SwissSalary Learn

General manual

Microsoft

swissdec
certified plus

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5 Payroll Setup

1 Employee

1.1 Employee Card

1.1.1 General

1.1.1.1 Employee No.

The Employee number can be consecutively granted automatically or manually and can be numeric and/or alphanumeric.
Each client can be assigned a range of numbers.
If you activate the Default Nos. field, you will be always suggested the next number during the acquisition of your employees. For manual assignment of a staff number activate the Manual No. field.

1.1.1.2 Title

Titles and letter salutations are stored in this selection field. The list can be extended with your own titles. The title automatically controls the letter salutation. The Gender field is used to supplement the gender of your employee. You can translate the title and letter salutation into different languages.

Field name	Description
Code	Code field for a title, usually FRAU (MRS) and HERR (MR).
Title	Field for a title, usually Frau (Mrs) and Herr (Mr).
Letter Salutation	There is a placeholder set in the salutation after the text. Placeholder %1 stands for the name of the employee. Examples: Dear Mrs %1 Dear Mr %1
Gender	Selection field F = female or M = male must be assigned once to the correct title code.

1.1.1.3 ID

Input field for initials, abbreviations (max. 10 characters). E.g., HM for Hans Müller, etc. (optional field) This identification is also used for superiors in add-on module EasyRapport.

1.1.1.4 Unmarried Name

The "Unmarried Name" field can be added and maintained here. The field can also be displayed as a column in the Employee list.

1.1.1.5 Name

Input field for last name(s) (max. 30 characters).

1.1.1.6 Fist Name

Input field for first name(s) (max. 30 characters).

1.1.1.7 Search Name

A **Search Name** will be created when the name and surname of the employee has been entered. Search Name can be changed (not recommended) and thus serve as a sorting key.

Example:
Müller Fritz, search keyword: MÜLLER FRITZ
Müller Fritz, search keyword: MÜLLER FRITZ1

Search keywords can be especially useful for foreign nationals with several names and surnames.

TIP:
You can sort data according to this keyword in personnel master data, in personnel list and in many assessments.

1.1.1.8 Gender

Option field to select the employee's gender: **M** = male, **F** = female (required field)

It is not necessary to input gender here if you have already indicated it in the title.

1.1.1.9 Social security No.

The AHV number is the completely anonymous number that does not draw any conclusions about the holder. It thus corresponds to the current requirements of data protection.

The social security number is divided into three number groups:

Digits 1–3 = country code
Here, this is not the encoding of the nationality but the identification of the issuing country 'Switzerland'. Since the increasing mobility of insured is expected in the next few years, the insurance ID cards of the future generations of pension responders will be possessed by more countries, and it will be of great benefit for technical implementation that it can be already seen in the insurance numbers that they were issued by the Swiss social security. Therefore, 756 stands for Switzerland.

Digits 4-12 = Numbering
A total of 9 positions between items 4-12 are available for the numbering of the insured. From the standpoint of the user's convenience and so as to avoid spelling mistakes, it will be important at issuing to ensure that the sequence after positions four and eight will be separated by periods, and that the same numbers are repeated no more than twice and no leading zeros are used.

Digit 13 = Control digit
The implementation of control digit should prevent the usage of the wrong numbers. The system of control digits has already proven itself in today's social insurance number (11th digit) and other numbering systems.

When a new employee is recorded in the personnel card, it will be checked during the input of the **social security No.** whether it has been already assigned in the system. Thus, it is impossible that an employee will be counted twice.

1.1.1.10 Date of Birth

Input field for the date of birth of the employee. Furthermore, you can see the current age in field **Age** (working date). (mandatory field)

The age is coupled with the working date. By default, the working date corresponds to the actual date.

The Age field is used also for interesting lists and assessments.

TIP:
Do not put any full stops when entering the date of birth. The example of the input can be as follows: 010809 instead of 01.08.2009 Years before 1800 can no longer be entered.

1.1.1.11 Age

Input field for the date of birth of the employee. Furthermore, you can see the current age in field **Age** (working date). (mandatory field)

The age is coupled with the working date. By default, the working date corresponds to the actual date.

The Age field is used also for interesting lists and assessments.

TIP:
Do not put any full stops when entering the date of birth. The example of the input can be as follows: 010809 instead of 01.08.2009 Years before 1800 can no longer be entered.

1.1.1.12 Language Code

The Paycheck can be printed in different languages. If you do not enter a language code, the Paycheck will be printed in the language of the company. When printing Paycheck, you also have the opportunity to override language codes and print all Paychecks directly in the language of the company.

Please use Windows standard language codes, such as

DES = German (Switzerland)
DEU = German (Germany)
FRS = French (Switzerland)
FRA = French (France)
ITS = Italian (Switzerland)
ITA = Italian (Italy)
etc.

In order not to overwhelm the user with all Windows languages during language selection, there is a table listing all translatable languages. This table is automatically populated with Windows languages in language codes to avoid manual setup. However, the user can add another language at any time.

Language codes in Personnel, etc.:

Language codes continue to be used in Personnel, supplementary text, etc. with the appropriate translation then being selected via the Windows language ID of the language code.

1.1.2 Communication

Geben Sie hier den Text ein.

1.1.2.1 Address

1.1.2.1.1 Address

Input field for the employee's home address. Max. 30 characters are allowed to enter here in SwissSalary. Data fields Address, Address 2, as well as fields ZIP Code/City and ZIP Code/City of Tax Municipality can also be edited on the timeline.

1.1.2.1.2 Addresse 2

Input field for a possible P.O. box or 'chalet' address. This line is usually left blank (max. 30 characters). Data fields Address, Address 2, as well as fields ZIP Code/City and ZIP Code/City of Tax Municipality can also be edited on the timeline.

1.1.2.1.3 ZIP Code

In the ZIP Code/City selection field you can select the employee's residence. When you do this, the name of the settlement will be added automatically. The ZIP code is stored in a separate table and can be periodically downloaded.

The unique municipal number (Federal Statistical Office) must be specified for income tax accounting. The municipal number is automatically imported during the update of the ZIP code source. In practice, you will not see the number, because you do not have to manually edit it. The municipal number is currently only used for IT reports, and possibly also for further evaluations and interfaces in the future.

1.1.2.1.4 City

In the ZIP Code/City selection field you can select the employee's residence. When you do this, the name of the settlement will be added automatically. The ZIP code is stored in a separate table and can be periodically downloaded.

The unique municipal number (Federal Statistical Office) must be specified for income tax accounting. The municipal number is automatically imported during the update of the ZIP code source. In practice, you will not see the number, because you do not have to manually edit it. The municipal number is currently only used for IT reports, and possibly also for further evaluations and interfaces in the future.

1.1.2.1.5 County

Canton abbreviations, e.g., BE, ZH, etc. are already stored by default in the ZIP Codes table and linked to the specific settlement. When the ZIP code is entered, the name of a settlement and the corresponding canton are acquired automatically and correctly.

swissdec/ELM notice:

For employees having foreign residential address, please enter **EX** = Expatriates in this field. Please do NOT enter this value in the Canton table, however, insert it directly into field Canton.

1.1.2.1.6 Country Code

The representation of postal address is controlled in the **Country Code** selection field. By default, **CH = 'blank'** is preconfigured (ZIP Code City, example: 3000 Bern). When a ZIP code (postal code) is entered, the country code is filled in automatically.

The address format used for printed documents can be specified in the **Countries/Regions** table. The following fields are included into the format specifications: Postal code, settlement, and canton. This field is used to assign a specific address format to a certain country.

Examples:

ZIP code + city = 75020 Paris
City + canton + ZIP code = New York, N.Y. 10475

The country code is set for the input or update of a CH ZIP code automatically and will be required mostly for the mandatory transmission of annual wage data via ELM. The country code must be selected manually for international addresses.

If the country code is not filled in automatically while entering a CH ZIP code, please update your ZIP code base.

ATTENTION!

The **Country code** is frequently confused with nationality. However, the country code only relates to postal address management and is therefore displayed below the Canton field.

1.1.2.2 Tax Address

1.1.2.2.1 Post Code Tax City

Similar to ZIP code/City. SwissSalary requires this selection box for the exact allocation of the tax district for the withholding tax. This selection field is filled in automatically after filling the ZIP code/City field. Corrections in the ZIP code/Tax Community selection field must be made only for border communities (e.g., postal municipalities in the canton of Bern, tax municipalities in the canton of Solothurn, etc.) The IT tab, field Canton IT refers to this field.

When you change the ZIP code you will be asked in relation to the employees who are liable to Income tax, whether the income tax canton should also be changed (question of security).

1.1.2.2.2 Tax City

Similar to ZIP code/City. SwissSalary requires this selection box for the exact allocation of the tax district for the withholding tax. This selection field is filled in automatically after filling the ZIP code/City field. Corrections in the ZIP code/Tax Community selection field must be made only for border communities (e.g., postal municipalities in the canton of Bern, tax municipalities in the canton of Solothurn, etc.) The IT tab, field Canton IT refers to this field.

When you change the ZIP code you will be asked in relation to the employees who are liable to Income tax, whether the income tax canton should also be changed (question of security).

1.1.2.3 Email

1.1.2.3.1 Business E-Mail

One company email address can be recorded for each employee.

1.1.2.3.2 Private E-Mail

One private email address can be recorded for each employee.

1.1.2.3.3 Electronic Delivery

The settings on the Employee card only need to be made if it is to be checked whether the e-mail address with which the employee logs into SwissSalary Direct must match the e-mail address on the personnel card of the corresponding employee. Checking the match is an additional security criterion and is not mandatory. This setting can be made directly in SwissSalary Direct in the global settings.

1.1.2.3.4 Suppress SwissSalary Direct Registration Code

If this field is active, the registration code will not be displayed on the payslip. This field can also be viewed in the pay process list, edited and changed for the desired pay process.

1.1.2.4 Phone

1.1.2.4.1 Business Phone No.

Input field for the employee's work phone number.

1.1.2.4.2 Private Phone No.

Input field for the employee's personal phone number.

1.1.2.4.3 Private Mobile Phone No.

Input field for the employee's mobile phone number.

1.1.2.4.4 Business Mobile Phone No.

Input field for the employee's work mobile phone number.

1.1.3 Job

1.1.3.1 General

1.1.3.1.1 Posting Group

Selection field for the allocation of the corresponding **posting group**. (mandatory field)

The posting category is usually available to ALL in SwissSalary. It has to be set for each employee.

If you want to assign individual wage types but for different categories of persons, it certainly makes sense to form appropriate groups, e.g. Purchasing, Sales, Production, etc. Assignments to individual dimensions can also be performed via personnel dimensions.

Of course, you may enter your own, company specific **posting group** or change the existing ones. All **FIBU account assignments, cost types, and cost centers** can be defined differently in the wage type master based on the **posting group**.

1.1.3.1.2 Department

Selection field for the allocation of a department to each employee. It makes sense if the company is arranged in departmental structure. E.g., Purchase Administration, Production, Purchasing, External Sales, Construction, Civil Engineering, etc.
The field valid from and valid until can be displayed, so it is visible whether the department is still active or not.

TIP:
Division into departments provides interesting filtering options.

1.1.3.1.3 Working Group

If you use the licensed **work calendar**, you **must** register the corresponding **work calendar** for EACH employee.

Different **work calendars** can be set up under Working time calendar. *(licensed only)*

It can be used only if it has been activated.

Remember to record one **working group** (working time calendar) for each employee. If you do NOT want to record any calendar for individual employees (cadres, hourly wage recipients, cleaning personnel, etc.), enter a 'blank' working time calendar, e.g., calendar 'SPECIAL', etc.

1.1.3.1.4 Salary Class

Selection field for the allocation of **salary class** per employee. The recorded **salary class** will be printed on the **Paycheck**. If your company has no wage classes, you can leave this field blank, of course. You can also record here your own internal **salary classes**.

Example of wage classes in accordance with LMV BAU:

C = Construction workers
Construction workers without specialized knowledge

B = Construction workers with specialized knowledge
Construction workers with specialized knowledge without construction professional cards promoted by the employer from wage class C to class B because of good qualifications. In case of a position change to another construction firm, the workers keep the wage class division B.

A = Construction skilled workers
Skilled construction workers without professional cards, however:

1. with one of the SVK recognized course certificate or
2. expressly recognized by the employer as skilled construction workers. In case of a position change to another construction firm, the workers keep the wage class division A or
3. with one of the SVK as not to wage class division Q recognized foreign certificate of proficiency.

Q = Qualified skilled construction workers
Skilled construction workers like bricklayers, transport route builders (road builders), etc., with a SVK recognized professional certificate (Swiss certificate or equivalent foreign certificate of proficiency) and at least three years of experience on construction sites (professional training time counts as work).

V = Foreman
Skilled construction workers who graduated from a SVK recognized foreman school with success or are appointed by the employer as foremen.

Assign base wage
Base wages can be assigned automatically *(in accordance with the cantonal requirements or corresponding GAV guidelines)*. To do this, you need to open the *'Salary class'* and the *'Salary Step'* in tab 'Job' and set the new field *'Assign base salary'* to 'automatically'. With this function a possible base salary is immediately assigned to the employee.

Example:
The employee is switched from salary class A to wage class B and remains in the salary Step A12. SwissSalary checks if a corresponding base salary is recorded in the base salary matrix and immediately increases the value in the 'Salary Amount' field for the given employee, provided that the 'Assign base salary' value for wage class B and wage level A12 was set to 'automatically'.

Any additional wage component operations or rounding's can be carried out manually right in the 'Salary Amount' field.

The new base salary can be imported in the 'Base salary' table using an Excel spreadsheet and assigned to the employee with a push of the button.

1.1.3.1.5 Salary Step

In addition to the wage class, the **salary step** can be also recorded.

The wage classes A, B, C, Q, V, etc. are known in LMV BAU. There are also so-called **zones** (regions) RED, BLUE and GREEN.
The corresponding base wage in accordance with appendix 9 LMV BAU will be identified per wage class and zone (wage level).

A **base salay matrix** is at your disposal in the SwissSalary settings to make this checking automatic.
INFO: The base wage matrix can be created only by employees who have relevant user rights.

The base wage matrix can be found in SwissSalary under Setup -> Base salary. The matrix runs on a time axis, i.e. the recorded amounts are valid from the **Date from**. The base salary are archived. If you click on an amount and open the column, you can see the details to it. After every change of the amount in the monthly salary or hourly salary in the Employee card, the base salary will be checked. If the amount recorded is less than the base salary, a corresponding message will appear (note only, NO error message = no termination).

Of course, we have developed a special assessment for the review.

In NON-construction area the salary step will be used for each payment level according to the rules of employment. E.g., the L-GAV is also familiar with such minimum salarys.

Assign base wage
Base salary can be assigned automatically *(in accordance with the cantonal requirements or corresponding GAV guidelines)*. To do this, you need to open the *'Salary class'* and the *'Salary Step'* in tab 'Job' and set the new field *'Assign base wage'* to 'automatically'. With this function a possible base wage is immediately assigned to the employee.

Example:
The employee is switched from salary class A to salary class B and remains in the salary step A12. SwissSalary checks if a corresponding base salary is recorded in the base salary matrix and immediately increases the value in the 'Salary amount' field for the given employee, provided that the 'Assign base salary' value for salary class B and salary step A12 was set to 'automatically'.

Any additional salary component operations or roundings can be carried out manually right in the 'Salary Amount' field.

The new base salarys can be imported in the 'Base salary' table using an Excel spreadsheet and assigned to the employee with a push of the button.

1.1.3.1.6 Function

Selection field used to submit current **function** of the employee within the company.

Example:
100   Foreman
110   Master
120   Supervisor
150   Team leader
151   Team leader Q
152   Team leader A
160   Mason
etc.

Of course, the code may have alphabetical order.

According to the Logib guidelines, "**Unit Competence Level**" should also be used or transferred in addition to the role.
It must be assigned per role in the "Fonction" table (Job/Fonction/Fonction table – the "Occupational competence level" column may also need to be displayed here).

You can use the default options below:
•1 - Most demanding and difficult work
•2 - Independent and qualified work
•3 - Professional and technical knowledge required
•4 - Simple and/or repetitive activities

more infos here: Logib Module 1 | Standard-Interface (swisssalary.ch)

The functions are not managed per database, but per client (Payroll Setup-> Setup-> Company group)

1.1.3.1.7 Profession

Input field for the employee's **first profession**. Current profession is entered in the Function field.

1.1.3.1.8 Place of work

You can find more information [here](#) ₁₈₅.

1.1.3.1.9 Nationality

Selection field for the input of the **nationality** of the employee (mandatory field).

It is always necessary to enter a nationality, even for the Swiss = **CH**.
For an unknown nationality, please enter the value **11**, for stateless employees enter the value **21**. This code is used in the electronic transmission via **ELM** (Unified Payroll Reporting Procedure) and is mandatory. Nationality country code must be two-digit.

NOTE:
Please use only the official 2-digit code according to ISO code 3166-2 while creating new or changing the existing country codes.

1.1.3.1.10 Allocation Group

The selection field for the company specific **allocation group** (required field).

A pay process/DTA is performed per **allocation group**. We recommend making as few **allocation group** as possible.

Examples:

Code	Description
EW	Executive wage
MW	Monthly wage
HW	Hourly wage

For smaller companies that only run 1 pay process per month, a single Allocation Group is sufficient. For example, ALL = All employees

Owing to the creation of allocation group, you can define the access rights of your staff more precisely. You may decide in the User section whether an employee should see all employees (no filter) or only the employees in the MW allocation group.

You can find more information here.

1.1.3.1.11 Blocked

If you place a check mark in the **Job** tab in the **Blocked** field, the whole Employee card is set to inactive, i.e. the appropriate Employee card is not taken into account during the wage statement process (neither down-payment nor a full pay process).

Example:
Staff resignation during a month
If an employee resigns during the month and you use a separate pay process for accounting (including payout and wage posting), put a check mark in the **Blocked** field, so that this employee will not be considered again during a regular pay process at the end of the month.

NOTE:
This is **NOT a resignation**! After you remove the check mark, the current amounts as well as the extrapolation bases of ALV, UVG and BVG will be paid off/loaded during the next pay process; consequently, all credits (wage components, expenses, etc.) as well as family allowances must be entered manually!

1.1.3.2 Employment

1.1.3.2.1 Employment Date

The input field for the employee's <u>first</u> **Employment Date** at your company (required field)

Re-recruitments are updated in the Recruitment Date Payroll Accounting field. Field Entry date cannot be changed later, not even after re-entry.

1.1.3.2.2 Resignation Date

Entry field for the **resignation date** of your employees. With the input of the **resignation date**, all salary related assessments will be completed.

Always set the correct resignation date!
ALWAYS record the correct date of resignation at the time of Payroll processing. Based on the date of resignation, all extrapolation bases for the ALV, UVG and income tax pro rata temporis will be calculated correctly. Moreover, with the use of the date of resignation automatic calculations and payments of the 13th Payday, holiday pay (hourly wage) and reduction of the holiday credit balance will also be made. This resignation date is also decisive for the year-end statements, for the salary certificate, as well as the deadline for the unified salary report via ELM.

If the resignation date at the time of Payroll process was **NOT** set correctly or not set at all, all the assessments by the end of the year as well as calculations of leaving payment days will be faulty.

Important note on additional payments
If you still have to pay benefits for an employee after his/her resignation from the company, you must **NEVER** remove the resignation date in no case. Otherwise, the SwissSalary will recognize it as a normal salary payment (active period). I.e. the leaving date remains **unchanged** for additional payments of any benefits (e.g., bonus, remaining hours payments, etc.), which are clearly related to the previous employment period.

Re-recruitment

In the case of an actual re-recruitment, you remove at first the resignation date and set the correct re-recruitment date afterwards in the Employment Date for Payroll field. The Employment Date field remains unchanged.

The Date of Resignation field is one of the most important fields in SwissSalary. Using this field will not only limit the duration of employment, but also will initiate many automatic operations. Thus, for example, the monthly wage will be reduced pro rata temporis, the holiday credit balances will be calculated correctly, any wage items can be corrected on request, etc.

1.1.3.2.3 Employment Date for Payroll

Input field for the employee's **re-recruitment date** in the company. This date is similar to the Recruitment date at the initial recording of the employee, but can also differ from it (re-recruitment date). The input field is required. Furthermore, it controls all wage relevant calculations and assessments.

TIP:
If an employee is re-recruited at the company, you should delete the Resignation date first and then input the new re-recruitment date in the Employment Date for Payroll field.

IMPORTANT:
Always make sure that you have set the correct recruitment date and the date of resignation at the time of wage processing. Otherwise, the calculation of the social insurance bases, e.g., ALV and UVG will be incorrect!

When you enter the re-recruitment date in the Recruitment Date Payroll Accounting field, an additional verification is carried out to ensure that a correct resignation date was logged. Without this feature, NO re-recruitment date can be recorded. If the resignation date is not logged in exceptional cases, you can set/correct it manually for Employee in the Employee card -> Pay Process List -> column Resignation. This process has NO influence on the calculation at resignation anymore, because it was processed before.

1.1.3.2.4 Employment Date BVG

Input field for **the first entitlement** of the employee to **occupational benefits** of your company.

1.1.3.2.5 Calculation Date BVG

The input field that includes the **calculation date** of the **occupational pensions** (2. pillar) is filled in. This date is updated in accordance with any change of wage (fictitious BV wage basis), percent by position and the work ability percentage, as well as a re-recruitment at the company.

The chronologically correct BVG calculation is performed starting from this date provided that your company allows to calculate the BVG amounts not on the basis of monthly fixed amounts in the portions of wage, but in terms of percentage. The **Calculation BVG date** is handled differently according to the BVG rules of your insurer. Some insurers require that the backdated calculation of the BVG limits must be made only by 1 January of the year. Others calculate the BVG at each change in the wage.

1.1.3.2.6 Resignation Date BVG

Input field for the acquisition of the employee's **BVG resignation date**. As soon as an employee resigns form the company, the payroll accounting resignation date will also be automatically inserted in the **BV resignation date** field.

The **BV resignation date** is used to set, for example:

❑the reached statutory retirement age,
❑actual resignation from the company,
❑etc.

The **BV resignation date** may even differ from the resignation date of payroll accounting if, for example, the resignation follows the middle of the month, however, the percentage of BVG premium should be deducted until the end of month.

1.1.3.2.7 Years Employed

At the beginning of SwissSalary the **employee years of service** are once recorded manually (unknown history). The service years can be company specific very differently calculated.

In SwissSalary you can calculate the service years in 2 ways:
❑ **Statement Period**
❑ **Employment Date Period**

What is the difference?
Using the method of **Statement Period**, for the examination of the service years the periods from 01.01. - 31.12 of the year will be consolidated. There is no recalculation of the actual entry date.
With the **Employment Date Period** method, on the other hand, the calculation will be always based on the first recruitment date, i.e. even if there is a re-recruitment, the first recruitment date will be always taken into account.

The methods used in your company must be clarified at the first start of SwissSalary. A subsequent change will cause a subsequent laborious manual after-corrections.

How will the years of service be increased?
During the Post wage process, they will be increased each time in the Date to up to a month and also will be checked whether on the basis of the adjustment in the setup one year of service may be already awarded.

Can the table of service years be completed manually?
If you want to add to the service years the actual periods of service, you can easily do this by creating a new record and manually adding the values in columns Date from / Date to.

Can the table of service years be somehow controlled?
Yes. You will find the corresponding evaluation under the Year of Service report.

Field name	Description / Example
Date from	The initial entry date of the employee is registered in column **Date from**. During the ongoing operation, the date of each new calculation period is added to this field.
Date to	In each case the last posting date, and possibly employee's leaving date appears in column **Date until**.
Year of service	Column **Year of service** shows the number of years of service. This column can be changed manually. This means that this column does not display the calculated value of years of service.

Number of periods	Column **Year of service** shows the number of years of service calculated by SwissSalary. This column CANNOT be changed manually.
Comments	In field **Comments** you can enter max. 50 characters and information on calculating years of service. This field is useful to describe previous calculation periods or interruptions.

1.1.3.2.8 Resignation Reason

There is the Reason for Resignation table in human resources (PIS). However, HR are not used by all customers or are not licensed to all customers. For this reason, we have created the Reason for Resignation table in SwissSalary ourselves. This can be configured in SwissSalary administration. The field can be found in the Personnel card under tab Job.

You can define the reasons for resignation yourself using a code and a comment text. You can also configure in the table whether or not the selected reason for resignation may be included in the calculation of personnel turnover. In addition, the reason for resignation from the company is removed if the resignation date is deleted.

1.1.3.3 Work Permit

1.1.3.3.1 Work Permit

Entry of the residence permit according to the swissdec guidelines.

1.1.3.3.2 Permit valid from

Input field for the acquisition of the employee's **Provision from** the date of employee's residence permit. (optional field)

1.1.3.3.3 Permit valid to

Input field for the acquisition of the employee's **Provision until** the date of employee's residence permit. (optional field)

1.1.3.3.4 SIMIC No.

Record field for the **SIMIC No.** (the Central Migration Information System (SIMIC))

1.1.3.3.5 County Ref. No.

The **Cantonal reference number** is an 11-digit alphanumerical field, where the two first characters are from the vehicle license plates. The other 9 digits can be set individually by the canton (optional field).

So to say, the **Cantonal reference number** is NOT a unique identifier. In many cantons, it is used as a family or file number, so to speak.

1.1.4 Salary

1.1.4.1 Salary Code

The **Salary Code** option field controls the permission controlling the wage type available for certain **Salary code**. Among the choices are:

❏**Salary** (for example, for Board fee recipients who do not receive a regular wage)
❏**Monthly wages** (a wage type must be stored for this wage code)
❏**Hourly wages** (the wage type is retrieved here automatically)
❏**Piecework**
❏**Monthly Wages LMV**

These **Salary codes** serve to provide textual distinction of different disbursement types. Normally, the **Salary codes** of monthly wage and hourly wage are used.

These codes are additionally used for setting **Work Calendar**. Using the respective wage code, different settings can be made for each Work Calendar with regard to automatic over-/undertime calculation.

1.1.4.2 Salary Type No.

The corresponding monthly salary type (e.g., ST 1100) must be selected in the **Salary type** selection field for a **monthly wage** recipient. The **Salary type** controls the input in the Salary Amount field as monthly gross salary. If you leave field **Salary type** blank, SwissSalary starts from an hourly wage recipient automatically. During the Payroll process SwissSalary takes into account tab "Salary" and analyzes whether a salary type has been set or not. If so, the amount is automatically entered into the Salary Amount field as gross salary.

IMPORTANT NOTE:
If you DO NOT enter a wage type for a **monthly wage** recipient in this field, the monthly wage cannot be paid!
Hourly wage **recipient** = **DO NOT ENTER SALARY TYPE**!

1.1.4.3 Salary Amount

Input field for the acquisition of 100% of **gross salary** (including part-time employees). The percentage for a part-time employee who receives a monthly wage is entered in the Employment % field.

If you have entered the monthly wage type in the Salary type field, SwissSalary automatically defines it as a monthly wage (the **Salary amount** field is highlighted with blue). If no salary type has been entered, SwissSalary starts a calculation from an individual hourly rate (see the Wage rate field).

If you change the amount in the**Salary amount**, you will be automatically asked whether the fictitious BV wage base should be updated accordingly. If the answer is 'yes', you will be additionally asked when the changed BV calculation date should be activated. If you have not answered the questions properly and want to correct the entries later, you can do it manually in fields BV Calculation Date and Fictitious BV Wage.

NOTE:
This question appears as long as the Wage subject to BV field is set to fictitious. Otherwise, the BV wage basis is calculated according to the effective reported wage.

TimeMachine |Timeline in the Area of Wages
This way, for example, you can record changes in wages made by trainees and/or record sample wages in the future by clicking the 3 dots. TimeMachine will open. You enter new wages, wage rates or percents by position with the 'Valid from' date on the left side. The History on the right side displays the historically recorded wages already accounted for.

Of course, the timeline covers both the future and the past. For example, if you make a retroactive wage adjustment, enter the corresponding date in the 'Valid from' date field, and the new value in the field. SwissSalary will calculate the correction and subsequent charges automatically (similar to WT calculation in case of retroactive corrections).

TimeMachine also works in case of changes during the month, e.g. when changing the trainees' wage during the month. You can also make multiple entries for the future.

1.1.4.4 Monthly Part

Input field for entering the **monthly parts** (monthly working time, e.g., 176h = 21.7 days multiply by 8,1h).

When the gross salary is entered in the Salary Amount field, it will be divided by the **number of monthly parts**. The result is displayed in the Wage Rate field (hourly rate).

If you change the **monthly divider** for an **hourly wage** recipient, you will be automatically asked whether the fictitious BV wage base should be updated accordingly. If the answer is 'yes', you will be additionally asked when the changed BV calculation date should be activated. If you have not answered the questions properly and want to correct the entries later, you can do it manually in fields BV Calculation Date and Fictitious BV Wage.

NOTE:
This question appears as long as the Wage subject to BV field is set to fictitious. Otherwise, the BV wage basis is calculated according to the effective reported wage.

1.1.4.5 Salary Rate

The **salary rate** for **monthly wage** recipients is calculated on the basis of gross wage in the Wage Rate Amount field and divided by the number of monthly hours in the Monthly divider field.

The input is slightly different for **hourly wage** recipients:
Upon the input of the Monthly divider and the corresponding hourly wage in the **Salary rate** field, the gross wage (fictitious) is calculated in the Wage Rate Amount field. The **Salary rate** field is then highlighted with blue color.

The Wage rate amount field for **hourly wage** recipients is used, for example, as a comparison option for **monthly wage** recipients. In addition, both amounts will be displayed on various assessments like Pay rise list.

If you change the **Salary rate** for an **hourly wage** recipient, you will be automatically asked whether the fictitious BV wage base should be updated accordingly. If the answer is 'yes', you will be additionally asked when the changed BV calculation date should be activated. If you have not answered the questions

properly and want to correct the entries later, you can do it manually in fields BV Calculation Date and Fictitious BV Wage.

TimeMachine |Timeline in the Area of Wages
This way, for example, you can record changes in wages made by trainees and/or record sample wages in the future by clicking the 3 dots. TimeMachine will open. You enter new salary, wage rates or percents by position with the 'Valid from' date on the left side. The History on the right side displays the historically recorded wages already accounted for.

Of course, the timeline covers both the future and the past. For example, if you make a retroactive wage adjustment, enter the corresponding date in the 'Valid from' date field, and the new value in the field. SwissSalary will calculate the correction and subsequent charges automatically (similar to IT calculation in case of retroactive corrections).

TimeMachine also works in case of changes during the month, e.g. when changing the trainees' wage during the month. You can also make multiple entries for the future.

1.1.4.6   External Charging Rate

Similar to Salary rate. This hourly rate is transferred directly to the **ARGE** module (working groups) and can be further processed there accordingly. You can change this **wage rate** for the **ARGE** in the **External charging** field.

You may also enter further **ARGE hourly rates** per cost center and employee under Re-invoicing. These rates override the rate of the **External charging** field.

In addition, when data is entered in the Report journal, the specified **ARGE wage rates** can be overwritten in the 'External charging rate' field.

1.1.4.7   Internal Charging Rate (Cost accounting)

Similar to Wage rate. This hourly rate is transferred directly to the **Cost Accounting** module (CA) and can be further processed there accordingly. You can change this **salary rate** for **cost accounting** in field **Internal charging**.

You may also enter further **CA hourly rates** per cost center and employee under Re-invoicing. These rates override the rate of the **Internal charging** field.

In addition, when data is entered in the Report journal, the specified **CA wage rates** can be overwritten in the 'Internal charging rate' field.

1.1.4.8   Employment %

Input field for **Employment %** per employee. This input controls the percentage of monthly wage payment and the adjustment of target time in the **working time calendar**.

If you change **Empoyment %** for an employee, you will be automatically asked whether the fictitious BV wage base should be updated accordingly. If the answer is 'yes', you will be additionally asked when the changed BV calculation date should be activated. If you have not answered the questions properly and

want to correct the entries later, you can do it manually in fields BV Calculation Date and Fictitious BV Wage.

NOTE:
Please ALWAYS enter 100% of the monthly wage entitlement in the Wage Rate Amount field. By means of the adjustment of **Employment %**, the monthly wage of x percents by position is calculated automatically during the wage accounting process.

TimeMachine |Timeline in the Area of Wages
This way, for example, you can record changes in wages made by trainees and/or record sample wages in the future by clicking the 3 dots. TimeMachine will open. You enter new wages, wage rates or percents by position with the 'Valid from' date on the left side. The History on the right side displays the historically recorded wages already accounted for.

Of course, the timeline covers both the future and the past. For example, if you make a retroactive wage adjustment, enter the corresponding date in the 'Valid from' date field, and the new value in the field. SwissSalary will calculate the correction and subsequent charges automatically (similar to IT calculation in case of retroactive corrections).

TimeMachine also works in case of changes during the month, e.g. when changing the trainees' wage during the month. You can also make multiple entries for the future.

1.1.4.9 Salary Amount by Employment %

Shows the Salary rate amount adjusted to the percents by position.

1.1.4.10 Installment Amount

You may carry out more salary payments for the same employee per month with the help of SwissSalary. If you work with the **Installment procedure** (recurring / different payments), the corresponding payment will be entered in field **Installment Amount**. This amount can be scrutinized in the Down-payment Valid until field.

Using the calculate recurring down-payment process (recommended to perform every month), you can calculate the **Installment Amount** for all or individual employees automatically. This suggestion can be then reviewed manually in filed **Installment Amount**.

The **Installment procedure** will be described in detail in the wage accounting process.

1.1.4.11 Keep Installment Amount

Only concerns the customers who use the Installment Amount procedure!

The Calculate recurring down-payment process should be performed every month for all new employees. Only this way it may be guaranteed that all changes (new wages, new deductions, new expenses, etc.) are calculated correctly. If an employee is always paid the same recurring down-payment and this should not be changed through the calculation process, it can be defined per employee in the **Keep Installment Amount** field (check the box). This amount will remain fixed until the check mark is removed.

Most customers calculate the **Installment Amount for employees** (Calculate recurring down-payment) every month (recommended). In special cases, the **Installment Amount** of an employee may not be considered in this recalculation. You can now fix the amount of recurring down-payment using a **check mark** (not exceeding the amount). I.e., this employee will not be taken into account during the **calculation of the Installment Amount**. This approach is recommended, for example, for employees with unknown absences or for employees who wish to receive the same amount of the recurring down-payment.

The recurring down-payment will remain unchanged until you remove the check mark.

1.1.4.12 Currency Code

Define the employee's foreign currency by entering/selecting the currency code. If a currency code is assigned to the employee, all existing portions of wage and journal rows are also provided with the foreign currency.

Foreign currency is set up in the *Financial Management* module.

1.1.4.13 Absence Claim

The whole controlling of the **holiday entitlements per year**, **holiday pay in percentage**, **compensation time per year**, and the **holidays in percentage** will be completely and automatically processed through the table **Absence Claim**.

The entries mean:
from age of 0 until completed age of 20 = 30 days
until completed age of 50 = 25 days
from completed age of 50 - ? = 30 days

Of course, these entitlements can be higher depending upon the company.

So that the **Absence Claim** can be properly calculated pro rata automatically, you need to record also the corresponding **entitlement and correction salary types** in the affected tabs.

IMPORTANT INFORMATION:
- You do not have to record manual entitlements or corrections for new employees. The Absence Claim calculation and correction is done for the recruitment month automatically.
You do not need to make any other settings. Once you have inserted the entitlements and correction salary types, the calculation is done automatically.
- The calculation makes sense mainly for holidays, possibly also for the compensation time. The holidays are used in hourly wages for holiday compensation and have no significant impact on the monthly wages.

Similar to the automatic reduction of **refunding of absences** in the **admission month recruitment** during the year, the same **refunding of absences** (holidays, compensation time, etc.) will be also automatically reduced pro rata for **the Absence Claim during the year**.

As always, the correct resignation date in the Employee card must be recorded at the time of accounting (Payroll process)!
- The corrections are NOT seen in the Payroll Journal, but will be automatically written in Salary Entry during the Payroll process.

- Manual holiday corrections can be still used if, e.g., you want to include any other credit balances to the holiday credit balance (please refer to the legal provisions).
- The remaining holiday credit balance will not be automatically paid at the time of withdrawal. The payment must be manually made in the Payroll Journal.

You can find more information [here](#) 186**.**

1.1.4.14   Social Costs Group

You can find more information [here](#) 199**.**

1.1.4.15   AHV Minus Salary Notification Date

There is a field in the Employee card: "AHV Minus Salary Notification Date". If there is an negative wage in the current year, a date must be entered here by when the employer will clarify with the AHV compensation office the way the distribution over previous years should be carried out. By default, this field is not displayed in the Employee card, since the following constellation rarely occurs. If required, the field must be displayed via "Personalize" or "Customize this page".

Excerpt from the Swissdec 5.0 guidelines:
The settlement of an insurance benefit for the previous year and the settlement year in connection with a resignation results in a negative AHV wage.
Due to this constellation, a negative AHV wage is submitted to the compensation office with the annual report. Negative posting to the individual account (IK) of the person concerned is not possible and a correct distribution of the insurance benefit over the corresponding years is only possible after consultation with the company.

1.1.4.16   New salary

In this input field you can acquire the newly arranged **Salary amount** (monthly wage) of the employees for pay rise. The entry does <u>not</u> trigger any direct action.

You can calculate the new wage (offer) under Offer pay rise. Of course, you may manually revise the offer in this field again.

1.1.4.17   Raise salary individually

In this entry field you record the employee's **individual** (different per employee), new **salary amount** (monthly wage) for pay rise. The entry does <u>not</u> trigger any direct action.

The functionality of the pay rise has increased steadily in recent years.

You can calculate standard pay rise suggestion via **Offer pay rise**. Of course, this increase suggestion can be repeated several times. It is possible to make pay rise using **percentage**, **amounts** and/or **base wage increases**. Of course, filter criteria are available as usual. Once you **post the suggestion**, it appears in the wage tab in the Personnel card in the **New salary** field.

You can then print **Pay Rise Lists** assessment and give these filtered lists to the supervisors for wage and qualifications discussions. In this evaluation there is a place for the supervisor's entry of the individual pay rise.

You will then receive these assessments revised by superiors back. You can now make the necessary corrections per employee in tab "Wage" (**New salary + Raise salary individually**).

Once all work is completed, the new wages can be activated using the **Activate pay rise** batch method after the last pay process in December. Then the pay rise procedure will be completed.

As described above, there is a new option to record **individual pay rises per employee**, besides uniform, automated pay rises. For this purpose, the whole area of **pay rise** was redesigned in tab "Wage".

1.1.5   BVG

1.1.5.1   BVG Code

The **BVG code** option field is used to enter first of all insurance status of the employee in the **occupational pensions** (2nd column).

You can select one of the following criteria:

❑**unisured =** uninsured persons
❑**Premium % employer+employee** = premium share (employee deductions and employer provisions) will be divided in percentage between the employee and the employer (equally)
❑**Premium % employer** = premium share (employee deductions and employer provisions) will be fully reimbursed by the employer
❑**Fixed contribution** = BVG premium will be calculated by the insurer not as a percentage, but as a fixed deduction/provision and reported in January/February to the company (entered under Portions of wage) If you do not get the BVG deductions/provisions calculated as a percentage (fictitious or actual), you can leave the entries in fields Primary BVG, Secondary BVG, etc. empty.

1.1.5.2   Primary BVG

You can parametrize and add to SwissSalary up to four different **BVG insurance plans** for the employee (e.g., risk, retirement credit, supplementary insurance, company-specific management insurance, etc.) Owing to the detailed adjustments in payroll master data (age table, limit amounts, etc.), SwissSalary may automatically recognize during the Payroll Process what plans must be taken into account. For example, the pension credit plan can be assigned to an employee at the age of 20, although, the calculation starts only from the age of 25.

Enter the first insurance plan of the employee (e.g., risk insurance) in **Primary BVG** selection field. Company-specific settings are adjusted under Payroll Setup -> tab BVG.

1.1.5.3   Second BVG

You can parameterize and add to SwissSalary up to four different **BVG insurance plans** for the employee (e.g., risk, retirement credit, supplementary insurance, company-specific management insurance, etc.) Owing to the detailed adjustments in payroll master data (age table, limit amounts, etc.), SwissSalary may automatically recognize during the wage accounting process what plans must be taken into account. For

example, the pension credit plan can be assigned to an employee at the age of 20, although, the calculation starts only from the age of 25.

Enter the second insurance plan of the employee (e.g., retirement credit) in **Second BVG** selection field. Company-specific settings are adjusted under Payroll Setup -> tab BVG.

1.1.5.4   Tertiary BVG

You can parameterize and add to SwissSalary up to four different **BVG insurance plans** for the employee (e.g., risk, retirement credit, supplementary insurance, company-specific management insurance, etc.) Owing to the detailed adjustments in payroll master data (age table, limit amounts, etc.), SwissSalary may automatically recognize during the wage accounting process what plans must be taken into account. For example, the pension credit plan can be assigned to an employee at the age of 20, although, the calculation starts only from the age of 25.

