

# HR Outsourcing Process with **Helvetic Payroll** (HP)

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1. **Introduction**

Human Resources, in collaboration with the Procurement and Purchasing Department, has defined a standard process for the management of consultants outsourced from the company Helvetic Payroll (HP). The objective is to offer a flexible solution to manage consultants temporarily recruited by the unit.

The process and tools described constitute the required standard to efficiently support the outsourcing of these services.

2. **Objectives, scope and key elements**

2.1 **Objectives**

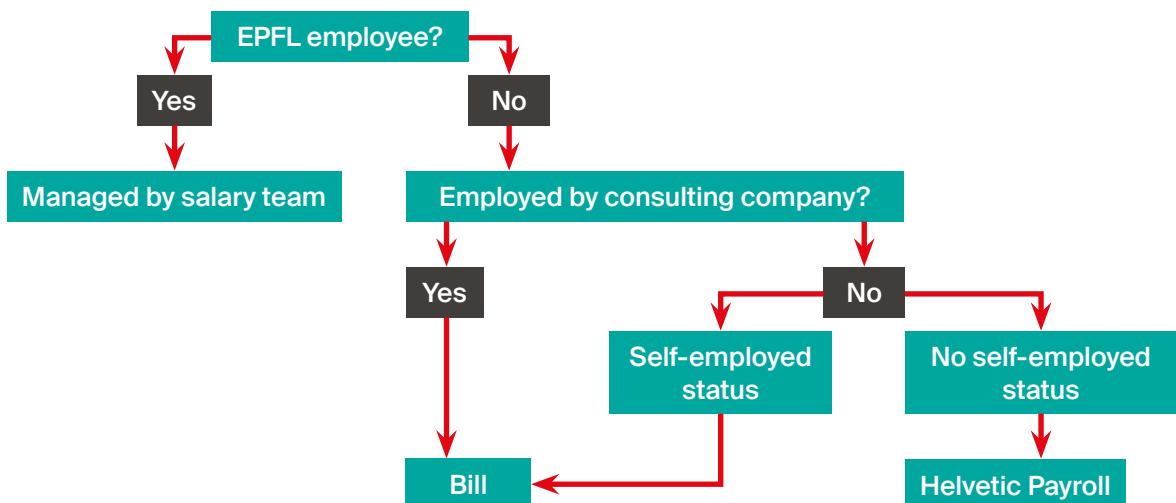
- Define a standard process with HP, the units and Human Resources
- Secure internal pay equity

2.2 **Scope**

This process applies to the appointment of consultants occupying administrative, technical, IT and management posts on a temporary, urgent and/or on-demand basis, who do not have a self-employed status. Scientific and academic posts are excluded from the scope of this process.

EPFL regulations concerning appointments / prolongations remain unchanged (e.g. renewal of fixed-term contract, maximum duration) and those of HP cannot be used in their place.

EPFL employees with complementary mandates continue to be managed by the EPFL salary team.



2.3 **Obligatory tools**

- HP hiring proposal
- Mission description
- CV
- Order form (via [SESAME / CATALYSE](#))

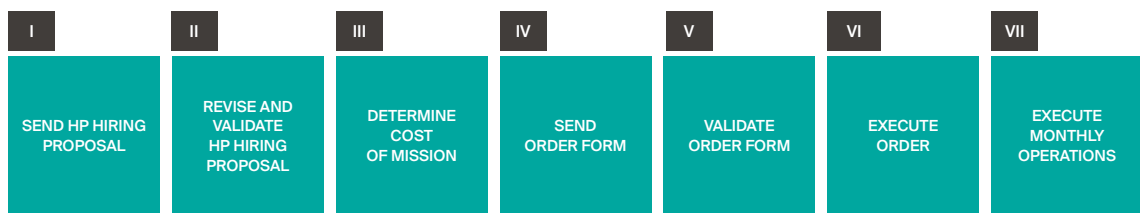
2.4 **Implementation**

- 1 June 2020

2.5 **Review cycle**

Human Resources will examine this process at least once a year in order to take best practices into account and incorporate lessons learned.

3. **Process overview**



4. **HR outsourcing procedure with HP (SOP)**



Step	Who/person responsible	How	Obligatory documents
<b>1</b> SEND HP HIRING PROPOSAL	Line Manager or Professor	<ul style="list-style-type: none"> <li>■ Complete the HP hiring proposal with the description of the mission + candidate's CV and send to HR (ARH/RRH)</li> <li>■ In the event of the mission being prolonged, a new HP hiring proposal must be sent to HR (ARH/RRH)</li> </ul>	<ul style="list-style-type: none"> <li>■ HP hiring proposal</li> <li>■ Mission description</li> <li>■ CV</li> </ul>
<b>2</b> REVISE AND VALIDATE HP HIRING PROPOSAL	RRH	<ul style="list-style-type: none"> <li>■ In collaboration with the Line Manager or Professor, review and validate grade and salary in comparison with the EPF Domain salary system based on CV and mission description</li> <li>■ Send the hiring proposal to HP with mission description + candidate's CV in order to obtain the cost of the mission</li> </ul>	<ul style="list-style-type: none"> <li>■ HP hiring proposal</li> <li>■ Mission description</li> <li>■ CV</li> </ul>
<b>3</b> DETERMINE COST OF MISSION	HP	<ul style="list-style-type: none"> <li>■ Contact employee and collect additional information to determine cost of mission</li> <li>■ Return hiring proposal with cost of mission to the Line Manager or Professor within a time limit of 4 hours (with copy to RRH)</li> </ul>	<ul style="list-style-type: none"> <li>■ HP hiring proposal</li> </ul>

Step	Who/person responsible	How	Obligatory documents
<b>4</b> SEND ORDER FORM	Line Manager or Professor	<ul style="list-style-type: none"> <li>Complete order form via SESAME or CATALYSE, indicating total cost of mission</li> </ul>	<ul style="list-style-type: none"> <li>Order form (via <u>SESAME / CATALYSE</u>)</li> </ul>
<b>5</b> VALIDATE ORDER FORM	HP	<ul style="list-style-type: none"> <li>Return signed and dated order form within a maximum time limit of 48 hours to the Line Manager or Professor</li> </ul>	<ul style="list-style-type: none"> <li>Order form (via <u>SESAME / CATALYSE</u>)</li> </ul>
<b>6</b> EXECUTE ORDER	HP	<ul style="list-style-type: none"> <li>Confirm details concerning start of mission with consultant and send employment contract to consultant</li> </ul>	
<b>7</b> EXECUTE MONTHLY OPERATIONS	<p>HP</p> <p>Consultant/ Line Manager or Professor</p> <p>HP</p>	<ul style="list-style-type: none"> <li>Create consultant's profile on digital platform</li> <li>Monthly declaration on digital platform of hours worked by consultant, which will be validated by Line Manager or Professor</li> <li>Prepare and send monthly salary statement to consultant based on validated number of hours worked</li> <li>Send monthly invoice to Line Manager or Professor who issued order form for payment, until completion of mission</li> </ul>	



5.2 **Mission description**

- [Download this document](#)



**MISSION DESCRIPTION**

**Last Name, Name :**

**Goals of the mission :**

**Main responsibilities of the mission:**

Name and signature of Professor or Unit Head: