



# Your assignees manage your global business.

We can help you manage  
your global programs.



KPMG LINK Enterprise Assignment Manager  
Powered by KPMG LINK Work Force



Mobile  
employees,  
streamlined  
processes

# Global support, from start to finish

There is little doubt that managing a globally mobile workforce is a significant challenge.

KPMG LINKWork Force breaks down the borders that exist between you, your employees and your vendors offering a single technology solution to make managing your global workforce easy, effective, and transparent.

KPMG LINKWork Force harnesses the power of KPMG LINK Enterprise Assignment Manager (LINK Enterprise) for your employees allowing them to manage information for tax and compliance issues while also managing certain aspects of their international assignment such as expense submission or demographic updates within a single portal. KPMG LINKWork Force offers a single point of entry, a transparent process and an integrated solution enabling employees to quickly and efficiently accomplish actionable items.

## How complex are your international assignments?

Odds are, even if you've planned well, serving your mobile employee population before, during and after their assignments is difficult, time-consuming and open to error.

By simplifying your mobility management through automated and organized processes (including candidate selection, global compensation collection, and tax services authorization through integrated workflow processes designed around the assignment lifecycle) you can streamline your processes and mitigate risks. Data can be entered once in a single global database, cost projections can be accurately and easily prepared, compensation can be easily managed and accumulated, and mobility-related correspondence is managed electronically, and much more.

With LINK Enterprise and KPMG LINKWork Force acting as a single web-based global data repository and management solution, you can create an automated work environment that supports you throughout the assignment lifecycle – from payroll to human resources to emails, systems and reports – helping you reduce complexity and streamline your processes.

## Global support, from start to finish

| Demographics  | Cost Projections   | Pay Instructions  | Compensation Collection  | Self-Service  |
|---|--|---|--|---|
| Experience robust, built-in workflow and case management, authorized tax services, role-based functionality, and powerful, drag-and-drop reporting. | Design and project total costs of international assignments including automated allowance calculations based on your specific assignment policies. | Create and update balance sheets and payment requests which are then routed for payment to your global payroll and accounts payable departments | Track, collect and report on total assignment costs and payments for each individual employee or a group of employees. Use comprehensive budget vs. actual reports to identify assignment cost trends. | Enable assignees to update and manage aspects of their assignment from expense submission to document review. |



## Demographics

The Demographics module is the backbone of LINK Enterprise, tracking over 300 standard data elements (demographic and assignment) in one system with reports tailored to specific users including HR, line managers or tax vendors.

## Data ready

You have all the data; now make the most of it.

Designed to house all data related to your global mobility program, the Demographics module helps collate, organize and store both employee and assignment data in a centralized system.

Custom reports can then be built using the stored demographic information as required.

## Your processes built-in

Effective workflow tracking should be consistent, reliable and flexible, especially when your employee is on the other side of the world.

From the moment a user logs in, their workflow begins and assignments (once defined) are available to both the employee and management, helping facilitate real-time status updates and assignment management activities.

A flexible checklist can then be utilized to replicate and enforce your mobility processes. In addition, you can create and maintain non-recurring task items, assign tasks to other users, and track status updates.

## Tax-ready

The Demographics module gives you the ability to automate the generation of your authorization list, track foreign tax credit amounts and other relevant tax services, all while tracking the status of tax equalizations.

When leveraged with KPMG LINK Work Force, the Demographics module allows you to bring your tax compliances full circle generated authorized lists, tracking foreign tax credits, and reporting on your compliance processes on a single dashboard.

## Robust reports

Are your assignments cost-effective? Are there options to cut costs?

The LINK Enterprise module enables you to report and perform sophisticated data queries with its powerful drag-and-drop ad-hoc report writer.

In addition to generating management reports, it is also possible to increase the automation of your reports and directly email them to specified recipients, whether an individual or an entire business team.



# Cost Projections

What are the real costs of sending employees overseas? Where can you reduce the costs of such assignments? The easy-to-configure LINK Enterprise is developed around your policies. With no limit to the policies the system can handle, you can quickly develop detailed cost projections for every type of assignment.

## Streamlined and online

Providing convenient 24-hour access, the Cost Projector is accessed through LINK Enterprise and includes configurable options based on your specific cost projection setup and policies.

You can then make the most of its easy-to-use design with all inputs following an organized and logical flow, streamlined exception tracking and allowing for the swift deployment of tax law updates.

## Automated and on-time

When it comes to dealing with a range of different tax regimes, you need to be confident that the information you have is correct.

By providing regular updates, storing your policies and automatically calculating your allowances, Cost Projector can help ensure your calculations use the most up-to-date tax law information from more than 70 countries to keep your reports as accurate as possible.

## Built-in policies

Cost Projector is designed to work with your current and future mobility policies with the capability to expand with your program.

A key part of the Cost Projector program is its ability to quantify costs for both long- and short-term assignments, making determinations on income tax treaties and totalization agreements based on your assignment parameters.

Cost Projector also incorporates automated allowance calculations, taking into account complex issues such as how items such as housing and automobile allowances are paid; providing you with a tailored estimate that meets your policy standards and is an accurate forecast of the proposed assignment.