Enter the third insurance plan of the employee (e.g., supplementary/management insurance) in **Tertiary BVG** selection field. Company-specific settings are adjusted under Payroll Setup -> tab BVG.

1.1.5.5   Quarternary BVG

You can parameterize and add to SwissSalary up to four different **BVG insurance plans** for the employee (e.g., risk, retirement credit, supplementary insurance, company-specific management insurance, etc.) Owing to the detailed adjustments in payroll master data (age table, limit amounts, etc.), SwissSalary may automatically recognize during the wage accounting process what plans must be taken into account. For example, the pension credit plan can be assigned to an employee at the age of 20, although, the calculation starts only from the age of 25.

Enter the fourth insurance plan of the employee (e.g., supplementary/management insurance) in **Quarternary BVG** selection field. Company-specific settings are adjusted under Payroll Setup -> tab BVG.

1.1.5.6   Fit for Work %

The following description concerns only the companies that 1. **calculate BVG amounts fictitiously** (no fixed amounts or actually calculated bases) and 2. reduce the **wage subject to BVG** according to (partial) capacity for work.

The Work ability % field is now in the 'BVG' tab and can be displayed in the 'Info' tab as before. By default, this value is set to 100%. The percentage may be adjusted to a full or partial BVG social security contributions accordingly. The wage subject to BVG is mutated accordingly.

If you change the **percentage**, the following massage appears: 'Should the newly calculated BVG wage be fictitiously updated?'

1.1.5.7   Fictive Salary BVG

Field **Fictive Salary BVG** includes **Fictitious BVG annual income**. The individual BVG employee deductions and BVG employer provisions are calculated based on this BVG annual wage. By changing the fields Wage Rate Amount, Monthly Parts, Wage Rate, Work ability % or Percents by position, the **fictitious Salary BVG** per BVG calculation date will be recalculated, if you choose to. The BVG annual income is calculated according to the wage master data (13 x or 12 x gross wage; under or without consideration of

the percents by position). Of course, this field can be also changed manually (e.g., manual adjustment with other portions of wage subject to BVG).

The **Fictive Salary BVG** is taken into account now during the Wage Accounting process. This BVG annual income is divided by 12 months (monthly basis) and then is calculated using adjustments made in the Payroll Setup with the current BVG maximum and minimum limits. Thus, the **coordinated monthly amount** calculated with this process, serves as a base for the current calculation of individual insurance plans (risk, age, etc.).

1.1.5.8   BVG Salary Type

You may choose in the **Wage subject to BVG** option field whether the **BVG annual wage** should be calculated based on the **fictitious** wage amount (the Fictitious BVG Wage filed) or based on the **actual** amount, e.g., reported BVG wage amount (wage types subject to BVG).

As a rule, the **BVG annual wage amount** is defined at the beginning of the year and cannot be changed during the year, unless the employee gets a pay rise (depending on the insurer's BVG contract). These companies set the value in the **Wage subject to BVG** field focusing on **fictitious** value. Thus, the value will be always calculated in the Fictive Salary BVG.

If the **BVG annual wage amount** should be recalculated monthly together with the wage types subject to BVG, please set the **effective** value here. This procedure is often applied to employees with an irregular, monthly income (hourly rate) or to the L-GAV.

1.1.5.9   Disability

For employees with a part-time employment and IV pension, please enter the proportion of IV pension in this field. The three limit amounts (minimum annual wage, coordination deduction, and upper limit of the annual wage) will be reduced for such employees automatically.

This description applies only to companies that calculate the BVG amounts in percentage (fictitious or actual) and do not work with fixed amounts (portions of wage).

1.1.6   Private

1.1.6.1   Place of Origin

This input field is used to enter the **Place of origin** of the employee (optional field).

1.1.6.2   Place of Birth

This input field is used to enter the **birthplace** of the employee. The registration is optional for German and French cross-border workers and mandatory for Italian cross-border workers.

1.1.6.3   Religious Belief

It is important for submitting a report of a new qsP (withholding tax payer) via ELM to report the correct denomination. Depending on the canton, this information is mandatory, others may not receive this information. The distributor of the swissdec decides upon receipt of the ELM notification what information

must be reported and to which cantons. The religious denomination should only be maintained for WTP and obligatorily at the moment of submission only (month of entry). Religious denomination is not mandatory for monthly WT accounting reports.

The denomination is required when the qsP (person subject to withholding tax) is registered for the first time, and can then be changed back to 'Other/None', if necessary.

The following denominations are available (in this order):

❑   Other/None
❑   Buddhist
❑   Catholic Christian (qsP)
❑   Orthodox Christian
❑   Protestant Evangelic (qsP)
❑   Islamic
❑   Jewish (qsP)
❑   New Apostolic
❑   No confession of faith
❑   Roman Catholic (qsP)
❑   Jehovah's Witnesses

1.1.6.4   Private health insurance

In this selection field you can select **private health insurance** (basic insurance) of the employee.

1.1.6.5   Employment Type

The qSP occupation is queried in this option field. 'Main Job' is always pulled as the default value. You can change the value to 'Side Job'.

1.1.6.6   Other Activities

If your employee is engaged in other occupation, then choose one of the following options:
❑ 'blank' = no entry (default value)
❑ in Switzerland
❑ abroad
❑ in Switzerland and abroad

1.1.6.7   Annuity

If your employee receives a pension, then choose one of the following options:
❑ no annuity (default value)
❑ annuity

1.1.6.8   Military Degree

This input field is used to enter the employee's military rank.

General:

Military Department	This input field is used to enter the employee's **military department**.

Military Degree	This input field is used to enter the employee's **military degree**.
Place of Recruitment	This input field is used to enter the employee's **recruitment place**.
Military Service from	This input field is used to enter the employee's **beginning of the last military service**.
Military Service to	This input field is used to enter the employee's **end of the last military service**.

1.1.6.9 Marital Information

1.1.6.9.1 Marital Satus

Please enter in this option field the correct marital status of the employee (mandatory field). Marital status is required for uniform data transmission via ELM for LSE statistics (wage structure survey by the Federal Statistical Office).

- ❑ single
- ❑ married
- ❑ living apart
- ❑ divorced
- ❑ widowed
- ❑ unknown
- ❑ Registered partnership
- ❑ Dissolved partnership
- ❑ Partnership dissolved with death
- ❑ Partnership dissolved through official declaration of disappearance

1.1.6.9.2 Place of Marriage

This input field is used to enter the employee's **birthplace**.

1.1.6.9.3 Date of Marriage

This input field is used to enter the employee's **marriage date**. This information is often required by offices for all applications.

1.1.6.9.4 Date of Divorce

This input field is used to enter the employee's **date of divorce**. This information is often required by offices for all applications (e.g., splitting in BVG).

1.1.6.9.5 Concubinage

The question of cohabitation should be declared for the employees subject to income tax that are single, divorced, separated, widowed, or in court, with dissolved partnership because of death or by declaration of disappearance and have children eligible for IT deductions or live together with children. You can use the following options:
❑ Unknown (default value)
❑ No

❑ Yes

1.1.6.9.6 Semi Families

Half-family information is required on the Employee card for correct transmission of the IT message.
If a IT tariff is selected, the selection must be made in the Semi Families field. The selection is based on the Swissdec guidelines. Likewise, if applicable, the selection for cohabitation can be set to yes. In this case, a selection must also be made for the half-family.
Inclusion in the transmission of the IT takes place after implementation and certification according to Swissdec 5.0.
To support you in checking the tariff classification, we have posted help under Semi Families FAQ.

1.1.6.9.7 Single Parent

Single parent field is the field that was required by the **swissdec certification authority**. Please select the corresponding employee using the check box.

1.1.6.10 Partner

1.1.6.10.1 First Name

Further information about life partners is collected for qsP persons with **marital status "married" and "registered partnership"** whose life partner is also employed in Switzerland. Partner's first name is displayed right in the Employee card. By clicking the assist button (...), you will go to subtables and see further information about the partner.

This input field is used to enter the partner's **first name**.

General:

Name	This input field is used to enter the partner's last name.
First Name	This input field is used to enter the partner's first name.
Social security No.	If the qsP is married and the partner works in Switzerland, the Swiss social security number of the life partner is needed.
Profession	This input field is used to enter the employee partner's profession.
Date of birth	This input field is used to enter the partner's date of birth.
Address	This input field is used to enter the partner's address.
Nationality	This input field is used to enter the partner's nationality (ISO code 3166-2).
Gender	This input field is used to enter the partner's gender.

Job:

Work Payment Type	Enter the partner's income: Option value for the life partner's income situation ❑ 'blank' = no entry (default value) ❑ Work or Compensatory ❑ Work or compensatory and Annuity ❑ Annuity
Employment	Enter the partner's occupation: Option value for the partner's occupation situation

	❑ 'blank' = no entry ❑ Main job ❑ Side job
Place of work (Country)	Option value for the partner's workplace (country) ❑ Switzerland ❑ Foreign Country ❑ Switzerland and foreign country
Place of work (canton)	Details about the canton where the partner works.
Work Start	The beginning (date) of the partner's employment
Work End	The end (date) of the partner's employment

1.1.6.11 Children

1.1.6.11.1 Number of Children

This field provides you with the **number of children** that is displayed in table "Child." To acquire family allowance entitlements, you only need the **first name** and the **date of birth** of the child. The remaining data (from/to dates and amounts) is suggested by SwissSalary (based on the settings in the Payroll master data).

1.1.7 Statistic

Holiday time types, overtime, compensation time, flexitime, target- and actual time can be displayed in hours and days. Of course, provided that you have reported about them accordingly. It is considered to be most efficient for holidays. You will therefore find the **Number of time of days** field in the wage items.

1.1.7.1 Date Filter

The **Date filter** input field is used to specify the period for which you want the statistical data displayed. If this field is empty, all entered items in the fields below will be displayed.

1.1.7.2 Salary Type Filter

In the **Salary type filter** selection field, you can see the movement for any posted salary type and corresponding date filter. Select a salary type and you will already see the corresponding result in the Movement option field. If you leave the **Salary type filter** field blank, all movements of all salary types will appear for the selected employees.

1.1.7.3 Net Change

The **Net Change** filed displays the result of your filter criteria. Movement field only shows the items that you have filtered.

1.1.7.4 Employee Loan

It is possible to manage a personnel loan in SwissSalary. This field displays the status of the personnel loan at a selected date.

1.1.7.5 Vacation Money

In the case of an hourly wage recipient the accrued holiday payment credit can be seen in this field.

1.1.7.6 Vacation

The **Vacation** field displays the actual holiday balance in hours. This field is dependent on the input in the Date Filter field.

1.1.7.7 Overtime

The Overtime field displays the actual overtime hours balance in hours. This field is dependent on the input in the Date Filter field.

1.1.7.8 Compensation time

The Compensation time field displays the actual compensation time balance in hours. This field is dependent on the input in the Date Filter field.

1.1.7.9 Flexible working hours

The Flexible working hours field displays the actual flexitime balance in hours. This field is dependent on the input in the Date Filter field.

1.1.7.10 Working time

The Working time field displays the actual work hours balance in hours. This field is dependent on the input in the Date Filter field.

1.1.7.11 Night work

The Night work field displays the actual night work balance in hours. This field is dependent on the input in the Date Filter field.

1.1.7.12 Allocated time

The Allocated time field displays the actual balance of target time accumulated according to the working time calendar. This field is dependent on the input in the Date Filter field.

1.1.7.13 Actual time

The Actual time (actual working time including absence) field displays the actual balance of actual time accumulated according to the working time calendar. This field is dependent on the input in the Date Filter field.

1.1.7.14 Statistic (Message)

Employment Relationship	This is to provide information about the type of the person's appointment. One of the following choices is assigned.

	❑**Temporary** ❑**Public Administration** Extract from the Swissdec guidelines on public administration: Marking that allows to uniquely identify the permanent staff in public administrations. It is only required for public administrations (municipalities, cities, districts, cantons, federal government, ...) and churches. In this way, the permanent staff is distinguished from the many clients (audit experts, interpreters, etc.) and employments that do not belong to the permanent staff. ❑**Loaned Staff** Extract from the Swissdec guidelines on loaned personnel: The marking allows to clearly identify the loaned personnel. This information is only required for companies that lend out personnel (temporary offices). In this way, the loaned personnel is distinguished from the temporary offices' own internal personnel. Persons hired out by temporary agencies must be reported by them and not by the companies where they perform their work (companies that use services). The selection "temporary" is still available, which can be used to exclude personnel numbers from a transmission.
Employment contract	This is to provide information about the type of the person's employment contract and type of remuneration. One of the following choices is assigned. The fixed-term contracts cover trainees and students with wages, but not apprentices. ❑Unlimited contract with monthly salary ❑Unlimited contract with monthly salary and annual working time ❑Unlimited contract with hourly salary ❑Unlimited contract (Commission - flat rate - piece wage etc.) ❑Limited contract with monthly salary ❑Limited contract with hourly salary ❑Limited contract with hourly salary (Commission - flat rate - piece wage etc.) ❑Apprenticeship contract ❑Practical contract ❑Administrative Board
Education	This is to provide information about the type of the person's education. One of the following choices is assigned. ❑Doctorate ❑University Master ❑University Bachelor ❑Professional School Master ❑Professional School Bachelor ❑Higher Vocational Education ❑Teacher ❑Matura ❑Completed Prof. Education ❑internal Education ❑State School

	❑Higher Vocational Education Master ❑Higher Vocational Education Bachelor
Position	This is to provide information about the type of person's occupational status. One of the following choices is assigned. ❑Upper Management ❑Medium Management ❑Lower Management ❑Lowest Management ❑No Management Function
Working Time Type	This field is used for the statistical reports via ELM. In this field, you must select Steady a Unsteady employment relationship has been agreed with the person.

No holiday hourly wage

We have made an adjustment in cooperation with the FSO for the statistics report with the use of Swissdec 5.0. The report to the FSO contains information about days of leave (LeaveEntitlement) or holiday pay (vacation). However, both pieces of information may not be reported in any configuration with a value greater than 0.00. The refunding of absences and the employment contract assigned to the employee are used to export this information. The refunding of absences is set up very differently for our customers, e.g. for hourly wage earners construction customers sometimes handle holidays in days/hours and holiday pay in percentages. We have implemented the rule below so that in these cases we always only export one piece of information for the statistics report.

Monthly wage
•One of these options is selected in the "Statistics" tab in the personnel master data: Permanent contract with monthly wage, permanent contract with monthly wage and annual working hours, temporary contract with monthly wage, apprenticeship contract, trainee contract
  oIf days and percentages are set up in the refunding of absences, days are always exported (days are prioritized).
  oIf only days are set up in the refunding of absences, days are exported.
  oIf only percentages are set up in the refunding of absences, holiday pay is always exported. This configuration will rarely occur.
  oIf neither days nor percentages are set up in the refunding of absences, 0.00 is exported for holidays in days and holiday pay.
  oIf no refunding of absences is assigned to employee, 0.00 is exported for holidays in days and holiday pay.

Hourly wage
•One of these options is selected in the "Statistics" tab in the personnel master data: Permanent contract with hourly wage, temporary contract with hourly wage
  oIf days and percentages are set up in the refunding of absences, holiday pay is always exported (holiday pay is prioritized).
  oIf only days are set up in the refunding of absences, days are exported. This configuration will rarely occur.
  oIf only percentages are set up in the refunding of absences, holiday pay is always exported.
  oIf neither days nor percentages are set up in the refunding of absences, 0.00 is exported for holidays in days and holiday pay.
  oIf no refunding of absences is assigned to employee, 0.00 is exported for holidays in days and holiday pay.

No time constraint
•One of these options is selected in the "Statistics" tab in the personnel master data: Permanent contract (commission – flat rate – piece rate, etc.), temporary contract (commission – flat rate – piece rate, etc.), Board of Directors

 oIf days and percentages are set up in the refunding of absences, holiday pay is always exported (holiday pay is prioritized).
 oIf only days are set up in the refunding of absences, days are exported.
 oIf only percentages are set up in the refunding of absences, holiday pay is always exported.
 oIf neither days nor percentages are set up in the refunding of absences, 0.00 is exported for holidays in days and holiday pay.

If no refunding of absences is assigned to employee, 0.00 is exported for holidays in days and holiday pay.

Contact person Email

The following 3 fields must now be filled in for the wage reporting process (per Allocation Group):
- Administrator
- e-mail address
- Phone number

1.1.7.15 Modified by

When a field is modified somewhere in Employee card, new data add or even deleted, the last person who made such changes in the Employee card will be displayed. The time of modification will be later displayed in the Updated at field.

TIP:
You can see all the changes made for this employee under Employee - History. You can control which changes you want to see using Select columns.

1.1.7.16 Modified at

When a field is modified somewhere in Employee card, new data add or even deleted, the last date of such changes will be displayed in this field. You can see the person who last made some changes for the employee in the Updated by field.

TIP:
You can see all the changes made for this employee under Employee - History. You can control which changes you want to see using Select columns.

1.1.8 Tax at Source

1.1.8.1 Tax at Source liable

If an employee has or will have the liability to Tax at source, this box should be checked.

You may choose the basic settings for Income tax in Payroll Setup-> tab 'Income'. IT settings show the Income tax rates for all cantons.

1.1.8.2 IT County

Enter the proper canton in field **IT County** where the employee is/will be liable to income tax.

1.1.8.3 IT Tariff

You can select per canton only those IT rates that can be selected in the corresponding canton.

1.1.8.4 Number of children

Manual assignment of IT deductible children (automatic alignment with family allowances is impossible because there are too many exceptions).

1.1.8.5 IT with church

Option Yes/No
The church tax liability exists for the following denominations:
❑ Roman Catholic
❑ Catholic-Christian
❑ Reformed Evangelical
❑ Jewish Community

If the church tax is irrelevant in a canton, the value is automatically deactivated.

1.1.8.6 Other know income

If a Income tax payer (ITP) is employed by other employers or has substitute income sources, the 'Other known income sources' field must be activated. If the ITP's level of employment at the other employer is also known, you must enter it in the 'Level of employment at other income sources' field. If the ITP has several other employers, the total of the level of employment must be recorded for all other employers.

Both these fields are also on the timeline (TimeMachine) and are also written to the Pay Process Header table (pay process list) during wage accounting, but cannot be changed there.

Nothing changes for part-time employees who have no other employer or substitute income sources in the new 2021 Income tax regulation. Your reduced workload has no influence on the rate-determining income. For part-time employees with one or more other employers and/or substitute income sources, this workload must be reported to their employer. If the level of employment at the other employers is unknown, the rate-determining income is always calculated at 100%, which is usually the worst solution for the employee.

Example A
Part-time employee with a workload of 80%, no other employers or substitute income sources
The rate-determining income corresponds to the withholding tax base.
Other known income sources | deactivated
Level of employment at other income sources | 0.00

Example B
Part-time employee with a workload of 80% and another employer (workload with the other employer unknown)

Withholding tax base is converted to 100% for the rate-determining income.
Withholding tax base / 80% x 100%
Other known income sources | activated
Level of employment at other income sources | 0.00

Example C
Part-time employee with a workload of 80% and another employer (workload with the other employer is 10%)
Withholding tax base is converted to 90% for the rate-determining income.
Withholding tax base / 80% x 90%
Other known income sources | activated
Level of employment at other income sources | 10.00

Example D
Part-time employee with a workload of 80% and another employer (workload with the other employer is 30%)
Withholding tax base is converted to 110% for the rate-determining income.
Withholding tax base / 80% x 110%
Other known income sources | activated
Level of employment at other income sources | 30.00

If the level of employment at the other employer is unknown, but the amount of the wage and/or the substitute income source is known, the level of employment must be determined (converted) in relation to the main occupation. If the employee has several other employers, various levels of employment (workloads) must be added up and entered in the 'Level of employment at other income sources' field.

1.1.8.7 Tax ID country of residence

With Swissdec 5.0, cross-border workers can or must submit additional information via ELM. The registration is optional for German and French cross-border workers and mandatory for Italian cross-border workers in regards to the tax identification number in the country of origin.

1.1.8.7.1 Total activity rate of further income

If a Income tax payer (ITP) is employed by other employers or has substitute income sources, the 'Other known income sources' field must be activated. If the ITP's level of employment at the other employer is also known, you must enter it in the 'Level of employment at other income sources' field. If the ITP has several other employers, the total of the level of employment must be recorded for all other employers.

Both these fields are also on the timeline (TimeMachine) and are also written to the Pay Process Header table (pay process list) during wage accounting, but cannot be changed there.

1.1.8.8 Date of Residence Permit

Enter in this input field the status change date of the employee's annual type B permit to type C permanent resident permit. This term is printed on the income tax accounting.

1.1.8.9   Immigration Date

Please acquire in this input field "Entry date" the employee's date of entry to Switzerland. The registration is optional for German and French cross-border workers and mandatory for Italian cross-border workers.

1.1.8.10   Date of Departure

This **Departure date** input field is used to enter the employee's date of departure abroad.

1.1.8.11   Country of Destination

This **Country of destination** input field is used to enter the country where the employee has left for.

1.1.8.12   IT Base Pay / Month

You can override the default settings in the **IT of base pay / month** input field. When you enter an amount in this field, this amount will be used as the base wage for tax deduction.

1.1.8.13   IT Base Correction

You can override the default settings in the **IT Base correction** input field. In this case the base wage can be changed by entering it into this field.

Example:
Income tax base is at CHF 5'000. Say, for whatever reason you want to have only the amount of CHF 4'500 as a withholding tax base. For this reason, you enter the amount of CHF 500 into the input field. In the next pay process this base correction will be calculated.

1.1.8.14   IT Fix Rate

The **IT fix rate** input filed is used to override the default settings that you have entered for the stored rate When you enter a percentage in this field, this fixed percentage will be used for the calculation of the Income tax.

1.1.8.15   IT Tariffe Code Confirmed

This flag is manually set when the IT Office has granted the reported IT rate.

1.1.8.16   Weekly Residents

This must be activated for cross-border workers with weekly stay status.

1.1.8.17   Swiss Tax Address

If a foreign delivery address is recorded for workers with weekly stays, the address of the worker with weekly stay must be recorded.

1.1.8.18 Tax at Source Category

There is no IT code for some special provisions. The options are:
❑ FR special agreement (no income tax will be deducted for cantons with the special agreement of the French frontier if there is tax residence certificate.
❑ Fee for board members abroad (directors who reside abroad)
❑ Employee involvement abroad
❑ Median Wage
The determination of rate with the value of the median wage is applicable for special employment constellations. It is stated in the Swissdec guidelines that there must be several jobs and no workload can be determined for any of these jobs.
Additional income is to be stored with 0%.
If there are employees affected, 100% of percents by position should be recorded in the Employee card, if possible. This is necessary for the submission of rate-determining income in XML.
A calculation for employees with the hourly wage code is always based on the previously implemented extrapolation depending on the monthly parts.

If the billed value is lower than the applicable median wage value, it is used to determine the rate. The rate corresponds to the percentage of the employee's effective rate with the median wage rate-determining value.
If a value higher than the median wage is billed in a month, the actually billed value is decisive as the rate-determining value.
In the annual model, the smoothed value is always calculated using the value actually billed. Therefore, the actual value is displayed in wage items and the median wage value is hidden.

The median wage field, which can be displayed in the pay process list, traces when the median wage was active. TimeMachine is not available.

1.1.8.19 Planned Working Days CH

Employees who only work in Switzerland for 90/120 days (Notification procedures).
The withholding tax calculation is normal, the calculated amount is then reduced on the basis of days worked. The actual days worked (incl. sick leave) must be recorded and posted monthly with the individual wage type. The assignment of this wage type is provided in the payroll master data (field IT workdays CH actual IT). These employees must be assigned to the "Notification procedures" code in the "Work permit" field within the "Job" tab.

1.1.8.20 Tax at Source additional payment after resignation without recalculation

Payments made after the termination of employment relationship are to be deducted at source as follows:

- Payments that became due at the time of termination, but to be paid to the person subject to the income tax later (for example, subsequently paid holiday compensation, portion of the 13th Payday, etc.), are to be summed with the IT wage of the last working month; the withholding tax is to be calculated based on this total amount (this calculation method was implemented in SwissSalary from the beginning).

- On the other hand, for payments that become due only after the termination of employment relationship (for example, subsequently determined bonus payments), the income tax is to be calculated like for an (additional) monthly wage (this has been adjusted now).

- The calculation type may differ based on different solutions in cantons.

Source: Excerpt from the Guidelines for Wage Data Processing - swissdec (Version 4.0) - page 146

As a rule, back payments after resignation are summed with the last wage for the last working month subject to income tax. Income tax is then calculated based on the total amount. This process has always been automated in SwissSalary. For all other payments like bonus payments that were determined only after termination, a new withholding tax period can be opened by checking the "Back payment after payout without recalculation" box. This payment is accounted for as an additional wage.

NOTE:
Back payments can only be accounted for after one of these two procedures. A mixture of procedures is not possible and is not envisaged.

1.1.9   Tax Declaration

Guidelines for Completing the Wage Statement or Pension Certificate: Herausgeber Schweizerische Steuerkonferenz (SSK)

It has been observed that in certain circumstances salary certificate was prepared in a wrong language. We have made adjustments, so the rule below now applies:
•The language code assigned to an employee's employee card is decisive. We recommend that the language code should always be filled in the employee card (e.g., DES for German, FRS for French, ITS for Italian, ENU for English)
•If a language code is assigned to the workplace, it determines the language of the Salary certificate and overrides the language code in the employee card.
•If the language code in the employee card and workplace is empty, user language of the client is used.
•If a language code other than DES, FRS, ITS, or ENU is selected, user language of the client is used.
Notes:
•Basically, this task is about the texts that are automatically output in Section 15 (Comments).
•Salary certificate labels are always printed in the official languages (e.g., number 1 = Lohn, Salaire, Solario).
•If a salary types text is transferred to a section of the salary certificate, the translation of the corresponding salary type is used. If there is no salary type translation in the employee's language code, salary type text is used.

Salary certificate | Language
The following regulations apply:
•The language code assigned to an employee's employee card is decisive. We recommend that the language code should always be filled in the employee card (e.g., DES for German, FRS for French, ITS for Italian, ENU for English)
•If a language code is assigned to the workplace, it determines the language of the Salary certificate and overrides the language code in the employee card.
•If the language code in the employee card and workplace is empty, user language of the client is used.
•If a language code other than DES, FRS, ITS, or ENU is selected, user language of the client is used.
Notes:
•Basically, this task is about the texts that are automatically output in Section 15 (Comments).
•Salary certificate labels are always printed in the official languages (e.g., number 1 = Lohn, Salaire, Solario).
•If a salary types text is transferred to a section of the salary certificate, the translation of the corresponding salary type is used. If there is no salary type translation in the employee's language code, salary type text is used.

1.1.9.1 Tax Declaration Type

You can choose from:

❑ Tax declaration
❑ Pension certificate

1.1.9.2 Expenses Regulations

The corresponding Expenses Regulations can be assigned to the employee here. The corresponding Expenses Regulations then appear under Paragraph 15 of the Tax declaration with the following note: "**Expenses Regulations across canton X (canton's license plate) approved on ... (date).**"

If you need to create expenses regulations, we recommend the model regulations of the Swiss Tax Conference.

1.1.9.3 Company Car

The corresponding Regulations can be assigned to the employee here. The corresponding Regulations then appear under Paragraph 15 of the Wage statement with the following note: "**Private Share of Company Cars across canton X (canton's license plate) approved on ... (date).**"

1.1.9.4 Expatriate Ruling

An approved expatriate regulation can be added to the selection. If an expatriate regulation has been approved by the relevant canton, this can be assigned to the employee. The expatriate regulation is noted on the salary certificate under point 15.
If there is an approved expatriate regulation, this is printed on the salary certificate in section 15. If wage types are assigned to section 13.1.2 and no expatriate arrangement is assigned on the Employee card, the text and amount will be printed in section 13.1.2.

1.1.9.5 Relocation Expenses by the Employer

If an employee incurs relocation costs (for professional reasons) that are paid by the employer, a corresponding note must be made under comments (e.g., "Relocation costs of CHF ... paid"). Enter the corresponding amount in this field 'Relocation Expenses by the Employer' and it will appear on the salary certificate with the text mentioned under Paragraph 15.

1.1.9.6 Employee Participations

The corresponding employee shareholdings can be assigned to the employee. The corresponding note then appears under Paragraph 15 of the salary certificate: "Market Value across canton X (canton's license plate) approved on ... (date)."

1.1.9.7 Participation by third Party

The corresponding employee shareholdings can be assigned to the employee. The corresponding note then appears under Paragraph 15 of the salary certificate: "Employee Shareholdings Through Third Party" with the amount.

1.2 Employee Social Security Insurance

The Social Services tab is used to record the necessary employee's social security assignments.

The view and setup of the Personnel Social Insurance table is very dynamic. This means that there are no fixed fields per social security policy for individual social security schemes, but this view is determined by the setup of social security schemes in the payroll setup. This view will differ significantly from company to company, depending on how many different social security deductions need to be maintained.

AHV

0 - AHV not mandatory	young people under 18 receive this code. **(SwissSalary recognizes how old the employee is and automatically sets this code correctly -> Validation during Payroll Process)**
1 - AHV mandatory	All workers from 1 January of the year following their 17th birthday are subject to contributions. **SwissSalary recognizes how old the employee is and automatically sets this code correctly -> Validation during Payroll Process)**
2 - Retiree with allowance	The contribution obligation ends when the normal retirement age is reached and the position is resigned. For men, the normal retirement age is 65 years and for women - 64 years. Persons who have reached the official retirement age and are actively employed continue to pay contributions to the AHV, IV and EO, but not to the Unemployment Insurance (ALV). A valid tax-free allowance for working age pensioners is 1'400 francs per month or 16'800 francs per year, for which they do not have to pay any contributions. So the contributions will be charged from that part of the earned income, which exceeds CHF 1'400 francs a month or 16'800 francs a year. If an age pensioner works at the same for several employers, the tax-free allowance applies to each individual employment relationship. **SwissSalary recognizes how old the employee is and automatically sets this code correctly -> Validation during Payroll Process)**
3 - Marginal salary	From the definitive wage, that does not exceed the amount of CHF 2'200 per calhendar year per employer, new contributions are levied only at the request of the insured. For people employed in private households, contributions must be paid in all cases. (**This code must be assigned manually, NO automation!**)
4 - not insured (special case)	These are people who despite AHV-liable age can be freed from the obligation to contribute (e.g., in Switzerland not insured persons after bilateral EU agreements, foreign expatriates in Switzerland). (**This code must be assigned manually, NO automation**!)

ALV

0 - ALV not mandatory	young people under 18 receive this code. **(SwissSalary recognizes how old the employee is and automatically sets this code correctly -> Validation during Payroll Process)**

1 - ALV mandatory	All workers from 1 January of the year following their 17th birthday are subject to contributions. The contribution obligation ends when the normal retirement age is reached and the position is resigned. For men, the normal retirement age is 65 years and for women - 64 years. Persons who have reached the official retirement age and are actively employed continue to pay contributions to the AHV, IV and EO, but not to the Unemployment Insurance (ALV). **(SwissSalary recognizes how old the employee is and automatically sets this code correctly -> Validation during Payroll Process)**
2 - Marginal salary	From the definitive wage, that does not exceed the amount of CHF 2'200 per calendar year per employer, new contributions are levied only at the request of the insured. For people employed in private households, contributions must be paid in all cases. **(This code must be assigned manually, NO automation!)**
3 - Not insured (special case)	These are people who despite AHV-liable age can be freed from the obligation to contribute (e.g., in Switzerland not insured persons after bilateral EU agreements, foreign expatriates in Switzerland). **(This code must be assigned manually, NO automation!)**

UVG (BUV/NBUV)

0 - not isured	Accident insurance is not mandatory for: • self-employed persons, • co-working family members, - who do not receive any cash wage and do not pay related contributions to social security, or - who are related to the farm holder in the ascending or descending line, or - who are the sons-in-law and daughters-in-law of the farm holder and are expected to take over the management, • federal officials who are eligible for military insurance, • members of boards of directors not in active operation for this activity, • cohabiting partners who are liable to pay AHV contributions in that capacity, • persons engaged in activities in the public interest, provided that no service contract exists, especially as members of parliaments, authorities and commissions, for this activity. In Switzerland, resident self-employed people and their not compulsory insured coworking family members can voluntarily insure themselves by the insurer of their personnel. Under certain conditions, this is also possible for the self-employed Swiss citizens or for those who are nationals of the EU Member States or EFTA and are residents in one of these states. (**This code must be assigned manually, NO automation**!)
1 - BUV+NBUV insured employer	All employees who work in Switzerland are obligatorily insured against accidents. As employees are regarded people who in the sense of the AHV practise dependent employment. Obligatorily insured against accidents are also: • home workers, • apprentices, • trainees,

	• volunteers, • people who are active in teaching or workshops for disabled, and • people who work for an employer for the clarification of career choices (trial apprentices). With code 1, the BUV premium will be paid by the employer and the NBUV premium will be paid by the employee. (**This code must be assigned manually, NO automation**!)
2 - BUV+NBUV insured employer	With code 2 all the UVG premiums are taken over by the employer (BUV + NBUV). (**This code must be assigned manually, NO automation!**)
3 - only BUV insured	Employees whose weekly working hours at an employer do not amount to at least 8 hours, are insured only against occupational accidents and occupational diseases, but not against non-occupational accidents. (Caution: do not suspend coverage of health insurance accident!). Here, accidents on the way to work are regarded as occupational accidents. (**This code must be assigned manually, NO automation**!)

In column Division (A, B, C... etc.) you should enter for every code (also for code 0) the corresponding part of undertaking that has been assigned to you by your accident insurance. Otherwise, you will not be able to calculate the wage.

The required Payroll Setup is recorded under Role center -> Payroll Setup -> tab 'UVG'.

Other Social Social Insurance Systems (e.g. KTG, UVGZ, MDK/MEK, FRA etc.)

0 - not insured	not insured individuals according to the current contract! (**This code must be assigned manually, NO automation!**)
1 - Insured % shared	With the code 1, the premiums are shared equally between employee and employer. (**This code must be assigned manually, NO automation!**)
2 - insured only employer	With the code 2 all the premiums are taken over exclusively by the employer. (**This code must be assigned manually, NO automation!**)
3 - Fixed premium	There will be no percentage deductions and accruals, but the deductions made in wage items table manually. (**This code must be assigned manually, NO automation!**)

In column Division (A, B, C... etc.) besides the UVG code (also code 0) you enter the corresponding part of undertaking that has been assigned to you by your accident insurance. Otherwise, you will not be able to calculate the wage.

In column Calculation date you can enter a date Valid from. This is used only in cases when, for example, there has been a change of a code within the same domain during the year.

UVGZ example:
Employee A is insured up to and including the end of July in UVGZ code 11 and in UVGZ code 12 from the beginning of August. Thus, the value 01.08. must be entered in line UVGZ code 12 in field Calculation date.

The calculation date, which can be displayed in the Social Benefits table by selecting the column, can be used for the KTG, UVGZ social works and for the social fund.

NOTE:
This procedure is applied very rarely, because such changes usually take place at the beginning of the year. This column can be displayed.

Waive of Pension Deduction
- One has the option of waiving the pension deduction. To do this, unhide the "Waiver of Pension Deduction" column in Social Security Insurance. The Subject to AHV setting must be selected for such a person for the AHV in Social Security Insurance and the "Waiver of pension deduction" field must be enabled. This means that no allowance is taken into account and AHV contributions are applied. The information will be taken into account accordingly in the annual report.

- In the year when the person reaches their reference age, the activation of waiver of pension Deduction must be lodged before the first pay process at retirement age. If a person of reference age is recruited, this must be activated before the first pay process. It can be selected every year for ongoing employment of people of reference age. The settings must always be checked before the first pay process of the calendar year and adjusted if necessary.

- For corrections necessary due to incorrect billing, please contact SwissSalary Support. Settings can be changed using the working date. However, wage values must be reported, which is then decisive for calculating the AHV wage.

1.3 Bank

1.3.1 General

1.3.1.1 Pos.

Position number is continuous and begins with 1 in the first record. Make sure that the employee whenever possible is always given number 1, the other payees (e.g. direct payment of child allowance to a divorced wife, assignment of wage to enforcement office, etc.) get other numbers.

1.3.1.2 Maximum Amount

If you have entered several payment addresses, you must also enter the maximum amount payable per payment method in this field.

Example:
Mr. M. is entitled to a monthly net wage of CHF 7'500. As Mr. M. has high debt liabilities, the company is obligated to send on a monthly basis CHF 3'500 to the responsible enforcement office. Mr. M. is divorced and is entitled to pay his wife and children alimony and maintenance payments in the amount of CHF 1'800 per month. The rest should be paid on his own PC account.

Solution:
You need to enter three payment details for Mr. M. Fill in the current maximum amounts of the enforcement office and payment details of the wife in field 'Maximum Amount'. The input field 'Maximum Amount' in payment details of Mr. M. remains empty. This means that the payments with maximal amounts will be

made at first. Then, the remaining amount will be paid to Mr. M. Enter the payment details depending on the urgency.

INFO:
For down-payment method during the actual down-payment process the beneficiaries with the maximum amount will be taken into account first. Any surpluses will be aligned to the recipients with the 'maximum amount' of CHF 0.00. During the actual pay process only the payment address of position 1 is considered.

1.3.1.3   Salary Type No.

Would you like to always transfer certain amounts to the same bank account? Now you can store a salary type filter in bank details (applies to individual salary types only).

Example:
The employee would like all fees be paid to a separate bank. The payroll personnel member records all expense salary types in the employee bank section, e.g. a filter with salary types "3000..3999". Therefore, the bank code will be set automatically in the Payroll journal and in Wage items. You can manually adjust this automatic feature anytime right after the reporting.

1.3.1.4   Valid from

Payment details can be limited in time. So, for example, in the case of payments to debt enforcement and collection agencies, payments to third parties, etc., the payment details are no longer deleted manu-ally, they can be limited in time.

1.3.1.5   Valid to

Payment details can be limited in time. So, for example, in the case of payments to debt enforcement and collection agencies, payments to third parties, etc., the payment details are no longer deleted manu-ally, they can be limited in time.

1.3.1.6   Bank Payment Type

For security reasons, with salary wage payment, a socalled salary flag will be transmitted to the bank (visible only in the background). I.e. the payment is reported as salarye payment. This salary flag will be mainly set so as that during the data transaction via third-party software (e.g., via Mammut, etc.), the unauthorized employee cannot see salary payments in Details by mistake.

If the account is NOT opened using the salary recipients' name, the actual data of the account holder must be obligatorily recorded under the Beneficiary's name and Beneficiary's address. Otherwise, the responsible banking institution cannot properly allocate such payment. So far, we have removed the salary flag in this case, since for these beneficiaries this concerns mostly pro rata payments to debt enforcement agencies and collection companies.

In exceptional cases, the bank account can be in name of, for example, a husband of the salary recipient. In this case, the wage flag should be also set, although the husband's data must be recorded under Beneficiary.

Under Employee banks you will find the field Bank payment method with the following options:

Standard	This value is set automatically. I.e. the salary flag is set when NO data is recorded for Beneficiary. NO salary flag will be set when an entry is recorded for Beneficiary (as previously done).
Salary	A wage flag will ALWAYS be set, even when there are records under Beneficiaries (special case, if the account is in the salary recipient husband's name).
Residually	The salary flag will be ALWAYS removed, even if no records are found under Beneficiary (rarely used).

1.3.1.7 Expenses Regulation

For bank payments abroad via IBAN specify in column Charges who should pay bank charges per payment.

3 statuses are therefore available:

Customer	All charges are imposed on the employer
Beneficiary	All charges are imposed on the employee
Splitting	Expenses Division

With the acquisition of a new bank details the default value is Principal = imposed on the employer. This value can be changed in accordance with each payment detail.

1.3.1.8 Currency Code

In the Currency code column, open the standard Currencies table. Select the desired foreign currency, e.g. USD, EUR etc.

IMPORTANT INFORMATION ON FOREIGN CURRENCY:
❑ Of course, only the payment amount or a part of it is paid in foreign currency. The individual wage amounts, social insurance deductions and bases will be further paid in CHF.
❑ Payments to a Swiss postal account are only possible in CHF or EUR .

1.3.1.9 Exchange Rate

After insertion of the exchange code, the Exchange rate column will be automatically filled with the current rate according to the currency table. Of course, you can override this value with a unique Exchange rate (fixed rate according to the arrangement with employer/employee).

IMPORTANT INFORMATION ON FOREIGN CURRENCY:
❑ Of course, only the payment amount or a part of it is paid in foreign currency. The individual wage amounts, social insurance deductions and bases will be further paid in CHF.
❑ Payments to a Swiss postal account are only possible in CHF or EUR .

1.3.1.10 Maximum Amount (LCY)

Similarly to the 'Maximum amount' field, except that the client currency (LCY) is always displayed here, usually Swiss Francs (CHF).

1.3.2 Payment connection

1.3.2.1 Payment Form

The Payment method option field is used to enter the accurate payment connection method of the employee.

