/family-benefits>

a. Will my vacation days be impacted by the parental leave?

Yes, for every full month of full-time taken parental leave, Intralox may deduct one twelfth of your annual leave entitlement (Section 17 of the Federal Parental Pay and Parental Leave Act). This deduction does not apply if you are working part-time during parental leave or taking part-time parental leave.

Q7. How is sick pay calculated in my pay?

For the first six week of continues sickness, your salary payments are not affected, provided that your employment has been longer than 4 weeks prior to the first day of sickness. In case your employment started within 4 weeks, your salary will be paid based on actual worked days.

To be able to receive salary payment during sickness, you are obliged to present a medical certificate at the latest on the fourth day of sickness. Please send the sick note to HR.EU@Intralox.com and payroll.germany@intralox.com

The copy of the sick note (which is normally provided by the doctor with identification of the diagnosis) must be sent to the insurance by you. This copy is not created for the Intralox due to the identification of the diagnosis (data protection).

After 6 weeks of continuous weeks, your health insurance will take over the payment of your monthly salary. The exact amount of salary coverage will be calculated by your health insurance.

a. Will my vacation days be impacted by the Sick leave?

No, the vacation days are not impacted.

Q8. How will the lease car impact my monthly pay?

The benefit in Kind calculation is based on the 1% calculation method, therefore 1 % of the fiscal value of the car is included in the payroll as BIK for the car. For a hybrid car, ½ the fiscal value may be used to calculate the BIK. Fiscal value is rounded down before multiplying by 1%!

Example calculation for a patrol car:

Taxable fiscal value €47,500 x 1% = €475 BIK amount per month

Example calculation for a hybrid car:
Taxable fiscal value €47,500 x 50% = €23,750
€ 23,700 x 1% = €237 BIK amount per month

Q9. What is paid in my final payslip when I leave Intralox?

When you resign from Intralox or you leave Intralox because your current contract ended, you are entitled to your salary up to the last day of the notice period.

If you received a permanent travel advance at the start or during your employment, the amount will be deducted from your last salary payment.

Your untaken accrued vacation days entitlement will be paid out in the first payroll after the month of your formal end date. If there is a commission entitlement, this will be paid as soon as the amount is formally communicated to payroll.

All benefits connected to the employment with Intralox are stopped per the first day your employment ended.

If you have any other questions, which are not covered in the above overview, please contact Payroll.Germany@Intralox.com

Mustercompany AG
Straße von Muster 50, 10587 Berlin

Frau
Anna Musterfrau
Musterstraße 1
10587 Berlin

Date of birth 13.06.1985
Social security number 51130685M550
Tax ID number 85016547865
Tax class 1
Religion ev
Tax exemption for children 0,0
Tax exempt (per month/year) 0/0
Additional amount (per month/year) 0,00/0,00
Social insurance key 1-1-1-1
Addition to care insurance Ja
Gleitzone arrangement Nein
Multiple employment Nein
Health insurance company TKK
Health insurance contribution rate 14,60
Health insurance additional contribution 1,00
Tax/social insurance days 30/30

Personal-ID	Department	Entering/leaving date
000016		01.12.2014

Salary components			see legend	St SV	Month	Annual amount
Gehalt				L L	3.750,00	
BASIS						
Total gross salary		monthly	annual		3.750,00	3.750,00
wage tax	Brutto (M/J)	3.750,00	3.750,00		648,41	648,41
church tax					58,35	58,35
solidarity charge					35,66	35,66
health insurance	Brutto (M/J)	3.750,00	3.750,00		311,25	311,25
pension insurance	Brutto (M/J)	3.750,00	3.750,00		350,63	350,63
unemployment insurance	Brutto (M/J)	3.750,00	3.750,00		56,25	56,25
care insurance	Brutto (M/J)	3.750,00	3.750,00		53,44	53,44
Net salary					2.236,01	2.236,01
Payment amount					2.236,01	2.236,01
Bank transfer	IBAN DE55 0014 2065 2211 1100 85					only for information
	Bank of Germany					

Deductions

An overview of monthly and annual gross salary, taxes, social security contributions