## Custom reports

Cost Projector enables you to enter unlimited custom allowances, including the ability to set taxation and proration for each allowance entered. Each allowance appears on different screens and on all reports – with separate year detail screens displaying national and social tax calculations.

In addition, single-year hypothetical tax calculations can be generated, showing take-home pay.



# Pay Instructions

Conveniently manage policies and create (or update) your compensation balance sheets and one-time payment requests based on home and host amounts. By setting up the system with your policies and business rules, you can easily facilitate shadow payroll, end-of-year compensation collection and retroactive payments – in different currencies and for different pay periods.



## Compensation control

When it comes to compensation, it has to be correct.

With LINK Enterprise you can easily control what is reported on local earnings statements through memorandum updates to home and/or host payrolls. It is also possible to withhold tax for any of your employees who are working abroad but still on your local payroll.

Regularly occurring payment instructions (by individual payee) are automatically calculated in accordance with your policies, business rules and third-party data imports – all of which can be electronically sent to your home or host payrolls. Exceptions to policy can be applied to any recurring, one-time payroll or third-party transaction before, during and after the assignment.

The system also seamlessly handles multiple currencies, split payroll and tracks policy exceptions.

## Retroactive payments

Change is a fundamental part of dealing with mobile employees and this includes their payments.

With LINK Enterprise, retroactive payments can be made to employees to conveniently compensate for unforeseen changes and updated pay increases.

Applied specifically to employee payments, the retroactive functionality of LINK Enterprise leverages transactions and worksheets that are contained within the system and can instruct amounts directly to your accounts payable or payroll departments as appropriate.



# Compensation Collection

Global Payroll Management is an ideal tool to track assignee costs and payments and effectively capture recurring or one-off payments from third party vendors, accounts payable or payroll departments even if they are from multiple locations or in multiple currencies.

## Taking stock

Accurate results come when we are all on the same page. Prior to any implementation, we work closely with you to clearly understand your compensation collection needs and define, agree upon and document the processes and scope of the project.

## Common ground

Receiving data from multiple sources can result in numerous irregularities and duplication issues. By converting the data to a common cost code language and organizing it, Global Payroll Management can help protect your data's integrity, and provide greater clarity, accuracy and completeness.

## Budgeted vs. Actual Costs

By using your payroll codes we are able to map actual paid amounts against the expected amounts from your finalized cost projection. This helps facilitate accruals and policy management. You will easily be able to quantify where exceptions have driven costs higher than expected.

## Report ready

Global Payroll Management can provide the reporting insights you need. With current, consolidated and complete data you'll be better able to perform accurate analysis and help you make critical business decisions.



## Self-Service

Your employees can quickly update their own personal information and manage aspects of their assignment, including expense submissions and updated key tasks with the user friendly KPMG LINK Work Force. They can also conveniently retrieve and upload assignment documents. Vendors can easily enter and manage payments made by them on behalf of employees and can be granted access to specific reports from KPMG LINK Work Force or LINK Enterprise.

## Role-based

Featuring role-based security, KPMG LINK Enterprise lets you control what your employees or vendors need to see by providing appropriate company and country user rights.

Once established, your employees or vendors can only access information that you want them to; including checklists, expense reimbursement screens, documents and reports.

## Quick, effective communication

Being able to access data quickly is essential when doing business across borders.

By enabling your users to access data that is integrated with your payroll, human resources, and e-mail systems, KPMG LINK Work Force enables automatic distribution of alerts and reports.

Users will have the information they need, when they need it.

## 24/7 access

Web-based and user-friendly, KPMG LINK Work Force is ready when you are. Users, regardless of where they're based, can gain immediate access to necessary data while you receive updates of their projects the moment they input them.

## A personal investment

KPMG LINK Work Force is designed for all stakeholders empowering end-users to take stock of, and invest in the management of their assignments. Whether vendors entering payments through an automated workflow, or an employee monitoring assignment and tax compliance tasks, KPMG LINK Work Force empowers users to accomplish items in a timely manner through transparent processes, the right amount of automation and real-time updates.

# An industry leading practice approach

Developed using industry-standard technologies and incorporating user requirements from a range of global organizations, LINK Enterprise has been in operation for more than 15 years and is now used by over 100 multinational companies.

This maturity is enhanced through a comprehensive and flexible security model, incorporated logic for tax calculations and processes, and regular updates for the latest tax and legislative changes provided by KPMG's worldwide network of firms. The system is fully backed by a leading KPMG support team who provides assistance through our KPMG LINK Technology Support Center. Trained to resolve support issues, the support team can utilize business analysts and development team members, as required.

With LINK Enterprise you can gain a fully integrated global mobility management technology that is further enhanced when used in conjunction with the KPMG LINK Work Force suite of global mobility tools and KPMG's Global Mobility Services practice which provides advisory, compliance and administrative services.

## Global reach, local know-how

KPMG is a global network of member firms providing objective, practical and timely professional services to leading organizations, governments and private enterprises.

We fully encourage our network of professionals to seek international experience. This means we also need to determine that our global mobility processes and assignee management is efficient and accurate. It is through this real-world experience that we have developed the KPMG LINK Enterprise Assignment Management solution.



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