The following options are available:

Payment Order	One-time domestic and foreign payments are made. Such an individual order is sent to the bank and the corresponding bank takes care of the payment on the requested date.n.
Bank	Default for payments to Swiss and Liechtenstein IBAN bank accounts and IBAN payments to postal check accounts
Giro Account	Default for payments to a postal check account with postal check account number. If you use IBAN number, please use the bank payment method
Foreign Bank	Default for payments to foreign IBAN bank and postal check accounts
Cash Payment	Will not be considered in payment file and appears on the lists for cash payments
ASR	Add-on module: postal outpayment order with a reference number
ESR (obsolete)	ESR number input in fields ESR Type, ESR Account No. and ESR Reference Number If a new bank with payment type ESR wants to be entered, the following message appears: The ESR payment type has been discontinued and replaced by QR-bill. Please select a different payment method.
QR-Bill	To date, the QR-IBAN has primarily been used by debt collection offices. The QR-Bill payment type can be selected and the QR-IBAN and the QR reference can be entered. The payment appears in detail on the payment order with the note "QR-IBAN" and the QR-IBAN.

1.3.2.2 IBAN

IBAN refers to the standardization of account numbers for international payment transactions that has become necessary in the course of globalization. IBAN stands for International Bank Account Number.

Since January 1, 2006, the use of IBAN and BIC (Bank Identifier Code, also known as SWIFT address) has been mandatory for all cross-border payments in the EU.

1.3.2.3 Bank Account No.

This input field is used to enter personal bank account of the employee. Please note the representation of bank account.

1.3.2.4 Giro Account No.

Enter the employee's personal postal check account in this input field.

1.3.2.5　Clearing No.

You enter the correct bank clearing number in the selection field "Clearing Number". The current bank clearing number can be updated at any time at www.six-interbank-clearing.com. The responsible official body, the Swiss Interbank Clearing AG, updates the bank master data daily.

1.3.2.6　Bank Identifier Code

It is also possible to make salary payments in CHF abroad. For this purpose, you can use the two columns Foreign bank code and Swift address.

1.3.2.7　BIC (SWIFT)

It is also possible to make salary payments in CHF abroad. For this purpose, you can use the two columns Foreign bank code and Swift address.

1.3.2.8　Bank Name

The name of the selected bank will appear automatically after the bank clearing number has been entered.

1.3.2.9　Bank Address

The address of the bank will appear automatically after the bank clearing number has been entered.

1.3.2.10　ZIP Code City

The postal code (ZIP code) and city of the desired bank will appear automatically after the bank clearing number has been entered.

1.3.2.11　Short Name Bank

The bank abbreviation is retrieved directly from the Abbreviation field in the bank table.

1.3.2.12　QR-IBAN

The QR-Bill will be mandatory in Switzerland from October 2022. Up to now, the QR-IBAN has primarily been used by debt collection offices. This task was implemented so that the QR-Bill payment type can now be selected in the Personal Bank card and the QR-IBAN and QR reference can be entered. The payment appears in detail on the payment order with the note "QR-IBAN" and the QR-IBAN.

1.3.2.13　QR-reference

The QR-Bill will be mandatory in Switzerland from October 2022. Up to now, the QR-IBAN has primarily been used by debt collection offices. This task was implemented so that the QR-Bill payment type can now be selected in the Personal Bank card and the QR-IBAN and QR reference can be entered. The payment appears in detail on the payment order with the note "QR-IBAN" and the QR-IBAN.

1.3.3 Beneficiary

1.3.3.1 Beneficiary Name

If the bank or postal check account is registered not for the employee but someone else (e.g., wife, association account, etc.), it is obligatory to enter in this field the last and first name of the owner of the bank account(s).

1.3.3.2 Beneficiary Adress

If the bank or postal check account is registered not for the employee but someone else (e.g., wife, association account, etc.), it is obligatory to enter in this field the address including ZIP code and settlement of the owner of the bank account(s).

1.3.3.3 Beneficiary Adress 2

Similar to the Address of Beneficiary (additional information).

If the bank or postal check account is registered not for the employee but someone else (e.g., wife, association account, etc.), it is obligatory to enter in this field the address including ZIP code and settlement of the owner of the bank account(s).

1.3.3.4 Beneficiary ZIP code City

Input of the Beneficiary's ZIP code/city.

1.3.3.5 Payment Reason 1

If an office requires a reason for payment, there are 2 fields: 'Reason for payment 1' and 'Reason for payment 2'.

1.3.3.6 Payment Reason 2

If an office requires a reason for payment, there are 2 fields: 'Reason for payment 1' and 'Reason for payment 2'.

1.4 Children

1.4.1 Employee No.

Employee No. is displayed in this field and if you click the drop-down arrow, the Employee list is retrieved.

1.4.2 First Name

Input field for the first name(s) of the child having entitlement to family allowances.

1.4.3 Name

Input field for the child's last name. Of course, this field can be overridden if the child's last name differs from the last name of the service procurer.

1.4.4 Social security No.

The need for individual social security schemes according to further detailed data will be even more extensive. For us to fill new interfaces with correct data, social security number of the child is also required.

The child's social security number is mandatory, e.g., for the new FAK XML interface of the Family Compensation Office banks.

1.4.5 Inactive

Using selection field Inactive, you can temporarily disable family allowances entitlement per child. This option can be used, for example, if you still have not received new proof of the full-time education and therefore want to stop family allowance first. If you remove the check mark, the unpaid allowances will not be compensated automatically; they should be manually re-entered with family allowances correction wage type in the Report journal.

1.4.6 Date of Birth

After the first name has been entered, please enter the exact date of birth of the child. Afterwards, the time requirements will be set correctly in the Payroll Setup based on your settings. This means that the time requirements of child allowances and education benefits, including the respective amounts, will be set correctly.

1.4.7 Gender

After the children have been entered for family allowances, the gender code will be set automatically. By default, the value is set to M = male. Naturally, it can be changed. This code is very rarely used for specific assessments.

1.4.8 Family Relationship

Family status shows the relationship between the employee and the child. You have the following options to choose from:

❑ Mother
❑ Stepmother
❑ Foster mother
❑ Sister
❑ Grandmother
❑ Father
❑ Stepfather
❑ Foster father
❑ Brother
❑ Grandfather

1.4.9 Residence

The child's place of residence is indicated in the Place of residence field. This field is linked to the country table.

1.4.10 Child allowance from

After the acquisition of the child's date of birth you will see the start date of child allowance claim in the Child allowance from date field. Usually, this date is the child's birth month and year.

1.4.11 Education Allowance from

Date field Education Allowance from is used to define the beginning of the education benefit. According to the new law on family allowances it starts at the age of 16.

1.4.12 Education Allowance to

The termination date of the education Allowance to is defined in date field Education Allowance. According to the Law on Family Allowance, an education allowance will be given only if the child over 16 years of age is still studying.

The education allowance end is defined in the Payroll Setup per month before the start. This guarantees that after the expiration of the child allowance an educational allowance will not be paid automatically.

If the entitlement to an education allowance passes, only the date with the new end or controlling date of the education should be added to the field Education allowance to.

1.4.13 Education Allowance 2 to

Up to the end of 2008, the canton of Luzern had been providing another education allowance in addition to 2 different child allowances (level 1 until 12 years of age and level 2 until 16 years of age). The Education allowance 2 until was created so that various periods and amounts could displayed in SwissSalary correctly. Therefore, this field was used to define the end of the entitlement to the actual education benefit in Swiss canton Luzern.

1.4.14 Legally Children Allowance/Month

Field Legal child allowance per month is used to define the amount of child allowance.

1.4.15 Legally Education Allowance/Month

Field Legal education allowance per month is used to define the amount of education allowance.

1.4.16 Legally Education Allowance 2/Month

Up to the end of 2008, the canton of Luzern had been providing another education allowance in addition to 2 different child allowances (level 1 until 12 years of age and level 2 until 16 years of age). To correctly present these different periods and amounts in SwissSalary, the field Legal education allowance 2 / month was created. Thus, this field is used to define the amount of actual education allowance in canton Luzern.

1.4.17 County

The County field is used to indicate the child's canton of residence.

1.4.18 Comments

Table Children Comments (Engl. SwS Child Comments) is a subtable of the Children table. The comments can be optionally printed on the Child allowance list.

NOTE:
Single activation of the SwS Child Comments table requires the extension of existing permissions. If you use our default permissions, we recommend updating them (-> see System Administration Guide).

1.4.19 Retroactive Calculation

If a child is recorded in the table, there is the option of having child allowances settled automatically retroactively.
If activated, the allowances are paid retroactively up to the month of birth.

1.5 Allocated Salary

Under Allocated Salary you may record all fixed Allocated Salary of monthly wage that are invoiced. The registered Allocated Salary are thus accounted every month.

Some examples:
❑ Fixed BVG deduction for employers and employees
❑ Private share of company cars with the compensation of non-cash benefits (see example below)
❑ Personnel loans
❑ Fixed expenses

IMPORTANT:
The amount of the monthly wage is not registered in the portions of wage!

Unpaid vacation

Employee A takes unpaid leave from 16.08.20xx - 23.10.20xx.
Enter the ST 1190 Monthly wage correction with the amount of employee A's monthly wage with minus in the Allocated Salary. In addition, enter the value 16.08.xx for the valid from date and the value 23.10.20xx for the valid to date. SwissSalary performs the pro rata calculation for you.

In the August 20xx salary run, the monthly salary portion from 16.08. - end of August is automatically reduced pro rata. The September salary run is reduced by 100% and in October the monthly salary for the first 23 days is reduced accordingly.

Of course, entry/exit dates falling within this period are also calculated correctly. The calculation logic refers to the reduction formula defined for each salary type in the salary types -> 'Function' tab.

1.5.1   Employee No.

The Employee No. is filled in is filled in automatically. This column can help you with the acquisition of multiple portions of wage of different employees. Thereby you always have an overview of the entered portions of wage per employee.

NOTE:
As soon as you remove the filter, all Allocated Salary of all employees are displayed.

1.5.2   First Name Name

This column can help you with the acquisition of multiple Allocated Salary of different employees. Thereby you always have an overview of the entered Allocated Salary per employee.

1.5.3   Salary Types No.

This number is used to identify the salary type. It is also used later as a reference in the Payroll Setup to create the link to the corresponding social benefit accounts.

1.5.4   Text

The text of the salary type serves as a suggestion and can be overwritten in the Allocated Salary during the allocation. This text will appear later on the payslip as well as in the Salary Entry and on the salary certificate.

1.5.5   Valid from

For quite some time the Allocated Salary can already be recorded with a valid from/through date. We have enhanced this calculation logic again with the pro rata calculation feature. For example, unpaid holiday leaves are recorded in a chronologically correct way and automatically.

Example:
Employee A takes an unpaid holiday leave from August 16, 2009 till October 23, 2009.
Enter in the Allocated Salary the Monthly Wage correction ST 119 with the amount of the employee A's monthly wage with a minus. In addition, enter August 16, 2009 for the valid from date and October 23, 2009 for the valid through date. SwissSalary will do the pro rata calculation for you.

In the pay process of August 2009 monthly wage portion from August 16 till the end of August is automatically reduced pro rata. The September pay process is reduced to 100% and in October monthly wage for the first 23 days is reduced accordingly.

Of course, recruitment/resignation dates that fall within this period are also calculated correctly. The calculation logic relates to the reduction formula defined for each salary type in salary type -> tab 'Function'.

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1.5.7   Job No.

Customers that work with CH module Projects and want to input the transaction data directly to the Project instead of the cost center.

You can make entries to Projects and Project tasks in the Report journal, in TapBoard and in the Allocated Salary.

Report Journal
You can display both columns Project No. and Project Task No. in the Report journal. When the Project No. is entered, the cost center is also automatically retrieved if a cost center was recorded for the project.

Allocated Salary
Of course, you also have the same starting point in the Allocated Salary that you can enter in the per-sonnel card.

TapBoard
If you work with TapBoard and/or EasyRapport, then you have to define in the settings that you want to report on projects and not on cost centers. To do this, go to Role center -> TapBoard/EasyRapport -> Setup -> tab 'Reporting' and set the cost center value (default) to Project. This way SwissSalary NAV auto-matically recognizes that you want to enter projects instead of cost centers

For the data to flow into the Projects module in the Project Recording Journal, you will find new fields in the Payroll Setup (Role Center -> Payroll Setup -> tab 'Setup').

If you want to transfer the data to the Project Recording Journal using the Post wage function, select in field Transfer to project = Default. If you do not record to projects as before, leave the Do not trans-fer value (default).

Similar to the FIBU and cost accounting posting, you can also post the data directly to Project items (automatically) or display it first in the Project Recording Journal (manually).

1.5.8   Job Task No.

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Similar to the FIBU and cost accounting posting, you can also post the data directly to Project items (automatically) or display it first in the Project Recording Journal (manually).

1.5.9   Debit Cost Center

You can debit one cost center per employee in Excel import, in the Report journal, as well as in the Allocated Salary.

NOTICE:
The assignment of the cost center (CC) always refers to the assignment in the FIBU settings in the global dimension code 1, the assignment of the cost unit (CU) to the global dimension code 2.

1.5.10 Debit Cost Object

You can allocate one cost unit per employee in Excel import, in the Report journal, as well as in the Allocated Salary.

NOTICE:
The assignment of the cost center (CC) always refers to the assignment in the FIBU settings in the global dimension code 1, the assignment of the cost unit (CU) to the global dimension code 2.

1.5.11 Allocation

It is possible to display the Allocation field in the Allocated Salarys as well as in the Report journal. During the adjustment postings of family allowances, it must be specified in this field for which child the adjustment will be paid or charged.

The information of which child the adjustment concerns is mandatory, among other things, for the FAK XML (FAK banks) interface as well as for the new notification form per child in the Uniform Salary Declaration.

NOTICE:
Please note that any adjustment postings for more children should be separated with one row for each, so that the individual amount can be assigned definitely for one child.

1.5.12 Forward Charging

The calculated amount in the Forward Charging field is transferred directly to the Cost Accounting module (CA) and can be further processed there accordingly. You can change this wage rate for cost account-ing in field Internal re-invoicing.

You may also enter further CA hourly rates per cost center and employee in the 'Navigate' tab -> Re-invoicing -> Internal. These rates override the rate of the Internal charging field. When data is entered in the Report journal, the specified CA wage rates can be overwritten in the 'Internal charging' field.

1.5.13 Quantity

The 'Quantity' decimal field multiplied by the rate will calculate the salary amount.

1.5.14 Rate FC

The 'FC Rate' (foreign currency) multiplied by the Number produces the amount of the salary type.

Default values can be predefined in this field, e.g. the rate for mileage compensation or meals allowance. When entering the salary type in the Report journal or in the Allocated Salary, the predefined value can be overwritten, of course.

1.5.15 Rate

Default values can be predefined in the 'Rate' field, e.g. the rate for mileage compensation or meals allowance. When entering the salary type in the Report journal or in the Allocated Salary, the predefined

value can be overwritten, of course.

1.5.16 Amount (FCY)

The FC amount (foreign currency) is calculated by multiplying the 'FC Number' by the 'FC Rate' of the wage type.

NOTICE:
You can always overwrite the FC amount.

1.5.17 Amount

The Amount is calculated by multiplying the 'Number' by the 'Rate' of the salary type.

NOTICE:
You can always overwrite the amount.

1.5.18 Bank Code

Each portion of wage can be selected on the desired bank account and set off accordingly. This way, the portions of wage can be split up into individual bank accounts..

1.5.19 Pro rata temporis

The Pro Rata Calculation option field contains 4 selection fields:

❑ blank (empty)
❑ 1/4
❑ 1/2
❑ 1

The Pro Rata Calculation field is used when you only want to pay individual amounts entered in the Allocated Salary table once a quarter, twice a year or once a year.

Example:
The employee receives a flat rate amount of CHF 4'000 annually. This amount should not be paid one time or monthly, but once a quarter. Assign option 1/4 to the corresponding expense salary type.

When CHF 1'000 is entered for the flatrate salary type in the Allocated Salary table, the suggestion of 1/4 appears in the Pro Rata Calculation field. This suggestion can be deleted for each employee or another option can be used. For the system to know when to begin making this payment every quarter, enter the corresponding value in the PRC Next Start Date field, e.g. 01.04.2010. This means that CHF 1'000 will be billed automatically in April 2010. The next payment will be made again on July 1, 2010, then on October 1, 2010, etc.

1.5.20 PRt next starting date

The Pro Rata Calculation option field contains 4 selection fields:

❑ blank (empty)
❑ 1/4
❑ 1/2
❑ 1

The Pro Rata Calculation field is used when you only want to pay individual amounts entered in the Allocated Salary table once a quarter, twice a year or once a year.

Example:
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When CHF 1'000 is entered for the flatrate salary type in the Allocated Salary table, the suggestion of 1/4 appears in the Pro Rata Calculation field. This suggestion can be deleted for each employee or another option can be used. For the system to know when to begin making this payment every quarter, enter the corresponding value in the PRC Next Start Date field, e.g. 01.04.2010. This means that CHF 1'000 will be billed automatically in April 2010. The next payment will be made again on July 1, 2010, then on October 1, 2010, etc.

1.5.21   Allocated Salary from Excel

In the Report journal, you have the possibility to import transaction data (e.g., current expenses, etc.) directly via Excel Import into Report journal.

It can now be done in Allocated salary as well.

How do you go about this?

❑ To process the transaction data, you will receive an Excel file from your employees, department managers or foreign employees
❑ Save the Excel file to your drive.
❑ Click Journal rows from Excel or Allocated salary from Excel in the Report journal or Allocated Salary.
❑ Select the saved Excel file in the 'Excel import file' field and click the adjacent button 'Determine the rows used in the Excel import file'. The system checks the Excel file and automatically writes the number of rows it was able to read from it into the From row/To row field.
❑ Under column setup, the fields are linked to the corresponding Excel.
❑ Click OK and the data will be imported into the Report journal or into Allocated salary.

Explanation of fields in Excel import:

Excel import file	Select the desired Excel file
Determine the rows used in the Excel import file	This function checks and activates the desired Excel file
Line of/to	The system shows the row from/to which the Excel gets data
Rolling distance	An example for understanding: Let's assume that the employee ID is in column A in Excel. Salary type number is in column B, etc. The salary type number appears in column 7

	again. This means that the salary type number should be imported again on a rolling basis every 7 columns. This cycle is repeated 4 times. Enter the number of columns and the frequency at which the data is repeated (e.g., every 7 columns)
Rolling quantity	The number of times this process repeats itself (according to our example for understanding, 4 times)
Rolling	(According to our example for understanding) Not all columns necessarily repeat themselves. E.g., employee ID and the document date may only be recorded once per line. The remaining data is repeated on a rolling basis every 7 columns and for a total of 4 times. So, uncheck the 'Rolling' box next to the employee ID and document date.
Follow-up Salary Type	❑calculate: Resulting salary types are moved automatically (by default) ❑do not calculate: Resulting salary types are archived, so that only the main salary type is imported.
Journal line for resignated employees	You have the opportunity to determine what should happen to records of employees who have resigned. •Show messages If you import a data record of an employee who has resigned, the corresponding message 'Employee has resigned. Make an entry anyway' is displayed and the data record is imported. •Ignore messages If you import a data record of an employee who has resigned, the message 'Employee has resigned. Make an entry anyway' is not displayed and the data record is imported. •Do not import Data record of the employee who has resigned is not imported.

1.6 KLE Case Management

1.6.1 KLE – Customer-integrated Service Process from Claim to Provision

1.6.1.1 Introduction to and brief description of the reporting process

Dear SwissSalary Customers,
Dear SwissSalary Partners,

We are proud to present the manual for customer-integrated service process from claim to provision, hereinafter referred to as the KLE. It includes information about setup in SwissSalary and the processes ranging from initial reporting to processing daily allowance benefits for accidents.

Incident reports can be quickly and easily recorded and transmitted to the insurer, even if, for example, the course of events and the exact date of the accident are not yet known. Incident reports are filled with the data of the employee concerned that has already been recorded in SwissSalary. Missing information is then largely filled out automatically. After electronic accident report receipt, the insurer checks whether and how the company is covered by an insurance and automatically generates a claim number that is reported back by the system to the company in the shortest possible time. Furthermore, the company can retrieve the current status of case processing at any time, transmit data on possible incapacity to perform duties and receive relevant daily allowance statements electronically and process everything right in the payroll

software. Suva (also referred to as the insurer on the pages below) is currently the first and only accident insurer to enable a digitalized claims management process.

Suva (also referred to as the insurer on the following pages) is currently the first and only accident insurer to enable a digitalized claims management process. In the fourth quarter of 2023, SWICA Krankenversicherung AG with UVG, UVGZ will join the list of insurers ready to receive reports. Notifications to KTG are planned for 2024. Both insurers are currently in the pilot phase with SwissSalary customers.

We hope you enjoy using the KLE. We highly appreciate your valuable suggestions for improvement and make sure they are implemented.

Your SwissSalary Team

1.6.1.2 Abbreviations and field descriptions

GENERAL FIELDS	
Stories and story parts	Stories are all the messages exchanged between the company and the insurer during an event. There are stories that are transmitted by the company to the insurer (e.g., payroll data) and those that are collected from the insurer (e.g., daily allowance statement) Parts are the stories that the insurer can dynamically request from the company over the course of a case (e.g., payroll data, accident descrip-tion, incapacity to perform duties, etc.)
CASE DETAILS (IN-FOBOX)	You can find here the last synchronization date, other information about the person who had an accident and the status of the case.
INSURANCE DETAILS (INFOBOX)	
Domain	Display of the various classes of insurance like UVG, UVGZ, KTG
Institution	Information about the accident insurer or other insurer
Company case ID	Case number in SwissSalary
Incident case ID	Tech. Swissdec number
Insurance case ID	This ID is also known by the insurer as claim number, event number, etc.
Declaration request ID	SwissSalary ELM number of each transmitted story. XML file can be viewed in wage reports under the main menu.
Response status	empty, accepted after incident report submission
Process status	empty => Check declaration => Submit claim
Case accepted	no - unclear - yes
Daily allowance amount	it is displayed here as soon as it is known
Comment	Information about the current or past loss event

No contract	Indicates whether the notification of claim regarding the event occurred without a contract. This means that a recurrence of an event is reported to a previous employer or there are several employers.
INSURANCE CONTACT (INFOBOX)	Insurer contact details for the case
MESSAGES (INFOBOX)	Insurer system messages, e.g., system error codes => If it is unclear whether intervention is necessary, please contact SwissSalary support

1.6.2 One-time Setup

1.6.2.1 System Requirements

Full SwissSalary KLE features are only available with the 5060 release and with the SwissSalary Module Plus.

To create a KLE report, a corresponding company certificate must be stored in the KLE settings for add-ed security.
The company certificate refers to the company's UID number. This means that an individual certificate must be requested and stored for each company (client). Each company certificate has its own password so that only the valid company can securely communicate with it. More about the certificate and the certificate supplier can be found in Chapter One-time Setup, SUA Certificate.

1.6.2.2 KLE Setup Payroll Setup

SWS KLE Edit authorization role
The person responsible for payroll must have the SWS KLE Edit role. See 'Authorization roles' and 'Users'. The SWS-KLE Read authorization role can be used to restrict access so that a user can view KLE data but cannot enter or mutate it.

Activating the four KLE tiles
The first adjustment is made in the Payroll master data in tab UVG - UVG Contract. If the KLE checkbox is selected, the four KLE tiles are displayed on the main page.
If no contracts are stored, the KLE tiles are not displayed either.

For other insurances like UVGZ and KTG, the KLE checkbox must not be selected. It is currently only possible to report with SUVA, other private insurers will be added later.

The settings below must also be verified and match the ELM insurance profile:

Versicherungsprofil UVG 2021 gemäss Lohnstandard-CH (ELM)

	Kunden-Nr.	
	UID	CHE-
	Datum	

Erfassen Sie für korrekte Lohnabrechnungen und Lohndeklarationen die nachfolgenden Werte in Ihrer Lohnbuchhaltung.

Obligatorische Unfallversicherung (UVG)

Unfallversicherer	Suva Solothurn, Schänzlistrasse 8, 4500 Solothurn		
Versicherer-Nr	S999		
Kunden-Nr.			
Vertrags-/Sub-Nr.		Bezeichnung	Gesamtes Personal
Übersicht Betriebsteile	A	Bezeichnung	Gesamter Betrieb

=> UVG => Payroll master data - UVG - UVG Contract, no zeros are allowed in front of the customer number, please note the format. The contract number is recorded using the customer number, in this case 1702-2840.6 space 01. 01 is written in the 'Contract' field.

UID-BFS-No.
Company identification number (different for each client) must be entered in the Payroll master data in tab General. Please note the format!

General

LSE Salary settlement	Union Contract
LSE ELM	PIV (Automatic)
Tax Declaration ELM	PIV (Automatic)
Headquarter	BS
UID-EHRA-No.	CH-400.3.035.896-2
UID-BFS-No.	CHE-324.985.487
Last Day of Week	Friday

KLE Nummern-Serie erstellen
Open the Number Series using the search and enter a new number series. for ex. KLE000000
The KLE number series must be stored in the Payroll Setup via Swissdec Setup - KLE Setup.

KLE Swissdec settings - Contact details for SUA certificate delivery
Company contact with an email address and a contact person (usually the person responsible for payroll) must be stored in Contact Person under the Settings tab.

This contact person is the recipient of the password, which is sent by registered mail.

1.6.2.3 Required fields in the Employee card

Tab Statistics - Structure of salaires LSE
The three fields Employment contract, Education and Occupational status in the Statistics tab in the Employee card must be filled for the transmission of loss events. These fields are otherwise also required for the LSE (Swiss wage structure survey of the Federal Statistical Office).

With the Employment Contract story, these three pieces of information are transmitted in addition to the other information of the person's employment contract like the dates of recruitment and resignation for fixed-term contracts, monthly wages, 13th monthly wage information, part-time employment level, role, etc.

Tab Personal details - ZIP City
Foreign postal codes must not be entered with a letter. D-12345 will lead to an error in claim notice submission.

Tab Job - Role - Date of resignation for temporary employment
The information about the person's contract also includes role assignment. It is specified in the Accident card.
In the case of a temporary employment, the date of resignation can already be recorded. If it has not yet been entered in the Personnel card at the time of claim notice submission, the insurer will make an inquiry in the case of a claim with daily benefits.

Tab Salary - Monthly parts
Monthly parts are required for reports on employee's working hours lost to control the maximum monthly hours (number of weekly hours*52 weeks in a year/12)

1.6.2.4 Salary type management/Salary type assignment

For the insured earnings to be calculated, relevant categories must be assigned in the Absences tab to all wage types subject to UVG that are required for reporting to accident insurance company of KTG insurer. => see Accident Details

The composition of insured earnings can vary from insurer to insurer for a specific event and also depending on the configuration. This means that the insurer has ultimate control over the amount of insured earnings. In case of any ambiguity during wage types setup, the customer must contact the insurer themself. Therefore, no daily allowance is calculated with KLE, but the insurer is provided with the basis for calculating the insured earnings. Current and/or past wage components are taken into account. This basis for calculating the insured earnings is either used by the insurer directly to calculate daily allowance or they can determine the insured earnings relevant for calculating daily allowance using the data received. => KLE Guidelines - Swissdec www.swissdec.ch CH Service Standard Guidelines (KLE)

A filter for salary types subject to UVG can be used to quickly display all salary types, which may have to be set up accordingly.
Attention: Family allowances are also part of the insured earnings.

The sums of wage types are combined in different wage bases due to their character.

=> open salary types, use Personalize to insert fields Accident details, Accident insured earnings and KLE salary type of working hours lost due to accident.
The salary types can be quickly filled in via Manage - Edit list.

Demage Detail
Possible selection fields in the Accident details field:

A - Main Salary

B - Family Allowance

C - Vacation and Holiday Allowance

D - Other Salary Allowance

E - Bonus and 13th Payment

Damage insured salary
There are two different ways of considering wage types: expected (also called current) and retrospective.
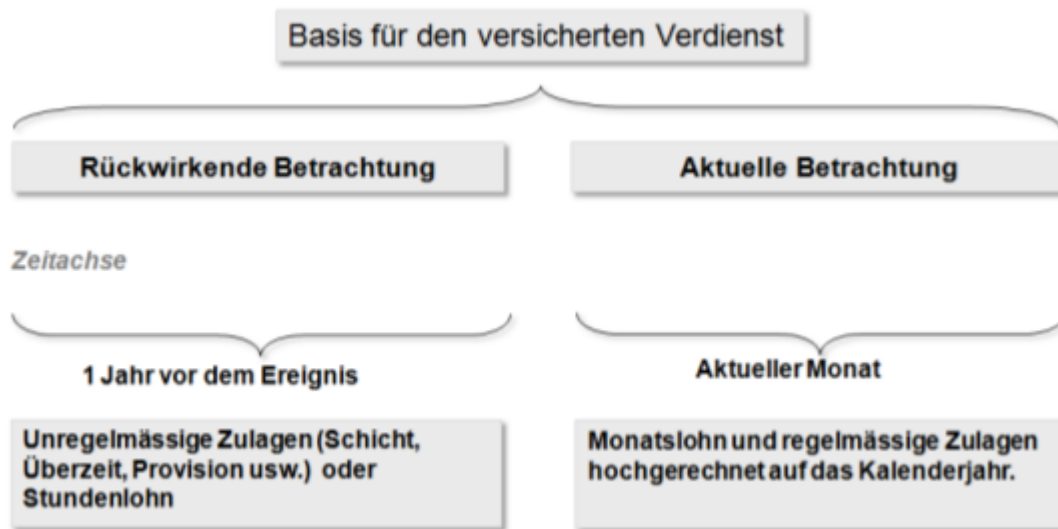
An example with current consideration of salary types (expected, regularly recurring wage components)
Current consideration relates to the part of the income that a person earns immediately before the event. It applies to all persons receiving monthly salary. This means that SwissSalary takes wage data from the month of the event. Depending on the information stored in the refunding of absences, the required wage types are multiplied by 12 or 13 and totaled.

An example with retrospective consideration of wage types (irregular wage components)
SwissSalary calculates 12 months backwards from the month before the event occurred. For a shorter period (employment <12 months), SwissSalary will make a 365-day offset.

Beware of wage increases that have not yet been posted at the time of reporting. They are not taken into account. Entries in the 'Timemachine' are currently not recognized either. Child allowances not yet been paid because the allowance notification has not yet been received will not be taken into account if they are set to inactive. => see Chapter Special cases - Manual additional payments

KLE salarye type of working hours lost due to accident
Working hours lost are individual absences of a person at least partially able to work related to the insured event (e.g., doctor appointment, physiotherapy). Working hours lost can be reported in Hours with an additional wage type, e.g. Paid absence or Paid brief absence. The box below must be checked for this wage type:

Exact information about reporting working hours lost => Special cases - Working hours lost

1.6.2.5   Special case of 13th/14th Payday Salary type

For payroll processing of hourly and monthly wages, SwissSalary uses the same wage type to calculate the 13th Payday. The wage type would have to be set up as retrospective for hourly wages and as expected for monthly wages. For the insured earnings to be calculated correctly, the salary type MUST be set to EXPECTED. A retrospective calculation is automatically done when a claim is submitted for an hourly-paid employee. The salary type for the 14th Payday pay is treated in the same way and is also expected to need to be set up.

1.6.2.6   SUA certificate release

In the Payroll Setup - Swissdec - Setup - General, a separate certificate (Swissdec company authentication) must be stored for all clients. Before this process is triggered, some facilities (number series, contact details for the delivery of the password, UID-BFS number as well as customer and contract number SUVA etc.) must be checked in the Payroll Setup. see also KLE Facilities wage master data.

When the certificate is ordered, the information in the company data is also sent. Therefore, the information on the ELM insurance profile must match the company data => search company data, in case of discrepancies, this information must not simply be overwritten! => contact Suva branch and change the data there if necessary.

If all the information is stored correctly, the following must be set up in the Swissdec setup menu:
-        Enter KLE & SUA Distributor URL => Swissdec Setup => Restore KLE default & Restore SUA default
-        Renew certificates => General – Certificates – Update certificates => KLELIVECLIENT is added
-        Get SUA UID certificate (SUA) => Swissdec settings – General – Get SUA UID certificate (SUA) => Password dispatch is triggered, term 3-4 days.
        => new certificate SUAxxxx was provided in Certificates with assigned client name for later entry of the password

After receiving the password, proceed as follows:
* Acquire SUA password with hyphen => Swissdec Setup - General Certificates (select password to retrieve certificate).
* Get UID certificate (SUA) again => General
* Successful process is confirmed => column Certificates is checked.

The ordering process description is very technical and serves for information purposes only. It describes the processes behind the order.

With the Get UID certificate (SUA) feature, the client to be set up sends a certificate template to Swissdec with our PrivateKey. Swissdec accepts it and records your PrivateKey. The unsigned certificate is then sent back and saved in the certificate table. A password is emailed at the same time. As soon as the password is entered, the certificate template can be signed with Swissdec.
The password must be entered with a hyphen and resent using the Get UID certificate feature. The certificate is sent back to Swissdec, with the password. Only now does the signed certificate template return. A correct UID PKCS12 certificate is created from it. Only from this point on can the certificate be used for communication with ELM V5.0, KLE and SUA.

The certificate is valid for one year. SwissSalary notifies early enough about its expiration and that it must be renewed. If a new case is reported during this time, it is automatically extended by one year. If a SWS KLE management task queue is set up, it prevents the certificate from expiring.

IMPORTANT: If the passwords are set up in multiple clients, the password must always be stored in the relevant client via the Swissdec settings.

1.6.2.7 Task queue setup

A task queue can be set up in the Payroll Setup - Swissdec - Setup - KLE Setup => Auto-Sync should be activated. CodeUnit 3049410 SwS KLE Management

Only in the case of cases that have already been reported, those cases that contain a new story (for example, per diems) are displayed in the open cases after synchronization has taken place. This facilitates the overview of the open cases that still need to be processed.

We recommend setting the start time to 4:00 a.m. and the number of minutes between synchronizations to 24 hours. Synchronization takes place one time daily during the week. Important, only those cases are synchronized where the insurer wants to deliver daily allowances or other stories. For this purpose, a column 'Synchronize with next auto-sync' can be displayed in the case overview.

1.6.2.8 KLE claim recording via SwissSalary Direct Self-Service Portal

SwissSalary Direct und Schadenmeldung KLE
Settings in SwissSalary Direct Admin Dashboard

The setup of KLE in SwissSalary Direct is done in three steps:
1. **Requirements and settings for KLE claim reports via SwissSalary Direct**
   KLE features in SwissSalary Direct are only available with version 5059.000. After SwissSalary update is complete, KLE-Synch must be activated in SwissSalary Direct settings. A synchronization with SwissSalary Direct is required afterwards so that other settings can be adjusted in the Admin Dashboard SwissSalary Direct.
2. **Settings for KLE claim recording in the Dashboard of SwissSalary Direct (Self Service-Portal)**
   Another mandatory requirement is multi-factor authentication set up for SwissSalary Direct. It is only available in the Advanced version. Select the EDIT function in the Admin Dashboard, check the KLE box and the 'Force two-factor' option and save the changes. Only now the KLE functions can be viewed by employees..

3. **Synchronization without "Last synchronized on" date**
   After all setups have been made in the SwissSalary and SwissSalary Direct admin dashboard, the "Last synchronized on" date must be removed in the SwissSalary Direct setup in SwissSalary and the "Synchronize" function must be performed under Process. Only now the KLE functions are visible for all employees.

1.6.3   Overview of all KLE cases stories

For more details, see Chapter 5 Reporting a new event - KLE case stories in detail and Other story parts in detail.

Company's stories for the insurer

Notification	Registration is the first company's notification of the insurer. It initiates the process between the company and the insurer. .
Incapacity to perform duties	A complete history of incapacity to perform duties is always submitted here. Depending on the configuration, a change can be a correction (e.g., the incapacity degree is changed for a period of time that has already been reported) or an extension (e.g., the duration of the incapacity is extended).
Return to work	This part is only required directly by the insurer and cannot be initiated by the company. The return to work is filled in by the company in the Incapacity to perform duties story.
Medical treatment	Registration of the first doctor/hospital attended; other contacts can be recorded for follow-up treatments.
Other insurers	Information about other insurances with a different or additional entitlement to benefits at the time of the event is determined in this part.
Payment details	The company's or the insured person's payment details are transferred in this part. The insurer usually transfers daily benefits to the company's payment address known to it. Therefore, this story can only be used on request or when payment details have changed. For person's payment details: Notification of payment details including the date when the insur-er's daily allowance should no longer be paid to the company, but should be paid to the person.
Working hours lost	Absences are individual working hours lost by a person at least partially able to work related to the insured event (e.g., doctor appointment, physiotherapy).
Accident description	Notification of accident (type, course and injury).
Dialog	The Dialog feature is used to exchange simple messages (similar to SMS or e-mail) between the insurer and the company. This story triggered by the company is one-sided and does not require any replies.

Attachments	File transfer, e.g., work incapacity certificates, etc. Available formats: *.pdf, *.png, *.jpeg, *.jpg, *.tif, *.bmp
Other story parts	
Employment contract	Additional information on the person's employment contract is submitted in this part. The contents of fields Employment contract, Education and Occupational status that are required for the WSS (Swiss wage structure survey of the Federal Statistical Office) come from the Statistics tab.
Salary data	If there is an incapacity to perform duties, wage data is requested and must be submitted along. Daily allowance calculation is based on the correspondingly set up and supplied wage types or their posting. See also Chapter One-time setup - Salary types
Short-time work	Notification in the event of short-time work.
Special code	Individual codes can be reported or requested in this part for a wide variety of purposes as agreed between the insurer and the company. For example, evaluation related to the company's internal cost centers.
Other employers	The company will only send this story to accident insurer if the insured person was employed by one or more other employers at the time of the event.
Salary raise	This story can be used to report salary raises in the course of an event. In many cases, a salary raise during incapacity to perform duties does not lead to an adjustment of daily allowance amount due to legal or contractual provisions. In case of doubt, the insurer can be asked via a dialog whether the report is necessary at all prior to reporting a "Salary raise".
Changed personal data	This story can be used to report, e.g., address change, marital status, in the course of an event.
Family member	This story can be used to report to the accident insurer that the person is a special case with regard to the category of the insured.
Voluntary entrepreneur insurance	This story can be used to report to the accident insurer that the person is a special case with regard to the category of the insured.
Agreement	This story can be used to report to the accident insurer that the person is a special case with regard to the category of the insured.
Process change	Process change can be used to close or cancel an event reported by the company. A case may NEVER be closed or canceled during the course of a claim if the insurer is not informed.

Insurer's stories for the company

Daily allowance	This is the detailed daily allowance statement.
Daily allowance amount	This story is used to report daily allowance amount in the course of an event.
Dialog	This story mostly requires a response.
Repayment	Daily allowance corrections that require a refund to the insurance company.

1.6.4   Reporting a new event

1.6.4.1   Progress: Process status - Case accepted - Comments

During the entire business process – from the notification about the event up to the end of communication – the insurer provides the company with various status reports showing the insurer's current status. The company can understand this way the process sequence for each event.

Response status
The response status is either accepted or rejected.

Process status
➤ Notification received: the report is registered. If the event was not correctly registered, no status can be retrieved and the report must be sent again.

➤ Check declaration: The insurer must complete the documents and get information from the company to clarify any open questions. The "Check declaration" status remains active until the documents have been completed.

➤ Verify entitlement: All documents received; the insurer is now reviewing the claim. However, if, for example, a clarification with the insurer's medical officer is required, the "Verify entitlement" status remains active until the insurer can decide on the entitlement to benefits.

➤ Execute claim: If the insurer affirms the obligation to provide benefits, the "Execute claim" status remains until the communication is closed. If the event is reactivated by the company or if there is an objection, if new findings emerge that cause the insurer to re-examine the obligation to provide benefits after the closure, the status can be set to "Clarification", "Verify entitlement" or right to "Entitled to benefits".

➤ Communication closed: The benefits covered have been provided to the company in full and the public process has been closed.

➤ Reactivate: Basically, each participant can reopen communication by sending a story, provided that there is still a contractual relationship. The event remains accessible for at least 24 months after the last closure of communication. Depending on the situation and according to the story, the insurer will set a new status.

Case accepted
The company is informed about event acceptance by the insurer by means of the acceptance status. It usually says Unknown at the beginning of the process; it can later change to Yes or No in the course of the process.

Comments

In addition to the Process and Acceptance status, the insurer can also provide a comment. Comments is a free text field. The insurer informs in this text field, for example, that the case cannot yet be accepted because important documents are still missing.

1.6.4.2 Reporting a new event

Registration (notification) can be used by the company to report an event to the insurer with a minimal data record, even if the event date is still missing.
This way, the company can report the event promptly and receive claim number (insurance case ID) from the insurer.

A new accident event can be reported as follows. (Illness cannot be reported at the moment.)

=> open the relevant employee in the personnel list and open a new case via **Personnel - KLE Case Management**.

Select **New accident** in the menu above and fill in the data in the **General** menu.