	LSt lfd.	LSt SB	KSt lfd.	KSt SB	Soli lfd.	Soli SB	KV lfd.	KV EGA	RV lfd.	RV EGA	AV lfd.	AV EGA	PV lfd.	PV EGA
Brutto mtl	3750,00		3750,00		3750,00		3750,00		3750,00		3750,00		3750,00	
Brutto jhrl	3750,00		3750,00		3750,00		3750,00		3750,00		3750,00		3750,00	
Abzug mtl	648,41		58,35		35,66		311,25		350,63		56,25		53,44	
Abzug jhrl	648,41		58,35		35,66		311,25		350,63		56,25		53,44	

Legend for taxes (St)/social insurance (SV)

E = One time payment e = One time payment M = Reduced m = Reduced
F = Free f = Free P = Lump sum taxed p = Lump sum taxed
L = Regular payment l = Regular payment S = Other payment s = Other payment

Entgeltbescheinigung nach § 108 Abs.3 Satz 1 der Gewerbeordnung

Capital letter: salary component is calculated to total gross salary
Lower letter: salary component is not calculated to total gross salary



IN THE BUSINESS OF YOUR SUCCESS™

ePayslip User guide

Last updated: 27.07.2015





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Last updated: 27.07.2015



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ePayslip – User guide

1. EPAYSLIP

The ePayslip service provides the employee with a digital payslip online via a portal (ADP World). Each employee receives individual login details, which enable them to access their own payslip. How the login details for ADP World are sent, how an individual password can be set by the user, and how access is gained to ePayslip via ADP World is described below.

2. LOGIN INFORMATION

The employee will receive the login information for ADP World by e-mail. The e-mail will include the following details:

'Dear First name Surname,

This e-mail contains your access details for ADP World.

Whether you would like to access applications and information online or use ADP support – all you need to do this are your personal access details.

Company ID: wxyz

Username: firstlastname

Your e-mail address: firstname.lastname@email.com

You can access ADP World at the following URL address: <http://www.adpworld.de>.

As ADP does not send any passwords via e-mail for security reasons, please click on the 'set password' button. After entering your access data, you will receive an activation code. Please note this. At the same time, you will also receive an e-mail with a link. Please open this link. Enter your activation code and your chosen password. You can then log in to ADP World.

[You can find instructions and more information about setting your password here:](#)

https://www.adpworld.de/adpw_services/Manuals/ADPWorld_Set_Password_de.pdf

ADP World is the service platform of ADP, a company that integrates numerous solutions and, as a future-oriented HR environment, combines the expertise and experience of ADP with modern technology and service.

Your
ADP service team

ADP Employer Services GmbH; Company headquarters: Neu-Isenburg; Registered court: Offenbach am Main district court HRB 11980; Managing directors Prof. Andreas Kiefer (chairman), Mark Benjamin; Chair of the supervisory board: Cécile Georges.

3. ACCESS TO EPAYSLIP VIA THE ADP WORLD PORTAL

3.1. Accessing the ADP World portal

The ADP World portal can be accessed via the link:

<https://www.adpworld.de>

The following login screen is then displayed:

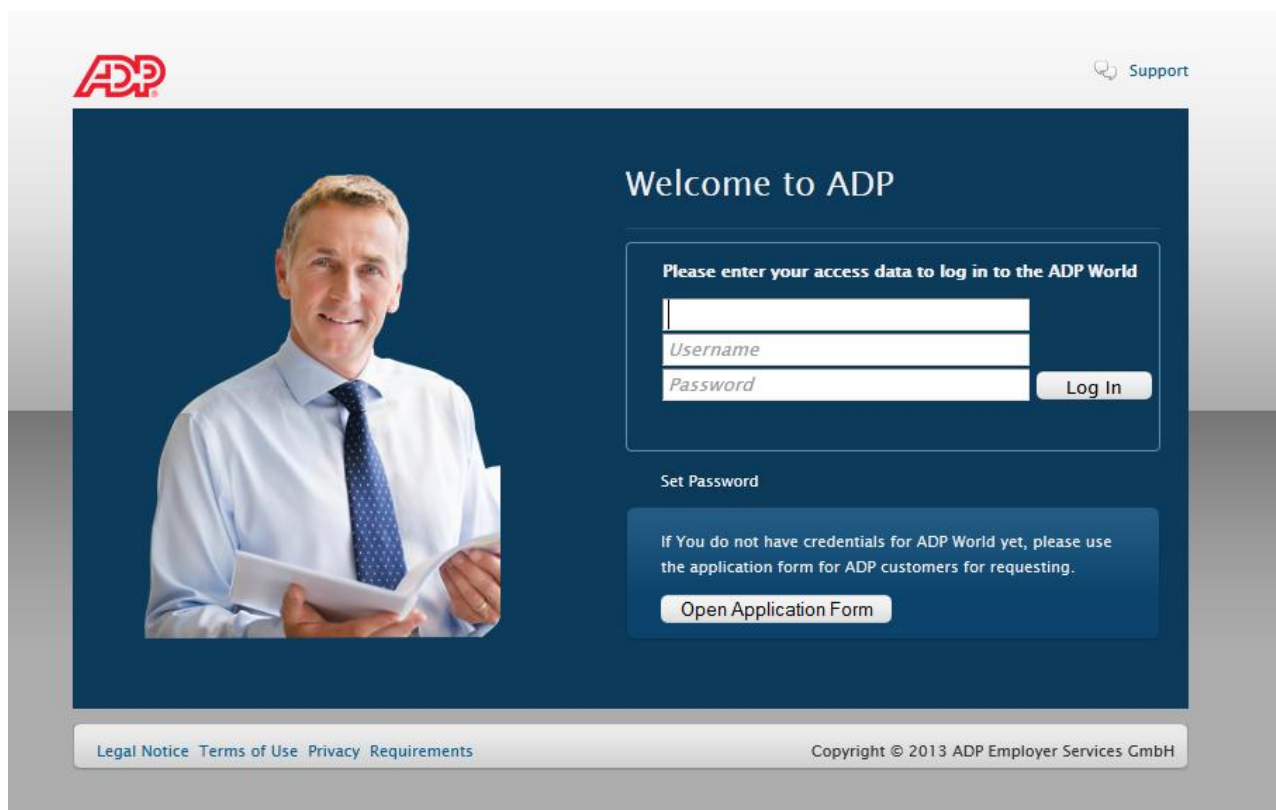


Figure 1 - ADP World login screen

3.2. Log in to ADP World

After a password has been set, it is possible to log in to ADP World.
The ADP World portal can be accessed via the link:

<https://www.adpworld.de>

The login details received (company ID, username) and the set password can then be entered on the following login screen.

