

# HR outsourcing process with Helvetic Payroll (HP)

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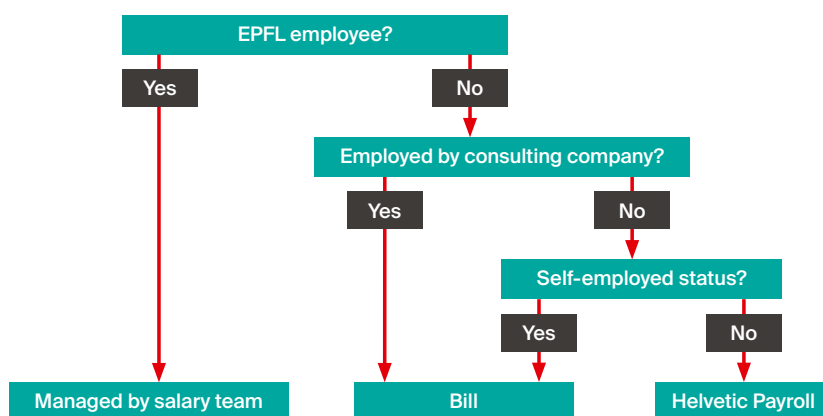
## 1. Introduction

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.

<b>Objectives</b>	<p>The objectives of the HR outsourcing process are:</p> <ul style="list-style-type: none"> <li>■ Define a standard process with HP, the units and Human Resources.</li> <li>■ Secure internal pay equity.</li> </ul>
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<b>Scope</b>	<p>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.</p> <p>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.</p> <p>EPFL employees with complementary mandates continue to be managed by the EPFL salary team.</p>
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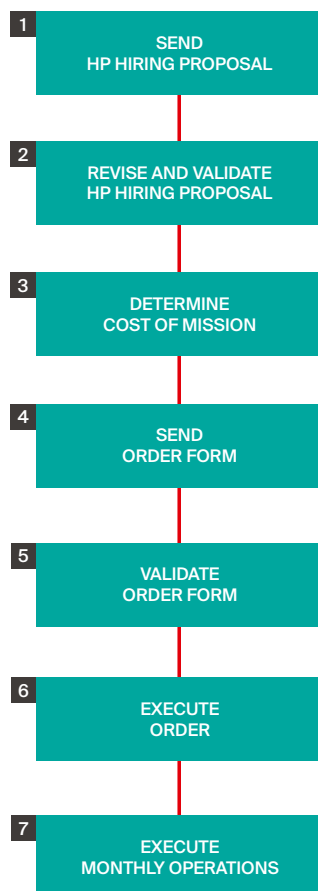


<b>Mandatory M tools</b>	<ul style="list-style-type: none"> <li>■ HP hiring proposal – M</li> <li>■ Mission description – M</li> <li>■ CV – M</li> <li>■ Order form (via <a href="#">Sesame / Catalyse</a>) – M</li> </ul>
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<b>Implementation</b>	01.06.2020
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<b>Review cycle</b>	Human Resources will examine this process at least once a year in order to take best practices into account and incorporate lessons learned.
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## 2. Process overview





## 3. HR outsourcing procedure with HP (SOP)

Step	Who / person responsible	How	Mandatory <b>M</b> documents
<b>1</b> Send HP hiring proposal	Line manager / 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>	HP hiring proposal – <b>M</b> Mission description – <b>M</b> CV – <b>M</b>
<b>2</b> Revise and validate HP hiring proposal	RRH	<ul style="list-style-type: none"> <li>■ In collaboration with the line manager / 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>	HP hiring proposal – <b>M</b> Mission description – <b>M</b> CV – <b>M</b>
<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 four hours (with copy to RRH).</li> </ul>	HP hiring proposal – <b>M</b>
<b>4</b> Send order form	Line manager / professor	<ul style="list-style-type: none"> <li>■ Complete order form via Sesame or Catalyse, indicating total cost of mission.</li> </ul>	Order form (via Sesame / Catalyse) – <b>M</b>
<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 / professor.</li> </ul>	Order form (via Sesame / Catalyse) – <b>M</b>
<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	HP	<ul style="list-style-type: none"> <li>■ Create consultant's profile on digital platform.</li> </ul>	
	Consultant or Line manager / professor	<ul style="list-style-type: none"> <li>■ Monthly declaration on digital platform of hours worked by consultant, which will be validated by line manager / professor.</li> </ul>	
	HP	<ul style="list-style-type: none"> <li>■ Prepare and send monthly salary statement to consultant based on validated number of hours worked.</li> <li>■ Send monthly invoice to line manager / professor who issued order form for payment, until completion of mission.</li> </ul>	

## 4. Documentation

### 4.1 HP hiring proposal – M

[Download this document](#)

### PROPOSITION D'ENGAGEMENT HELVETIC PAYROLL

- A remplir par l'unité**

Centre financier :

Engagement du :                      au :                      % Taux d'activité / mois :

Support : Administratif ☐    Technique ☐            IT ☐            Conduite ☐

Nom, Prénom :

Date de naissance :                      Nationalité :

Salaire souhaité : Mensuel :                      Journalier :                      Horaire :

Lieu d'activité : Lausanne ☐ Fribourg ☐ Genève ☐ Neuchâtel ☐ Valais ☐ Villigen ☐ Autre :

Observations :

Nom et signature du Professeur ou Responsable d'unité :

Annexes : CV et description de la mission
- A remplir par RH**

Par analogie au système salarial des EPF : Code Fonction :                      Echelon :

Fonction interne :                      Période d'essai :

Salaire brut (à sélectionner)

☐ Annuel à 100% :  
☐ Journalier (mensuel/18.75) :

☐ Mensuel à 100% (annuel/12) :  
☐ Horaire (mensuel / 153.75) :

Validation :

Nom du Responsable RH :


Date :

Signature :
- A remplir par Helvetic Payroll**

Coût de la mission (Hors TVA): CHF                      → **A reporter sur le bon de commande**

## 4.2 Mission description – M

[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:**

## 4.3 Order form via Sesame / Catalyse (in French) – M

[Download this document](#)

Marche-à-suivre Catalyse – 01.12.2022

### **Passer une commande via le système Catalyse : Bonnes pratiques pour les commandes Helvetic Payroll**

#### INTRODUCTION

Les Ressources Humaines en collaboration avec la direction des achats de biens et services ont défini un processus standard pour la gestion des consultants externalisés chez Helvetic Payroll (HP), société de portage salarial.

Ce mode opératoire vous guidera à travers les étapes à suivre pour la création et l'envoi d'un « bon de commande » à Helvetic Payroll.

#### DOCUMENTS DE REFERENCE

- Processus RH D'externalisation HelveticPayrollV1
- Proposition d'engagement HelveticPayrollV1

#### PRE-REQUIS :

- Après avoir fait remplir la fiche Proposition d'engagement HelveticPayrollV1 par l'unité concernée, le service RH et le fournisseur Helvetic Payroll.