If an incorrect incident date has been reported by mistake, it can be overwritten and transmitted again. The case is only activated by the insurer when a complete report is submitted (all mandatory stories).
In an additional hint by means of a 'dialogue' story, the reason of the mutated incident date could be announced.

Field description

General	Explanation - Action	Informationen
Incident date type	Being clarified - approximate - exact, select corresponding situation	Depending on whether the inci-dent date is known at the time of reporting with 'Being clari-fied', the story Accident de-scription and Incapacity to per-form duties is not possible.
Incident date	Record accident date or leave blank if not yet known	Record the accident date or leave it blank, if it is not yet known when the incident date type is 'exact' or 'approximate', a date is required.
Type of accident	Select the corresponding type	- Accident BU - Accident NBU - Occupational disease - Death BU - Death NBU
Work hours	Irregular - regular	An hourly wage earner is usual-ly set to irregular. However, if

	This is also explained in menu **One-time setup - Wage type man-agement / Wage type assignment**	s/he has individually agreed weekly working hours, 'regular' must be selected so that the contractually agreed wage, and not the actual wage bill for the last 12 months, is reported.

Monthly wage earners are set to regular. |
No incapacity to perform duties	**Not** activated by default = Accident with incapacity to perform duties	Must be set to inactive if it is a minor accident without incapac-ity to perform duties.
Recurrence date	new, later date, after the initial inci-dent date	Only required in the event of a report on recurrence.
Recurrence case with the same employer	Select the corresponding case	Selection of all the employee's reported cases.
Recurrence after the change of employer	… Select will take you to the com-pany's UVG insurance details. En-ter the claim number of another insurance company in the Recur-rence insurance case ID field	In the event of a recurrence, the insurance company that was the service provider for the base case must pay for it. Therefore, enter the 'old claim number' here.
Test case	Active by default and must be deactivated for reporting	Can be used for training and testing purposes. No claim is opened for an insurer.
Sync with Direct	Case is synchronized with SwissSalary Direct.	SwissSalary Direct Self-service Portal must be set up

If SwissSalary Direct is used, the new case can be sent to the SwissSalary Direct Self-service Portal by checking the 'Synchronize with Direct' box in the General menu, so that the person who has had an accident can view the event report and possibly add to it. The claim number (see the Insurance Claim column) is displayed in the overview. This number can be provided to the medical contact and used to obtain medicines from a pharmacy.

The event report can then be submitted. However, we recommend filling in information also for stories 'Incapacity to perform duties', 'Medical treatment' and 'Accident description' and, if available, also send work incapacity certificate. The view at the bottom of KLE Case Stories will then change to 'confirmed'. Reports without an exact incident date can also be submitted. The **Case synchronized** confirmation message appears.
The report is confirmed with its claim number (insurance case ID) filled in **Insurance details** (right window).

After the initial report, the insurer may request other parts. They are marked in red and have a deadline. These parts are stories that the insurer dynamically requests from the company over the course of the case. Missing information must be filled in via different stories and re-submitted.

While parts have not yet been transmitted, they can be deleted via 'Manage' in case stories. If an incorrect incident date or wrong incapacity to perform duties has already been reported, stories may no longer be deleted.

=> For more information on stories, see chapter *Overview of all KLE cases stories* and *KLE case stories in detai*

1.6.4.3 Event notification without incapacity for work

For a report without incapacity for work, the slider 'no incapacity for work' must be activated in GENERAL. No wage data is requested.
*After transmission, the insurer nevertheless requests the story 'incapacity for work'. This can simply be overwritten with 0% and transmitted again.

*With the message alone, it is not yet apparent to the insurer whether a work incapacity exists or not. Even if the slider 'no work incapacity' was activated.

1.6.4.4 Claim reporting via SwissSalary Direct Self-service Portal

With version 5059.000, a new event can be reported by the person involved in the accident via SwissSalary Direct Self-Service Portal. For more information about system requirements and settings, see Chapter 'One-time setup' – KLE claims recording via SwissSalary Direct Self-service Portal.
A case recorded via SwissSalary Direct Self-Service Portal is automatically displayed in the KLE cases overview under NEW. The case can now be edited, supplemented and then submitted to the insurer. If a synchronization is then carried out with SwissSalary Direct, the claim number is displayed for the employee who had an accident in the Self-service Portal (see the Insurance Claim column). This number can be provided to the medical contact and used to obtain medicines from a pharmacy.

If a reported case is modified or supplemented in SwissSalary Direct Self-service Portal by the employee who had an accident, the changes are only displayed in the case after synchronization with SwissSalary Direct. There they may have to be checked again or supplemented before they can be submitted to the insurer. Important: Such incoming mutations or new stories are NEVER sent automatically to the insurer (not even if Auto Synch is activated, only the cases already reported are automatically synchronized => see Task queue setup).

1.6.4.5 KLE case stories in detail

Other KLE case stories must be filled in after the initial report if it has not already been done.

Stories marked with * are provided with more details according to the table.

Story - Name	Use for accident	Use for KTG

Incapacity to perform duties	Only required in the event of incapacity to perform duties. Up to date can be left open. Record later incapacity to perform duties that changed and submit again. Return to work is recorded here.	Only required when registering birth benefits with indication of the birthdate.
*Return to work	This part is only required directly by the insurer and cannot be filled. The return to work is filled in the Incapacity to perform duties story.	
*Medical treatment	The first doctor or hospital attended (initial contact) and other contacts. (Follow-up treatments)	The first doctor or hospital attended (initial contact) and other contacts. (Follow-up treatments)
*Other insurers	Information about other insurances with a different or additional entitlement to benefits at the time of the event.	Information about other insurances with a different or additional entitlement to benefits at the time of the event.
Payment details	Usually known already and does not need to be provided. Only when an employee resigns or when the company has new bank details.	Usually known already and does not need to be provided. Only when an employee resigns or when the company has new bank details.
*Working hours lost	Only report if the company expects compensation and the insurer provides for it.	Only report if the company expects compensation and the insurer provides for it.
*Accident description	Mandatory requirement that can only be filled in with an exact or an approximate accident date.	none
*Dialog	Used to exchange simple messages (similar to SMS or e-mail), tasks between the insurer and the company.	Used to exchange simple messages (similar to SMS or e-mail), tasks between the insurer and the company.
Attachments	PDF file transfer is possible. E.g., work incapacity certificates, etc. .	PDF file transfer is possible. E.g., work incapacity certificates, etc.

Return to work

If necessary, this part is only required directly by the insurer and cannot be filled. The Return to work can be filled in by the company in the Incapacity to perform duties story only.

If the 'Return to work' story is required by the insurer, the Return to work field features the options below:

- **Started work**
  Record the date activities were effectively resumed in full.
- **Expected reinstatement**
  Expected last day of incapacity to perform duties if an approximate date is already known. Otherwise use Estimated reinstatement.
- **Estimated reinstatement**
  If activities have not yet been fully resumed and no reinstatement date is known, the expected duration of the entire incapacity to perform duties should be stated (estimate). => *Expected duration of incapacity to perform duties* selection unknown, up to 30 days, more than 30 days.

Medical treatment

If the first doctor or hospital attended was initially reported incorrectly, another doctor/hospital can be reported as the initial contact during subsequent reporting. The initial contact is marked correspondingly with a cross when the box is checked. Other contacts can be recorded. However, there is only one initial contact.

Other insurers

Information about other insurances with a different or additional entitlement to benefits at the time of the event is required in this part.

- SUVA
- Other obligatory accident insurer
- Daily sickness benefit insurer
- Disability insurance
- AHV
- Occupational pension fund
- ALV
- Maternity insurance
- Other

Working hours lost

Absences can be reported or... requested in this part. Absences are individual working hours lost by a person at least partially able to work related to the insured event (e.g., doctor appointment, physiotherapy). => also see Special cases - Working hours lost

Accident description

Event date and description
In the event of an occupational accident, the subject matter concerned can be added to a free text field.

In the event of a non-occupational accident, the last working day before the accident must also be reported and the activity during which the accident occurred must be stated.
In the event of an occupational disease, the time of the accident does not have to be recorded.

In the event of death, the date of death must be stated and whether it was an occupational accident or a non-occupational accident. In the event of a non-occupational accident, the last working day before the accident must also be reported.

In the event of a recurrence, the insurance case ID (claim number) of the insurer covering the event that the relapse is based on must be specified (base case). In addition, the recurrence date must be provided.

Affected body parts

If left, right or both sides of the body are selected, the affected body parts must be selected under *Assigned body part* and the type of accident must be determined.

If **Unassigned body area** applies, it should be selected from the **Unassigned body part** list. E.g., heart.

Further information can be provided in the **Other type of injury** field.

=> see also Special cases - Reporting accidents with unassigned body parts

Dialog

The dialog is used by companies or insurers for notification and appropriate response. It is used to send simple messages (similar to SMS or email), tasks, up to simple standardized form templates (e.g., job description). .

1.6.4.6   Other story parts in detail

Other components like job information (employment contract), wage components (wage data), other employers, etc. can be selected via Stories - Other story parts.

Tab GENERAL	Use for accident	Use for KTG
Employment contract	Additional information on the person's employment contract is submitted in this part. The contents of fields Employment contract, Education and Occupational status that are required for the WSS (Swiss wage structure survey of the Federal Statistical Office) come from the Statistics tab.	Inquire if the insurer requires this information..
Salary data	Annual wage data (based on insured earnings) is recorded in this part. If there is incapacity to perform duties, wage data is filled in.	Annual wage data (based on insured earnings) is recorded in this part. If there is incapacity to perform duties, wage data is filled in.
Short-time work	This story can be used to report to the insurer that the person is on short-time work.	
Special code	Individual codes can be reported or requested in this part for a wide variety of purposes as agreed between the insurer and the company. For example, evaluation	Individual codes can be reported or requested in this part for a wide variety of purposes as agreed between the insurer and the company. For example, evaluation related to the company's internal cost centers.

	related to the company's internal cost centers.	
Other employer	The company should only send this story to accident insurer if the insured person was employed by one or more other employers at the time of the event.	The company should only send this story to accident insurer if the insured person was employed by one or more other employers at the time of the event.
Salary raise	A salary raise is taken into account in the UVG if the requirements of art. 23.7 UVV (Accident Insurance Regulation) are met: If the therapy has lasted for at least three months and the insured person's wages were increased by at least 10 percent during this time, relevant wages will be redetermined for the future.	
Changed personal data	If data on the Personnel card is changed, a report may have to be sent to the insurer. It is currently impossible to send reports from the Time Machine.	If data on the Personnel card is changed, a report may have to be sent to the insurer.

Other special cases

Tab SPECIAL CASES	Normally, this story does not have to be reported by the company. A report is only necessary if the "Special case" situation applies and if it is an accident.
Family member	The story provides information about special cases in the area of the category of the insured.
Voluntary corporate insurance	The story provides information about special cases in the area of the category of the insured.
Interim accident insurance	The story provides information about special cases in the area of the category of the insured.
PROCESS CHANGE tab	If the event is settled from the company's point of view, Company incident information can be closed or canceled via Process change. A case may NEVER be closed or canceled during the course of a claim if the insurer is not informed.

1.6.4.7   Claim notification UVG as PDF

The claim notification can be printed in the overview of reported cases via 'Open insurance cases'. The pharmacy certificate for the purchase of medication is no longer required. It is sufficient to enter the claim number, which can be found at the top right of the claim form.

With the 5062.00 update, the health and accident card can be sent to the person involved in the accident when it is created and printed with SwissSalary Direct and can therefore also be filed in the personnel dossier.

The report ID of the claim notification must be entered in the document structure of the dossier for filing in the dossier. => Document management setup - 3049413

1.6.4.8 Claims notification UVG, Sickness & accident card sent via SWS Direct with filing in the dossier

When preparing the UVG claim notification or the sickness and accident card for printing, it is possible to send the documents to the employee via SwissSalary Direct. The prerequisite is the existing use of SwissSalary Direct.

For correct filing in the dossier, the report ID of the corresponding reports must be entered in the document structure of the dossiers. => Document management setup: 3049413 for the UVG claim notification and 3049410 for the sickness and accident card.

1.6.5 Adding to, changing reported events

1.6.5.1 Adding to, changing story

Events that have already been recorded are listed in KLE case list and displayed using a filtered view. Case No, name and personnel number, type of accident, incident date and report status.
Created, reported or closed cases are displayed in Status depending on filter settings.

Personalize is used to show other columns and apply extended search features with filters. => see also chapter 'Search - Filters - Personalize'

After the initial report, the insurer may request other parts that must be completed and submitted within a fixed period. They are marked red. For example: Accident description, Medical treatment, Employment contract, etc.

Then the confirmation message Case synchronized appears and Status changes to confirmed.

While parts have not yet been transmitted, they can be deleted via 'Manage' in case stories. If an incorrect incident date or wrong incapacity to perform duties has already been reported, stories may no longer be deleted.
Chapter Special cases - no incapacity to perform duties despite initial report - describes the procedure used to correct incapacity report.

An incorrectly reported incident date can be corrected by simply overwriting it with the exact incident date. Then the story has to be resubmitted.

1.6.5.2   Medical treatment

To report a medical contact (service provider), you can search for a doctor or an organization (hospital) via the Medical treatment story. KLE is linked to refdata.ch specifications. If no contact is found or a foreign contact has to be recorded, the procedure below can be used:

If it is a domestic service provider, the relevant contact must first be found via [Partner-refdatabase (GLN) - Refdata](#) and the GLN number should ne quoted along with the address and telephone number. A new data record for a non-existent contact can be entered via the search feature using NEW. Service provider's name, postal code and location must be provided.Foreign service providers have no GLN numbers. In this case, enter as much additional information as possible like email address or phone number. GLN number indication for domestic service providers is not absolutely necessary, but it is helpful for insurers and reduces the number of requests in case of uncertainties.

1.6.5.3   Transferring daily allowance statement to the Report journal and printing it

After the report the insurer first sends a report with daily allowance rate, which is often provision-al. Then the message with the daily allowance is shown in red. If you click daily allowance story, the detailed daily allowance statement opens.
Daily allowances can be automatically transferred to a Report journal. => 'Transfer to Report journal'. Only then the story's red color changes.

When daily allowance is transferred to the Report journal, both wage type and the journal must be selected and whether the benefit is to be transferred in whole or on a daily basis.

Daily allowance statement can be created and printed out with all personal details or anonymized for accounting purposes.
=> via Print daily allowance statement

The creation of a daily allowance statement in French, Italian or English can be influenced by changing the system language in the 'My settings' menu or by selecting the language directly in the print menu - Advanced.

Daily allowances with hospital deduction
The deductions for hospital services can also be reported with an individual wage type for 'Daily allowance wage type (reduction)' when transferred to a report journal. A wage type intended for this purpose (salary types Expense type, Positive calculation type) must be positive for the calculation type, since the deductions flow as negative from the accounting and are therefore recorded as a deduction in the Report journal.
The journal import type must be set to 'daily (exact)'.

1.6.5.4   Creating report (Accident card/Medical record) - Sending as attachment to the in-surer

Accident certificate or medical record can be created using **Report** and provided to the employee.
In the event of prolonged incapacity to perform duties, the doctor must regularly confirm employee's incapacity to perform duties in this record. The changed card can then be sent to the insurance company as a story via **Navigate - Attachment**.

The document can either be selected from the Personnel file or another file location. It depends where the completed document was filed.

Important: Medical certificates and accident certificates will no longer need to be sent to SUVA when data is transmitted and claims are processed via KLE. By means of a written statement that SUVA addresses to the company after the first reported accident with incapacity to perform duties, the company under-takes to provide all medical certificates or keep accident certificates/accident cards and submit them on request.

1.6.5.5   Incapacity to work after minor notification

If an incapacity to work occurs in a case that has already been reported without incapacity to work, the slider 'no incapacity to work' must be deactivated in the GENERAL tab. This is followed by a note 'Transmit annual salary and employment contract'. To add the two story parts, either click on this note or select the employment contract and the annual salary via the selection 'Stories' - other story parts. Then click on the 'Annual salary' story and also activate the slider *'Send after notification without incapacity to work anyway'. This is the only way to send the annual wage information after a report without incapacity for work.

*As of version 5061.003, the wording 'Send anyway if no work is lost' will be changed to 'Send anyway after notification without incapacity for work'.

1.6.5.6   Incapacity to perform duties - Return to work

Incapacity to perform duties due to an event must always be reported in full. If in the meantime there is f**ull capacity to perform duties**, this period of time must be reported **as 0%**. Depending on the configuration, a re-submission (change) can be a correction (e.g., the incapacity degree is changed for a period of time that has already been reported) or an extension (e.g., the duration of the incapacity is extended).

If the insured person has reached full capacity to perform duties, a reinstatement date must be set. The day of the return to work and the full capacity to perform duties must be one day later than the date the incapacity to perform duties lasted to.

1.6.5.7   Sending work incapacity certificate

A work incapacity certificate can be sent to the insurer in an existing case. It is then automatically saved in the employee's file. A precondition is that the work incapacity certificate is saved somewhere as a PDF file. E.g., in Explorer

If the work incapacity certificate has already been saved in the file, it can also be accessed in the KLE Case via **Navigate - Attachment** and the document can be selected.
A new case story is automatically prepared upon exit from document selection. => Attachment. This way, work incapacity certificate can be sent to the insurer.
Do not forget to submit and transmit the duration of incapacity to the Incapacity to perform duties story to be worked on based on work incapacity certificate.

Important: Medical certificates will no longer need to be sent to SUVA when data is transmitted and claims are processed via KLE. By means of a written statement that SUVA addresses to the company after the first

reported accident with incapacity to perform duties, the company undertakes to provide all medical certificates or keep accident certificates/accident cards and submit them on request.

1.6.5.8   Employer and insurer dialog

The dialog is used by companies or insurers for notification purposes. It is used to send simple messages (similar to SMS or email), tasks, up to simple standardized form templates (e.g., job description). It is created using the Dialog story.

There are two types of dialog stories. 'Story by company' and 'Story by insurance company' are initialized. The second story usually requires a response (if a deadline is set). However, the first story by the company is one-sided and does not require any replies from the insurer.

An example of a dialog initiated by the company:
The menu can be closed after the title (this information must be entered) and the text in 'Query/Cover note' have been entered. A new 'Dialog' line appears in the Overview of KLE cases stories that must now be submitted.

Story initiated by insurance company:
This message requires editing. Once the response has been recorded, the menu can be closed and the story transmitted.

If further dialog stories need to be entered, a new one can be entered either via an existing dialog. Click on =>new in the top left corner of the dialog, a new dialog window appears. Or on the KLE Case Story overview => Stories - Select dialog. An existing dialog story that has already been reported can no longer be changed or added to.

Dialog message in a closed case
A closed case now allows a dialog story to be transmitted. The case is thus reopened (change from status "closed" to "reported.

1.6.5.9   Closure of the event by the company/Process change

If the event is settled or was incorrectly reported from the company's point of view, Company incident information can be closed or canceled via Process change. In case cancellation, it is advisable to enter a comment.
Regardless of this, the insurer can stop or continue communication.

1.6.6   Special cases

1.6.6.1   Return to work

In this part, information about the actual or expected full return to work is identified. It is ONLY required by the insurer and cannot be actively created by the company. For example, in the event of a longer incapacity to perform duties, the insurer can get an idea of the progress by re-questing this story.

=> No incapacity to perform duties is only selected if, contrary to the information provided during registration, there was no incapacity to perform duties at all.

If the company wants to notify about the reinstatement date, it should be done via the Incapacity to perform duties story. See also 'Adding to reported events - Incapacity to perform duties - Re-turn to work' The day of the return to work and the full capacity to perform duties must be one day later than the date the incapacity to perform duties lasted to.

1.6.6.2 Recurrence with the same employer

If an employee suffers a relapse, the insurance company that was already the benefit provider for the basic case must pay for it. In this case it is a relapse with SUVA => select Accident type Relapse BU or Relapse NBU, if not known whether BU or NBU, select Relapse BU.
In the field Relapse Case the basic case must be selected. If the basic case has not yet been reported with KLE, the claim number must be entered manually via the info box on the right Insurance details - Edit claim number.
Another possibility to enter the claim number is via the selection Actions - Edit claim number.

1.6.6.3 Recurrence when the employer changed

If an employee suffers a relapse, the insurance company that was already the benefit provider for the basic case must pay for it. If the injured employee is no longer employed by the former employer and is insured by the current employer with SUVA, the case can NOT be reported with KLE. In such a case, the recurrence must be reported directly to the insurer of the basic case.

1.6.6.4 Missing incident report - No contract

It is possible that a third party reports an event to the insurer (e.g., a hospital sends a request for cost reimbursement). However, the insurer has not yet received an incident report from the company. In this case, the insurer requests that the company registers the event. In response, the insurer expects the company to submit a proper claim notice of event if it is actually an event of this company's employee and the company has not yet reported this event to the insurer.

1.6.6.5 Multi-employer event

If an employee suffers an accident and works for several employers, only one accident insurance is to cover all benefits according to statutory regulations.
In such a case, this can mean that an accident must be reported to an insurer the employer has no contractual relationship with and thus no communication via KLE.
In this case, the registration with no contract described under Recurrence when the employer changed applies.

1.6.6.6 Recording salary raise

In many cases, a salary raise during incapacity to perform duties does not lead to an adjustment of daily allowance amount due to legal or contractual provisions. In case of doubt, the insurer can be asked via a dialog prior to reporting a "Salary raise" whether a salary raise is even taken into account.
Please also note: A salary raise is taken into account in the UVG if the requirements of art. 23.7 UVV (Accident Insurance Regulation) are met: If the therapy has lasted for at least three months and the insured person's wages were increased by at least 10 percent during this time, relevant wages will be redetermined for the future.

After a change in the Personnel card in the Wage tab a reference to the employee's open KLE cases appears.

In KLE Case Management, the Salary raise story must now be activated in the open case via Other KLE parts. When you leave this page, the story will also appear in the overview of KLE case stories and must be submitted again.

1.6.6.7 Manual additional payments

Manual additional payments are only necessary in a few cases. Wage data or annual wage story and Employment contract story are sent along with the first claim case report with incapacity to perform duties.
Manual additional payments may be necessary in case of prolonged incapacity to perform duties. However, the need to recalculate daily allowances must be clarified directly with the insurer.

Possible examples of manual changes to wages:
- special allowances that are not paid out until the end of the year, e.g., commissions that were not yet known when the claim case occurred
- new allowances, e.g., local allowance that were not yet known when the claim case occurred
- Child allowances that were inactive at the time of the incident. If the Child allowances/Education benefits correction wage type was used before the claim case, only these pay-ments are taken into account in this case.

1.6.6.8 TimeMachine

Entries in TimeMachine that affect wages are taken into account.

1.6.6.9 Changed personal data

It is required that some personal data in the Personnel card relevant to the insurer that was changed should be reported to the insurer.
As soon as the change was entered, the following Function story can be initiated in the affected KLE case:

=> open the affected KLE case - Other KLE parts - activate the Changed personal data slider and submit the story.

1.6.6.10 Accident report with unassigned body area

Accident report with unassigned body area
With release 5062.00 there are five different options for the body side. Unclear is a new addition. With the selection unclear, the same as for right, left and both must be selected for the assigned body parts. must be selected. With the selection unassigned, the assignment can only be made for unassigned body parts.

ONLY VALID FOR VERSION 5061.001
If Unclear is selected for BODY SIDE, an element must still be selected for 'Assigned body part'. (From version 5061.003, the wording NOT ASSIGNED will be changed to UNCLEAR)
If no body part corresponds to the selection for 'assigned body part', a selection must be made for 'unassigned body part', but this is only possible if no value is selected for BODY SIDE. An example of a body part that cannot be assigned is the heart or a shock condition.

If none of the terms offered are selected for the accident type, a free text must be entered under "Other injury type".

1.6.6.11   Reporting accidents with unassigned body area

Unassigned body area
If an injured body part cannot be assigned to either left or right side, 'Unassigned body part' can be selected. An example of a body part that cannot be assigned is the heart or a state of shock.

If none of the terms offered is selected for the type of accident, a free text must be entered un-der "Other type of injury".

1.6.6.12   Employee's resignation

If an employee resigns, payment details must be reported with the story. Further daily allowance payments will no longer be made to the company but directly to the employee who resigned from the company.

For example, if the company reports a person's payment details on July 19, 2017 with the Valid from date of August 1, 2017, this means that the daily allowance for the duration of incapacity to perform duties is paid to the company up to and including July 31, 2017 and to the person starting from August 1, 2017.

A date of resignation is also recorded in the Personnel card. This change must also be submitted to the insurance company with the *Changed personal data* story.

1.6.6.13   Working hours lost

Working hours lost due to accident
Working hours lost are individual absences of a person at least partially able to work related to the insured event (e.g., doctor appointment, physiotherapy). Working hours lost can be reported in Hours with an additional wage type, e.g., Paid absence or Paid brief absence. The box below must be checked in the Absences tab for this wage type:
In contrast to incapacity to perform duties, there is no complete recording of working hours lost, because they only occur in individual cases or... infrequently. No corrections can be submitted. If the reported absences are incorrect, it can also be communicated via the Dialog story for clarification.

Once all working hours lost have been reported, the lost hours story must be selected in the current case, reports must be loaded using the *Fetch from SwissSalary* feature and then submitted.

1.6.6.14   Incapacity to work after minor notification

see chapter 'Adding to, changing reported events'

1.6.6.15 No incapacity to perform duties notwithstanding initial report

If an accident with incapacity to perform duties was reported during registration and it later turns out that it was a mistake, the case can be reported again after activating the No incapacity to perform duties slider. All data in the Incapacity to perform duties section will be deleted. => see message

1.6.6.16 Reduced wage base due to previous accident or illness

If a new incapacity to perform duties occurs as a result of an accident shortly after an event with daily allowance (e.g., after 6 weeks of full capacity to perform duties), persons with wages that are only considered retrospectively have the following challenge in submitting the correct wage base for calculating the new daily allowance:

1. If the person received 100% continued wage payment (monthly or hourly wages) during the previous event, there is no problem for the calculation of insured earnings for the new event.
2. If, on the other hand, the insurer's daily allowance is only transferred to the person every month as a result of a longer   event, this benefit is not included in the insured earnings base. Missing wage components can be added manually if the insured earnings cannot be deter-mined from the master data.

1.6.6.17 Daily allowance refund

In the event that the insurer reclaims payment from the company for various reasons, the insurer sends the repayment request as well as a statement of benefits. The company has the possibility to process the payment with the information contained therein. This process is not yet automated. Manual information must be triggered to the accounting department.

Open repayment and with the function mark as paid the red mark disappears in the overview of KLE Case Stories. Nothing else is processed in the background!

1.6.6.18 Calculation of hourly wages with regular working hours

Hourly wage type is set up retrospectively in the 'Accident insured earnings' field in the Wage types card - Absences. In general, the following calculation applies: If the person was employed for the entire previous year, the annual total is determined for each insured wage type with retrospective consideration. Calculation time begins from the month preceding the claim case. For a shorter period (employment <12 months), SwissSalary will make a 365-day offset. Added values correspond to the insured earnings base of these wage types.

Calculation of insured earnings of an hourly wage earner with regular working hours or contractually agreed weekly working hours
When an event is reported, working hours must be set to regular for SwissSalary to correctly calculate the wage sum. SwissSalary overrides the 'retrospective consideration' information. So, it is not the posted wage bill that is transmitted, but what was contractually agreed. This requires precise recording of monthly parts for the employee concerned and the level of part-time employment (number of agreed weekly hours * 52 / 12) in the Personnel card under the Wages tab.

1.6.7 Search - Filter - Personalize

1.6.7.1 Personalize/Show columns/Infobox

Each page can be customized via Personalize and missing fields or columns can be added. The infobox can be shown or hidden at any time.

1.6.7.2 Search and filter features

The **Search** feature can only be used for number fields. E.g., the search for case numbers, per-sonnel numbers or incident date. Please note that the number format must be adhered to.

Filter provides additional search criteria. E.g., claim number (insurance case ID) is searched via the reported cases view => **Actions - Open insurance claims** - Delete filters, so that all cases are displayed. Then set a new filter, e.g., select Insurance case ID.

Using a 'Type of accident' filter, you can search for different types of accidents like Accident BU, Accident NBU, Recurrence BU, Recurrence NBU, Death BU, Death NBU and Occupational disease.

1.6.8 Other KLE parts under development

1.6.8.1 Further KLE developments

- corrected form for repayments of daily allowance benefits.
- Medical treatment: additional address line in the web service to Refdata , large hospitals often contain many entries that currently cannot be selected clearly.
- KLE - save accident certificate & daily allowance statement in the dossier
- Daily allowances not yet processed as additional filter criterion

1.6.9 Frequently asked questions

Is there no pharmacy certificate anymore?
No, the pharmacy certificate is a relic of the past that is no longer needed today. All pharmacies bill electronically. This means that it is sufficient for the pharmacy to know the insurer's event number (claim number).

Is it true that medical certificates or work incapacity certificates no longer need to be sent along?
Yes, Suva has decided that KLE customers who report an incapacity to perform duties are no longer required to have a medical certificate. They only need to create and send daily allowance calculations and daily allowance statements based on the reported incapacity to perform duties. Important: The company must be able to provide medical certificate upon Suva's request!

For this simplified process, SUVA requires an agreement signed by the company entitled 'Supplementary provisions for the waiver of the delivery of medical certificates'. This document is sent to the company after the first notification of incapacity to perform duties.

1.7 Human Resources

1.7.1 Card

Employees are an important part of any company. This is where Navision enables effective management of your em-ployees and gives you access to all the information that concerns all employees. Thus, for example, department heads can directly determine which employees have a particular qualification or which family members should be notified in an emergency.

Efficient personnel management will also provide you with recruitment and training. For example, you can also store the following:

❑ Alternative addresses (parents, foreign addresses, emergency addresses)
❑ Relatives (the addresses of the closest relatives)
❑ Employment equipment (SUVA bag, helmet, keys, parking space, etc.)
❑ Confidential information
❑ Courses (course planning or the overview of courses attended)
❑ Qualifications
❑ Skills
❑ Career

In addition, sophisticated evaluation options in a matrix table and/or various standard evaluations are available.

1.7.2 Employee Picture

Import the desired photo for each employee here. Only BMP (bitmap) file format is allowed.

1.7.3 Alternative Address

Each employee can be assigned as many additional addresses with telephone numbers as you want. You decide upon the type of addresses. You can always add new addresses or delete the old ones. You can also add extra comments.

1.7.4 Employment Equipment

Have you kept countless Excel tables up until now to be able to edit employee equipment? It is over now! In just one table you can store all the items that you hand over to an employee, including notices, serial numbers, custodian fees, etc.

1.7.5 Qualifications

In which Excel list have I saved the Foreman X's skills? One click on the Skills tab and you can immediately see what your foreman is/would be able to do!

1.7.6 Salary statistic

Salary statistics show the filtered salary type (the 'Salary Type Filter' field) for all employees. Of course, the evaluation by days/weeks/months/quarters/or years is also possible here (select the appropriate filter).

1.7.7 Absence Statistic

Absence Statistics presents similarities with the statistics according to absences, but in contrast it can be managed across all employees and enables the evaluation according to individual 'Time types'. Of course, the evaluation by days or hours is also possible here, provided that it has also been reported.

1.7.8 Absence Overview per Employee

The Absences by categories matrix shows the filtered employee (the 'Employee filter' field) across all time types. Of course, the evaluation by days or hours is also possible here, provided that it has also been reported. The data can be evaluated by days/weeks/months/quarters/or years (select the appropriate filter).

1.7.9 Social Security Benefits Overview

The settings per employee can be clearly controlled using the Social services control matrix window.

In addition to the default fields Employee No. and Last/First name, you can display additional fields for each employee.

1.7.10 Employee Analysis

Do your employees have to undergo regular examinations, e.g. screening for silicosis, radiation, etc.? Owing to the revised Examinations tool, you always keep the dates for these important examinations under control.

You can record your employees' scheduled examinations as follows:

Analysis	A table for recording examinations is available to you, e.g. DUST, RADIATION, etc. After entering the codes in the Examination table, assign the correct code or codes to the employee concerned.
Type	You can use the Type option value to assign the options below to the respective analysis: 'blank' = empty required optional not required
Insurance No.	This column is used to enter the corresponding insurance number for this examination.
Noxe	Noxa (Latin noxa, "the damage") is a term used primarily in medicine and describes a substance or circumstance that has a damaging, pathogenic (i.e., disease-promoting) effect on an organism or on a body organ. Scientists differentiate between endogenous (internal) and exogenous (external) noxae.
Zone	The respective insurer will notify you of the zone or assign the zone to you.

You can also enter comments and the correct valid until date for each examination in the lower section. Of course, you can plan several appointments per examination.

For planning and evaluating appointments, the corresponding evaluation is available via Reports -> Employee Analysis. Select the desired examination and the list or detail layout. In the Expire by field, enter the end date by which you would like to see the planned examinations.

1.7.11 Forward Charging

Cost centers can be defined in the Employee card for cost center dimension re-invoicing.

1.7.12 Overview Forward Charging

Cost centers effectively posted are displayed in the re-invoicing matrix using the corresponding date filter. The other cost centers only appear if they have also been posted from wages. Of course, the view not only shows the 'Value' (amounts) with a push of a button but also the 'Number'.

1.7.13 Career

Let's assume an employee has worked for your business for 20 years. There is nothing more tedious than gathering this employee's background. You can have a brief view of everything in the Career tab!

1.8 Reports

1.8.1 Salary certificate/Pension statement (Form. 11)

Salary certificate can be printed directly on the Employee card. The evaluation is filtered directly by the correct employee N°. If you want to create Salary certificate for all employees, you can find the evaluation under year-end reports.

NOTE:
Always check the 'Gross Salary to Recompute' box. The system therefore recalculates gross salary. If you have changed an obligation with regard to a salary type during the year, the system will calculate the correct gross salary for you as of that date.

1.8.2 Annual Employee Statement A4I

Annual Employe Statement A4I and A4H will be printed at the end of the year and serves for control purposes, not least for the AHV and SUVA auditors. The evaluation can also be transferred to Excel and can be very helpful for control purposes. The end date does not necessarily have to be December 31 (end of year), but can be any end date of a month. Recapitulation will only be created if there are at least 2 employees. When 'Recapitulation' is activated, the FTE calculation (full-time equivalent) is shown at the end of the recapitulation for each month. The FTE will be calculated per month and year on the basis of the percents by position and employment period. All calculations will be created based on the Pay Process Header table. Thus, the calculation on a time axis is guaranteed; assessments can also be created respectively again.

1.8.3 Employee Card

All data entered in the Employee card is displayed on the Employee Card.

1.8.4 Employee List

Internal texts and texts for payslip can be recorded for each employee in the Employee card; with or without date. These comment texts can be evaluated using the personnel list evaluation. The date filter can be used as a filter for the date of comments. This list now also serves as a checklist for wages clerk; e.g., before pay processing.

1.8.5 Address List

If you want you can print the address list. You can also transfer the entire list into Excel.

1.8.6 Employee - Labels Holding Company

You can print labels for each client. In the 'Options' tab, select the appropriate label format. You can choose to sort labels by search term (A - Z) or by employee ID.

1.8.7 Address Export Holding

If you want you can print the address export holding list. The entire list is cross-client and can also be transferred to Excel.

1.8.8 Employee List Holding

The following columns are printed on the employee list: last name, first name, client, employee ID and ZIP code/city. Optional fields 1, 2 and 3 allow you to print another 3 columns.

1.8.9 Statistic Employee list A4P

A4P personnel list statistics can be helpful, assuming you would like to evaluate the statistics stored in the Employee card -> tab 'Info'. The 'Assignment of statistics' tab is used to select the statistics, and additional information can be printed from the 'Options' tab.

1.8.10 Statistic Employee list A4L

A4P personnel list statistics can be helpful, assuming you would like to evaluate the statistics stored in the Employee card -> tab 'Info'. The 'Assignment of statistics' tab is used to select the statistics, and additional information can be printed from the 'Options' tab.

1.8.11 Anniversary list

You can also see birthdays in this list. Special for birthdays: You can have the days since birth calculated. You can transfer the lists mentioned into Excel, including the addresses. This means that you can create a form letter with this data. Annual gradation is variable and can be changed manually.

1.8.12 Employee Years Detail

If you have years of service calculated by SwissSalary, you can use this list to visualize the details of the years of service calculation.

1.8.13 History

Every mutation in the Employee card is saved in the history. The mutation can be traced at any time, including the time and kind of adjustment, and which user made the mutation. Click 'History Report' -> the evaluation can only be displayed for a single employee or for all employees (set the appropriate filter in the 'Personnel master data' tab). In the 'Options' tab, select the desired evaluation view. If you activate ALL, all adjustments will be displayed in the Employee card.

1.8.14 Short message

Similar to payslip, short and cover letters are also printed with the company logo, provided a company logo has been stored under Allocation Group -> Payslip image.

If you have the PIS add-on module (Personal Information System) licensed and activated, you can use alternative addresses (foreign address, emergency address, etc.) from the PIS in the short letter, cover letter and fax evaluations in addition to the automatically generated home address.

The only small negative aspect: The salutation still needs to be changed manually because the PIS module has no salutation of its own.

1.8.15 Accompanying Letter

Similar to payslip, short and cover letters are also printed with the company logo, provided a company logo has been stored under Allocation Group -> Payslip image.

If you have the PIS add-on module (Personal Information System) licensed and activated, you can use alternative addresses (foreign address, emergency address, etc.) from the PIS in the short letter, cover letter and fax evaluations in addition to the automatically generated home address.

The only small negative aspect: The salutation still needs to be changed manually because the PIS module has no salutation of its own.

1.8.16 Attestation of Employer ALV

The 'Attestation of Employer ALV', 'International ALV employer certificate' as well as the 'Temporary employment certificate' are stored as a form in the system. You only need to record the missing data and it will be written into the form automatically.

NOTE:
These forms are available if you have a SwissSalary Plus license.

1.8.17 Employer's Certificate ALV (int)

The process of the assessment can only be started if the leaving date for the employee has been set. Most of the data is loaded from SwissSalary directly. Some data, for example, the type of the employment relationship or the information about the employee who has resigned must be entered manually. Individual data is calculated by the system and offered as a suggestion which you can then revise.

You may navigate from field to field by pressing Tab or Enter keys. Of course, only the corresponding values are recorded. The assessment itself can be checked using the page view at any time.

Can the assessment be archived?
At the moment, the assessment may be stored via Print as PDF (if a PDF software is installed on your computer).

NOTE:
This assessment can also be printed in English, French and Italian. To do this, you must select the desired language.

1.8.18 Intermediate certificate of profit ALV

The 'Attestation of Employer ALV', 'Employer's Certificate ALV (int)' as well as the Intermediate certificate of profit ALV are stored as a form in the system. You only need to record the missing data and it will be written into the form automatically.

1.9 Test Process Payroll

During the input of variables you can make a test calculation any time. So as to see immediately what you have entered and how the payroll looks like. If you have found a mistake, close the side view of the payroll with ESC and you will be automatically taken to journal report files. Now you can make corrections and recreate a test calculation. It is possible to create a test calculation for every employee, even if you have not entered any variables for this employee. Enter the employee No. in the Payroll journal files and, for example, enter 100 for the monthly wage type, and click on test calculation.

When the test calculation is started, the selected employee is filtered. If you want to create a test billing for all employees from the same payroll area, then delete the Employee No. filter.

In tab Options record the required data or accept the values already suggested:

Statement from/to: accounting period. Please always use the whole month. (Important concerning pro rata calcula-tion of upper limits)
Payday Date: As a rule, the last day of the month. At the same time, the posting date for FIBU and cost accounting is controlled.
Payment date: Bank/Post value date
Calculation of Children Allowance: Yes (if No, possible child allowances, as well as the entire target/actual hour calculation will not be included.)
Text Payroll: ... accounting is suggested. It can also be adjusted. This text only appears on the pay process journal.
Payment by installments: used only for payment by installments

Click OK. The following information will appear: The wage accounting for X was executed successfully. X wage items for X employees were calculated.

Confirm this message and the payslip will displayed with a side view. As soon as you close the payslip or exit with ESC, the pay process will be automatically canceled and you will return to the Report journal.

1.10 Employee Dimensions

Good for SwissSalary Customers that work with CH module Projects and want to input the transaction data directly to the Project instead of the cost center.

You can make entries to Projects and Project tasks in the Report journal, in TapBoard and in the Allocatec Salary.

Report Journal
You can display both columns Project No. and Project Task No. in the Report journal. When the Project No. is entered, the cost center is also automatically retrieved if a cost center was recorded for the project.

Allocated Salary
Of course, you also have the same starting point in the portions of wage that you can enter in the Employee card.

TapBoard
If you work with TapBoard and/or EasyRapport, then you have to define in the settings that you want to report on projects and not on cost centers. To do this, go to Role center -> TapBoard/EasyRapport -> Setup -> tab 'Management Rapport' and set the cost center value (default) to Project. This way SwissSalary NAV auto-matically recognizes that you want to enter projects instead of cost centers

For the data to flow into the Projects module in the Project Recording Journal, you will find new fields in the payroll master data (Role Center -> Payroll Setup -> tab 'Setup').