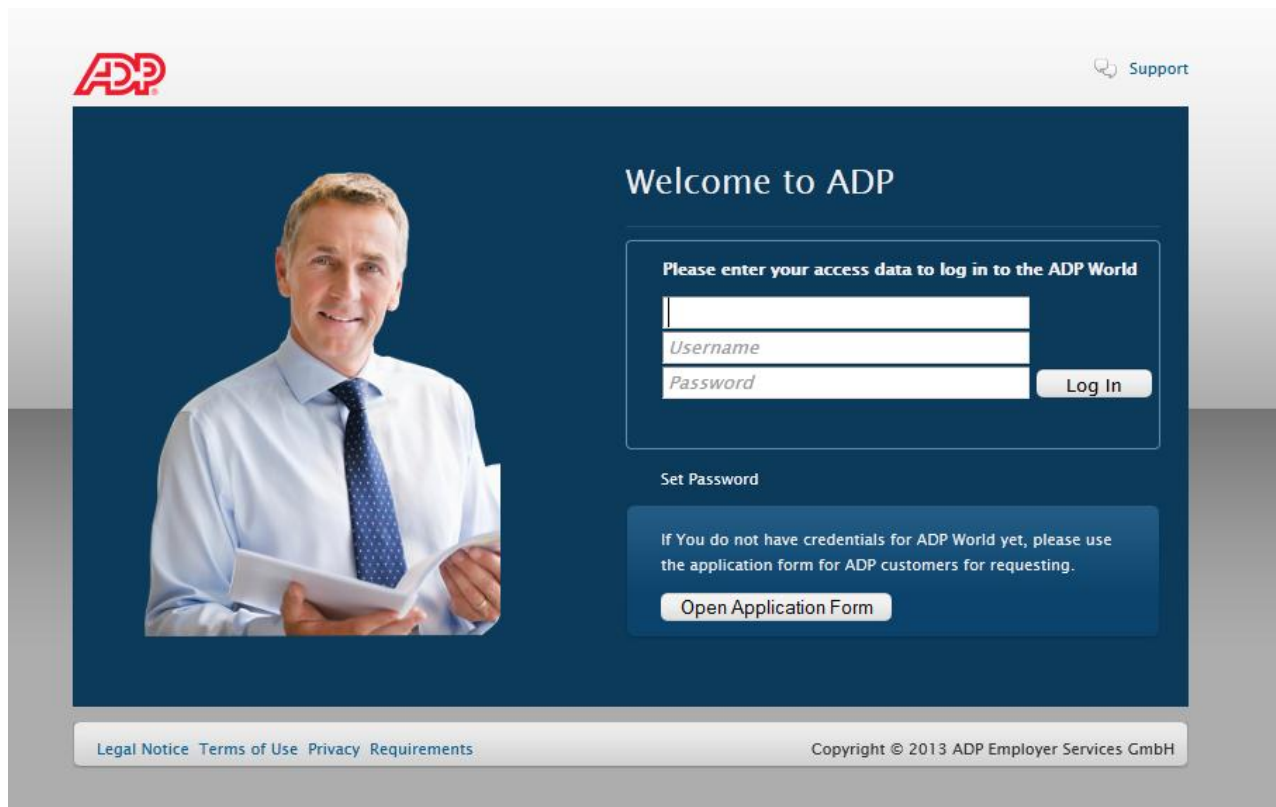
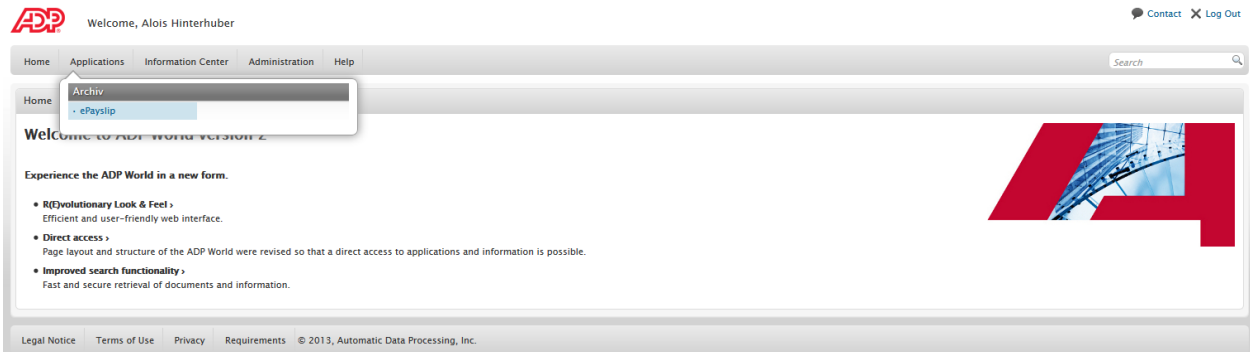


Figure 2 - ADP World login

After confirming the 'login' button, the individual working area of ADP World is reached.

3.3. Accessing one's individual payslip (ePayslip)

The payslips (ePayslips) are automatically displayed in the central window on the page. The screen can be accessed again at any time using the menu.



The documents are listed under each other. If there are numerous payslips, numerous pages are created and can be accessed using the navigation buttons above the header



The header contains the index criteria for the displayed documents (billing company, personnel number, document type, subject, date, number of pages, size). By clicking on a header column, the documents are sorted according to this index criteria in ascending or descending order (e.g. date).

