



MC Accounting Michał Cieśla

Dear Client,

Below you will find a detailed scope of the services I provide:

Personnel documentation management:

- Creating and maintaining employee personal files.
- Preparing employment contracts, civil law contracts (mandate, specific task) and annexes.
- Recording working hours, vacation days, and sick leave.

Payroll services:

- Calculating employee salaries, including social security contributions (ZUS), income tax prepayments (PIT), and other obligations.
- Preparing payrolls and pay slips for employees.
- Preparing declarations for the Social Insurance Institution (ZUS), tax office (US), and State Fund for Rehabilitation of Disabled Persons (PFRON).

HR and payroll consulting:

- Consulting on labor law, social security, and salary regulations.
- Implementing optimization in HR and payroll management.

Support in recruitment:

- Consulting on choosing the appropriate form of employment (contracts, agreements).
- Assistance with formalities related to hiring foreign employee.

Assistance during inspections:

- Preparing documentation for ZUS (social fund) and PIP (labour inspections).
- Representing clients during audits and inspections.