If you want to transfer the data to the Project Recording Journal using the Post salary function, select in field Transfer to project = Default. If you do not record to projects as before, leave the Do not trans-fer value (default).

Similar to the FIBU and cost accounting posting, you can also post the data directly to Project items (automatically) or display it first in the Project Recording Journal (manually).

Various assessments had to be expanded accordingly since the introduction of data entry to projects (May 2009). The following assessments were expanded with the printing of the project and the project task: Payroll Journal, Report Journal and Salary Entries.

1.11 Payroll List

The Payroll Header table is used to reprocess logged fields for the important evaluations (year-end reports, paycheck, salary certificate, etc.) over time. Such important information is logged with each pay process for a couple of years. The same applies, for example, to the recruitment/resignation process. It prevents you from being able to enter a re-recruitment date without the resignation date logged in the Payroll Header table beforehand.

IMPORTANT NOTE:
Please make sure that the correct resignation date is entered for each employee resignation BEFORE payroll process. This is the only way we can guarantee an error-free calculation at resignation including correct verification of the maximum limits for ALV, UVG, UVGZ, KTG, income tax extrapolation, etc. Subsequent recording of the resignation date no longer changes the previous calculation. As a consequence, the calculations of social and private insurance, income tax, etc. are not carried out correctly.

When you enter the re-recruitment date in the Recruitment date payroll accounting field, an additional verification is carried out to ensure that a correct resignation date was logged. Without this feature, NO re-recruitment date can be recorded. If the resignation date is not logged in exceptional cases, you can set/correct it manually for the employee in Payroll Listt -> column Resignation.
This process has NO influence on the calculation at resignation anymore, because it was processed before.

You may print the Management Rapport and Paycheck for each pay process.

1.12 Salary Entry

In the upper window, select the desired pay run and in the lower window you will see the corresponding Salary Entry. This allows you to find the required wage items for your employees more quickly (for analyses etc.). In the lower window, you can display all the columns that have been saved for the Payroll run.
In the Salary Entry item type field, you can filter the view of the Salary Entry items to see whether you want all postings listed or all allowances, deductions, expenses, employee contributions or fictitious salary types.

1.13 Comment

Under **Comments**, additional internal information with dates and text can be noted per employee. E.g., discussions, important meetings, issuing of receipts and documents, etc. Once an entry has been recorded in the Comments field, the graph of the field changes.

Individual Supplementary Text on Paycheck
You can record individual supplementary text per employee in this area, which then can be printed once or several times during a selected time period on the Paycheck.
To do this, select other fields 'Usage', 'Usage from' and 'Usage until' via Select column.
Select the Paycheck value in the 'Usage' field. For that, mark this row so that it will be printed on the Paycheck. If you want to print more rows in the Paycheck, please record in every row the value Paycheck in the 'Usage' field
Using the fields 'Usage from' and 'Usage until' you can determine the time during which these texts remain displayed on the Paycheck.

The following placeholders can be used for additional texts on the Paycheck:
%1 = *AHV wage amount from the beginning to date (Year2Date)
%2 = 13th monthly salay portion (calculation of accruals for the current pay process)

(*) can be used for SwissSalary BAU customers for FAR employees, as they are never allowed to earn more than a certain amount of wages without a reduction the FAR.

Example:

I want to show the cumulative AHV wage amount since the beginning of the year on employee X's Paycheck.

Comment -> column 'Usage' > select Paycheck -> text AHV wage amount since the beginning of the year CHF %1

1.14 Employee Statistic

You can find more information <u>here</u> **.**

1.15 Dossier

You can authorize the head of department to view their employees' data (Employee Card) as well as the dossier entries filed for the employee. By means of restrictions per document type in the employee dossier you can block individual types for the head of department.

The head of department must be a user. Together with your administrator or your partner, enter the corresponding default permissions (SWS-*, usually grant read access rights only).

The setup continues in the Employee Card in the Department field. Assign the supervisor to the corresponding department.

Switch to the user settings and select the two columns Department Permissions and Employee No. Enter the head of department under User ID, place a check mark next to department permissions and enter their staff number in the Employee No. column.

The head of department now has access to the staff card of their employees and can see the contents. S/he also has access to his employees' dossier.

You can select the Person in Charge Access column in the Document type column of the employee dossier. Place a check mark next to the document types the person in charge is allowed to view.

Example

You have defined the following document types:
- curriculum vitae
- payslip
- wage statement
- reports
- medical certificates

You want to give the head of department access to all document types, except for medical certificates, because they contain sensitive data. Then please put a tick in the Person in Charge Access column, except for the medical certificates type.

Using 'File ZIP archive import', all ZIP archives can be imported directly into the personnel file and then transferred directly to SwissSalary Direct (only PDF files). This function is suitable, e.g., for mass upload of personalized documents like company-specific hour card. A prerequisite for this is that personnel number with an 'underline' goes first in the file name.

Example:
sending of the hour card for employee 1001 of August 2021.

File:
1001_Stundenkarte 2021-08.pdf

Usiing SwissSalary Direct settings, 'Send documents to' option can be used to choose whether documents should always be sent to 'All employees' or to 'Registered employees' only (SwissSalary Direct). We have improved the filter for the 'registered employees' option.

In addition to payslip and salary certificate, the report card can now also be sent via SwissSalary Direct. In doing so, we fulfill an often mentioned request of our customers.

Please note that you must create an entry in the employee dossier. To do this, go to the Document type column, select the Report Assignment column and assign the report card value to the corresponding code. After this assignment, you can send the documents, as customary for payslip/wage statement. Document types in the Personnel file can be translated again. There is the 'Translation' item in the ribbon used to translate the text of the document type into another system language (DES/FRS/ITS/ENU). For example, if you change the system language from 'German (Switzerland)' to 'French (Switzerland)', you will find the document type rewritten in French (if translated in the table).

In SwissSalary 365 (cloud), documents can be uploaded directly to the personal file using drag and drop. To do this, open the corresponding file, select document type, click "Import" at the top and then drag the document with the mouse onto the button in the file. The "+ Copy" sign will appear, drag the document there. It is now automatically uploaded directly to the file without intermediate storage. This can be done, for example, from Outlook or Explorer.

1.15.1   Mail Merge

Creating new document template:
Now you can create your first document template. To do so, go to to Document Template. For example, you want to create a document template for a "Certificate of employment".
Select "New" and type "ARBEITSBE" in the code and "Certificate of employment" in the designation.
On the next step, please select the corresponding merge fields. Click on the "Form letter code" column and create here a new "AB" setting for the certificate of employment.
Now select "Edit" and create the desired export fields for your certificate of employment using the table cells. Tables "79 Company Data", "3009080 Personnel Master Data" and "2000000120 Users" are allocated by default. No other tables can be added.

The adjustment is so flexible that you can select other fields of the referencing tables in Ref. field name. This means, for example, that if you select the Departments table, you can transfer fields within the Departments table.
Once you activated all the required fields, please select OK.

Creating new Word template:
As a next step, you must now create the Word template. Use the "Create" function from the ribbon. If you have already created a template, the following message will appear: Do you want to replace the existing file attachment?
If you want to replace the existing template, click "Yes". If there is no Word template, this message will not appear. You can edit an existing template by clicking "Open". You can now insert the required fields via "Insert merge field" and create your Word document template (formatting, logos, etc.) in the opened Word document. You can use the "Address header" field for address details, then it automatically inserts the corresponding fields.
Please close now the WORD template (do not save) and the following message will appear: Import file attachment: ARBEITSBE Certificate of Employment?
Select Yes. The Word template is now saved in your database. A check mark is now set in the "File attachment (Word)" column. Please select another number series "Word" to number documents consecutively.

Creating language-dependent template:
If you want to create the same template depending on the language, select the "Languages" function from the ribbon and enter the desired language code, e.g. FRS for French (Switzerland). Select again the same form letter template as before and click "Create" in the ribbon. The Word document will launch and you will be able to create the French version of the Word template.
Once this is created, please close the Word template (do not save) and import the template. You can open and change the template at any time by clicking "Open" in the ribbon. The latest version is stored in the database.

Creating form letter for all or selected employees:
Now go to the Employe List and select in the Form letter.
Select the desired template, in our case "Certificate of employment". The form letter will start automatically and can be printed.
If you want to save this letter, you can do that now right in Word.

Creating form letter for individual employees:
If you want to create the certificate of employment only for a single employee, select Dossier in the Employee list. You will find here the letters or other documents created per employee. Select Form letter again.
Select the desired template and click OK. The Word document will open. Print the document and finish, not just close. Otherwise, the link to the employee will be lost. Select OK when importing:
The document is now imported in the dossier and can always be displayed again by clicking "Open".

1.16   Open TimeMachine

To get an overview of the TimeMachine entries for all fields and all users, two new pages have been added:
•SwissSalary TimeMachine
•SwissSalary TimeMachine Entries

These pages can be found via the search function, Payroll runs (open, unbooked, booked) and via the Employee card.

The "SwissSalary TimeMachine" page contains an overview of all TimeMachine lines that have not yet been posted. Payroll area filters are taken into account.
The "SwissSalary TimeMachine Entries" page now contains all booked TimeMachine items. The accounting area filters are also active here. The entries that are currently being posted, i.e. that belong to an open/unposted payroll run, are also displayed. The biggest difference to the "SwissSalary TimeMachine" page is that for each field a "type" is displayed; either the "old" or the "new" value. The rest of the functions are the same as in the "SwissSalary TimeMachine" page.

1.17   TimeMachine Entries

To get an overview of the TimeMachine entries for all fields and all users, two new pages have been added:
•SwissSalary TimeMachine
•SwissSalary TimeMachine Entries
These pages can be found via the search function, Payroll runs (open, unbooked, booked) and via the Employee card.

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The "SwissSalary TimeMachine Entries" page now contains all booked TimeMachine items. The accounting area filters are also active here. The entries that are currently being posted, i.e. that belong to an open/unposted payroll run, are also displayed. The biggest difference to the "SwissSalary TimeMachine" page is that for each field a "type" is displayed; either the "old" or the "new" value. The rest of the functions are the same as in the "SwissSalary TimeMachine" page.

1.18   Copy Employee

If you want to enter a new employee who has the same personal data as an existing employee, the entire Employee card can be copied in this way.

1.19   Employee templates

Employee templates for creating a new or changing an existing employee could previously be defined only via the payroll area. However, these templates were usually not detailed enough, since most customers work with payroll area ALL and, if need be, MW and HW. Multiple payroll areas creation, just to define templates, made no sense.

With the employee templates, the pre-filling may be much more detailed. You can define any number of templates and also create a new template from an existing employee.

Creating new employee template
1. Select the desired employee in the Employee List and switch to the Employee Card.
2. Choose the Save as template feature in the Templates.
3. Choose the name for the new template in the Template Name field. All default values are already in the template. Of course, you can make changes directly in the template.
4. Click OK to finish creating a new template.

Creating new employees using an existing employee template
1. Right in the Employee List or Employee Card, select New Employee from Template in the Ribbon.
2. The existing templates will be displayed.
3. Select the desired template and click OK.
4. The settings will be are acquired based on the template. Record other individual data you your employee.

Assigning a new employee template to existing employees
1. Select the desired employee and switch to the Employee Card.
2. Apply template
3. Select the new template and confirm by clicking OK.

Editing the existing template
1. Select any employee and switch to the Employee Card.
2. Templates -> Templates.
3. Choose the desired template and edit it.

Please note that the assignments to social security are also set up in the Ribbon.

If you have set up a new employee using an employee template, similar assignments are no longer considered in the Payroll Area. The options in the Payroll Area will be revised in a later update. If you do not want to work with the new employee templates, you can still work with the templates in the Payroll Area, as before.

2 Payroll

2.1 Payroll Journal

2.1.1 Journal Batch Name

You can select the desired journal here. All the transaction data, variables from the current month will be included in the Report journal. Usually the companies are working with various areas (e.g. monthly wage and hourly wage). To be able to enter the variables, we recommend that you create a journal for each payroll area. This means that only the employees paid monthly are displayed in the corresponding monthly wage journal and you can only report variables for them. When the wage is posted, the Report journal will be emptied.

2.1.2 Periode

Provided that you are using the work calendar, the period must be limited in this field. As soon as you want to report the MW holidays in hours, SwissSalary requires the corresponding time period of the work calendar. Thanks to this information about the 'holiday' period, SwissSalary can determine the number of days. You can manually overwrite this requirement at any time. If you forget to enter the period, the following information will appear: Please limit your period!

2.1.3 Transfer salary type

If this function is activated, when a new report row is entered, the salary type from the row above is acquired and transferred. This function will help you if you need to use the same wage type for several employees. Therefore, add a new row, the wage type will be acquired automatically, and you only need to record the specific rate or amount manually.

2.1.4 Employee No.

Employee No. can be entered directly or you can click the drop-down arrow and the Employee list will open for the selection of the desired employee.

TIP:
If the employee No. is unknown to you, click in an empty ID field and enter the employee's name (e.g. Müller). The Employee list will open and you will see all 'Müllers' meaning that you only should choose the 'Müller' that you need.

2.1.5 Salary Type No.

The salary type is identified using this number. It will later also serve as a reference in the payroll setup to create the connection to the corresponding social benefit accounts.

2.1.6 Text

The text of the salary type serves as a suggestion and can be overwritten in the Allocated Salary during the allocation. This text will appear later on the payslip as well as in the Salary Entry items and on the Salary certificate.

2.1.7 User Text

The default payroll setup has translations into the languages below: German, English, Spanish, French, Italian and Portuguese. As soon as you change the language in SwissSalary to the system language you want, the User Text field will display the selected language and the corresponding translation of the salary type.

2.1.8 Job No.

Customers that work with CH module Projects and want to input the transaction data directly to the Project instead of the cost center.

You can make entries to Projects and Project tasks in the Report journal, in TapBoard and in the Allocated Salary.

Report Journal
You can display both columns Project No. and Project Task No. in the Report journal. When the Project No. is entered, the cost center is also automatically retrieved if a cost center was recorded for the project.

Allocated Salary
Of course, you also have the same starting point in the Allocated Salary that you can enter in the per-sonnel card.

TapBoard
If you work with TapBoard and/or EasyRapport, then you have to define in the settings that you want to report on projects and not on cost centers. To do this, go to Role center -> TapBoard/EasyRapport -> Setup -> tab 'Reporting' and set the cost center value (default) to Project. This way SwissSalary NAV auto-matically recognizes that you want to enter projects instead of cost centers

For the data to flow into the Projects module in the Project Recording Journal, you will find new fields in the Payroll Setup (Role Center -> Payroll Setup -> tab 'Setup').

If you want to transfer the data to the Project Recording Journal using the Post wage function, select in field Transfer to project = Default. If you do not record to projects as before, leave the Do not trans-fer value (default).

Similar to the FIBU and cost accounting posting, you can also post the data directly to Project items (automatically) or display it first in the Project Recording Journal (manually).

2.1.9 Job Task No.

Customers that work with CH module Projects and want to input the transaction data directly to the Project instead of the cost center.

You can make entries to Projects and Project tasks in the Report journal, in TapBoard and in the Allocated Salary.

Report Journal

You can display both columns Project No. and Project Task No. in the Report journal. When the Project No. is entered, the cost center is also automatically retrieved if a cost center was recorded for the project.

Allocated Salary
Of course, you also have the same starting point in the Allocated Salary that you can enter in the per-sonnel card.

TapBoard
If you work with TapBoard and/or EasyRapport, then you have to define in the settings that you want to report on projects and not on cost centers. To do this, go to Role center -> TapBoard/EasyRapport -> Setup -> tab 'Reporting' and set the cost center value (default) to Project. This way SwissSalary NAV auto-matically recognizes that you want to enter projects instead of cost centers

For the data to flow into the Projects module in the Project Recording Journal, you will find new fields in the Payroll Setup (Role Center -> Payroll Setup -> tab 'Setup').

If you want to transfer the data to the Project Recording Journal using the Post wage function, select in field Transfer to project = Default. If you do not record to projects as before, leave the Do not trans-fer value (default).

Similar to the FIBU and cost accounting posting, you can also post the data directly to Project items (automatically) or display it first in the Project Recording Journal (manually).

2.1.10 Bank Code

Each reported variable can be selected on the desired bank account and offset accordingly. This way, the report rows can be split up into individual bank accounts.

2.1.11 Debit Cost Center

You can debit one cost center per employee in Excel import, in the Report journal, as well as in the Allocated Salary.

NOTICE:
The assignment of the cost center (CC) always refers to the assignment in the FIBU settings in the global dimension code 1, the assignment of the cost unit (CU) to the global dimension code 2.

2.1.12 Debit Cost Object)

You can allocate one cost unit per employee in Excel import, in the Report journal, as well as in the Allocated Salary.

NOTICE:
The assignment of the cost center (CC) always refers to the assignment in the FIBU settings in the global dimension code 1, the assignment of the cost unit (CU) to the global dimension code 2.

2.1.13 Document Date

To be able to report on a daily basis, display the Document date field. The Document date is saved accordingly in Salary Entry. The companies working in TapBoard (service record journal for daily data input) can see the reports in the Report journal with the same time as the corresponding document date. If you do not enter a document date, it will be saved as the end of the month in Salary Entry.

2.1.14 Allocation

It is possible to display the Allocation field in the Allocated Salary as well as in the Report journal. During the adjustment postings of family allowances, it must be specified in this field for which child the adjustment will be paid or charged.

The information of which child the adjustment concerns is mandatory, among other things, for the FAK XML (FAK banks) interface as well as for the new notification form per child in the Uniform Salary declaration starting from ELM version 3.0.

NOTE:
Please note that any adjustment postings for more children should be separated with one row for each, so that the individual amount can be assigned definitely for one child.

2.1.15 Time from

When you input absences, you can define From/To time.

2.1.16 Time to

When you input absences, you can define From/To time.

2.1.17 Quantity

The Quantity decimal field multiplied by the rate is used to calculate the salary type amount.

2.1.18 Rate

The Number decimal field multiplied by the rate is used to calculate the salary type amount. Default values can be predefined in this field, e.g. the rate for mileage compensation or meals allowance. When entering the salary type in the Report journal or in the Allocated Salary, the predefined value can be overwritten, of course.

2.1.19 Amount

The Number decimal field multiplied by rate is used to calculate the salary type amount.

NOTE:
You can always overwrite the amount.

2.1.20 Time Calculation

You can report hours and days using just a single salary type! Through clever automation, the reported hours are automatically converted into days based on the actual work calendar and reported accordingly. This approach is especially fun if you use work calendar. Those who do not want to use work calendar can also enter days manually in the "Calculation of time" window.

As soon as you want to report the MW holidays in hours, SwissSalary requires the corresponding time period of the work calendar. Thanks to this information about the 'holiday' period, SwissSalary can determine the number of days. You can manually overwrite this requirement at any time.

If you forget to enter the period, the following information will appear: Please limit your period!

The "Calculation of time" window always tells you the number of hours and days that you have just reported. Of course, days will only be displayed if you have specified this for the corresponding salary type. If you do not want to use this enhancement, you can report hours and days separately as before.

When data is entered in the Report journal and in the Allocated Salary, a notice appears that the salary type should normally be entered positive or negative. This message relates to the setup of the salarx type (positive/negative). This is only a notice, not an error message that can, however, be disruptive in the case of bulk entries via Excel import or other interfaces.

2.1.21 GPS Coordinates/Target

If stamps are used in EasyRapport, two different GPS signals can now be received to clock-in and clock-out when the GPS signal is turtned on. The two points of coordinates are displayed under "GPS Coordinates" and "GPS Coordinates Target" in the Report journal.

2.1.22 Test Process Payroll

You can find more information [here](#)₁₀₅.

2.1.23 Function

2.1.23.1 Total

With the Total function, the system adds up the lines, quantities and amounts entered in the reporting journal.

2.1.23.2 Get journal lines

For example, you manage report journals and want to get all transaction data into a desired report journal from another report journal. So that you can manage all the transaction data in just one journal, for example. This means that you do not need to continuously switch from one journal to another.

2.1.23.3 Get journal lines from Excel

In the Report journal, you have the possibility to import transaction data (e.g., current expenses, etc.) directly via Excel Import into Report journal.

It can now be done in Allocated salary as well.

How do you go about this?

❑ To process the transaction data, you will receive an Excel file from your employees, department managers or foreign employees
❑ Save the Excel file to your drive.
❑ Click Journal rows from Excel or Allocated salary from Excel in the Report journal or Allocated Salary.
❑ Select the saved Excel file in the 'Excel import file' field and click the adjacent button 'Determine the rows used in the Excel import file'. The system checks the Excel file and automatically writes the number of rows it was able to read from it into the From row/To row field.
❑ Under column setup, the fields are linked to the corresponding Excel.
❑ Click OK and the data will be imported into the Report journal or into Allocated salary.

Explanation of fields in Excel import:

Excel import file	Select the desired Excel file
Determine the rows used in the Excel import file	This function checks and activates the desired Excel file
Line of/to	The system shows the row from/to which the Excel gets data
Rolling distance	An example for understanding: Let's assume that the employee ID is in column A in Excel. Salary type number is in column B, etc. The salary type number appears in column 7 again. This means that the salary type number should be imported again on a rolling basis every 7 columns. This cycle is repeated 4 times. Enter the number of columns and the frequency at which the data is repeated (e.g., every 7 columns)
Rolling quantity	The number of times this process repeats itself (according to our example for understanding, 4 times)
Rolling	(According to our example for understanding) Not all columns necessarily repeat themselves. E.g., employee ID and the document date may only be recorded once per line. The remaining data is repeated on a rolling basis every 7 columns and for a total of 4 times. So, uncheck the 'Rolling' box next to the employee ID and document date.
Follow-up Salary Type	❑calculate: Resulting salary types are moved automatically (by default) ❑do not calculate: Resulting salary types are archived, so that only the main salary type is imported.
Journal line for resigned employees	You have the opportunity to determine what should happen to records of employees who have resigned. •Show messages If you import a data record of an employee who has resigned, the corresponding message 'Employee has resigned. Make an entry anyway' is displayed and the data record is imported. •Ignore messages If you import a data record of an employee who has resigned, the message 'Employee has resigned. Make an entry anyway' is not displayed and the data record is imported.

	•Do not import Data record of the employee who has resigned is not imported.

2.1.23.4   Interface

Open interface allows you to import any data file from third-party software (e.g., external time recording) or an Excel table. Up until now, a separate interface had to be developed for each third-party software. A payroll journal must be created for each interface. Under Payroll journal, the respective open interface must now be assigned to the payroll journal to perform import into the Report journal. One payroll journal is required for each interface; they are assigned in the 'Open interface' column. The actual data is imported in the Report journal. Select the correct journal name, e.g. TIME and then select Interface. If you directly specified an import file during setup, data import begins immediately. When you select directory, the drive is opened first where you can select the corresponding import file.

2.1.23.5   Get EasyRapport Entry

EasyRapport transfer is started in the Report journal under Get EasyRapport Entry. Put a check mark under Execute Synchronization. If you want EasyRapport data to flow directly into the report journal (default), also check the Transfer Entries to Journal. If you want to check the data beforehand (not absolutely necessary), uncheck this box. The transferred data then first flows into an import journal and can be revised there. The import journal is located in the report journal under EasyRapport import.

You can also limit the recording period here (per EasyRapport group, of course).

Click OK and the transfer will start. First, the data is prepared and sent to EasyRapport; (personnel data, working calendar data, valid cost centers/devices and projects, BAS etc.), then the data recorded in EasyRapport is imported.

If you only want to import the targeted items, activate only targeted items in the Approved Entries only field (not recommended).
If you only want to import the data up to a Key Date into the Report journal (e.g., for pay process June -> Data as of June 30), then set the corresponding date. It doesn't matter even if you already have data for future months in the journal. SwissSalary automatically recognizes the data to be processed based on the billing period.

The whole procedure is fully automatic. You can see the updated data in EasyRapport only after the SQL and the web server has updated the data (approx. every 5 minutes). The EasyRapport data in SwissSalary is immediately visible in the respective reporting journal and/or in the EasyRapport Import journal.

2.1.23.6   EasyRapport Import

The whole procedure is fully automatic. You can see the updated data in EasyRapport only after the SQL and the web server has updated the data (approx. every 5 minutes). The EasyRapport data in SwissSalary is immediately visible in the respective reporting journal and/or in the EasyRapport Import journal.

2.1.23.7   Print EasyRapport Card

EasyRapport card always lets you have the current view of the reports entered.

2.1.23.8 Temporary Cost Transfer

The Report Journal enables settling previously recorded reports automatically (wage accounting and posting) and transferring them provisionally to the cost accounting sheet or into the project recording journal.

2.1.24 Rapport

2.1.24.1 Calculation 13th/14th Payday

2.1.24.1.1 Calculation and Disbursement of the 13th Payday

2.1.24.1.1.1 Introduction

SwissSalary supports the calculation and disbursement of the 13th Payday in reporting. Six different types and dates are described in this Manual:
- **Calculation and Disbursement with Down-payment for November (1.2.1)**
- **Calculation and Disbursement with Pay Process for November (1.2.2)**
- **Calculation and Disbursement after Pay Process for November as a Separate Pay Process (1.2.3)**
- **Calculation and Disbursement with Down-payment for December (1.2.4)**
- **Calculation and Disbursement with Pay Process for December (1.2.5)**
- **Calculation and Disbursement after Pay Process for December as a Separate Pay Process (1.2.6)**

This Manual describes in detail the settling of individual pay process and available control features. You only have to take note of the chapter relevant for your company. Basically, the 13th Payday can be reported and disbursed at any time. Take note of Chapter Individual Disbursement of the 13th Payday During the Year 128.

IMPORTANT NOTES AND TIPS:

- Please note that portions of the 13th Payday (pro rata) already paid out during the year are automatically taken into account. Manual reduction is not necessary.

- Should the disbursement of the 13th Payday be rounded up or down to the next CHF 100.00? It can be set accordingly to the disbursement ST in the Function tab in the salary type card. Note that rounding the disbursement salary type up or down results in differences for FIBU and cost accounting provision.

Rounding Precision:
0.05 = rounding to CHF 0.05 precisely
0.50 = rounding to CHF 0.50 precisely
1.00 = rounding to CHF 1.00 precisely
100.00 = rounding to CHF 100.00 precisely
etc.

Type of rounding:
Commercial = financial rounding (default)
Round up = always round up
Round down = always round down

- Companies that use the "Item transfer to the following month" disbursement type (expenses/allowances of the previous month will be taken into account in the following month) cannot use the Down-payment for November/December calculation methods.

- The descriptions in the Manual mainly refer to employees paid monthly. We recommend that you settle hourly-paid employee either using the pay process for November (beginning of December), as a separate pay process after the pay process for November, or using the pay process for December. Bear in mind that the provisions for January - November are only available at the end of November for hourly-paid employees. The remaining payment of the 13th monthly wage can only be made with the December pay process and the 13th monthly wage should always be disbursed with this wage. Calculate the disbursement as described in Calculation and Disbursement with Pay Process for December [126] This guide can also be used for disbursement using the pay process for November.

- Not all parts of the 13th Payday are recorded yet for disbursement methods according to para. 1.2.1 - 1.2.4. This means that the pay process for December may even lead to a small back payment or even to a reduction also. It is not an automatic process and must be initiated manually. The procedure is described in Chapter "Calculation and Disbursement with Pay Process for December". Back payments can be made provided you still enter the required wage types in the pay process for November or December. Reductions can be made if employees resign in December and have already received the full 13th Payday with the pay process for November. You decide how you want to proceed in these cases (disburse/not to disburse). The amounts already disbursed will be taken into account during an additional settlement in December.

- Did you make any changes to the obligations (13th MW) before the 13th Payday disbursement? As result, a difference between the provision in the FIBU/cost accounting versus the actual disbursement occurs. Using the salary type list under the Statistics reports, you can compare the two salary types of the 13th Payday disbursement and the provision of the 13th Payday. The difference is cleared manually in the FIBU or cost accounting.
TIP: Take sufficient time for the 13th Payday control. Do not just correct the proposed amounts manually, but check the source of the differences. Calculate the disbursement from the system until the numbers are correct according to your provisions. By setting up obligations once, the provisions will correspond to the disbursement 1:1 next year and you will need much less time for control.

- Please note that special settings (debt recovery actions, salary assignments, collection agencies, child allowances to third-party addresses, etc.) in employees' payment addresses (maximum amounts) are also taken into account during the 13th Payday disbursement. If, for example, the entire 13th Payday or its portion is to be disbursed to a particular account, e.g. enforcement office, keep in mind that you will accordingly increase this month's maximum amount for these payment details. Take special care of these employees' Paycheck so that the correct amounts are paid to the correct payment address.

- Do you use automatic balance compensation for employments/resignations? Have you recorded a resignation date by the end of year for employees? Should these employees not be included in the current disbursement of the 13th Payday? Then temporarily put a "Blocked" check mark for these employees in the Personnel card. They will be excluded this way from payroll processing and it will be ensured that these employees receive no 13th Payday. You can also have the portion of the 13th Payday calculated for all employees and remove the entry from the Salary journal for employees not currently receiving the 13th Payday disbursement. You must then initiate the disbursement again at the desired time.

2.1.24.1.1.2 Different Calculation Methods

This option is only applicable for companies that settle using Payment by Installments method. In addition, it only makes sense for employees paid monthly.

The pay process for October must be settled and posted.
Any corrections made in the monthly salary in December, resignations or reports made after this calculation will not be taken into account. It is advisable to initiate a disbursement with the pay process for December to take all differences into account.

The procedure for the payment of the 13th Payday already with the Payment by Installments for November is as follows:

Open the required Payroll journal.
The Calculation of 13th/14th Payday function can be found under Navigate / Report.

- Choose whether you want to calculate the 13th or the 14th Payday. Both values can also be calculated in a single work step.
- For the settlement dates, set the filter to the current calendar year from January 1 until December 31.
- Answer the question whether the current salary should be taken into account with Yes and set the date filter to November 1 – November 30.
- Set the number of months to 2. This way, the calculated value is projected for the current month of November and also taken into account for December. In addition, the processed salary items incl. any disbursements of the 13th Payday are taken into account.
- If required, set filters for individual employees or directly calculate the 13th Payday for all employees.
- The amounts of the 13th Payday are now listed in the Payroll journal. They are calculated based on the current salary types settings. The % value stored in the refunding of absences is calculated based on the total amount of the adjusted salary types currently subject to a compulsory amount for the 13th Payday.

Are the calculated amounts correct? If they do not match the expected amounts, do not manually change the amount. We recommend that you find the source of the difference. Prior to adjusting the settings, delete the journal rows. To do this, check the salary type settings. For example, if you only want to pay 1/12 of the monthly salary as the 13th Payday, then only the Monthly Salary salary type and possibly even a Monthly Salary correction salary type may have the Obligation for the 13th MW box checked. The settings are based on the provisions that apply to you like GAV, OR or regulations. Please consult about them accordingly and configure the settings.

Once all adjustments have been made, recalculate the amounts again as described above. The latest settings will always be taken into account for disbursement obligations.
The deferred value is not adjusted. All differences between the provision amount and the amount disbursed should be cleared in the FIBU and BBA manually.

The changes have an effect on 13th Payday provisions of the new calendar year. The 13th Payday provisions and the disbursement at the end of the year will correspond to 1:1 next year, provided that no adjustments during the year are made.

Carry out further tests. Usual Payroll journal evaluation options are available for this purpose.

To pay the 13th Payday together with the down-payment for November, begin the pay process processing as usual with the calculation of the down-payment amount. The entries from the Payroll journal are taken

into account for disbursement amount. The detailed settlement is then displayed to the employees on the payslip for November.

The pay process for October must be settled and posted. If you are working with the Payments by Installments method, the Payments by Installments process for November must also be settled and posted.
Any corrections made in the monthly salary in December, resignations or reports made after this calculation will not be taken into account though. It is advisable to initiate a disbursement with the pay process for December to take all differences into account.

The procedure for the payment of the 13th Payday salary with the definite pay process for November is as follows:

Open the required Payroll journal.
The Calculation of 13th/14th Payday function can be found under Navigate / Report.

- Choose whether you want to calculate the 13th or the 14th Payday. Both values can also be calculated in a single work step.
- For the settlement dates, set the filter to the current calendar year from January 1 until December 31.
- Answer the question whether the current wage should be taken into account with Yes and set the date filter to November 1 – November 30.
- Set the number of months to 2. This way, the calculated value is projected for the current month of November and also taken into account for December. In addition, the processed salary items incl. any disbursements of the 13th Payday are taken into account.
- If required, set filters for individual employees or directly calculate the 13th Payday for all employees.
- The amounts of the 13th Payday are now listed in the Payroll journal. They are calculated based on the current salary types settings. The % value stored in the refunding of absences is calculated based on the total amount of the adjusted salary types currently subject to a compulsory amount for the 13th Payday.

Are the calculated amounts correct? If they do not match the expected amounts, do not manually change the amount. We recommend that you find the source of the difference. Prior to adjusting the settings, delete the journal rows. To do this, check the salary type settings. For example, if you only want to pay 1/12 of the monthly salary as the 13th Payday, then only the Monthly Salary salary type and possibly even a Monthly Salary correction salary type may have the Obligation for the 13th ST box checked. The settings are based on the provisions that apply to you like GAV, OR or regulations. Please consult about them accordingly and configure the settings.

Once all adjustments have been made, recalculate the amounts again as described above. The latest settings will always be taken into account for disbursement obligations.
The deferred value is not adjusted. All differences between the provision amount and the amount dis-bursed should be cleared in the FIBU and BBA manually.

The changes have an effect on 13th Payday provisions of the new calendar year. The 13th monthly wage provisions and the disbursement at the end of the year will correspond to 1:1 next year, provided that no adjustments during the year are made.

Carry out further tests. Usual Report journal evaluation options are available for this purpose.

To pay the 13th Payday together with the definite pay process for November, begin the pay process processing as usual.

The pay process for November must be settled and posted.
Any corrections made in the monthly salary in December, resignations or reports made after this calculation will not be taken into account though. It is advisable to initiate a disbursement with the pay process for December to take all differences into account.

The procedure for the payment of the 13th Payday as a separate pay process after the definite pay process for November is as follows:

Open the required Payroll journal.
The Calculation of 13th/14th Payday function can be found under Navigate / Report.

- Choose whether you want to calculate the 13th or the 14th Payday. Both values can also be calculated in a single work step.
- For the settlement dates, set the filter to the current calendar year from January 1 until December 31.
- Answer the question whether the current wage should be taken into account with Yes and set the date filter to December 1 – December 31.
- Set the number of months to 1. This way, the portion for December is also taken into account. In addition, the processed salary items incl. any disbursements of the 13th Payday are taken into account.
- If required, set filters for individual employees or directly calculate the 13th Payday for all employees.
- The amounts of the 13th Payday are now listed in the Payroll journal. They are calculated based on the current salary types settings. The % value stored in the refunding of absences is calculated based on the total amount of the adjusted salary types currently subject to a compulsory amount for the 13th Payday.
- If all amounts are checked and okay, they can now be settled and posted using a separate pay process. If additional amounts are to be disbursed with this separate pay process, e.g. bonuses, gratuities, shares in results, etc., they can also be included into the Payroll journal or stored in salary items.
- Choose "Process Payroll" and enter the relevant payroll area. Remove the flag for child allowances to mark the pay process as additional. No more child allowances will be retrieved and the working time calendar (target/actual time calculation) will not be taken in-to account as well. Enter the salary types that are also to be settled effectively now in the Wage Items tab. (disbursement of 13th monthly wage and other possible payments of bonuses, gratuities, etc.) If you want to take multiple salary types into account, separate individual salary types by pressing "Alt Gr+7". You will be informed that filters are set to salary types. Confirm this message with Yes.
- Hourly-paid employees: If you disburse the 13th Payday for hourly-paid employees at this point in time, please note that only the salary period from January to November is taken into account. Release a remaining payment of the 13th Payday for hourly-paid employees together with or after the pay process for December.

Are the calculated amounts correct? If they do not match the expected amounts, do not manually change the amount. We recommend that you find the source of the difference. Prior to adjusting the settings, delete the journal rows. To do this, check the salary type settings. For example, if you only want to pay 1/12 of the monthly salary as the 13th Payday, then only the Monthly Salary salary type and possibly even a Monthly Salary correction salary type may have the Obligation for the 13th ST box checked. The settings are based on the provisions that apply to you like GAV, OR or regulations. Please consult about them accordingly and configure the settings.

Once all adjustments have been made, recalculate the amounts again as described above. The latest settings will always be taken into account for disbursement obligations.
The deferred value is not adjusted. All differences between the provision amount and the amount disbursed should be cleared in the FIBU and BBA manually.

The changes have an effect on 13th Payday provisions of the new calendar year. The 13th Payday provisions and the disbursement at the end of the year will correspond to 1:1 next year, provided that no adjustments during the year are made.

Carry out further tests. Usual Report journal evaluation options are available for this purpose.

To pay the 13th Payday after the definite pay process for November, begin the additional pay processes processing as described above.

This option is only applicable for companies that settle using Payment by Installments method. In addition, it only makes sense for employees paid monthly.

The pay process for November must be settled and posted.
Any corrections made in the monthly salary in December, resignations or reports made after this calculation will not be taken into account though. It is advisable to initiate a disbursement with the pay process for December to take all differences into account.

The procedure for the payment of the 13th Payday with the Payment by Installments for December is as follows:

Open the required Payroll journal.
The Payment of the 13th/14th Payday function can be found under Navigate / Report.

- Choose whether you want to pay the 13th or the 14th Payday. Both values can also be paid out in a single work step.
- If required, set filters to a payroll area or individual employees.
- The Payroll journal will now show the employees receiving the 13th Payday disbursement. All amounts are listed with CHF 0.00.
- Test billing for an employee may be created to check the amount that will be disbursed. It is taken into account based on the current salary types settings. The sum of all aligned amounts currently subject to the 13th Payday is calculated, and the % value stored in the refunding of absences is taken into account therefrom.
- If the first test billing is correct, simply calculate the salary to easily retrieve these paycheck afterwards. After the assessments have been created, you can cancel the settled pay process as usual. Additional control options are the "Annual Employee Statement" or "Salary Type List A4H" assessments.

Are the calculated amounts correct? If they do not match the expected amounts, do not manually change the amount. We recommend that you find the source of the difference. Prior to adjusting the settings, delete the journal rows. To do this, check the salary type settings. For example, if you only want to pay 1/12 of the monthly salary as the 13th Payday, then only the Monthly Salary salary type and possibly even a Salary correction salary type may have the Obligation for the 13th STMW box checked. The settings are based on the provisions that apply to you like GAV, OR or regulations. Please consult about them accordingly and configure the settings.

Once all adjustments have been made, release the payment again as described above. The latest settings will always be taken into account for disbursement obligations.
The deferred value is not adjusted. All differences between the provision amount and the amount disbursed should be cleared in the FIBU and BBA manually.

The changes have an effect on 13th Payday provisions of the new calendar year. The 13th Payday provisions and the disbursement at the end of the year will correspond to 1:1 next year, provided that no adjustments during the year are made.

Carry out further tests. Usual Report journal evaluation options are available for this purpose.

To pay the 13th Payday together with the Payment by Installments for December, begin the pay process processing as usual with the calculation of the Payment by Installments amount. The entries from the Payroll journal are taken into account for disbursement amount. The detailed settlement is then displayed to the employees on the Paycheck for December.

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You can also use the batch run as described under Follow the description for calculation and control. Finally, calculate the recurring down-payment for December as usual. Execute the payment on account for December, create the ISO file and enter the pay-ment on account in the books. The employee sees the detailed settlement on the current pay process Paycheck.

The pay process for November must be settled and posted. If you are working with the Payment by Installments method, December Payment by Installments must also be settled and posted.

The procedure for the payment of the 13th Payday with the definite pay process for December is as follows:

Open the required Payroll journal.
The Payment of the 13th/14th Payday function can be found under Navigate / Report.

- Choose whether you want to pay the 13th or the 14th Payday. Both values can also be paid out in a single work step.
- If required, set filters to a payroll area or individual employees.
- The Payroll journal will now show the employees receiving the 13th Payday disbursement. All amounts are listed with CHF 0.00.
- Test billing for an employee may be created to check the amount that will be disbursed. It is taken into account based on the current salary types settings. The sum of all aligned amounts currently subject to the 13th Payday is calculated, and the % value stored in the refunding of absences is taken into account therefrom.
- If the first test billing is correct, simply calculate the salary to easily retrieve these payslips afterwards. After the assessments have been created, you can cancel the settled pay process as usual. Additional control options are the "Annual Employee Statement" or "Salary Type List A4H" assessments.

Are the calculated amounts correct? If they do not match the expected amounts, do not manually change the amount. We recommend that you find the source of the difference. Prior to adjusting the settings, delete the journal rows. To do this, check the salary type settings. For example, if you only want to pay 1/12 of the monthly salary as the 13th Payday, then only the Monthly Salary salary type and possibly even a Monthly Salary correction salary type may have the Obligation for the 13th ST box checked. The settings are based on the provisions that apply to you like GAV, OR or regulations. Please consult about them accordingly and configure the settings.