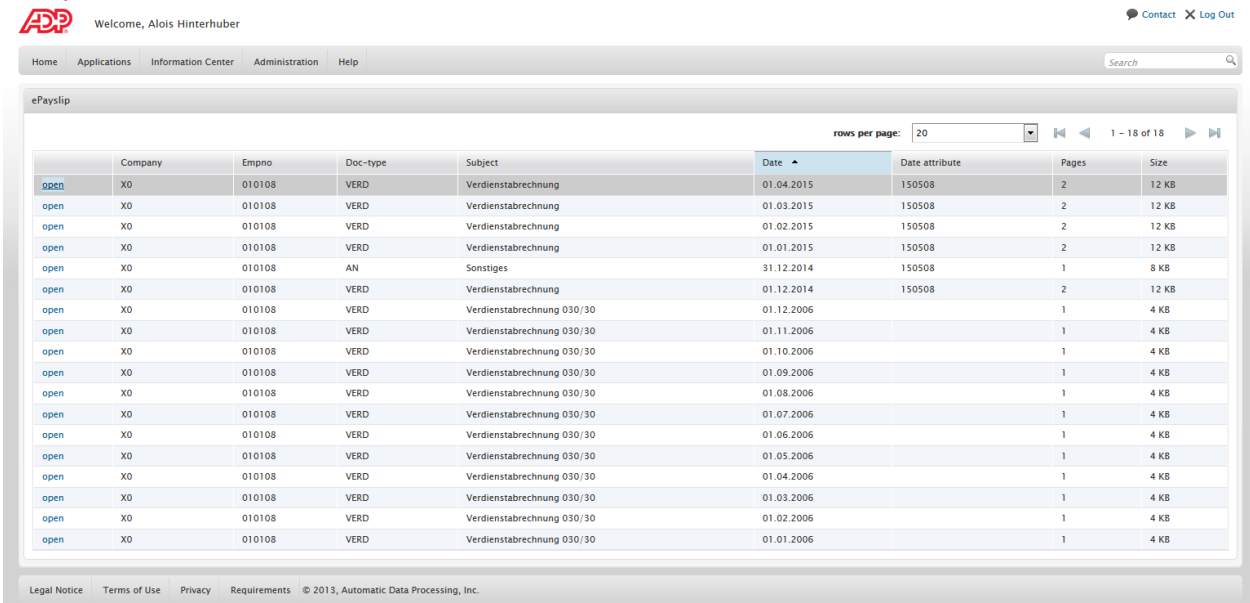


Figure 3 - Individual ADP World working area



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ePayslip – User guide

A payslip is accessed by clicking on *open* in the corresponding row of the results list.

The screenshot shows a PDF document titled "Verdienstabrechnung" (Statement of Earnings) for "Sorgfältig aufbewahren! Gilt als Verdienstbescheinigung". The document is displayed in a browser window with a dark sidebar on the left and right. The main content is a white page with black text and a table.

ADP/PAISY Musterfirma
- Allgemein 1 -
c/o Autowerk, Bahnhofplatz, GebD27 4
28359 Bremen

X0/010108

Alois Hinterhuber
Hinterhaus
Auf dem Holzweg 7
87777 Hintertupfingen

Verdienstabrechnung
Sorgfältig aufbewahren! Gilt als Verdienstbescheinigung

Abrechnung: 04.15/1
Ter. Zahlungs-: 22,0
Beträge: 0
Umsatz: 0
An-: 0
Rück-: 0
Vorjahr: 0

Eintrittsdatum: 02.04.88
Tage: 30
3
1,0
vcl/ev

Gabumsdatum: 01.04.67
Tage: 23
1111
021
15010467H106

Bank: Spk Bremen
IBAN: DE21 2905 0101 0001 2345 67

Kostenstelle: 085000

Lohn-Grp-Gruppe: 06

Bezeichnung	Lohnart	Zeit	Prozent	Faktor	Betrag	ΣSteu	ab Mon. 04
Sammelbeförderung	075	100	0,00		500,00		500,00
Zeitlohn Fertigung	300	150,00	ST	13,39	2.008,50	LL	
Kontoführungsgebühr	655				1,28	LL	
VWL AG-Anteil	660				26,59	LL	
Feiertag	500	7,00	ST	13,39	93,73	LL	
Sonderzahlung	625				7.000,00	SE	
Brutto	699				9.130,10 *		9.130,10

Figure 4 - Payslip (sample)

The payslip is displayed in a new browser window as a PDF in Acrobat Reader. The functions of Acrobat Reader are available there (hover the mouse at the lower edge of the window).

