

EMPLOYER OF RECORD SERVICE BREAKDOWN

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tiger-recruitment.com/employer-of-record

TIGER
Employer of Record



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WHAT IS TIGER EOR?

Tiger Recruitment can act as an employer of record (EOR) for your business. This means that we are the official employer of your staff and will take care of all employment administration. We can handle payroll, tax, compliance, benefits and HR administration virtually, while you continue to manage your employees' day-to-day responsibilities.

By utilising an EOR, you will be able to hire employees in different countries without having to establish a legal entity or HR administration in their location, ensuring compliance with local employment laws.

We tailor every aspect of this service to your business needs. Whether you're hiring one person or building an entirely new team, Tiger EOR is fully customisable to align with your existing policies and internal processes.

Why businesses choose an EOR



Global compliance with local labour and tax laws



Time and cost efficiency, avoiding the need to establish local entities



Streamlined payroll and HR administration, managing payroll, benefits and contracts



Reduced legal risk, with full adherence to PAYE and local laws



Short- or long-term support, depending on your business needs



Flexibility, with the ability to transition staff to your in-house payroll later



Customisable setup, suitable for one employee or an entire team

WHO SHOULD USE TIGER EOR?

Tiger EOR is available to all employers, but an EOR solution is often preferred by growing businesses, those seeking temporary staffing support or those hiring internationally.

Perfect for

- ✓ Expanding businesses looking to enter new international markets
- ✓ Startups and SMEs wanting to focus on growth without the burden of HR administration
- ✓ International employers hiring employees in different jurisdictions
- ✓ Private employers and family offices without an in-house payroll function seeking a compliant hiring solution
- ✓ Project-based teams or short-term assignments



WHAT'S INCLUDED IN OUR SERVICE

Tiger EOR goes beyond payroll to offer a comprehensive and compliant solution.

Core services

- Payroll processing and salary payments
- Tax and statutory benefit administration
- HR and legal compliance
- Drafting compliant contracts
- Onboarding and offboarding support
- Right to work and reference checks
- Background screening (e.g., DBS checks upon request)
- Pension management
- Employee benefits management
- Handling resignations and HR queries

Unlike a traditional payroll provider, we are the legal employer, meaning we take on liability and compliance responsibilities while you maintain control over how your team operates day to day.



Where and who we support

- **Locations:** our EOR service operates across the UK, US, Switzerland, Ireland, Germany and multiple other European jurisdictions. You will receive support from our global offices, based in London, Zurich, Dublin and New York.
- **Sectors:** Tiger EOR can support staff across all sectors. If you are looking to hire staff, we can hire exceptional professionals for business support, finance, HR, digital, private household and family office roles.



HOW IT WORKS: FROM SETUP TO DAY-TO-DAY

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We pride ourselves on offering a seamless, end-to-end EOR experience. Below is a detailed breakdown of what working with us looks like:



1. INITIAL CONSULTATION

Your account manager will arrange an initial call to understand your hiring objectives, timelines, operational setup and any jurisdictional considerations. We will confirm:

- Whether hiring support is required, and if so, your role and salary expectations
- If you need short- or long-term support
- Role location, working hours and any jurisdiction-specific considerations
- Background screening requirements
- Payroll preferences, including payment schedule and currency
- Which employee benefits you are looking to offer

Following this consultation, you will receive bespoke Terms of Business to sign, which will be tailored to your unique requirements.



2. EMPLOYEE SELECTION

You can either introduce your account manager to your chosen hire, or we can support you in sourcing the right candidate through our recruitment services. If you are seeking our support with hiring, we will shortlist qualified candidates and support you in coordinating interviews.

Once the hire is confirmed, we will begin gathering key documents for onboarding (such as proof of ID, right to work, NI number, etc.).



3. COMPLIANCE CHECKS

Tiger's dedicated compliance officer will carry out:

- **Right to work verification** – a standard check conducted for employees onboarded onto Tiger EOR using eligible identity documents (passports, visas, biometric residence permits, etc.). This process can be completed immediately, subject to candidate response times.

Upon request, we can also conduct:

- **Reference checks** – typically a minimum of two references, with an average turnaround of seven days. Bespoke checks can be conducted, depending on your unique requirements.
- **DBS or credit checks** – if needed for regulated industries. Basic DBS checks take up to 10 calendar days, while standard or enhanced DBS checks may take up to eight weeks.
- **Additional screenings** – such as sanctions or FCA checks, are typically completed within 14 calendar days.