Once all adjustments have been made, release the payment again as described above. The latest settings will always be taken into account for disbursement obligations.
The deferred value is not adjusted. All differences between the provision amount and the amount disbursed should be cleared in the FIBU and BBA manually.

The changes have an effect on 13th Payday provisions of the new calendar year. The 13th Payday provisions and the disbursement at the end of the year will correspond to 1:1 next year, provided that no adjustments during the year are made.

Carry out further tests. Usual Payroll journal evaluation options are available for this purpose.

To pay the 13th monthly wage together with the definite pay process for December, begin the pay process processing as usual.

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You can also use the batch run as described under Follow the description for calculation and control. Finally, calculate the recurring down-payment for December as usual. Execute the payment on account for December, create the ISO file and enter the payment on account in the books. The employee sees the detailed settlement on the current pay process Paycheck.

The pay process for December must be settled and posted.

The procedure for the payment of the 13th Payday as a separate pay process after the definite pay process for December is as follows:

Open the required Payroll journal.
The Calculation of 13th/14th Payday function can be found under Navigate / Report.

- Choose whether you want to calculate the 13th or the 14th Payday. Both values can also be calculated in a single work step.
- For the settlement dates, set the filter to the current calendar year from January 1 until December 31.
- Answer the question whether the current salary should be taken into account with No and set the date filter to December 1 – December 31.
- Set the number of months to 1.
- If required, set filters for individual employees or directly calculate the 13th Payday for all employees.
- The amounts of the 13th Payday are now listed in the Payroll journal. They are calculated based on the current salay types settings. The % value stored in the refunding of absences is calculated based on the total amount of the adjusted salary types currently subject to a compulsory amount for the 13th Payday.
- If all amounts are checked and okay, they can now be settled and posted using a separate pay process. If additional amounts are to be disbursed with this separate pay process, e.g. bonuses, gratuities, shares in results, etc., they can also be included into the Payroll journal or stored in wage items.
- Choose "Process Payroll" and enter the relevant payroll area. Remove the flag for child allowances to mark the pay process as additional. No more child allowances will be retrieved and the working time calendar (target/actual time calculation) will not be taken into account as well. Enter the salary types that are also to be settled effectively now in the Salary Items tab. (disbursement of 13th Payday and other possible payments of bonuses, gratuities, etc.) If you want to take multiple salary types into account, separate individual salary types by pressing "Alt Gr+7". You will be informed that filters are set to salary types. Confirm this message with Yes.

Are the calculated amounts correct? If they do not match the expected amounts, do not manually change the amount. We recommend that you find the source of the difference. Prior to adjusting the settings, delete the journal rows. To do this, check the salary type settings. For example, if you only want to pay 1/12 of the monthly salary as the 13th Payday, then only the Monthly Salary salary type and possibly even a Monthly Salary correction salary type may have the Obligation for the 13th ST box checked. The settings are based on

the provisions that apply to you like GAV, OR or regulations. Please consult about them accordingly and configure the settings.

Once all adjustments have been made, recalculate the amounts again as described above. The latest settings will always be taken into account for disbursement obligations.
The deferred value is not adjusted. All differences between the provision amount and the amount disbursed should be cleared in the FIBU and BBA manually.

The changes have an effect on 13th Payday provisions of the new calendar year. The 13th Payday provisions and the disbursement at the end of the year will correspond to 1:1 next year, provided that no adjustments during the year are made.

Carry out further tests. Usual Report journal evaluation options are available for this purpose.

To pay the 13th Payday after the definite pay process for December, begin the additional pay processes processing as described above.

2.1.24.1.1.3 Salary for Hourly-paid Employees

It is possible for hourly-paid employees to directly compensate the prorated 13th Payday with the wage payment. To do it, select Immediate Payment in the refunding of absences. This way the portion of the 13th Payday will be accounted in the Paycheck.

If you select the option with balance in the refunding of absences, the monthly claim will be deferred like for employees paid monthly. Therefore, the disbursement must be initiated.
The processing can be carried out using the calculation types described above. We recommend that you settle hourly-paid employee either using the pay process for November (beginning of December), as a separate pay process after the pay process for November, or using the pay process for December. Bear in mind that the provisions for January - November are only included at the end of November for hourly-paid employees. The remaining payment of the 13th Payday can only be made with the December pay process and the 13th Payday should always be disbursed with this wage. Calculate the disbursement as described in Calculation and Disbursement with Pay Process for December 126. This guide can also be used for disbursement using the pay process for November.

2.1.24.1.1.4 Individual Disbursement of the 13th Payday During the Year

A disbursement of the 13th Payday for a single employee can be initiated at any time in the Payroll Journal.

As a result, the report can be made either with the salary type for the disbursement of the 13th Payday or with 0 amount. This will trigger the disbursement of the value already deferred. All previous disbursements will be considered.

If a fixed value is to be paid out, it can be reported with the salary type for the disbursement of the 13th Payday. It is not checked whether there is a claim to the value corresponding to this amount.

2.1.24.2 Payment of 13th/14th Payday

With this function Payment of 13th or 14th Payday, this is calculated as a balance and written to the Payroll Journal.

2.1.24.3 Cary Forward the Time Type

After the balances and the past year have definitely closed, the new holiday entitlements and/or the new work-in-advance days (company-specific) will be transferred to the Report journal via the batch run.

The entitlements are entered in the Employee card in the Salary tab -> Absence Claim. Always record here 100% of the entitlements per year.

Then press 'Report' in the Report journal.

Select Cary Forward the Time Type presentation.
Acquire the appropriate Allocation Group or individual employees in the Employee master data tab and then the appropriate salary type in the 'Options' tab (e.g., default SwissSalary salary type 8900 Holiday Entitlement) as well as the corresponding designation Holidays under Employee card presentation. Further enter document date 01.01. and confirm with OK.

Holiday presentations are now displayed in the Report journal.

The value entered in the Employee Card -> tab 'Salary' -> Absence Claim is automatically placed into the Report journal.
If you already want to make corrections to holidays or to make them during the year, report them with salary type (default SwissSalary salary type 2170) Holiday Correction.

NOTE:
Complete the text here with, e.g., "20xx" (year). Change the first line and copy the value by pressing F8 on the remaining lines. If you want to override the value of the Employee card, enter the corresponding values in the "Cary forward the time type" window, e.g. number: 15. By this, you will override the default values of the Absence Claim of the Employee Card.

NOTE:
The holiday presentations now stay in the Report journal up the point after the first effective pay process for January 20xx.
If you want to take over the 20xx work-in-advance days (rarely done), do the same as described above. This feature has been used a little more since the introduction of the working time calendar (company specific).

2.1.24.4 Payment holidays money

Would you like to make holiday payments per payroll area? This function makes it possible.

2.2 Payment

2.2.1 ISO 20022 File

Europe runs the standardized payment service called SEPA. This standard is called in Switzerland ISO 20022. Switzerland is implementing the project under "Harmonization of Payment Transactions in Switzerland".

Settings

You can find the settings under Bank Account Setup. There is a "XML ISO 20022" option in the Delivery method field. A number series is also required for the creation of the XML interface. You can determine the numbering yourself.

Writing ISO 20022 file
Similar to writing of the existing payment files, you will find in the pay process ribbon "ISO 20022 file". After writing the XML file, Windows Explorer will reopen with the created XML file. The file will appear now in the new "Files" infobox on the right, where you can also export the file.

File handling in the web-client
The payment files can also be created in the web client (browser). After the file is created, the following message will appear:

The file was created. Please confirm the download in the web browser.

Click OK. You can also confirm the following message by clicking "OK". A download dialog of your Internet browser (e.g., Internet Explorer) will appear. It can be directly confirmed by clicking "Save" or "Save as". "Open folder" opens the folder where the file was saved (if you have confirmed the previous message with "Save", the file will be saved in your local personal download folder). From this directory, you can upload the exported file to your Internet banking.

2.2.2 Payment Order (detailled)

Payment order (detailed) is used for control, payments/information for corporations, information requirements to foreign companies, etc.

2.2.3 Payment Order (summarized)

This report can be used, for example, for monitoring, payments / information to groups, information obligations for companies abroad, etc.

2.3 Reports

2.3.1 Paycheck

As soon as you have settled the wages, you will find all the payslips that have been settled. You will see the fields below in the 'Options' tab:

Payroll No.	The corresponding pay process number is specified. For more information click the drop-down arrow..
Settlement date	The settlement date is taken from wage accounting
Payout date	The payout date is taken from wage accounting
Additional text	Do you want to print additional text on all employees' payslips? Click the drop-down arrow-> name the additional text-> to enter multiple lines, click the 'Line' button-> now enter the corresponding text for each language code. After this additional text is enabled in this field, it will be printed on all

	payslips. If you no longer want the text on the payslip, simply delete the name stored in the 'Additional text' field.
Copy	If this field is enabled, word COPY will be printed on the payslip.
Company language	For example, your company language is German, but you print out the employee's payslip in their mother tongue (e.g., Italian). If you are not fluent in this language to be able to check the payslip, then enable the 'Company language' field and the payslips will all appear in German for checking purposes.
print only changed Paycheck	Only Paychecks with amounts different from the previous month will be printed
Direct Delivery	By checking this box, you determine that the payslips should be provided to the employees in SwissSalary Direct. Tip: SwissSalary keeps record of employees registered in SwissSalary Direct (see the "SwissSalary Direct rollout date" field on the Employee list): For the registered employees, the payslip always becomes available automatically on SwissSalary Direct. The payslip is printed automatically for non-registered employees.
Direct visible from	You can define the time when the employee can see the payslip in SwissSalary Direct. As of this date, the employee will also receive email notifications about new documents made ready.
Direct no email notification	Email notification to employees can generally be switched off in SwissSalary Direct settings (field 'No email notification'). This is useful, for example, when several documents are sent one after the other, but the employee is only notified once by email. We have now created the possibility to control this for each document type with document types 'Payslip', 'Salary certificate' and 'Report card' for File ZIP archive import as well as for sending of documents in general. In addition to the existing options 'Direct delivery', 'Directly visible from', you will now also find another option 'No direct email notification'. If this option is switched off, employees will be informed via email as before.

The options (filters) for printing payslips have been completely revised and optimized. The filter criteria are now retrieved directly via the Pay Process Header table. For example, it allows to print certain employees' payslip covering a certain period.

You can freely use the following filter criteria for printing of the payslips:

- Payroll No.
- Employee No.
- Allocation Group
- Settlement date
etc.

Example A:
You want to print all payslips for employee 101 he has ever received.

Solution A:

Employee No = 101
The rest of the filters remain empty
All employee 101's payslips are printed in chronological order.

Example B:
You want to print all payslips for employee 101 covering the following period: January 1, 2017 – June 30, 2017

Solution B:
Employee No = 101
Settlement date = January 1, 2020..June 30, 2020
All employee 101's payslips from January 2017 till June 2017 will be printed in chronological order.

Example C:
You want to print all payslips from pay process 252 + 279 for employees 101 and 113.

Solution C:
Employee No = 101|113 (AltGr+7)
Payroll No. = 252|279 (AltGr+7)
All employee 101's and 113's payslips from pay processes 252 + 279 will be printed in chronological order.

Hint:
You can select multiple pay processes, and then click "Payslip". The filter will be accepted automatically.

2.3.2   Salary Journal

All salary types for the selected pay process are listed in the Salary journal.

2.3.3   Salary Entries

All Salary Entries are displayed in the wage item report for each corresponding pay process.

2.3.4   General Ledger Log

General Ledger Log can be automatically transferred to Excel. FIBU posting journal can be created in four different versions for each pay process in the Layout option:

❑ Account
❑ Dimension
❑ Employee
❑ Salary type

At the end of each evaluation, a recapitulation of the expenses appears based on the posted dimensions (cost center/cost unit, etc.). This means that labor costs can be evaluated in even greater detail.
General Ledger Log export has been adapted so that balance sheet accounts can also be exported to Excel.
More dimension values can also be exported, as they were previously limited to 4.

2.3.5 Cost accounting Log

If you carry out cost accounting, you can use 'Costing accounting Log' analysis.

2.3.6 Personnel Dimension

During the analysis of your active and/or posted personnel dimensions, you can insert 3 optional fields (columns) of the Employee card. You will find these optional fields multiplied in other evaluations.

The personnel dimension evaluation uses sorting by Employee card. By default, individual employees per dimension are sorted in ascending order based on the Employee number sorting. They can also be sorted now in ascending order, for example, by search term (last name, first name).

2.3.7 Employee Bank

You can use the Employee bank evaluation to display your employees' bank/postal check details. The primary purpose of the evaluation is to be able to assign incorrect payment details to the relevant employee as quickly as possible. From time to time, bank/postal check details are rejected during payment without specifying the account holder (Mammut banking software). If you enter the bank/postal check account in the field filter, you can quickly find out the account holder. Of course, other evaluation options can also be created with the appropriate filter technique.
The evaluation also provides information about the current Employee banks stored per employee as well as the actually posted personnel banks. In addition, a recapitulation is issued per employee and Employee bank.

2.3.8 Chart of Hour

This stored Chart of Hour card can be printed and given to the employee. You can choose whether the cost centers (construction sites) from the previous month or from one or two months ago should be printed (default). This means, for example, hourly cards for December can be printed at the end of November, with construction sites from September or October.

2.3.9 Difference List

With a push of a button, you can decide whether you only want to check the salary types with amounts or also the salary types with time postings for the differences between the current and last pay process. The evaluation can also be transferred to Excel.

2.3.10 Management Rapport

You can print the reported data in the Report journal using the Management Rapport.
The processing can be done via several pay processes. Common filters for pay processes or personnel master data are available for this purpose.

2.4 Pension

2.4.1 GastroSocial

You can find more information about this standard interface here: GastroSocial Standard Interface

2.5 Tax at Source

2.5.1 Tax at Source / County

Tax at Sourceax evaluation is a uniform, monthly evaluation.

Cantonal evaluation includes the **Allowances and one-off payments** column. This column shows the amounts of the salary types that may not be <u>extrapolated to one month</u> for each canton in the event of a recruitment/resignation during the month for rate determination.

County	Select the corresponding County
Statement from	Enter the corresponding period: Settlement from...
Statement to	Enter the corresponding period: Settlement to...
Allocation Group	You can set a filter for the Allocation Group
Membership No.	Enter the Membership No.
Place of Statement	Enter the workplace

2.5.2 Tax at Source / County / Year

The canton/year Tax at Source evaluation is a special evaluation for the correct representation of the annually calculated Income tax (Western Swiss cantons, Ticino, etc.). In contrast to the monthly Income tax calculation (German-speaking Switzerland), the annual calculation is automatically recalculated every month (average wage calculation). The Income tax offices of the cantons with annual calculation generally require a provisional statement every quarter for invoicing on account.

County	Select the corresponding County
Statement from	Enter the corresponding period: Settlement from...
Statement to	Enter the corresponding period: Settlement to...
Allocation Group	You can set a filter for the Allocation Group
Membership No.	Enter the Membership No.
Place of Statement	Enter the workplace

2.6 Absence Reports

2.6.1 SuNet Interface

Further information about this standard interface can be found here: Sunetplus Standard Interface

2.6.2 UKA Interface

Further information about this standard interface can be found here: <u>UKA Standard Interface</u>

2.7 Reset Cancellation Block

The Reset Cancellation Block can be reset in the payroll runs via actions. This allows the reversal block of a payroll run to be removed if the ISO file has already been generated for the payroll run but the payroll run has not yet been posted.
Confirmation of the corresponding message is required.

2.8 Payroll

The Options tab includes the fields below:
Statement from/to: Accounting period. Please always use the whole month. (Important concerning pro rata calculation of upper limits)
Payday Date: As a rule, the last day of the month. At the same time, the posting date for FIBU and cost accounting is controlled.
Payment Date: Bank/Post value date
Calculation of Children Allowance: Yes (if No, possible child allowances, as well as the entire target/actual hour calculation will not be included.)
Text Payroll: ... accounting is suggested. It can also be adjusted. This text only appears on the Payroll journal.
Payment by installments: used only for payment by installment

Click OK. The following information will appear: The Paycheck for ... was executed successfully. X salary entry for X employees were calculated.

Filtering can be done in the 'Personnel master data' tab by Employee No. and other filters. Always create the appropriate Allocation Group, e.g. MW

It is possible to budget only individual salary types in the 'Allocated Salary' tab. For example, if you have already created a Payroll process and now you have to pay a bonus to an employee afterwards. What actions do you perform? Filter by the relevant employee, filter by salary type Bonus in the 'Allocated Salarye' tab-> enter relevant data in the 'Options' tab and set it to No in the Calculation of Children Allowance field, so that the child allowances are not calculated over again. An additional payslip is created and only the Bonus salary type is taken into account.

2.9 Calculation Amount of Installments

The company pays the employee an amount on account between the 20th and 25th of the month. This amount can be calculated under this function. The percentage rate of the payment on account can be entered manually (time-period specific). However, we recommend that you always pay out 100% on account. Once you have entered all the data and clicked OK, the amount on account will be calculated. You can now see the amount on account on the Employee card in the 'Salary' tab. You can have the amount on account calculated several times. This means that the amount is always overwritten in the Employee card. To be able to pay out the payment on account, go to Payroll and click on the Payment by installments field under Options.

2.10 Cancel Payroll

When you select Cancel Payroll, the last Payroll that has not yet been posted is displayed. It can be selected now or the corresponding Payroll which is to be canceled can be selected in the Payroll No. field.

Confirm both security questions with YES! If you have not yet posted the wages, the reports (Report Journal) appear in the Payroll Journal.
However, if the Payroll has already been posted, you can make all changes in the Employee card, Allocated Salary wage and/or Payroll Journal after the cancellation and start the pay process from scratch.

NOTE
If a payment-file has already been written, SwissSalary can automatically incorporate a reversal lock that prevents the Payroll processes from being canceled immediately. This function is controlled under Payrolls -> Action-> Reset Cancellation Block. If it is set to 'Block', the function is activated. The function makes a flag being set automatically in the 'Cancellation Block' field on the 'Payroll Journal'. To still be able to cancel the Payroll, this flag must be removed first.

2.11 Post Payroll

When the pay process is correctly created, payslip is created and sent, FIBU posting journal is controlled, the payment-file is created and successfully delivered to the bank, you can post the pay process in the FIBU.

3 Salary declaration

3.1 Declare Salary

Declaration Period	*ELM reporting final date of the year; e.g., December 31, 20XX for the IT is always the final date of the month.*
Valid from (BVG)	The Valid from date will only be used during the BVG process. This will set the date from which the BVG notification and/or mutation is valid.
Responsible Person	The staff member selected in SwissSalary appears as default for the ELM notification. This information can be overwritten manually. This name serves as a contact between the insurer and the company.
Responsible Person Email	Contact e-mail address
Responsible Person Phone No.	Contact phone number of the insurer and/or office if there are any questions.
Spare message	If you have already created an ELM submission, but it is not yet complete or is incorrect, you can send the same notification again. In this case, Distributor knows that it is a replacement of the previous notification and only the notification in question must be selected (rarely used in practice).
Case of test / ID	If you want to test your submission, place a check mark here. The notification is then detected by Distributor as a test.
EMA (AHV, FAK, BVG)	In the monthly EMA declaration of new and laid-off employees to the AHV via ELM, you will directly get back an XML file for the AHV insurance certificate data for new employees. The XML will be automatically converted into a PDF file. Reporting on employees can be submitted to the compensation office via EMA salary declaration. The proof of insurance can then be processed directly in SwissSalary. It displayed differently when created in the cloud. This has been optimized and the proof of insurance can now be created in such a way that it can be handed over to employees.
All	If you check this, all institutions will be selected for the ELM notification (not recommended). We only recommend selecting in the "Report" column those institutions that you want to be included in the submission.
Message	You can create a message either for all institutions or for each institution individually. This message are viewable by the insurer.

3.2 Reports

3.2.1 Account reconcilation

Payroll and financial accounting auditors increasingly require a detailed comparison between the main and subledger accounting (FIBU and wages). Select the last date of the month; the last twelve months are listed. Use the Detail option to determine the amounts' level of detail.

Account	The Account option summarizes wage items per month and FIBU account. All pay processes for the month are taken into account.
Salary Type	The Salary type option also shows the amounts per wage type for each FIBU account. The auditor thus receives a detailed image of the amounts posted in SwissSalary and can quickly compare them with the actual postings in financial accounting.

3.2.2 AHV Summary

AHV Summary is an evaluation certified by swissdec. This data can be submitted via ELM at the end of the year.

3.2.3 AHV Free Summary

AHV Free Summary is an evaluation certified by swissdec. This data can be submitted via ELM at the end of the year.

3.2.4 FAK Summary

When you start the FAK Summary, you can determine whether the data is shown in compressed form per recipient or in detail per child.

Information about children
In order to transmit detailed data on family allowances to the family allowances compensation fund, the children's personal details and family status must be recorded.

Please always record the child's full name (last name, first name), date of birth, the child's social security number and the child's gender.

In addition, when the child is registered, there is a marital status column with these possible values:
❏ blank (empty) = unknown
❏ Mother
❏ Stepmother
❏ Foster mother
❏ Sister
❏ Grandmother
❏ Father
❏ Stepfather
❏ Foster father
❏ Brother
❏ Grandfather

FAK accounting has been expanded so that the cantonal birth allowance and, if necessary, the paid family allowance for the canton of JU also appear in the FAK accounting.

You can enter the corresponding wage types in the 'Legal birth allowance WT' and 'Legal family allowance WT' fields under payroll master data -> tab 'KIZU'. These amounts are therefore shown together with the paid family allowances.

NOTE:
This data can be submitted via ELM at the end of the year

3.2.5 UVG Summary

UVG Summary is an evaluation certified by swissdec. This data can be submitted via ELM at the end of the year.

3.2.6 UVG Additional Summary

UVG Additional Summary is an evaluation certified by swissdec. This data can be submitted via ELM at the end of the year.

3.2.7 HI Summary

HI Summary is an evaluation certified by swissdec. This data can be submitted via ELM at the end of the year.

3.2.8 BVG Summary

BVG Summary is an evaluation certified by swissdec.

3.2.9 Social Unit Summary

This evaluation is not certified by swissdec and therefore cannot currently be sent via ELM.

3.2.10 BVG Base Calculation

As of swissdec certification 3.0, it is possible to submit BVG annual wage to BVG insurer via ELM. A few days later, the customer will also receive the employee contributions, employer contributions and third-party contributions back electronically via ELM. There is the BVG base calculation evaluation used to check the BVG annual wage per employee. The data can now be exported to Excel with a push of a button.

3.2.11 Salary certificate (Form. 11)

Salary certificate can be initiated directly in the Employee card -> Salary certificate.

Salary certificate are basically provided for employees.

Some cantons also require employers to send a copy of the Salary certificate directly to the cantonal tax administration.
These cantons can receive wage statements electronically via ELM. You can send them via wage reporting. Delivery is automatically only made to the cantons for which employers have to submit the Salary certificate directly.

For the automatic loading of Salary certificate (scanning), cantonal tax administrations require the encrypted 2-D bar code. The program library for the proof printing of the 2D bar code on the wage statement is made simultaneously with the installation of the ELM Transmitter 4.0.

Tip:
When Salary certificate are transmitted with ELM, an error may appear in the status even though the file was successfully submitted to the tax authorities.
This can happen, for example, if an employee has settled wage data in the year of reporting (2021), but there was no cash flow and therefore no Salary certificate would be created (no wage = no wage statement).

The XML response file can be exported via the ELM support files and opened in a browser or with the editor to check which cantons were submitted or which canton triggered the error. However, there is no need for action after transmission; the cantons to be transmitted were correctly provided.

from/to	The end date is automatically suggested to you (the current year).
Language	The Salary certificate can be printed out in German/French/Italian or German/French/English
Gross Salary to Recompute	We recommend that you ALWAYS check this box. The system therefore recalculates gross wage. It may happen that you have adjusted wage data during the year (for example, wage type obligations).
Archive	Salary certificate can be archived in DocuWare.
Document Date	The document date is printed next to place and date
Direct Delivery	It is enabled here that the document is sent to SwissSalary Direct..
Direct visible from	You can define the time when the employee can see the document in SwissSalary Direct. As of this date, the employee will also receive email notifications about new documents made ready.
Direct no email notification	Email notification to employees can generally be switched off in SwissSalary Direct settings (field 'No email notification'). This is useful, for example, when several documents are sent one after the other, but the employee is only notified once by email. We have now created the possibility to control this for each document type with document types 'Payslip', 'Salary certificate' and 'Report card' for File ZIP archive import as well as for sending of documents in general. In addition to the existing options 'Direct delivery', 'Directly visible from', you will now also find another option 'No direct email notification'. If this option is switched off, employees will be informed via email as before.
Explanations	If you are looking for more information about wage statement, you will be redirected to the Tax Conference website.

4 Salary Types

4.1 Salary Type Card

4.1.1 General

4.1.1.1 Salary Type No.

The salary type is identified using this number.
It will later also serve as a reference in the payroll master data to create the connection to the corresponding social benefit accounts.

The numbering can be freely defined. However, we recommend sorting the numbers according to allowances, deductions, employer contributions and fictitious salary types, as this makes the auditor's work easier.

4.1.1.2 Description

The text of the salary type serves as a suggestion and can be overwritten during salary type allocation in the Report journal or in Allocated salary. This text will appear later on the Paycheck as well as in the salary entry and on the wage statement.

If you use several languages in the salary types, every time you change the text, remember to also change it in the translation.

TIP:
By default, text or translation is displayed on the Paycheck. If you overwrite the text when entering data, 2 lines will appear on the Paycheck (original text of the salary type + corrected text). If you only want to see the corrected text, check the 'One-liner for additional text' box.

4.1.1.3 Type

The Type option field contains this selection fields:

Allowance
Deduction
Expenses
Employer Part
Fictive
Heading

The Allowance, Deduction and Expenses options are displayed on the Paycheck, with the Allowances printed before the Deductions. The Expenses salary types that have no effect on the total of the social insurance bases are defined in the 3rd Paycheck area. The Employer contribution option is added and charged to the employer. Fictive salary types are used to calculate and store social insurance bases.

4.1.1.4 Calculation Type

The Type of calculation option field contains 3 selection fields:

positive
negative
calculated

This setting is used to check whether the amount has been entered with the correct sign during salary types assignment.

The 'positive' option is usually assigned to the allowance type and the 'negative' option to the deduction type.
The 'calculated' option is assigned to employee and employer deductions. This covers all salary types that are not calculated and controlled manually but automatically. In the case of manual corrections of incorrectly recorded or calculated benefits, these salary types can be temporarily set to positive or negative for manual recording. Please set it back to calculated after the correction has been made.

4.1.1.5 Quantity

Salary type amount is calculated by multiplying the Quantity decimal field by the 'Rate'. Default values can be predefined in this field (rarely used).

4.1.1.6 Rate

Salary type amount is calculated by multiplying the 'Rate' decimal field by the Rate. Default values can be predefined in this field, e.g. the rate for mileage compensation or meals allowance. When entering the salary type in the Report journal or in the Allocated salary, the predefined value can be overwritten, of course.

4.1.1.7 Factor

With the Factor decimal field, you can predefine salary rates with a percentage factor.

Example:
You would like to pay an overtime bonus of 25%. You record the number of overtime hours in the Report journal with the 25% extra pay salary type. The wage rate for this salary type is already calculated at 25% (0.25) in the Rate field.

In addition to the 25% surcharge, would you also like to pay 100% for overtime? You set this 125% in the Factor field of the Overtime salary type by entering factor 1.25. The wage rate is therefore increased from, for example, CHF 25 to CHF 31.25.

Input of surcharges in the Factor field (examples):
25% surcharge = 0.25
50% surcharge = 0.50
125% (100% + 25% surcharge) = 1.25
etc.

4.1.1.8 Salary Rate

The salary rate estimate option field contains 3 selection fields:

blank (empty)
The salary type will be recorded WITHOUT hourly or daily rate (e.g., reporting salary types, mileage allowances, expenses, etc.)

Salary rate
This choice will be used for wage types in which the number of hours x hourly wage rate (e.g., hourly wage, overtime/flexitime/holiday pay, etc.) should be always estimated.

Daily rate
Instead of the hourly rate approach, the daily salary rate will be calculated and used in the reporting. The calculation is done either via 360/365 or 261 days (this is set up in the payroll Setup under: tab 'Setup' -> field Daily rate for salary rate).

This selection has now been expanded to 261 days (21.75 days/month). These 261 days/year or 21.75 days/month correspond to the average working hours.
The calculation of the daily rate is as follows:
Hourly salary rate x Monthly items x 12 / 360 or 365 or 261 days = Daily salary rate

Example of an hourly salary rate of CHF 23.60 and 176h per month:
CHF 23.60 x 176h x 12 / 360 days = CHF 138.45
CHF 23.60 x 176h x 12 / 365 days = CHF 136.55
CHF 23.60 x 176h x 12 / 261 days = CHF 190.95

4.1.1.9 Rate per Employment %

The Boolean refers to the salary rate and Daily rate options in the 'Salary rate' field.

This means that using these options you can also determine whether percents by position should be taken into account in the rate.

Example of an hourly salary rate of CHF 23.60, 176h per month and 50% by position:
CHF 23.60 x 176h x 12 / 360 days x 50% = CHF 69.225
CHF 23.60 x 176h x 12 / 365 days x 50% = CHF 68.278

4.1.1.10 Rate incl. 13th/14th Payday

The Boolean refers to the Salary rate and Daily rate options in the 'Salary rate estimate' field.

This means that using these options you can also determine whether the portion of the 13th or 14th Payday should be taken into account in the rate.

Example of an hourly salary rate of CHF 23.60, 176h per month and a 13th Payday entitlement:
CHF 23.60 x 176h x 13 / 360 days = CHF 149,982
CHF 23.60 x 176h x 13 / 365 days = CHF 147,963

4.1.1.11 Search Name

The Search term field is automatically created when the text is entered in capital letters or changed when a correction is made. You can sort the salary types text-wise by search term. This option is also available in various evaluations.

4.1.1.12 Account No.

This assignment creates the connection to financial accounting. When the pay process is posted, the amounts per salary type are summed up and posted to the bookkeeping account defined here.

Salary entrys with the same bookkeeping account and cost center and cost unit code are transferred to bookkeeping as a collective item. The field can only remain empty for fictitious salary types. For bookings that should not trigger postings, please enter the same bookkeeping account number in the Account No. field and Offset account No. field.

The AssistButton can be used to open the chart of accounts and select a bookkeeping account.

NOTE:
When you restart SwissSalary or copy salary types into a new client, the existence of individual FIBU accounts is not checked. However, bookkeeping accounts that do not exist in the bookkeeping chart of accounts are marked in red. The same functionality applies when checking cost centers on the salary type.

4.1.1.13 Bal. Account No.

The same rules apply to the Bal. Account No. as to the Account No. However, the Bal. Account No. is usually not an expense or income account but usually a receivables or current account. It usually contains the auxiliary account for salary payments or current accounts and/or receivables accounts for the AHV, UVG social welfare systems, etc.

Exemples:

Salary type text	Account No.	Bal. Account No..
Monthly salary/hourly salary	Expense on wage costs	Passively untaxed salary payments
Provision for the 13th/14th Payday	Expense on gratuities/13th/14th Payday	13th/14th Payday to be repaid passively
Payment 13th/14th Payday	13th/14th Payday to be repaid passively	Passively untaxed wage payments
AHV/IV/EO employer contributions	Expense on AHV/IV/EO	Passive AHV/IV/EO current account
AHV/IV/EO employee deduction	Passive AHV/IV/EO current account	Passively untaxed salary payments
Employer's income tax entitlement provision	Income tax return	Passive income tax current account

The AssistButton can be used to open the chart of accounts and select a bookkeeping account.

4.1.1.14 VAT Prod. Posting Group

When you enter information about the expenses subject to VAT, you can process the input tax correctly during salary posting. The assignment to the correct VAT product posting group refers to the VAT assignment stored in the bookkeeping account. You can override this assignment for each wage type in the VAT product posting group field.

4.1.1.15 Debit Cost Type No.

The Debit Cost type field is only required when the KORE cost accounting or the BBA construction operations accounting modules are used. Similar to posting salary costs in accounting, salary costs are posted in KORE/BBA via cost types and cost centers.
As in the FIBU with account No. and offset account No., posting also takes place with a Burden cost type and a Relief cost type: whereby the distinction between the costs is usually made in the differentiated application of the cost centers.

In addition to the actual salary costs such as monthly wage, hourly wage, bonuses and allowances, time-relevant costs can also be correctly determined and evaluated by using the KORE and BBA modules. When daily information about working and absence hours is recorded, the number of hours x wage rate can also be assigned to the correct cost centers for monthly wage. This is referred to as a transfer of costs from a Master cost center to a Cost center that is actually to be charged.

In SwissSalary BAU it is possible to manage the costs via a full cost allocation or via an surplus/shortfall calculation in BBA. Companies in the construction industry usually work with common surplus/shortfall calculation, whereby a difference arises between the actual wage burden and the wages to be allocated, the so-called surplus/shortfall. With full cost allocation, however, the actual costs are allocated 1:1 to the cost centers to be charged. Of course, both procedures have their advantages and disadvantages.

In contrast to SwissSalary NAV, SwissSalary BAU also knows the 'Bookkeeping burden cost type' and 'Bookkeeping relief cost type' fields. This means that when the salary costs are posted in bookkeeping, cost types are also recorded. Bookkeeping burden is required for posting real wage costs in bookkeeping. Both Burden cost type and Relief cost type fields are used exclusively for reposting costs in BBA.

4.1.1.16 Credit Cost Type No.

The Credit Cost Type No. field, together with the Burden cost type field, ensures that salary costs are booked in the add-on modules KORE cost accounting (SwissSalary NAV) and BBA construction operations accounting (SwissSalary BAU). If these add-on modules are not used, the input in these fields can be left blank.

The AssistButton can be used to open the Cost type chart table and select a Cost type.

4.1.1.17 Determining currency

It can be defined for each individual wage type, which currency is to be used for calculation. It is defined in the 'Definitive currency' field. You can choose from either the 'Employee currency' (foreign currency) or the 'Client currency' (e.g., CHF):

Example:

An employee gets his/her pay in euros. The flat rate expenses are fixed-defined at EUR 200. The 'Client currency' should always be calculated and the amount of EUR 200 always remains the same.

For the BVG insurance, where the value is fixed by the insurance company, the calculation may be the other way around. The amount in CHF always remains the same and the amount on the payslip is recalculated each time.

4.1.1.18 Forward Charging

The Forward Charging option field contains 2 selection fields:

Employee Currency
Compayny Currency

The Forward Charging field is only required when the KORE cost accounting (SwissSalary NAV) or the BBA construction operations accounting (SwissSalary BAU) modules are used. This allocation is used to determine the rate that should be cumulated with the number when posting wage costs in KORE/BBA. This means that when a personnel card is assigned, the employee's wage rate is cumulated together with the number of hours. The result is then reflected in the Amount field in KORE/BBA. Using the Reporting option, the rate is transferred to KORE/BBA, which was effectively recorded in the Report journal in the Rate field.

Example:
All salary types that are recorded with the number of hours (hours worked/absence, etc.) must show the assignment to a Employee card. When information is recorded, e.g. about hours worked by a monthly wage earner, the wages clerk only records the number of hours and NOT the rate. For the system to recognize during posting that the employee's wage rate should be posted, this option must be enabled in the personnel card for these salary types.

All other salary types have the Reporting option. This means, for example, during mileage compensation calculation, that it is not the employee's wage rate that should be recorded, but rather the mileage compensation rate. This is also the value that was entered in the Rate field in Reporting.

Sources of error:
Incorrectly assigned options can lead to inexplicably large shortfalls in KORE/BBA. A common example of this is the Mileage compensation and/or Private share of company cars salary types. If by mistake the Employee card option is entered instead of Reporting for this wage type, the number of kilometers x wage rate will be recorded during booking instead of the km rate.

4.1.1.19 Int. Forward Charging Group

The Internal Forward Charging Group field (internal re-invoicing group) contains 6 selection fields:

Monthly salary
Hourly salary
Allowances
Expenses
Extra time
Misc

The Int. Forward Charging Group field is only required when the KORE cost accounting (SwissSalary) or the BBA construction operations accounting (SwissSalary BAU) modules are used. Based on this assignment, the Int. Forward Charging Group can be structured in the Statistics reports menu according to the options mentioned above. This means that when data is recorded for work hours, expenses and allowances, the amounts in this evaluation can be displayed in the correct columns. One option can be assigned for each salary type.

4.1.1.20 Ext. Forward Charging Group

The External RI group option field (EXTERNAL ARGE re-invoicing group) contains 6 selection fields:

Base salary
Allowances
Expenses
Personnel transport
Accommodation
Personal equipment

The External RI group field is only required when the ARGE Working Groups (SwissSalary BAU) module is used. Based on this assignment, the wage costs re-invoiced to ARGE can be correctly structured according to the options mentioned above. One option can be assigned for each salary type.

4.1.1.21 Pro Rata temporis

The Pro Rata Calculation option field contains 4 selection fields:

blank (empty)
1/4
1/2
1

The Pro Rata Calculation field is used when you only want to pay individual amounts entered in the Portions of Wage table once a quarter, twice a year or once a year.

Example:
The employee receives a flat rate amount of CHF 4'000 annually. This amount should not be paid one time or monthly, but once a quarter. Assign option 1/4 to the corresponding expense wage type.

When CHF 1'000 is entered for the flat-rate salary type in the Parts of wage table, the suggestion of 1/4 appears in the Pro rata calculation field. This suggestion can be deleted for each employee or another option can be used. For the system to know when to begin making this payment every quarter, enter the corresponding value in the PRC Next Start Date field, e.g. 01.04. This means that CHF 1'000 will be billed automatically in April. The next payment will be made again on 01.07. then on 01.10.

4.1.2 Liability

4.1.2.1 Gross Salary (UVG)

The Part of gross salary Boolean is used to calculate gross salary. The result of this calculation is reflected on the UVG statement (year-end closing reports) in the Gross salary column. The gross salary result has nothing

to do with the UVG obligation or the taxable gross salary for the salary certificate. This sum is used by the UVG insurer to determine the differences between the actual gross salary and the UVG salary. Salary types without AHV/ALV or UVG obligation like compensation/daily allowances, family allowances are also taken into account in the Part of gross salary. Expenses (actual and flat-rate) are NOT taken into account in the gross salary.

Basically, all salary types subject to UVG are also taken into account in the gross salary. The table below shows a few examples that do NOT fit this principle.

Salary type	Part of gross wage	Subject to AHV/ALV	Subject to UVG
Wages, allowances, surcharges, premiums, etc.	Yes	Yes	Yes
Severance payment (pensions)	Yes	No	No
Severance payment (subject to AHV)	Yes	Yes	No
Capital contribution with provisioning nature	Yes	No	No
Capital contribution (subject to AHV)	Yes	Yes	Yes
Subsequent wage payment	Yes	No	No
Tips and gratuities (subject to AHV)	No	Yes	Yes
Employee KTG contribution taken over by the employer	Yes	No	No
Employee private health insurance contribution taken over by the employer	Yes	No	No
Employee UVGZ contribution taken over by the employer	Yes	No	No
Further training (wage statement)	Yes	No	No
EO compensation	Yes	Yes	No
MV daily allowance	Yes	Yes	No
MV pension	Yes	No	No
IV daily allowance	Yes	Yes	No
IV pension	Yes	No	No
Daily accident allowance	Yes	No	No
Accident benefit	Yes	No	No
Daily sickness allowance	Yes	No	No
Maternity compensation	Yes	Yes	No
Underemployment/bad weather wage deduction (MW)	Yes	No	No
Underemployment/bad weather wage deduction (HW)	No	Yes	Yes
ALV compensation	Yes	No	No
Underemployment/bad weather grace days	Yes	No	No
Child benefit/education/family allowance	Yes	No	No
Actual and flat-rate expenses	No	No	No

4.1.2.2   AHV liable

All salary types subject to AHV are assigned to the Subject to AHV Boolean.

Data sheet 2.01 Wage contributions to the AHV, IV and EO contains a conclusive overview of the salary items that are subject to AHV and those that are NOT subject to AHV. The data sheet is updated every year and can be viewed on the web page at http://www.ahv-iv.info.

All workers from January 1 of the year following the 17th birthday are subject to contributions. The contribution obligation ends when the normal retirement age is reached and the position is resigned.

The employee is assigned the correct AHV code in the Social Security Insurance tab of the Employee card. The available codes are below:

0 – AHV not mandatory
1 – AHV mandatory
2 – Retiree with allowance (pensioners who have reached the official retirement age but still continue working -> AHV tax exemption limit of CHF 1'400/month or CHF 16'800/year)

AHV codes 0 – 2 are automatically and correctly taken into account by the system. The correct AHV code is set based on the employee's date of birth and the selected billing period. This also applies to back payments of employees who have already resigned.

3 - Marginal salary
4 - Not insured (special case)

AHV codes 3 + 4 can only be assigned manually.