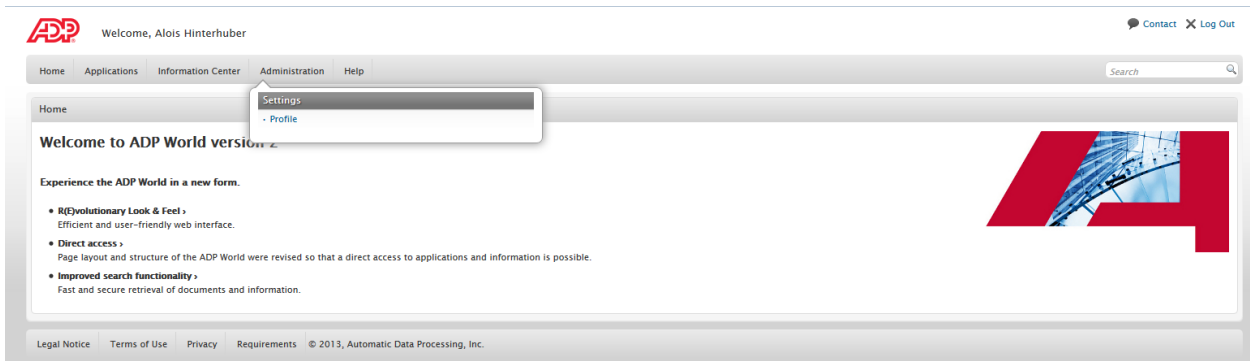


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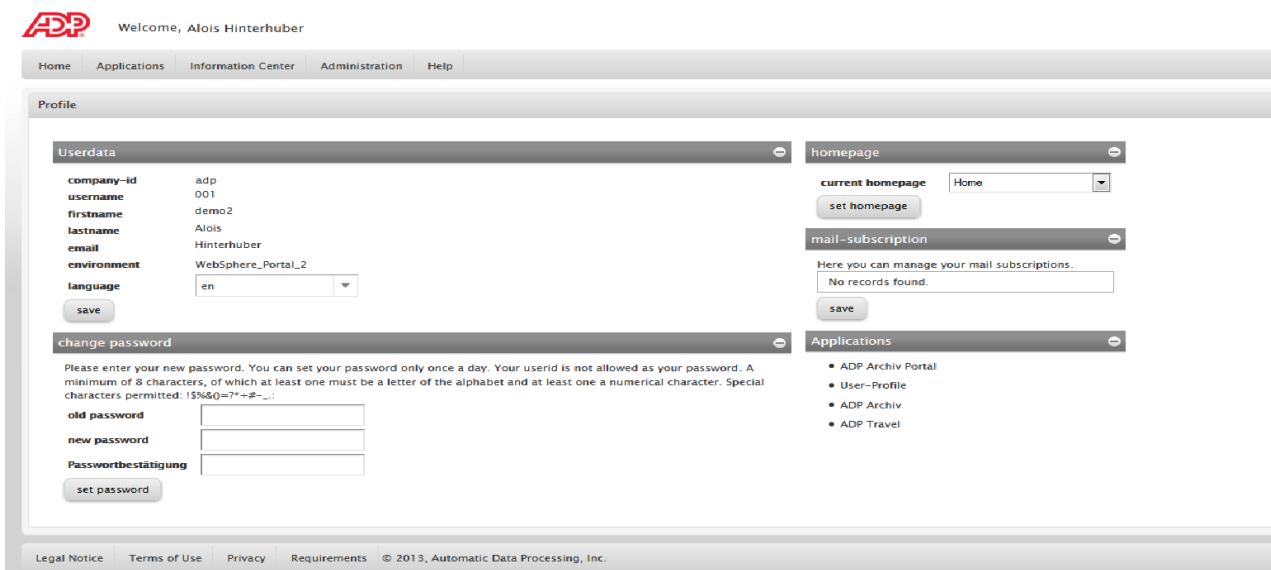
ePayslip – User guide

3.4. Resetting existing ADP World password

An existing password can be reset after logging into ADP World under *Administration/Profile*.



The new password can now be entered in the lower, left-hand area (when doing so, please note the information on resetting a password).





3.5. More information

Technical requirements

To use the ADP World service platform optimally and guarantee that the content is displayed in the best possible way, certain technical requirements must be fulfilled. If you have any questions, the ADP service team will be happy to help you at any time. Just send an e-mail and we will get in touch with you as soon as we can.

General requirements

Your company network's Internet connection is recommended to be of the transmission standard DSL or above. For certain services with a particularly high security level, routers and firewalls in company networks must be harmonised with the ADP technology (settings, filters, ports). Please contact your company's user service or system administrator.

Basic settings for any user

Displaying is possible in Internet Explorer from version 8 and in the latest versions of Google Chrome and Mozilla Firefox. For the best display of content, a screen resolution of 1152 x 864 pixels or greater is recommended. Cookies must be accepted. JavaScript must be activated. Popup blockers must be deactivated. To display PDF documents, Adobe Reader from version 9 is recommended. To view demo films, you require Adobe Flash Player from version 10.

Please note that the requirements for the applications integrated into ADP World may differ from the basic settings.