4. EMPLOYMENT CONTRACT

We will draft and issue a legally compliant contract which breaks down the employee's role, location and your business needs. The employment contract, also known as the contract of service, will include:

- Salary and notice period
- Benefits and pension details
- Working hours and responsibilities
- Holiday entitlement and statutory leave

Once reviewed and signed by the employee, they are formally onboarded onto our system.



5. ONBOARDING

We collect the employee's payroll details (e.g. bank account, tax code, pension information) and Tiger's dedicated payroll manager will input them into our platform. The employee is then:

- Enrolled on Tiger EOR's pension provider (with statutory 3% employer and 5% employee contributions)
- Set up for regular salary payments, paid either weekly or monthly
- Given access to a secure portal to view payslips

We will confirm the payroll and benefits setup with you before the first payment run.



6. ONGOING SUPPORT

After onboarding, we provide:

- Weekly or monthly payroll processing, including deductions and tax submissions
- Digital payslips and benefits management
- A dedicated account manager who will conduct regular check-ins and answer any support queries
- Employee support for any payroll or employment-related questions

If the employee resigns or you wish to end the engagement, your account manager will handle all offboarding with you and can assist with replacement hiring, if needed.





MANAGING STAFF THROUGH TIGER EOR

While Tiger Recruitment is the legal employer, you remain in full control of:

- The employee's day-to-day responsibilities
- Performance management
- Decision-making around hiring, promotion or termination

Our team will support you behind the scenes, handling all legal employment requirements.