AHV code 3 is set for part-time employees who do not exceed the annual AHV limit of CHF 2'300. If the limit is overwritten, the amounts previously exempt from AHV will be retroactively debited as of January 1.

AHV code 4 is used for employees who, for example, have part-time job in Switzerland and in neighboring countries at the same time. Owing to bilateral agreements, such employees only have to pay social security contributions in one country. A change from AHV code 4 to AHV code 1 cannot be made automatically and must be made manually in individual cases.

4.1.2.3   ALV liable

All salary types subject to ALV are assigned to the Subject to ALV Boolean.

Data sheet 2.01 Wage contributions to the AHV, IV and EO contains a conclusive overview of the wage items that are subject to ALV and those that are NOT subject to ALV (similar to Subject to AHV). The data sheet is updated every year and can be viewed on the web page at http://www.ahv-iv.info. For more information on ALV, please refer to data sheet 2.08 Unemployment insurance contributions.

All workers from January 1 of the year following the 17th birthday are subject to contributions. The contribution liability ends when the official retirement age has been reached. In contrast to AHV, once you reach the retirement age, NO ALV contributions are payable, even if you continue to work.

The employee is assigned the correct ALV code in the Social Security Insurance tab of the Employee card. The available codes are below:

0 – ALV not mandatory (adolescents and pensioners starting from the month following the reaching of official retirement age)
1 – ALV mandatory

ALV codes 0 + 1 are automatically and correctly taken into account by the system. The correct AHV code is set based on the employee's date of birth and the selected billing period. This also applies to back payments of employees who have already resigned.

2 – Marginal salary
3 – Not insured (special case)

ALV codes 2 + 3 can only be assigned manually.

ALV code 2 is set for part-time employees who do not exceed the annual AHV limit of CHF 2'300. If the limit is overwritten, the amounts previously exempt from ALV will be retroactively debited as of January 1.

ALV code 3 is used for employees who, for example, have part-time job in Switzerland and in neighboring countries at the same time. Owing to bilateral agreements, such employees only have to pay social security contributions in one country. A change from ALV code 3 to ALV code 1 cannot be made automatically and must be made manually in individual cases.

4.1.2.4 UVG liable

All salary types subject to UVG are assigned to the Subject to UVG Boolean.

With a few exceptions, the UVG contribution obligation is identical to that of the AHV/ALV. Data sheet 6.05 Obligatory accident insurance is updated regularly and can be viewed on the web page at http://www.ahv-iv.info. Contact your accident insurer for more information about accident insurance.

The table below demonstrates the salary types reflecting the differences between AHV/ALV and UVG obligations.

Wage type	Part of gross wage	Subject to AHV/ALV	Subject to UVG
Wages, allowances, surcharges, premiums, etc.	Yes	Yes	Yes
Severance payment (subject to AHV)	Yes	Yes	No
EO compensation	Yes	Yes	No
MV daily allowance	Yes	Yes	No
IV daily allowance	Yes	Yes	No
Maternity compensation	Yes	Yes	No
Actual and flat-rate expenses	No	No	No

The employee is assigned the correct UVG code in the Social Security Insurance tab of the Employee card. The available codes are below:

0 – Not insured (e.g., non-contributory Board of Directors)
1 - BUV+NBUV insured shared (insured at BUV and NBUV, with NBUV deduction)
2 – BUV+NBUV insured employer (insured at BUV and NBUV, without NBUV deduction)
3 – only BUV insured (only insured at BUV, hence no NBUV deduction – for employees with weekly work time < 8 hours)

Together with part of undertaking A, B, C, Z, etc., the number produces the abbreviation, e.g. A1 (i.e., part of undertaking A, insured in code 1)

All assignments on the Employee card to the correct UVG code are carried out manually.

4.1.2.5 UVGZ liable

The UVGZ (supplementary accident insurance) also has its own obligation in salary types. In most cases, the UVGZ obligation is similar to the UVG obligation. However, the obligation may vary in individual cases.

This UVGZ obligation is available via Social fund as an additional base in the Payroll Setup.

4.1.2.6 BVG liable

All salary types subject to BVG are assigned to the Subject to BVG Boolean.

With a few exceptions, the BVG contribution obligation is identical to that of the AHV/ALV. Often only salary x 12 or 13 is reported for the calculation of the BVG annual salary total. Assignment to the BVG obligation is only required if the BVG salary is calculated based on the BVG Allocated salary actually billed.

In SwissSalary you have the option of calculating BVG contributions as follows:

Manual – Allocated Salary
At the beginning of the year, the annual salary subject to BVG are reported to the BVG insurer and monthly BVG employee and BVG employer contributions are received from the insurer. This report is usually prepared in paper form, but starting from swissdec version 3.0 onwards, the report and response can also be received via ELM, provided that the BVG insurer is connected to the swissdec distributor. Monthly BVG contributions are stored manually in Allocated salary for each employee. For this type of calculation, NO boxes need to be checked in the Subject to BVG field.

Automatic – Fictitious annual salary
Many customers automatically calculate BVG contributions based on limit amounts, age-related percentages (Payroll Setup) and a fictitious BVG annual salray (Employee card). It is not necessary to enter Allocated salary manually; the calculation takes place automatically. After pay rise or when the salary is changed, the 'Salary subject to BVG' field is recalculated in the Personnel card. Depending on the definition in the payroll master data, the calculation is made of the wage amount multiplied by 12 or 13, including or excluding the consideration of percents by position. For this type of calculation, NO boxes need to be checked in the Subject to BVG field.

Automatic – Actual salary

This calculation is carried out in the same way as the fictitious BVG annual salary. The difference is that the value in the 'Fictitious BVG salary' field is not set to fictitious, but to actual instead. Instead of the automatically calculated fictitious BVG annual salary total, the system calculates the actually billed BVG salary total for each pay process, based on the check mark for each salary type in the BVG subject field. For this type of calculation, the correct boxes NEED to be checked in the Subject to BVG field.

4.1.2.7   HI liable

All salary types subject to HI are assigned to the Subject to HI Boolean (daily sickness benefits insurance).

The obligation to contribute to the HI usually corresponds to the AHV and/or UVG obligation. The actual obligation is described in the HI agreement (insurance profile).

The employee is assigned the correct HI code in the Social benefits tab of the Employee card. The available codes are below:

0 – Not insured
1 – Insured % shared
2 – Insured only employer
3 – Fixed premium

The employee is assigned the correct HI code manually.

Several HI insurance solutions can be set up in the Payroll Setup.

4.1.2.8   Tax liable

All taxable salary types are assigned to the Subject to tax Boolean to form the taxable gross salary (salary certificate).

The sum of all taxable salary types gives the total in field 8 Gross salary on the salary certificate.

To find out about the salary types subject to tax or where they must be entered in the salary certificate, please refer to the official salary certificate instructions.

4.1.2.9   Tax at Source liable

All salary types subject to income tax are assigned to the Subject to income tax Boolean to form the gross salary subject to income tax.

The assignment to the Subject to income tax Boolean is identical to that of the Subject to tax Boolean, with a few exceptions. Some cantons, for example, require that lunch compensation is also taxed at source, but in the ordinary tax proceedings these compensations are considered to be expenses.

The sum of all salary types subject to income tax produces gross salary subject to income tax for automatic income tax calculation.

4.1.2.10 Tax at Source Rate determination

Calculation of rate-determining income for several employers

Nothing changes for part-time employees who have no other employer or substitute income sources in the new 2021 income tax regulation. Your reduced workload has no influence on the rate-determining income. For part-time employees with one or more other employers and/or substitute income sources, this workload must be reported to their employer. If the level of employment at the other employers is unknown, the rate-determining income is always calculated at 100%, which is usually the worst solution for the employee.

Example A
Part-time employee with a workload of 80%, no other employers or substitute income sources
The rate-determining income corresponds to the income tax base.
Other known income sources | deactivated
Level of employment at other income sources | 0.00

Example B
Part-time employee with a workload of 80% and another employer (workload with the other employer unknown)
Withholding tax base is converted to 100% for the rate-determining income.
Withholding tax base / 80% x 100%
Other known income sources | activated
Level of employment at other income sources | 0.00

Example C
Part-time employee with a workload of 80% and another employer (workload with the other employer is 10%)
Withholding tax base is converted to 90% for the rate-determining income.
Withholding tax base / 80% x 90%
Other known income sources | activated
Level of employment at other income sources

Example D
Part-time employee with a workload of 80% and another employer (workload with the other employer is 30%)
Withholding tax base is converted to 110% for the rate-determining income.
Withholding tax base / 80% x 110%
Other known income sources | activated
Level of employment at other income sources | 30.00

If the level of employment at the other employer is unknown, but the amount of the wage and/or the substitute income source is known, the level of employment must be determined (converted) in relation to the main occupation. If the employee has several other employers, various levels of employment (workloads) must be added up and entered in the 'Level of employment at other income sources' field.

Rate-determining income from hourly salary

The aim of this change in income tax regulations is to make so that rate determination is based on the total level of employment.

In case of multiple jobs on hourly pay, monthly percents by position with your own employer as well as percents by position with other employers must be determined. For hourly salary earners, most customers record, for example, 100% or an average percentage applicable according to the employment contract in the Percents by position field under the Wages tab. To calculate rate-determining income, workload should be determined every month based on the hours worked (actual hours).

Rate-determining income is only converted if employee also works for another employer.

To make the calculation, SwissSalary takes into account average monthly hours (monthly parts) and the 'actual hours' worked during the month.

Example:
On average, an employee works 182 hours for employer A. 182 hours are entered in the 'Wage' tab under 'Monthly parts'. In May, the employee works 35 hours for CHF 25.00/hour. For employer B, the employee works for 30% of working time.

To determine the workload in May, the calculation is as follows:

100 / monthly parts x actual hours
= 100 / 182 x 35 = 19.23%

The total workload is 49.23% for May (employer A = 19.23% + employer B = 30%).

The income earned from employer A is now converted into total workload for rate-determining income:

actual time worked for employer A x hourly rate / percents by position with employer A x total workload
= 35h x CHF 25.00 = CHF 875 / 19.23% x 49.23% = CHF 2,240.05

The rate is searched for in the rates table based on the rate-determining income of CHF 2,240.05. Withholding tax deduction of CHF 875.00 is then made from the wage subject to withholding tax using the calculated percentage.

NOTES
- Make sure that your wage types (reported number of hours and absences) are always set up correctly with assignment to correct **time type** and 'actual time' balancing.
- Employees are obliged to quickly report changes in workload with other employers to their main employer so that correct extrapolation can be made.
- If the workload or workloads with another employer or other employers are unknown and cannot be determined, just check the 'Other known income sources' box.
IMPORTANT: In this case, the rate-determining income is ALWAYS extrapolated to a workload of 100%, which in most cases is not in employee's interests.
- Workloads or percents by position determined this way have nothing to do with the indication of part-time employment in a regular salary certificate. The percentage recorded in the Employee card will be shown on the salary certificate as of December 31 or taken into account as of the date of resignation.

4.1.2.11   Tax at Source Rate determination aperiodic

Check this box if no extrapolation for calculating rate-determining income is to be made for this salary type in case of recruitments and resignations during the month (e.g., vacation pay, overtime pay, seniority

allowances, bonus payments, 13th salary payment, etc.). This allocation is also taken into account when calculating rate-determining income for part-time employees having other income sources.

4.1.2.12 Social Unit liable

All salary types are assigned to the Subject to social fund Boolean to form the Social unit base.

Most social funds are calculated on an existing basis.

Social fund examples:
Parifonds BAU: UVG base (individual cantons on AHV base)
MDK/MEK: ALV base
Business liability insurance: AHV base
Early BAU FAR retirement: AHV base with allowance,
etc.

If you need to set up a social fund that is not based on one of these existing social insurance bases, you can create your own social fund base by allocating the Subject to social fund Boolean. This newly formed social fund base is then assigned to the 'Obligation' field in the Social fund tab of the Payroll Setup.

This feature is used very rarely.

4.1.2.13 BVG insured salary

The BVG insured merit option field contains 3 selection fields:

blank (empty)
retroactively
presumably

With the help of this solution, the insurer can receive the estimated annual salary report (BVG - base per person) at the beginning of the year from the payroll accounting using ELM. It identifies the BVG insured merit (BVG salary) and employee's contributions per person (the employer's contributions are optional). The BVG contributions are electronically retrieved by the insurer and imported into the payroll account.

For retrospective or foreseeable consideration of a salary type, a wage type control extension is required. The BVG base is used to calculate future insured annual earnings -> see also 'Salary subject to BVG'. Expected and/or past wage components are taken into account.

Retrospective consideration = previous year January to December (irregular allowances (shift, overtime, commission, etc.) or hourly salary)
Foreseeable consideration = current year January (monthly salary and regular allowances extrapolated to the calendar year)

The respective pension regulations determine the salary types to be insured for the BVG and the types that are not. There is no uniform approach in Switzerland. The salary type is assigned in the BVG insured merit field. In practice, it is likely that the option value will mainly be used, as most companies calculate the BVG annual salary by multiplying the salary by 12 or 13 parts. Irregular benefits like shift bonuses, etc. are rater rarely included in the BVG annual salary base.

4.1.2.14 Tax Declaration Comment (No. 15)

Many customers and numerous tax administrations have expressed the wish to be able to show certain types of salary with text and amount in the salary certificate (Para 15, Comments).

We would like to expressly point out to you that information from additional texts and amounts in para 15, which is not expressly required in the instructions for the salary certificate, can lead to free interpretations by the tax administration in taxpayers' assessments. In addition, it makes no sense to report amounts that the taxpayer cannot take into account anywhere in the assessment.
Prior to providing additional information, make sure to consult the instructions for salary certificate and all advisors (trustees, etc.).

For example, it has often been requested to disclose other deductions like Parifonds, KTG, etc. Check the box next to the salary certificate comments field for the relevant salary type and the amount for the desired period will be shown in para 15, Comments. This approach is, of course, also taken into account when creating salary certificate via ELM (cantons BE and VD).

4.1.2.15 Tax Declaration (Form. 11)

The salary certificate (form 11) option field is used for assigning wage statement items to individual salary types. This field contains 16 selection fields: (you can select an option in this field using the AssistButton)

blank *(empty)*
2.1 Meals and accommodation
2.2 Private share of company cars
2.3 Other fringe benefits
3. Irregular benefits
4. Capital contributions
5. Involvement rights
6. Compensation of the Executive Board members
7. Other benefits
10.2 BVG contributions for purchases
13.1.1 Travel, meals, overnight stay
13.1.2 Other actual expenses
13.2.1 Representation
13.2.2 Auto
13.2.3 Other flat-rate expenses
13.3 Contributions to further training
15. Field operations

There is no need for assignment to Items 1 Wages, 8 Gross wage, 9 AHV/IV/EO/ALV/NBUV contributions, 10.1 Normal BVG contributions, 11 Net wage and 12 Income tax deduction. These items are automatically filled correctly based on the payroll master data or data calculation.

Note on Item 1 Wage and 8 Gross salary:
All salary types with the checked 'Subject to tax' Boolean box are balanced in item 8, Gross salary. All assignments to items 7 – 2 are then subtracted from item 8. All salary types that are not assigned to an item (blank), but with the box next to the 'Subject to tax' field checked, produce the total of item 1, Wage.

Note on Item 9 AHV/IV/EO/ALV/NBUV contributions:
These amounts are automatically balanced based on the salary type settings in the payroll master data. KTG and UVGZ employee contributions do NOT belong in para 9. Reduced NBUV employee contributions paid by the employer must be declared as wages in para 7, Other benefits. Important note about maternity insurance in the canton of GE: The deduction for maternity insurance in the canton of GE is also balanced in item 9.

Note on Item 10.1 Normal BVG contributions:
All the employee salary types set up in the Payroll Setup -> tab 'BVG' are balanced in item 10.1. This means that if you have several employee salary types with the BVG, they must appear once in the payroll master data, but not necessarily assigned to the employee. Important note for SwissSalary BAU customers: The FAR deduction (early retirement) is also identified in section 10.1.

Note on Item 11 Net salary:
Position 8, Gross salary, minus positions 9 – 10 produce taxable Net salary. This amount must be transferred to the tax return.

Note on Item 12 Withholding tax deduction:
The income tax deduction and correction salary types are netted in item 12.

4.1.2.16 Vacation Money liable (HS)

All hourly salary types are assigned to the Entitled to holiday pay Boolean to form the holiday payment remuneration base.

Holiday payment remuneration is usually paid to hourly salary earners monthly with hourly salary or is accumulated as a balance and settled at a later date. Holiday payment remuneration amounts to

with holidays in 4 weeks = 8.33%
with holidays in 5 weeks = 10.64%
with holidays in 6 weeks = 13.04%

The official calculation formula for holiday payment remuneration is:
(number of holidays / (260 - number of holidays)) x 100 = x%

Calculation example with 5 weeks:
(25 holidays / (260 - 25)) x 100 = 10.64%

260 workdays correspond to the average monthly factor of 21.75 days x 12 months.

Holiday pay base calculation per month is carried out using the percentages for each age group defined in the Refunding of absences in the Employee card -> tab Salary.

4.1.2.17 Part 13th Payday

All salary types are assigned to the Portion of the 13th Payday. Boolean to form the 13th Payday base.

Salary type assignment to the 13th Payday base varies from company to company. The 13th Payday base calculation per month is carried out using the percentages defined in the Refunding of absences in the

Employee card -> tab Salary. The different calculation logic per wage code can be defined in tab 13th/14th Payday.

4.1.2.18   Part 14th Payday

All salary types are assigned to the Portion of the 14th Payday. Boolean to form the 14th Payday base.

Salary type assignment to the 14th Payday base varies from company to company. The 14th Payday base calculation per month is carried out using the percentages defined in the Refunding of absences in the Employee card -> tab Salary. The different calculation logic per wage code can be defined in tab 13th/14th Payday.

4.1.2.19   Gross for Net

The salary types for whose amounts net wage is to be extrapolated to gross salary are assigned to the Gross for net Boolean.

If the deduction of AHV and ALV employee contributions is waived for certain mandatory salary types, it is referred to as net salary. The contributions not deducted must be calculated and reflected separately as a mandatory salary type for AHV/ALV. You can see this technical salary type in wage items as well as in the Employee salary account.

Example:
There were no deductions for AHV and ALV on the net bonus and must therefore be offset.

If you check the box in the Gross for net Boolean, this calculation is carried out automatically. In addition to extrapolating the AHV and ALV bases, it is also possible to extrapolate in SwissSalary other social insurance bases like UVG, UVGZ, HI and all social funds.

The extrapolation formula for SwissSalary is checked by SUVA. The new swissdec certification form checks the calculation, but no longer specifically certifies it.

4.1.2.20   Net Pay Correction

Initial condition
When employees are absent for the reasons like illness, accident, military service, etc., salary-replacement benefits are normally provided by third parties (insurance companies) in the form of daily allowances.

If the employer pays the "usual" salary during the absence, wage-replacement benefits are to be accounted for in the payroll.

If salary-replacement benefits are not subject to accounting in case of social insurance, the deduction base for contributions reduces so that these wage-replacement benefits and the net wage are therefore higher than if no such benefit had been processed.

Guidelines for net wage compensation (NW Compensation)
❑The employer is obligated to carry out daily allowance adjustments
❑The higher net salary after an absence meets with incomprehension
❑Therefore, there is a possibility to carry out a net salary compensation, provided that it complies with labor legislation (collective employment agreement, individual employment agreement, OG, etc.)

❑For this reason, the salary processing software permits daily allowance adjustments with or without net wage compensation

(Source: Guidelines for Wage Data Processing 20091204, December 18, 2009 edition – swissdec)

SwissSalary calculates net salary compensation automatically using an iteration. First, the net salary is calculated without daily allowance adjustments. After the acquisition of daily allowance adjustments, social security and income tax bases are upscaled and downscaled +/- until the net salary is back to 1:1, the same as without daily allowance adjustment.

Please be sure to follow the instructions of swissdec that net salary compensation may only be used under the conditions described above. The process of net salary compensation has neither particular juridical basis, nor detailed professional manuals. It is important that net wage compensation is implemented not only for individual employees, but also for a clearly defined group (GAV) or for the whole company. If you want to manage company personnel with and without net wage compensation, you have to duplicate the corresponding daily allowance wage types (with/without NW compensation).

Settings
It is very easy to set up net salary compensation in SwissSalary.

New salary type Net Wage Compensation
First of all, you need a new salary type Net Salary Compensation. It can be a copy of the Monthly Salary or Monthly Salary Correction salary types. Copy one of these salary types and assign number 1160 (default Payroll Setup) to the new salary type. Please note that the calculation type is set to negative. Edit the translations. As a rule, obligations and account assignments remain as in the output salary type Monthly salary.

The new salary type assignment in the Payroll Setup
In order that SwissSalary detects which salary type is responsible for net salary compensation, you will need to record this new salary type once in the Payroll Setup in tab Base -> field Net Pay Correction ST.

Marking Daily Allowance Salary Types
Now you have to set the checkmark in the Net salary compensation field for Daily allowance adjustment and the corresponding Daily allowance salary type. Again, we would like to point out that need to duplicate the daily allowances salary types, as long as you have different considerations in the same client (with/without NW compensation).

Net salary Compensation Calculation
You are ready for the calculation of net salary compensation now. SwissSalary calculates the compensation in a usual billing process automatically. Despite greater computing power required for iteration, we could not determine in our tests any noticeable loss of performance during the process of salary accounting.

How can the calculation be controlled?
Create a test billing for employees without daily allowance adjustments. Note down the net salary amount. Finally, record the daily allowance adjustment and create a test billing again. Now, salary type 1160 will be displayed automatically in the area of Gross salary with a minus amount. The net amount of wages again should be the same as without daily allowance adjustment.

Our calculation is carried out by means of iteration of social and private insurance bases, and the income tax base. The bases along with the exemption of daily allowance adjustments are additionally eliminated again by means of salary adjustment. Of course, this calculation equally applies both to the employer and

the employee. With this additional salary cut and the associated reduction of wage bases, the employee receives the same net wage as if he had received no daily allowances. Through this additional discharge of wage bases the net wage compensation in case of some social security funds is not entirely noncontroversial. Important insurance contributions to social insurance companies are avoided, and additional reduction in the employee's social security base can lead to the situation when, for example, s/he is no longer sufficiently covered by the AHV insurance and therefore must register as an inactive person.

Our support has been instructed not to provide legal information to customers and/or partners, whether net salary compensation should be carried out in particular cases. Individual companies must settle it themselves. Since there is no legal basis for net salary compensation, it may lead to refunds and back payments in case of dispute (no legal protection of the employer against employees stipulated in agreements). Of course, if you have questions about calculation logic, we will provide you with necessary information.

4.1.2.21   Social Costs liable

There is a possibility that "Social Costs liable" (social security contributions in automatic provisions such as the 13th Payday, holiday and overtime accruals) can be calculated with minus (change sign) for selected wage types. To date, this option is mostly used for surcharge and payment of the 13th or 14th Payday. Meanwhile, holiday/overtime balance or bonus accruals are also calculated with the social cost surcharge and relieved again in the payout.

Set this field for 13th Payday payment disbursement IT to 'Change sign'.
Set this field to 'positive' for Provision for 13th Payday IT.

4.1.2.22   G/L Entry per Line

With the FIBU entries per line Boolean, it can be defined for selected salary types that the amounts are not posted to the Fibu in a compressed manner per account number, but in detail per salary entry. This option is particularly recommended for daily allowance and compensation salary types (daily sickness and accident allowance, EO/maternity compensation, etc.) for the reconciliation of accounts with payroll accounting.

Please note that this box is only checked for these salary types. If you check the box, for example, for monthly salary, it would mean that all amounts would be recorded in detail in the accounting (including the name of the salary recipient).

4.1.2.23   Additional Text

With a one-liner for additional text, the original salary type text on the payslip can be suppressed.

If a wage type text is changed (overwritten, supplemented) in the Report journal, TapBoard or in allocated salary, then the original text appears on the Paycheck and the changed text appears in the second line. This is usually confusing; often the new modified text should only appear.

If salary types like mileage compensation are recorded in different cost centers and provided with a supplementary text, they previously appeared on the payroll as a single line. This has usually led to Paycheck with multiple pages.

Example:

If someone received, for example, a mileage compensation for 20 days, recorded it every day and specified the route for each of them in text form, 20 individual rows appeared on the payroll (mileage compensation).

Salary types of the same kind can be printed on the payslip in one row if this is set up accordingly in the salary type. 'Merging' option.

4.1.2.24   LSE Statistic

The Swiss Earnings Structure Survey (ESS) is a written survey conducted in companies in Switzerland. It allows making a regular description of the salary structure in all branches of the secondary and tertiary sectors based on representative data. In addition to the branch and the size of the company concerned, it covers individual characteristics of employees and workplaces.

Data delivery form is diverse. As a client of swissdec-certified payroll accounting, you can submit data with a mouse click.

The following properties are registered:

Company:
❑ Number of employees
❑ Salary Settlement

Employees:
❑ AHV-number as a key for demographic properties like sex, marital status, age and nationality (Swiss nationals and foreigners according to residence categories)
❑ Education
❑ Occupational status
❑ Occupation held
❑ Date of employment at the Company
❑ Type of contract
❑ Work hours
❑ Holidays
❑ Gross salary in October (base wage and allowances for shift work, as well as other severance allowances
❑ Family allowances
❑ Social security contributions (employee contributions)
❑ 13th Payday, 14th and subsequent
❑ Reimbursement from overtime worked
❑ Special bonuses
❑ Bur No. as a key for workplace and workplace economic activity

When payroll data is transmitted via Swissdec 5.0, option "Z – BVG purchase" may no longer be used when assigning salary types for LSE statistics. If this option is selected, a corresponding error message is now displayed.

5 Payroll Setup

5.1 SwissSalary Direct

5.1.1 System Requirements

5.1.1.1 Internet Access

SwissSalary Direct is a web based application and hence requires an Internet connection. When working with the RTC Client, the NAV server (middle tier) must therefore allow outgoing connections on **port 443**. With SwissSalary 365, an Internet connection is the prerequisite for all activities and SwissSalary Direct integration. If the IT department requires so, the access can be additionally restricted to the following domain: *.swisssalarydirect.ch

Use the following link to check if the port is open and the server can be reached:

https://api.swisssalarydirect.ch/SwsDirectService.svc
Enter this link in your Internet browser on the middle tier server or on the NAV client. If the server re-sponds with "This is a Windows© Communication Foundation service.", the connection test was successful

If you receive the message "Page unavailable", it indicates that there is no Internet connection or the port mentioned above is not open.

5.1.1.2 SwissSalary Plus

SwissSalary Direct requires that SwissSalary Plus must be licensed.

5.1.2   Settings in SwissSalary

In SwissSalary, only a few settings should be made in SwissSalary Direct and in the Employee Card.

5.1.2.1   SwissSalary Direct Settings

If you want to create a new account, there is the "**Create access**" function in the SwissSalary Direct settings. You will be directed to a website where the required information can be recorded.

Field name	Description / Example
Name	You enter the name of the company or the name of the client here.
Subdomain	The subdomain determines the name of the web address used to register the employees. It can be freely selected. It should be noted that the employees use the subdomain in the web address, so it makes sense to use the name of the company as a subdomain. The subdomain used in the following example would be "Sample". https://sample.swisssalarydirect.ch Please note that the subdomain cannot include spaces or special characters. The subdomain name always comes before the domain name swisssalarydirect.ch: \<subdomain\>.swisssalarydirect.ch
Microsoft BC license	The NAV license is registered automatically.
Default price plan	You can choose from Basis, Plus and Advanced. For more information see the relevant chapters.
Tenant email	SwissSalary Direct administrator username is entered here. Optionally, use a personal@muster.ch address that can be viewed by several employees. The administrator functions are described in detail in the respective chapter.
Confirm your email	Confirm the tenant email.
Password	SwissSalary Direct administrator password is entered here. Note the minimum password requirements displayed in the pop-up window. -> After a successful login, changes can be made via User Settings. Please note that the changed password must then also be adjusted in the SwissSalary Direct settings.
Confirm password	Confirm the tenant password.
Contact Details	Please enter here the contact details of the person that created the SwissSalary Direct account and being the contact person for SwissSalary. They can be adjusted after the login under the User Settings.
Create	As soon as you click "Create", the corresponding links will be created. Following this, the information must be recorded in the SwissSalary Direct settings as described below.

SwissSalary Direct Setup-> General

Field name	Description / Example
Subdomain	The subdomain determines the name of the web address used to register the employees. It can be freely selected. It should be noted that the employees use the subdomain in the web address, so it makes sense to use the name of the company as a subdomain. The subdomain used in the following example would be "Sample". https://sample.swisssalarydirect.ch Please note that the subdomain cannot include spaces or special characters. The subdomain name always comes before the domain name swisssalarydirect.ch: \<subdomain>.swisssalarydirect.ch
Username	SwissSalary Direct administrator username is entered here. Optionally, use a personal@muster.ch address that can be viewed by several employees.The administrator functions are described in detail in the respective chapter.
Password	SwissSalary Direct administrator password is entered here. Note the minimum password requirements displayed in the pop-up window. -> After a successful login, changes can be made via User Settings. Please keep in mind that the changed password is then also adjusted in the SwissSalary Direct settings.
Last sync on:	The date of the last synchronization is registered here automatically. At the beginning this field is empty.
Auto sync activated	Regular automatic synchronization with SwissSalary Direct can be recorded with this feature. It can be helpful if you have many cases of recruitment and resignations. When this box is checked, a command queue items window will open. You can now select in the "Series" area the desired days the synchronization is to be carried out. Enter a start and end time and the number of minutes between each execution. For example, if you want to carry out hourly synchronization between 7:00 a.m. and 6:00 pm on weekdays.
KLE Sync enabled	Synchronize sickness and accident report with KLE
Company key	This key is generated automatically. Please never change unless a client is copied. Please note the corresponding entry. -> view clients
Client name filter	The client name(s) the documents should be uploaded for can be entered here. For multiple clients, the client names can be entered with regular filter options, e.g. client1|client2|client3 Note:This can be helpful every time e.g. a test client is created based on the productive client. The client filter prevents the documents from being uploaded from the test client.
Database Name	When setting up SwissSalary Direct, the database name is stored in the setup. If a copy is then made and a synchronization is triggered from this, a check of the

	name from the Direct setup with the current database is performed. If the two values do not match, an error message is displayed.

SwissSalary Direct Setup-> Documents

Send documents to:	<u>All employees:</u> Documents are also uploaded for employees that have not yet registered for SwissSalary Direct. An advantage here is that as soon as an employee has registered for SwissSalary Direct, s/he will also be able to view the payslips and any other documents uploaded in the past month. An employee is regarded registered if s/he has successfully registered in SwissSalary Direct with his/her personal registration code and confirmed his/her email address. <u>Only registered employees:</u> Only documents for registered employees are uploaded. This setting is recommended from the point of view of data protection. No documents are stored in a cloud if the employee does not grant express consent to this by registering.
Text block for registration code	The text to be placed for the employee on the payslip until s/he has registered for SwissSalary Direct is defined here, for example: Note: %7 is the registration code placeholder and %8 is the placeholder for the web address including the subdomain for login. If necessary, the text can be entered in another language by selecting this language. As soon as the employee has registered for SwissSalary Direct, the text is no longer displayed on the payslip.
No email notification	If this box is checked, employees will receive no email notification when a document is uploaded. This can be useful for testing purposes or when uploading older documents multiple times.
Test mode	If this box is checked, you can test document upload. After the whole process finishes, no documents are stored in SwissSalary Direct and no emails are sent to employees.

Functions / Reports	**Description / Example**
Connection test	The connection test can be used to check if the connection to the SwissSalary Direct server can be established. If the test is successful, the following message will appear: "Connection test success." If the connection test fails, please check system requirements first.

Sync	With this feature, all employees are synchronized with the SwissSalary Direct server. If the synchronization is successful, the following message will appear: "SwissSalary Direct synchronization completed successfully." Note: Synchronization is always carried out automatically before the payslips become available on SwissSalary Direct. It is ensured this way that all employees are present on the SwissSalary Direct server. If the synchronization fails, please check system requirements first.
Send document	With this function you can provide the employee on SwissSalary Direct with documents like regulations or invitations that can be freely selected. They must be stored in a PDF format. This feature is used if the same document is to be sent to all or several employees. If person-specific documents are to be sent to individual employees, please use the Dossier Import feature. 1. Use the AssistButton to select the document in your Windows Explorer / Finder. 2. You can assign the document any file name. The employee sees this name in SwissSalary Direct. If no description is added, the file name appears in SwissSalary Direct. 3. You determine here the time the document is available for the employee on SwissSalary Direct and the time of the email notification about a new document. 4. You decide here if the document should only be distributed to active employees. Note: An employee can also access SwissSalary Direct after resignation for a specified period of time. 5. Here you can set filters for personnel master data as usual as far as the document is to be made available to certain employees only.
Registration code	The registration codes are generated by SwissSalary automatically. They can be displayed in a list and also exported to Excel. The registration codes remain unchanged for every employee.
Open SwissSalary Direct	SwissSalary Direct login page (web) can be opened here.
Send Dossier documents	If you have filed documents in the employee dossier for the employee to see in the SwissSalary Direct, you can start sending from here. For this purpose, the "Direct" and "Visible from" columns must be filled out in the Dossier accordingly.
Documents	Here you can see the documents already provided for the employees. Documents already sent can also be deleted here. Deleted documents are no longer displayed for the employee on SwissSalary Direct, even if the employee has already read the document.
Translation	In this area, you can add a translation for each payslip, wage statement and report card.
Protocol	With this report you can control the documents provided, the time they were provided and who provided them.

5.1.2.2 Settings in the Employee Card

The settings in the personnel card must only be made if it is to be checked whether the email address used by the employee to log into SwissSalary Direct should match the email address in the employee's employee card. This conformity check is an additional, though not compulsory, safety criterion. This setting can be made directly in SwissSalary Direct in the global settings.

Field name	Description / Example
Electronic Delivery	Private email Private email address must be entered. It is matched with the SwissSalary Direct username. Company email Company email address must be entered. It is matched with the SwissSalary Direct username.
Private E-Mail	The employee private E-Mail address is entered here.
Company E-Mail	The employee company E-Mail address is entered here.
Suppress SwissSalary Direct Registration Code	If this field is active, the registration code will not be displayed on the payslip. This field can also be viewed in the pay process list, edited and changed for the desired pay process.

5.1.3 Settings in SwissSalary Direct

The admin user entered in SwissSalary can make certain settings or see certain information in SwissSalary Direct.

5.1.3.1 Admin Dashboard

The Admin Dashboard provides an overview of different clients and relevant usage.

5.1.3.1.1 Client Settings

You will find here one or more clients running on the same subdomain.

Field name	Description / Example
Sender email	If required, enter a customer-specific sender email. It will be displayed for the employee in his/her mail notifications. If the field is empty, an email is sent from no-reply@swisssalarydirect.ch
SwissSalary Version	The installed SwissSalary version
Selected price plan	You can choose the appropriate price plan: Basis, Plus or Advanced. Please bear in mind that the corresponding features (address and bank data change as well as two-factor authentication must be additionally enabled).

Company name (Microsoft Dynamics 365 BC)	The client name is displayed here. In case of changes, please immediately contact your partner or SwissSalary Support.
Bank is editable	If you use Plus or Advanced price plan, you can allow the employee to edit the bank details. As soon as the employee makes a change, you will receive the corresponding information in Smart Port.
Address is editable	If you use Plus or Advanced price plan, you can allow the employee to edit the address. As soon as the employee makes a change, you will receive the corresponding information in the Smart Port.
2 factor authentication	You can activate 2-factor authentication in the "Advanced" price plan during registration and during login. If this field is activated, the employee can activate 2-factor authentication. This is done via "User Settings", 2-Factor Authentication after logging in. Employees can save their mobile phone number as well as turn the status on and off. The phone number can be changed or deleted.
Force 2 factor	If the setting is enabled and employees log in without 2FA turned on, they will not be able to access their dashboard. Instead, a warning appears that you need to turn on 2-FA, with a link to the 2-FA settings (available in Advanced only).
Document upload	In Advanced, employees can upload documents and thus transmit them to the HR department. If the setting is activated, employees have the possibility to upload documents. The documents are fetched during the synchronization with the BC and are therefore visible in SmartPort.
Maintenance mode	Maintenance mode can be used to prevent users from accessing client-specific information. This includes, above all, the employee dashboards.
Kle	With this activation, a synchronization with SwissSalary Direct is necessary so that further setups can be made in the Admin Dashboard.
Delete Company	Here you can delete a client that is no longer required. Please note that this action cannot be undone and the client will have to be set up again, including all registrations of employees. Please contact SwissSalary Support if you have any questions.

You will get to the list of all employees (registered and unregistered) via "Employees". In "Details" you will find the following information directly synchronized with the personnel card in SwissSalary:

Field name	Description / Example
Employee No.	Employee Staff No.
Employeekey	An automatically generated key assigned globally only once.
First name	Employee's first name
Last name	Employee's last name
Old-age & survivors insurance	Social security number of the employee

Address	Employee address
ZIP Code	Employee ZIP code
City	Employee city
Phonenumer (Landline)	Employee Phone N°
Phonenumber (Mobile)	Employee Phone N°
Private E-Mail	Private E-Mail of the employee
Business E-Mail	Company E-Mail of the employee
Electronic delivery	Information which is stored on the personnel card under Electronic dispatch.
Language	Language as per Personnel card
Employment Date	Date of (re-)recruitment
Resignation Date	Possible date of resignation
Registration Code	Specifying encrypted registration code
Registration date	It is reported immediately upon the registration of an employee, even if it has not yet been confirmed.
Username	The username chosen by the employee (email)
Email confirmed	Yes: as soon as the employee completes the registration and clicks the confirmation link sent via email. No: if the employee has registered but has not confirmed it using the verification link, the registration is not completed and the employee cannot log in. S/he has to repeat the registration process from start. Empty: No registration steps have been taken yet.

5.1.3.1.1.1 SwissSalary Direct und Schadenmeldung KLE

SwissSalary Direct und Schadenmeldung KLE
Settings in SwissSalary Direct Admin Dashboard

The setup of KLE in SwissSalary Direct is done in three steps:
1. **Requirements and settings for KLE claim reports via SwissSalary Direct**
   KLE features in SwissSalary Direct are only available with version 5059.000. After SwissSalary update is complete, KLE-Synch must be activated in SwissSalary Direct settings. A synchronization with SwissSalary Direct is required afterwards so that other settings can be adjusted in the Admin Dashboard SwissSalary Direct.
2. **Settings for KLE claim recording in the Dashboard of SwissSalary Direct (Self Service-Portal)**
   Another mandatory requirement is multi-factor authentication set up for SwissSalary Direct. It is only available in the Advanced version. Select the EDIT function in the Admin Dashboard, check the KLE box and the 'Force two-factor' option and save the changes. Only now the KLE functions can be viewed by employees..
3. **Synchronization without "Last synchronized on" date**
   After all setups have been made in the SwissSalary and SwissSalary Direct admin dashboard, the "Last synchronized on" date must be removed in the SwissSalary Direct setup in SwissSalary and the "Synchronize" function must be performed under Process. Only now the KLE functions are visible for all employees.

Enter a new incident in SwissSalary Direct Self-service Portal
Recording event reports
After logging in to SwissSalary Direct Self-service Portal, an employee can enter a new accident event. Event recording is done in different stages.
Incident – Accident – Injury – Treatment – Incapacity to perform duties – Appendices
First, the incident date and the accident type (occupational or non-occupational accident, occupational disease, relapse) must be recorded. Depending on whether there is work stoppage, incapacity to perform duties can also be reported. It is followed by a description of how the accident occurred, details of the injured body parts and one or more medical contacts (doctor or hospital). If there is already a work incapacity certificate, it can be photographed and entered directly as an attachment.
As a last step, the recording and correctness must be confirmed and saved so that the new event is synchronized between SwissSalary Direct and SwissSalary.
The event report is displayed in SwissSalary for new cases and can be further processed by the payroll staff member and then submitted to the insurance company.
Erroneous reports are intercepted in the SmartPort.

Display of the accident progress and adding or changing recorded or missing information in SwissSalary Direct Self-service Portal
Event report progress display
Recorded event reports are sorted by the event date (see Event date). After recording and saving a new event, the status is CASE OPENED. If the event has already been reported to the insurance company by the HR department, the status is CASE REPORTED and a claim number is already displayed (see the Insurance Claim column) (provided that the social security number is known/recorded).
This number can be provided to the medical contact and used to obtain medicines from a pharmacy.
Important! Event reports not yet saved are not transmitted to SwissSalary or synchronized, the last event information is only confirmed and saved.

Changing, supplementing and deleting event messages
A submitted event report can be supplemented and/or changed. It is no longer possible to delete an entire event report or individual parts in SwissSalary Direct after synchronization with SwissSalary; this can only be done in SwissSalary in KLE Case Management.

5.1.3.1.2   Registered employees / Usage

Here you can see a list of registered employees per client for the current quarter as well as the total num-ber of employees of the client. The values in this table form the basis for billing. Click the number to go to the list of all registered employees.

