



Steps to setup your HR processes in Vietnam

Looking to hire, pay and support your workforce in Vietnam? These are the steps you need to be aware of in order to set up your team in Vietnam, while staying compliant.

OPTION 1 Your business is already in Vietnam (HR outsourcing)



- Monthly payroll calculation upon receiving Payroll - Timesheet Update
- Salary adjustment *(if any)*
- Additional payments: bonus, incentives, allowances *(if any)*
- New joiners update *(if any)*
- Probation evaluation *(if any)*
- Leavers update and severance payment *(if any)*

OPTION 2 You are conducting business from outside of Vietnam (EOR)

- Perform KYC of client
- Collect employee's salary package, contract term from the client
- Collect employee information and required documents
- Interview and Perform standard background check of employee (2)
- Prepare and finalize all required HR contracts (3) in compliance with Vietnam labor law
- Meet with employees and sign contracts with employees
- Prepare payroll document template (e.g. timesheet, annual leave reports, basic employee information) and send it to the client.
- Register SHUI (Social, Health, Unemployment Insurance) for employees

01 INITIAL SETUP AND IMPLEMENTATION

- Calculate annual leave and basic employee information reports for monthly payroll
- Send payslip and create salary payment order
- Calculate SHUI and contribute SHUI for employees
- Report and pay monthly/quarterly PIT

02 MONTHLY PAYROLL

2022 New Regulations

Deadline to Submit	Issued date	Effective date	Details
Decree 38/2022/ND-CP increasing the Minimum Monthly Wages by 6% and regulating Minimum Hourly Wages	12 June 2022	1 July 2022	Link
Decree 35/2022/ND-CP on the management of industrial parks and economic zones	28 May 2022	1 July 2022	Link
Circular No. 78/2021/TT-BTC on using electronic PIT withholding certificate	17 September 2021	1 July 2022	

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