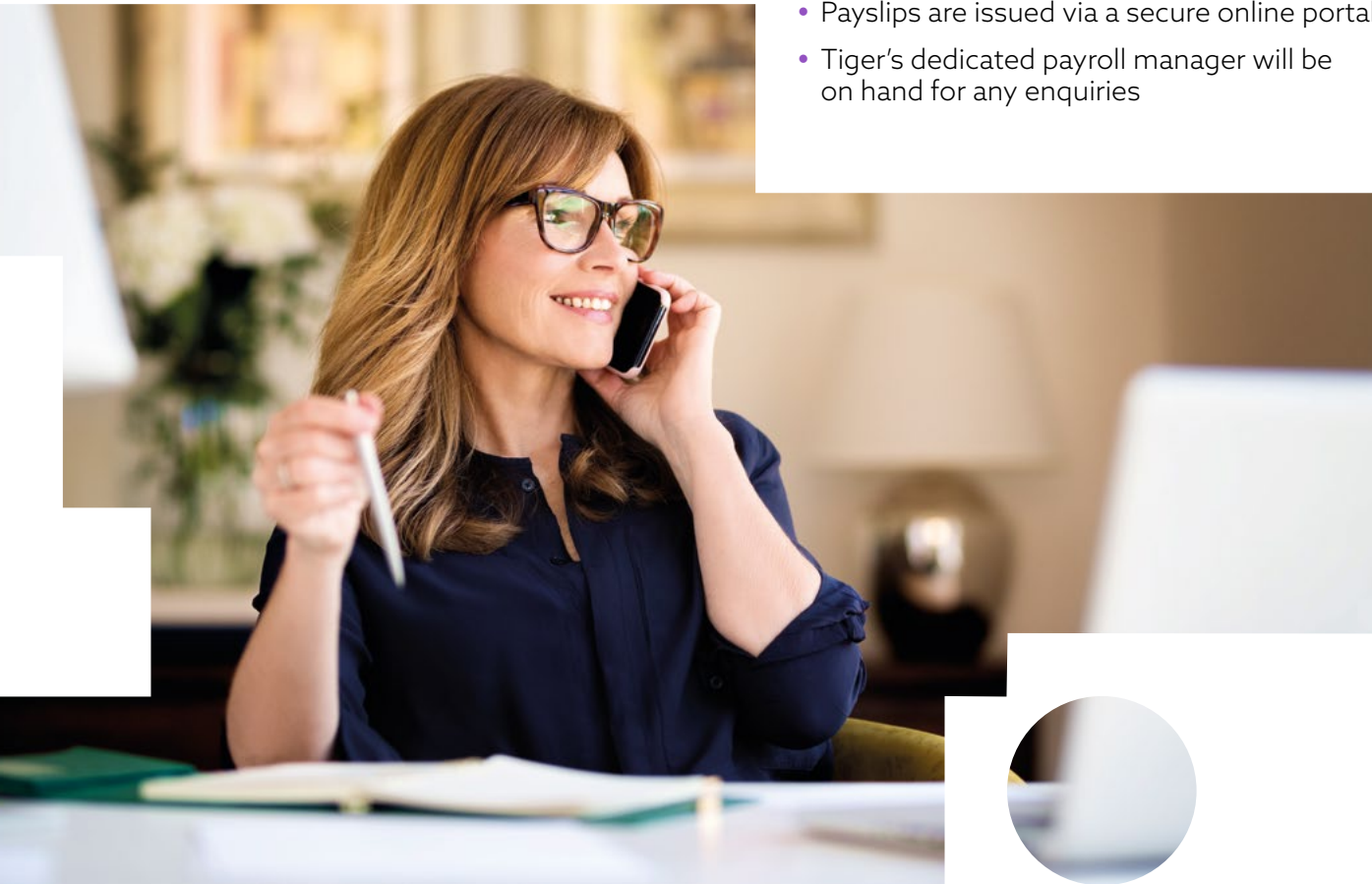
Complaints or resignations

If a staff member resigns or raises a concern around their employment, we will support you to manage the legal and procedural aspects. Likewise, if you have a concern about how the employee conducts their work (e.g. the employee consistently arrives late to work), we will aid you in resolving matters swiftly.

Hiring via Tiger Recruitment

If we are supporting you with recruitment, too, you will be fully involved in the interview and selection process before transitioning your chosen hire to the EOR setup.

PAYROLL, BENEFITS AND INVOICING



Payroll schedule

- Employees are typically paid either weekly on a Friday, or monthly on the Friday following the last Tuesday of the month
- Alternative payment dates are available upon request
- Salaries are paid in the local currency, unless otherwise agreed
- Payslips are issued via a secure online portal
- Tiger's dedicated payroll manager will be on hand for any enquiries

Deductions

Standard statutory deductions (e.g. income tax, National Insurance, pensions) are automatically processed and reflected in payslips.

Benefits

All employees will receive statutory employment benefits, including national minimum wage, statutory sick pay, parental leave, and working time regulations. Additional benefits can be added, depending on your internal policies and business needs. Our team will work with you to incorporate any bespoke benefits into your package and support you in administration where required.

For employers looking to offer private health insurance as part of their benefits package, we can offer an insurance package through our provider, Vitality (provided that the employee is employed to work more than 15 hours per week).

Pension

Tiger EOR's pension provider meets statutory contributions of 3% from the employer and 5% from the employee. Tiger will manage the enrolment process and any subsequent queries or concerns. Should the employer or employee seek to increase their contribution, our team will work with you to calculate this into your salary and benefits package.

Billing and payment

After the initial deposit request agreed in your service agreement, you will receive weekly or monthly invoices for our EOR services, with payment required within seven days.

CONTRACTS, TERMS AND TRANSITIONS

Terms of Business

We will issue our Terms of Business as part of the onboarding process, outlining responsibilities, service scope, and payment terms. These terms are adjusted to your unique requirements, and we will work with you during the initial consultation period to create a bespoke service that works for you.

Length of contract

Your contract remains active until the end of the contract of service, or until terminated with a notice period. This notice period will be agreed upon during your initial consultation, with conditions outlined within our Terms of Business. Your account manager will be in regular contact with you, should you have any queries or concerns around your notice period or termination of contract.

Data security

With Tiger EOR, you can rest assured that all employee data is processed in accordance with GDPR and stored securely. Tiger's dedicated compliance officer is on hand, should you have any concerns.

Converting to your in-house payroll

If you later decide to bring the employee onto your own payroll, your account manager will work with you to ensure a seamless transfer of all records, contracts and benefits.

Temporary and permanent employees

Tiger EOR can support both contract and permanent hires. Terms will vary slightly to reflect the nature of the employment.

Ready to get started?

Get in touch with our team for an initial consultation. We will assess your needs and build a tailored solution that works for you.





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