5.1.3.1.3   Non-registered employees

Here you can see a list of non-registered employees per client for the current quarter as well as the total number of employees of the client. Click the number to go to the list of all non-registered employees.

5.1.3.1.4   Document upload status

Here is a list of the documents provided. The number of documents uploaded to SwissSalary Direct today, in the current month and in the current quarter is shown per client.

5.1.3.2 Global Settings

Company data was stored in SwissSalary Direct as part of SwissSalay Direct settings. This company-specific data is displayed here and can be changed if necessary:

Feldname	Beschreibung / Beispiel
Name	Company name
Subdomain	The subdomain determines the name of the web address used by the employee for registration. It makes sense to use the name of the company as a subdomain.
Microsoft Dynamics NAV license	The current license number is displayed.
Default price plan	Here you can see the version of SwissSalary Direct currently used: Basis, Plus or Advanced. Individual features are described in the relevant chapter.
Access days after resignation	You can define here how long a resigned employee may still access SwissSalary Direct. During this time, the employee is considered registered and will be taken into account for billing purposes
Notifications for not registered employees	If the box is checked, non-registered employees will also receive notification emails about new documents made available in SwissSalary Direct.
Employee email verification	If the box is checked, SwissSalary Direct username is compared with the corresponding employee's email address in SwissSalary. If they do not match, the employee cannot register in SwissSalary. Note: This conformity check is an additional safety criterion, and can be disabled. It is carried out once during the registration of the employee.

Contact Details
Contact details stored during the provision of access are displayed here. They are used for SwissSalary in the event of any contact. The information can be changed here at any time.

5.1.3.3 User Settings

Using User Settings, you can

Change password	Here you can change the password after login. If the password is no longer known, you can use the "Forgot my password" feature on the home page.
Change username	The username corresponds to the mail address at registration. If necessary, it can be changed via this function. Mail will not be checked here. The notifications will also be sent to employees at this address.
Change profile photo	If desired, a profile picture can be uploaded or deleted here.
Enter registration code	The employee only needs the registration code when registering for the first time, unless client is changed. This process is described in the relevant chapter.
Two-factor authentication	If the Advanced price plan is activated, 2-factor authentication can be managed here.

User settings are also available to every registered employee and their personal data can be changed here.

5.1.3.4 Versions

SwissSalary Direct is available in three versions.

Basis
Employees are provided with paycheck, salary certificate, report cards and other documents in electronic form. Employees have no communication options, they contact the HR department directly if they have concerns.

Plus
In addition to the "Basis" features, employees have the option to make changes to the address and to the bank account in SwissSalary Direct. The administrator must activate this feature for the respective client in advance via "Edit" in the Admin Dashboard. The changes made by the employee are then displayed in SmartSport in SwissSalary and can be transferred directly to the Employee card.

Advanced
Advanced offers more features in addition to the Basis and Plus features.

In the Advanced version, employees can upload documents and send them to the HR department.

Furthermore, a two-factor authentication is offered. Employees have the option to verify access via SMS code by entering their mobile number every time they log in. Employees have the option to activate two-factor authentication, it is not obligatory though. Only Swiss mobile numbers are allowed, it is prohibited to input foreign mobile numbers.

Two-factor authentication is activated by the admin user per client directly in SwissSalary Direct settings. This is done by selecting the Advanced price plan and by checking the "2-Factor Authentication" box. This way all users of this client can see two-factor authentication in user settings. If a user is affiliated with several clients, two-factor authentication becomes visible as soon as one of the clients activates this feature.

Employees enter their own mobile number in the specified format; if they make a mistake, an error mes-sage is displayed. After the mobile number has been entered correctly, a verification SMS will be sent and the confirmation code can be entered in the form. Registered mobile number is also changed this way. Two-factor authentication now has to be turned on via the green "Turn on" button. The status is changed to "On".

It is impossible to log in without a code if two-factor authentication is enabled. After clicking the button, the code is sent and can be entered in the code input screen.

Cost
The costs are calculated per registered employee a month.

SwissSalary Direct Basis	CHF 0.50
SwissSalary Direct Plus	CHF 0.75
SwissSalary Direct Advanced	CHF 1.00

Invoices are issued quarterly. In each case, the number of employees registered for SwissSalary Direct is determined based on their employment. Employees that have resigned and still have access to their SwissSalary Direct account under the access rules are also taken into consideration.

The version can be changed at any time.

5.1.3.5   i / Languages

Here you can find information about

Help with registration	You will be automatically taken to a video that will help with the registration. By searching YouTube you will find the video in several languages.
Security information	You can see the latest security and privacy information here.
DE | EN | FR | IT | ES | PT	By clicking the respective language, the current page is displayed in the selected language.

5.1.3.6   Log off

After clicking Log off, you will log out and will be automatically redirected to the login page.

5.1.4   Sending documents

5.1.4.1   Paycheck

To send payslips to SwissSalary Direct, a wage must be accounted for, non-posted or posted. We recommend putting online only non-posted or posted pay processes.

Open the corresponding pay process. Click Payslip and fill in the following two fields:

Field name	Description / Example
Direct delivery	By checking this box, you determine that the payslips should be provided to the employees in SwissSalary Direct.
Directly visible from	You can define the time when the employee can see payslips in SwissSalary Direct. As of this date, the employee will also receive email notifications about new documents made ready.
Direct no email notification	Email notification to employees can generally be switched off in SwissSalary Direct settings (field 'No email notification'). This is useful, for example, when several documents are sent one after the other, but the employee is only notified once by email. We have now created the possibility to control this for each document type with document types 'Payslip', 'Salary certificate' and 'Report card' for File ZIP archive import as well as for sending of documents in general. In addition to the existing options 'Direct delivery', 'Directly visible from', you will now also find another option 'No direct email notification'. If this option is switched off, employees will be informed via email as before.

By clicking Preview or Print, the documents are prepared and sent. It is relevant what is kept in settings (sending to all employees or sending to registered employees).

Following the electronic delivery, all payslips are displayed for non-registered employees and can now be printed and sent physically. SwissSalary keeps record of employees registered in SwissSalary Direct (see the "SwissSalary Direct rollout date" field on the Personnel list).

Note:
Until an employee registers in the SwissSalary Direct, the payslip is created for printing as before. Certain text with the link and personal registration code is printed on the physical payslip automatically. For example, the following text may be displayed:

Your registration code is 1234-56E8-9AB2-345Z.
You can register at example.swisssalarydirect.ch using this code.

This text will only be displayed on the payslip until the employee registers for SwissSalary Direct.

5.1.4.2   Salary certificate

To send wage statements in SwissSalary Direct, proceed as follows:

Open the "Wage Reporting" area, click "REPORT" and then "Salary certificate statement (Form 11)". Please note now that you can work with filters for one or all employees. The delivery occurs accordingly.

Field name	Description / Example
Direct delivery	By checking this box, you determine that the wage statements should be provided to the employees in SwissSalary Direct.
Directly visible from	You can define the time when the employee can see wage statements in SwissSalary Direct. As of this date, the employee will also receive email notifications about new documents made ready.
Direct no email notification	Email notification to employees can generally be switched off in SwissSalary Direct settings (field 'No email notification'). This is useful, for example, when several documents are sent one after the other, but the employee is only notified once by email. We have now created the possibility to control this for each document type with document types 'Payslip', 'Salary certificate' and 'Report card' for File ZIP archive import as well as for sending of documents in general. In addition to the existing options 'Direct delivery', 'Directly visible from', you will now also find another option 'No direct email notification'. If this option is switched off, employees will be informed via email as before.

By clicking Preview or Print, the documents are prepared and sent. It is relevant what is kept in settings (sending to all employees or sending to registered employees).

Following the electronic delivery, all wage statements are displayed for non-registered employees and can now be printed and sent physically. SwissSalary keeps record of employees registered in SwissSalary Direct (see the "SwissSalary Direct rollout date" field on the Employee list).

5.1.4.3 Providing other documents

You can also provide your employees with PDF documents that have not been created in SwissSalary. This procedure is described in Chapter: Settings in SwissSalary.

5.1.4.4 Dossier ZIP Archive Import

Creation of Documents
Create personalized documents and save them in a folder. No other documents should be in this folder. Pay attention to the name of the document. It should look as follows:

Example:
1234_StundenAugust.pdf

Text / Example	Description
1234	Employee N° for the purpose of clear assignment in SwissSalary Direct
_ (Underline)	Separation between the personnel number and the file name
StundenAugust	Description of the document => will be accordingly displayed to the employee in SwissSalary Direct
.pdf	file format

Dossier ZIP Archive Import
In SwissSalary, open the ZIP archive import dossier via the search function.

- Select the folder to be sent.
- A text can be entered in the description which is displayed to the employees.
- Define document type
- Direct delivery and date similar to payslips / wage statement
- Confirm by clicking OK

The documents provided by means of dossier ZIP archive import are subsequently also visible in the SwissSalary Direct administration and could be deleted there if required.

5.1.5 Company

5.1.5.1 Copying Company

It is always possible to copy company. Contact SwissSalary Support in advance top plan the procedure and ensure the smoothest possible process. If SwissSalary Support is involved at an early stage, there is a possibility in most cases that employees will not have to go through the whole registration process again.

5.1.5.2 Merging Company

It is always possible to merge company. Contact SwissSalary Support in advance top plan the procedure and ensure the smoothest possible process. If SwissSalary Support is involved at an early stage, there is a possibility in most cases that employees will not have to go through the whole registration process again.

5.1.5.3 Splittings Company

It is always possible to split one client into multiple clients. Contact SwissSalary Support in advance top plan the procedure and ensure the smoothest process possible. If SwissSalary Support is involved at an early stage, there is a possibility in most cases that employees will not have to go through the whole registration process again.

5.1.5.4 Changing Company

Employees go to "sister company" using the same subdomain for SwissSalary Direct.
It is important that both clients are previously set up for SwissSalary Direct and both clients are managed via the same subdomain (xxxxx.swisssalarydirect.ch).

In this case, it is not necessary to register again. The procedure goes as described below

- Employees with existing access log in as usual for "old" clients
- Enter the registration code from the second client printed on the new payslip in the top right corner under "User Settings"
- Enter information accordingly
- As soon as the new / second registration code has been entered, the employee can click the client name in the top left corner to switch the client back and forth with a single login (home page)
- The access to the documents from the old client is similar to the rules for resignation, 30/360/365 days after "Resignation"

5.1.6 Dashboard Employee

Example from Dashboard **Advanced** :

Dashboard

Hello Mr. Hofstetter

Contact details ✏ | Edit

Yannick Hofstetter
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Valid from 01.08.2022

Bank ✏ | Edit

Die Schweizerische Post - Post
CH49 0900 0000 3044 7353 4

Documents

☁ | Upload files ❓

New   Read   Sent   Sickness & Accident Reporting

Selected documents

☁ | Download   ✉ | Move to Read   🔍 Search

⇅ Description	⇅ Date
Lohnabrechnung Januar 2022	21.06.2022 4:20:47 PM
Kassenbon	21.06.2022 4:16:54 PM
Lohnabrechnung Februar 2018	09.06.2022 11:03:08 AM
Lohnabrechnung Januar 2018	09.06.2022 11:03:07 AM

Contact details ✕

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Valid from	01.08.2022

💾 | Save   ✕ | Cancel

Edit Bank

✕

Bank Name   Die Schweizerische Post - P...   ▲

BIC (SWIFT)

POFICHBEXXX

Address

Freiburgstrasse 453

Zip Code

3002

City

Bern

IBAN   CH49 0900 0000 3044 7353 4

Deviating Beneficiary   ☐

Foreign bank   ☐

💾 | Save   ✖ | Cancel

Dashboard

Hello Mr. Hofstetter

Contact details ✏️ | Edit

Yannick Hofstetter
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Documents

☁️ | Upload files   ❓

New   Read   Sent   Sickness & Accident Reporting

My Sickness & Accident History

🏠 | New Report   🔍 Search

⇅ Report	⇅ Insurance case	⇅ Type	⇅ Details	⇅ Incident date	⇅ Status	Actions
			No data available in table			

Report

new report

New Incident

What happened?

| I had an accident. ▼ |

Have you been on your way to work, or have you been working for CRONUS AG when it happened?

| No ▼ |

What kind of accident was it?

| Sorry, but I'm not sure... ▼ |

When did it happen?

| 📅 | 🕐 |

How accurate is this timestamp?

| I have no idea... ▼ |

How regularly do you work? ⓘ

| Regularly ▼ |

Are you still able to work?

| That still needs to be clarified. ▼ |

| 💾 | Save and continue |

5.1.7 Registrations of employees

Employees receive their personal registration code and the link on the payslip. Helpful registration instructions are available at www.youtube.com. Look for "SwissSalary Direct" on YouTube and you will be able to see them in different languages.

The procedure is as follows:

1. The link and personal registration code are printed on the payslip
2. The employee can open any browser and enter the link in the address bar (Warning: if you paste it in Google or other search engine, you will not get to the desired page)
3. On the SwissSalary Direct page the employee clicks "New here? Do you have a registration code?"
4. The employee fills in the following fields
   o Registration code
   o Email*
   o Confirm your email*
   o Password
   o Confirm password
   o Finally, click "Register"

5. The employee receives an email to the specified address and must click this link.

Afterwards, the registration is completed and the employee can log in directly by entering his/her email and password.

The registration using registration code occurs once. It is important to complete the registration and click the link in the confirmation email. The SwissSalary Direct page with the corresponding information about a successfully completed registration should open. Sometimes errors occur, either because the emails end up in the spam folder due to the "no-reply" address or pop-up blockers prevent the website from being opened.

* If the "Email verification" feature is activated, the employee can only register with the email address stored in the SwissSalary Personnel Card and selected for "Electronic delivery"

5.1.8   Password Reset

After the registration has been completed successfully, the employee can independently reset the password at any time. To do this, the employee needs access to his/her registered email address used as the username. If the employee has forgotten the password and does not have access to the stored email address, the entire registration must be reset via SwissSalary Support. Afterwards, the employee can repeat the registration using the unmodified registration code.

If email verification is activated, the new email address must be stored on the Employee Card and synchronized with SwissSalary Direct.

5.1.9   Registration Control and Possible Error Messages

If an employee reports that the registration failed or access is impossible, the following points will help to determine the cause:

In SwissSalary Direct:
Check employee details. A date must be entered for the registration date and the email must be confirmed. Otherwise, the registration has not been completed. Did the company enable email verification? Then the registration is only possible using the email address stored in SwissSalary: it must be stored in the Employee Card, otherwise the registration is impossible. The employee should go thought the registration process again. If need be, it is also possible if an employee made a typing error in the username, and then the registration can be repeated with the correct email address.

In SwissSalary:
Add the "SwissSalary rollout date" column to the Employee list and check whether the date is displayed there. It is only displayed when the registration has been completed.

Error message: Invalid registration code:
a new code cannot be generated. It is personalized and remains valid. The employee should try all possible options. For example, it can include an O, which can be both a letter and a zero.

Employee receives no confirmation email:
A confirmation email must be received. If necessary, check the spam folder. The email used by the employee to log on using the intended username can be initiated again. A message appears stating that the confirmation is pending and it is possible to initiate the email again. This confirmation email contains a link,

click it and wait until the SwissSalary Direct website opens and the corresponding completion message appears. Pop-up blockers can also cause an error here and prevent the site from opening.
If the email is not received numerous times, the sender address no-reply@swisssalarydirect.ch should be added to the secure addresses.

Registration reset:
Employee registration can be reset. However, only SwissSalary Support can do it. The documents made available before the Unregister process are still available to the employee after a re-registration. The original registration code remains valid as well.

5.1.10 Employee Card Dossier

The Dossier can be retrieved in the Employee Card. In this table, you can use the Direct Upload on column, and Direct and Visible from respectively to control which documents were provided in SwissSalary Direct for the employee. If a new document is added here, the upload can be prepared by means of entries in columns Direct (check mark) and Directly visible from. Such employee-specific documents are sent by executing the Send document function.

5.2 Close Balances

You habe the possibility to close both positive and negative hourly balances. You can also define a positive limit so that only the values exceeding this limit are reduced. The value defined as the limit is therefore retained for the employee as a positive hourly balance. If there is no limit, the hourly balances are set to 0.

You have the opportunity to close definitely the balances below by U31.12.xx (deadline):

❑ Vacation
❑ Overtime
❑ Ordered overtime (rarely used)
❑ Voluntary Overtime (rarely used)
❑ Compensation time
❑ Flexible working hours
❑ Working time
❑ Night Work (time surcharge of 10% since August 1, 2003)
❑ Allocated time
❑ Actual time

We recommend closing the balances of Work Hours, Target Time and Actual Time (Working Time Calendar) by the end of the year, so that these balances return to ZERO as of January 1 of the new year.

If the holiday, overtime and flexitime credits, etc. of your employees expire on December, 31, you can also close these balances (rarely used). Of course, filter criteria are also available further (e.g., individual employees only, payroll area 'MW' (monthly wage) only, etc.). If negative balances are to be deleted, it can also be done automatically via this process.

IMPORTANT NOTES:
❑ The pay process can be started only at the time when all the pay processes of all payroll areas were definitely posted for December! (Please also check that the FIBU/BBA/Project journals are posted!)
❑ The balances of the employees laid-off and locked during the year will also be netted!

Procedure:

1. Make sure that all previous-year pay processes have been completely processed and posted. (Please also check that the FIBU/BBA/Project journals are posted!)
2. Call the 'Close balances' function.
3. Set the year-end date balance accounts should be closed for.
4. You can select the balances that should be closed in Options. For this purpose, define whether the balances should only be closed if there is a positive balance, a negative balance or they should be always closed. If positive balances are to be reduced to a maximum value, define the limit to be retained. If a balance is not to be closed, do not enter any action for it and leave the positive/negative/always selection field empty. As usual, individual filters can be set in 'Personnel Master Data' filter area. It is MANDATORY that you enter a payroll area.
5. Trigger the processing with 'OK' and the month-end pay process will be calculated. Please click OK to confirm the message that the payslip processing for U31.12.20XX has been carried out successfully.
6. The U before the date means month-end and is a fictitious day between December, 31 of the old year and January, 1 of the new year. (The completed notification is, of course, substantially different with respect to the number of wage items, and the number of employees depending on the company and filter criteria)
7. To control and check the closed balances, go to employees' wage items and the Employee card in the 'Statistics' tab.
8. This pay process can be canceled as a regular pay process. This provides the opportunity to settle this pay process repeatedly.
9. Since it depends upon a pay process, it must also be definitely posted. (Prior to the posting process, please make sure that all FIBU/BBA project posting journals are empty). NO data will be written into the financial accounting, cost accounting (BBA) or projects during the data posting.

6 Setup

6.1 Place of work

The selection field to enter the **Place of work** of your employee (required field).

Besides assigning each employee to the correct Workplace, the **Workplace** also regulates the respective **FAK canton** ('place-of-work' principle). This field is responsible for correct calculation of family allowances, and for correct provision of employer contribution.

Field name	Description / Example
Code	Code field (max. 10 characters) used to create workplace codes. It can be, for example, a ZIP code or the name of workplace.
ZIP Code	The label is filled in automatically through the input of the ZIP code of the workplace.
City	By entering the ZIP code, the settlement taken from the ZIP code folder is automatically displayed.
Address	This field is used to enter the workplace address (street or post box).
Designation	After the input of the ZIP code, the workplace from ZIP code table will be automatically filled in the Designation field. Of course, you can change the field designation manually.
FAK County	The cantonal FAK (family compensation fund) is automatically retrieved based on the ZIP code/settlement entry. The principle of "place of employment" is used for family allowances. This means that the employee receives family allowances based on the cantonal legal basis applicable at the workplace.
BUR No.	The BUR number is the eight-digit **Company and Business Register Number** assigned by the Federal Statistical Office. Each company can have several BUR numbers. **Weekly work hours** must be recorded per BUR number. Please check that a BUR number is recorded for each individual workplace in the **Workplace** field. If you do not know the BUR No., you can request it via email at: infobur@bfs.admin.ch. Swissdec 5.0 contains a specification for the new BUR number. Previously this was an 8-digit number, but now an alphanumeric prefix is added. The Federal Statistical Office has confirmed that the letter "A" can always be placed in front of the BUR number for existing BUR numbers. The setup must be carried out in the 'Place of work' table for each entry of a place of work and must be completed manually before the first transmission after activation of the transmission according to Swissdec 5.0.
Weekly Working Time in Industry Minutes	**Weekly working time in industry minutes** is displayed in the Workplace table. It is used to create the LSE statistics (BAU customers only). The industry minutes are always calculated in decimal values, i.e. one industry minute corresponds to 36 seconds.

Weekly Working Time in Sessions	**Weekly working time in sessions** is displayed in the Workplace table. It is used to create the LSE statistics (BAU customers only). The number of sessions can optionally be defined instead of the industry minutes.

6.2 Absence Claim

The whole controlling of the **holiday entitlements per year**, **holiday pay in percentage**, **compensation time per year**, and the **holidays in percentage** will be completely and automatically processed through the table **Absence Claim**.

The entries mean:
from age of 0 until completed age of 20 = 30 days
until completed age of 50 = 25 days
from completed age of 50 - ? = 30 days

Of course, these entitlements can be higher depending upon the company.

So that the **Absence Claim** can be properly calculated pro rata automatically, you need to record also the corresponding **entitlement and correction salary types** in the affected tabs.

IMPORTANT INFORMATION:
- You do not have to record manual entitlements or corrections for new employees. The Absence Claim calculation and correction is done for the recruitment month automatically.
You do not need to make any other settings. Once you have inserted the entitlements and correction salary types, the calculation is done automatically.
- The calculation makes sense mainly for holidays, possibly also for the compensation time. The holidays are used in hourly wages for holiday compensation and have no significant impact on the monthly wages.

Similar to the automatic reduction of **refunding of absences** in the **admission month recruitment** during the year, the same **refunding of absences** (holidays, compensation time, etc.) will be also automatically reduced pro rata for **the Absence Claim during the year**.

As always, the correct resignation date in the Employee card must be recorded at the time of accounting (Payroll process)!
- The corrections are NOT seen in the Payroll Journal, but will be automatically written in Salary Entry during the Payroll process.
- Manual holiday corrections can be still used if, e.g., you want to include any other credit balances to the holiday credit balance (please refer to the legal provisions).
- The remaining holiday credit balance will not be automatically paid at the time of withdrawal. The payment must be manually made in the Payroll Journal.

6.2.1 General

6.2.1.1 Code

Code field (max. 10 characters) for correct differentiation of the refunding of absences groups.

6.2.1.2 Description

Text field (max. 30 characters) for textual **description** of the refunding of absences groups.

6.2.1.3 Changement

In option field **Changement** you determine at what time the holidays and/or holiday compensation will be adjusted according to the age.

Example for monthly wage:
Starting point for a change:
Employee A started to work in the company from 15.05.20xx, employee A will be 50 years old on 15.10.20xx, the holiday entitlement till 50 years = 25 days, from 50 years = 30 days

Beginning of the year	With a **Beginning of the year** setting, the employee has from 01.01 the entitlement of 30 days already. I.e. at the entry on 15.05.08 the entitlement is calculated as follows: 30 days / 12 x 7.5 = **18.75 days** (depending on the rounding type and rounding precision)
Beginning of the month	With the **Beginning of the month** setting, the employee has the entitlement of 30 days already from 01/10/20xx, 25 days till 30/09/20xx. The change takes place on the 1st day of the birth month. I.e. at the entry on 15.05.08 the entitlement is calculated as follows: 25 days / 12 x 4.5 = 9.375 days (May 15 – Sep. 30) 30 days / 12 x 3 = 7.5 days (Oct. 1 – Dec. 31) Total entitlement 15.05 - 31.12.xx = **16.875 days** (depending on the rounding type and rounding precision)
Day	
End of month	With the **End of month** setting (recommended), the employee has the entitlement of 30 days already from 01.11.xx, 25 days till 30.09.20xx. The change takes place on the 1st day of the month after the birth month. I.e. at the entry on 15.05xx the entitlement is calculated as follows: 25 days / 12 x 5.5 = 11.45 days (May 15 – Oct. 31) 30 days / 12 x 2 = 5 days (Nov. 1 – Dec. 31) Total entitlement 15.05 - 31.12.xx = **16.45 days** (depending on the rounding type and rounding precision)
End of year	With the **End of year** setting, the employee has the entitlement to 30 days only from 01.01 of the following year. I.e. at the entry on 15.05.xx the entitlement is calculated as follows: 25 days / 12 x 7.5 = **15,625 days** (depending on the rounding type and rounding precision)

Example for the hourly wage:
Starting point for a change:
Employee A will be 20 years old on 15.06.xx. According to the contract, employee A gets from July 08 only 10.6% of holiday payment (previously 13%).

Beginning of the year	If you set the change to the beginning of the year, the employee A will be credited already in January 08 with only 10.6% of holiday pay.
Beginning of the month	If you set the change to the beginning of the month, the employee A will be credited from June 08 with only 10.6% of holiday pay.
End of month	If you set the change to the end of the month, the employee A will be credited from July 08 with only 10.6% of holiday pay.
End of year	If you set the change to the end of the year, the employee A will be still credited in the year 08 with a higher rate of 13% of holiday pay.

All these calculations are performed fully automatically based on the absences table.

The change is very company specific. We think that the change **End of month** at most companies is likely to happen next month.

6.2.1.4   Combination of Limits

It is defined in the Absence Claim whether the more favorable value for the employee should be calculated or whether several values should be cumulated.

Example:
Employee A gets 25 vacation days (Age from 20 - 50 years setting).
According to the year of service regulations, it is also provided that employees receive additional 5 days of vacation per year, provided that they have 10 years of service/120 months of service.

replace the higher value	Default (as before) The value more favorable for the employee will be taken into account for billing purposes. The higher value of limits counts (age, year of service or months of service).
Accumulation	When the refunding of absences is checked, several values can be accumulated. For example, holidays and additional holidays when a certain seniority is reached. The number of entitlements is cumulated (age, year of service or months of service).

6.2.1.5   Direction Supplements

When holiday payment remuneration is taken into account during hourly wage calculation, some customers also consider holiday remuneration percentage. Normally, the base for holiday remuneration is calculated on the base wage (hourly wage), similarly to recess remuneration. In GAV, however, it is regulated somewhat differently for temporary employment agencies. Namely, holiday remuneration is taken into account on the basis of base wage. Then, there is a sub-total and after that holiday remuneration is calculated.

You can now rearrange the order of the calculation in Refunding of absences of the Personnel card. The new selection field "Surcharge order" the calculation can be defined as follows:

❑Vacation/Holiday Money (Standard)
❑Holiday/Vacation Money

For the majority of our customers it does not change anything, and the default value is set automatically. The selection can change the situation for temporary employment agencies and other customers with similar starting point. You can see two examples of calculation below.

Feriengeld/Feiertag (Standard)		Basis		Feiertag/Feriengeld		Basis	
Stundenlohn			1'000.00	Stundenlohn			1'000.00
Feiertagslohn	3.50%	1'000.00	35.00	Feiertagslohn	3.50%	1'000.00	35.00
Feriengeld	10.64%	1'000.00	106.40	Zwischentotal			1'035.00
Zwischentotal			1'141.40	Feriengeld	10.64%	1'035.00	110.12
13. ML	8.33%	1'141.40	95.08	Zwischentotal			1'145.12
Bruttolohn			1'236.48	13. ML	8.33%	1'145.12	95.39
				Bruttolohn			1'240.51

6.2.1.6 Calculation Month Claim

You can select per refunding of absences to have holiday and/or work-in-advance days entitlement reported automatically. You can choose the month for the entitlement (usually January). If it is set, the entitlement in the corresponding month will be calculated automatically without the need to run the "Time types presentation" report in the Report journal.

The calculation month claim is defined in the Absence claim card view.

If you are using work-in-advance days balances (rarely), you must assign the appropriate salary types for time types and in Absence Claim.

6.2.1.7 Rounding Type

The **Rounding Type** field in the Refunding of absences relates on the one hand to the rounding at recruitment as well as the rounding at resignation.

The rounding type has the following correct functionality:

Rundungsart	Rundung bei Eintritt	Rundung bei Austritt
Nearest	The value is rounded up to the next rounding precision	The value is rounded down to the next rounding precision
Up	The value is rounded down to the next rounding precision	The value is rounded up to the next rounding precision
Down	rounded by one decimal place to the next rounding precision	rounded by one decimal place to the next rounding precision

6.2.1.8   Rounding Precision

Rounding precision is company specific. We recommend 0.25; thus, the days will be calculated by the quarter-daily principle.

6.2.2   Vacations

6.2.2.1   Vacation Claim ST

So that the **Absence Claim** can be properly calculated pro rata automatically, you need to record also the corresponding **entitlement and correction salary types** in the affected tabs. Then the entitlements in the month of entry and the month of withdrawal are calculated completely automatically.

Please enter in this field a ST for **Vacation Claim**.

6.2.2.2   Vacation Claim Corr. ST

So that the **Absence Claim** can be properly calculated pro rata automatically, you need to record also the corresponding **entitlement and correction salary types** in the affected tabs. Then the entitlements in the month of entry and the month of withdrawal are calculated completely automatically.

Please enter in this field a ST for **Vacation Claim correction**.

6.2.2.3   Vacation Money

For each Absence Claim, you can optionally define whether the Vacation Money should be paid *with balance* (monthly accruals) or with *immediate payment*.

With balance
If the company commonly only has the *With balance* option, then ST 2000 is used in most cases for provision, including the consideration of social costs and tax liability. With ST 8860 only the balance is paid then, WITH NO consideration of obligations, because they have already included in provision.

‘With balance’ example:
ST 2000 posting: Wage costs / Current account of holiday remuneration --> Subject to social insurance and taxes
ST 8860 posting: Current account of holiday remuneration / Transitory wage account --> NOT
subject to social insurance and taxes

Immediate payment
If the company commonly has only *immediate payment* of the *vacation payment remuneration*, then in most cases salary type 2010 is used for it. This means that this ST is posted as wage expenditures. The obligations and tax liability are considered similarly.

NOTE (exception):
However, if an accrual is triggered for one refunding of absences and the immediate payment for the other in the same client, two different salary types are required, for example ST 2000 for accruals and ST 2010 for immediate payments.

‘Immediate payment’ example with different holiday pay salary types:
ST 2010 posting: Wage costs / Transitory wage account --> Subject to social insurance and taxes

6.2.2.4 Limit Type

This field is used to determine the calculation type of the Absence Claim.

You can use the following 3 selection options:

Age	The calculation of vacation Claim is based on the employee's age. The date of birth is used to calculate the age.
Employed Years	The number of years of service according to the 'Years of Service' table on the Employee card. They can vary in the Payroll Setup depending on the settings.
Employed Months	Please use months of service during setup if you also use months to calculate the years of service.

Owing to the use of flexible *Absence Claims*, more complex employment relationships can also be perfectly mapped.

Example:
In addition to a vacation claim, which is mostly age-dependent, there is also an increasing requirement that starting from a certain number of years/months of service the employee is entitled to more vacation days.

In the following example, SwissSalary automatically checks which condition is more favorable for the employee. This means, for example, that the regular vacation Claim for a 55-year-old employee would be 25 days a year. However, since the employee has been with the company for 22 years, the employee receives 27.5 days a year. The values are therefore are not added, the higher value is processed for the employee each time.

6.2.2.5 Limit from

The **Limit from** column is used to enter the age category, from which a new condition must be considered.

6.2.2.6 Number Type

The **Number type** column is used to define whether the absence should be calculated in hours or days.

empty	Used for hourly wage (percentage; not hours or days)
Hours	Vacation, compensation time, and vacations will be calculated in hours
Days	Vacation, compensation time, and vacations will be calculated in days

6.2.2.7 Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.2.2.8 Percent

The **Percent** column is used to enter the percentage of entitlements of hourly wage recipients for compensation for holidays and public holidays.

6.2.3 Compensation time

6.2.3.1 Compensation Time Claim ST

So that the Absence Claim can be properly calculated pro rata automatically, you need to record also the corresponding entitlement and correction salary types in the affected tabs. Then the entitlements in the month of entry and the month of withdrawal are calculated completely automatically.

Please enter in this field a ST for the work-in-advance time.

6.2.3.2 Compensation Time Claim Corr. ST

So that the Absence Claim can be properly calculated pro rata automatically, you need to record also the corresponding entitlement and correction salary types in the affected tabs. Then the entitlements in the month of entry and the month of withdrawal are calculated completely automatically.

Please enter in this field a ST for the work-in-advance time corrections.

6.2.3.3 Limit Type

This field is used to determine the calculation type of the Absence Claim.

You can use the following 3 selection options:

Age	The calculation of work-in-advance time entitlement is based on the employee's age. The date of birth is used to calculate the age.
Employed Years	The number of years of service according to the 'Years of Service' table on the Personnel card. They can vary in the Payroll master data depending on the settings.
Employed Months	Please use the months of service setting only if you also use months to calculate the years of service.

NOTICE:
Similar to the vacation days setup, work-in-advance days can also be combined depending on age or stored for all age groups. In practice, work-in-advance days are usually not shown as a balance.

6.2.3.4 Limit from

The **Limit from** column is used to enter the age category, from which a new condition must be considered.

6.2.3.5 Number Type

The **Number type** column is used to define whether the absence should be calculated in hours or days.

empty	Used for hourly wage (percentage; not hours or days)
Hours	Vacation, compensation time, and vacations will be calculated in hours
Days	Vacation, compensation time, and vacations will be calculated in days

6.2.3.6   Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.2.3.7   Percent

The Percent column is used to enter the percentage of entitlements of hourly wage recipients for compensation for holidays and public holidays.

6.2.4   Holidays

6.2.4.1   Holiday Claim ST

So that the Absence Claim of absences can be properly calculated pro rata automatically, you need to record also the corresponding entitlement and correction salary types in the affected tabs. Then the entitlements in the month of entry and the month of withdrawal are calculated completely automatically.

Please enter in this field a ST for Holidays.

6.2.4.2   Holiday Claim Corr. ST

So that the Absence Claim can be properly calculated pro rata automatically, you need to record also the corresponding entitlement and correction salary types in the affected tabs. Then the entitlements in the month of entry and the month of withdrawal are calculated completely automatically.

Please enter in this field a ST for Holiday correction.

6.2.4.3   Limite Type

This field is used to determine the calculation type of the Absence Claim.

You can use the following 3 selection options:

Age	The calculation of holiday entitlement is based on the employee's age. The date of birth is used to calculate the age.
Employed Years	The number of years of service according to the 'Years of Service' table on the Personnel card. They can vary in the Payroll master data depending on the settings.
Employed Months	Please use the months of service setting only if you also use months to calculate the years of service.

6.2.4.4   Limit from

The From the age column is used to enter the age category, from which a new condition must be considered.

6.2.4.5 Number Type

The Number type column is used to define whether the absence should be calculated in hours or days.

empty	Used for hourly wage (percentage; not hours or days)
Hours	Holidays, compensation time, and vacations will be calculated in hours
Days	Holidays, compensation time, and vacations will be calculated in days

6.2.4.6 Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.2.4.7 Percent

The Percentage column is used to enter the percentage of entitlements of hourly wage recipients for compensation for holidays and public holidays.

6.2.5 13th Payday

6.2.5.1 13th Payday

The base for the calculation of the portion of the 13th Payday is defined in the Salary types. The portion of the 13th Payday will be calculated each month and entered as an employer provision.

The calculation and payment of the 14th Payday is carried out in the Reporting-> Calculation of the 13th/14th Payday. You can record payments in the course of the year in report journal, where you are also able to enter the salary type of the 13th Payday disbursement with the amount of CHF 0.00. As a result, the credit balance of the 13th Payday is paid out before deadline. For automated processing, please use the Payment of the 13th/14th Payday to facilitate the corresponding processing. Payments made during the year will be considered in case of the actual final payment by the end of the year.

You can define for each Absence Claim of Absence Claim code in the Absence Claim table whether the 13th wage or the 14th wage should be paid out directly with every wage payment.

with balance	Default = The 13th/14th Payday is netted and paid in full at the end of the year.
Instant Pay	The 13th/14th Payday will be disbursed directly with each pay process.

13th Payday Print Rate & Quantity
If the field is activated, the 'Number' and the 'Approach' of the 13th or 14th Payday is made visible on the payslip.

6.2.5.2 Limite Type

This field is used to determine the calculation type of the Absence Claim.

You can use the following 3 selection options:

Age	The calculation of the 13th Payday entitlement is based on the employee's age. The date of birth is used to calculate the age.
Employed Years	The number of years of service according to the 'Years of Service' table on the Employee card. They can vary in the Payroll master data depending on the settings.
Employed Months	Please use the months of service setting only if you also use months to calculate the years of service.

6.2.5.3   Limit from

The **Limit from** column is used to enter the age category, from which a new condition must be considered.

6.2.5.4   Number Type

The Number type column is used to define whether the absence should be calculated in hours or days.

empty	Used for hourly wage (percentage; not hours or days)
Hours	Holidays, compensation time, and vacations will be calculated in hours
Days	Holidays, compensation time, and vacations will be calculated in days

6.2.5.5   Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.2.5.6   Percent

The Percent column is used to enter the proportional percentages of hourly or monthly wage recipients for the entitlement to the 13th Payday.

6.2.6   14th Payday

6.2.6.1   14th Payday

The base for the calculation of the portion of the 14th Payday is defined in Salary types. The portion of the 14th Payday will be calculated each month and entered as an employer provision.

The calculation and payment of the 14th Payday is carried out in the reporting in the 'Navigate' ribbon -> Calculation of the 13th/14th Payday. You can record payments in the course of the year in report journal, where you are also able to enter the salary type of the 14th Payday disbursement with the amount of CHF 0.00. As a result, the credit balance of the 14th Payday is paid out before deadline. For automated processing, please use the 'Navigate' ribbon -> Payment of the 13th/14th Payday to facilitate the corresponding processing. Payments made during the year will be considered in case of the actual final payment by the end of the year.

IMPORTANT INFORMATION:
These changes exclusively concern the companies that want to adjust a 14th Paydya apart from the 13th Payday.

There are some companies that also want to adjust a 14th Payday apart from the regular 13th Payday. For the accruals to the FIBU and cost accounting (BBA) and the payment to be done correctly, the 14th Payday was integrated in SwissSalary.

The '14th Payday' tab in the Absence Claim has the same properties as the familiar 13th Payday field. So as to specify the salary types used to calculate the portion of the 14th Payday, you will find in the salary types the new field Portion of the 14th Payday. Of course, some salary types can be exempted from the 14th Payday according to the wage code: that is, e.g., the hourly wage is subject to a benefit, but not the monthly one.
So that the provision could function at all, of course, the new provision and disbursement salary type must be defined (similar to the 13th Payday ST). These salary types must be added to the Payroll Setup -> tab 'Base'! In order not to omit the provision for a new employee, this can be predefined per Allocation Group.
Payment of the 14th Payday:
The existing functions 13th Payday Calculation and Disbursement of the 13th Payday were enhanced in the report journal with '13th/14th Payday Calculation'. You can then decide in the Options tab whether you would like to calculate and pay the 13th MW or the 14th MW. Thus, the 14th Payday functions similar to the 13th Payday wage!

IMPORTANT INFORMATION:
If the 14th Payday is not common for you, you can do without these settings!

You can define for each Absence Claim code in the Absence Claim table whether the 13th Payday or the 14th Payday should be paid out directly with every wage payment.

with balance	Default = The 13th/14th Payday is netted and paid in full at the end of the year.
Instant Pay	The 13th/14th Payday will be disbursed directly with each pay process.

6.2.6.2 Limite Type

This field is used to determine the calculation type of the Absence Claim.

You can use the following 3 selection options:

Age	The calculation of the 14th Payday entitlement is based on the employee's age. The date of birth is used to calculate the age.
Employed Years	The number of years of service according to the 'Years of Service' table on the Employee card. They can vary in the Payroll master data depending on the settings.
Employed Months	Please use the months of service setting only if you also use months to calculate the years of service.

6.2.6.3 Limit from

The **Limit from** column is used to enter the age category, from which a new condition must be considered.

6.2.6.4 Number type

The Number type column is used to define whether the absence should be calculated in hours or days.

empty	Used for hourly wage (percentage; not hours or days)
Hours	Holidays, compensation time, and vacations will be calculated in hours
Days	Holidays, compensation time, and vacations will be calculated in days

6.2.6.5 Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.2.6.6 Percent

The Percent column is used to enter the proportional percentages of hourly or monthly wage recipients for the entitlement to the 14th Payday.

6.3 Open Interface

You can find more information about this standard interface here: Open Interface Standard

6.4 Employee Statistic

Additional statistics groups are administered in the Employee statistics. For example, the information about employees in the BAU area is entered in accordance with the SBV categories so that these statistic groups are available for various assessments.

That is why fields Statistic filter and Statistic assignment have been created. These fields are direct links to the statistics groups in tab 'Info'. This means that every filtrable report can also be filtered by to statistics groups.

Address list example:
You want to assess in the address list the employees from the statistics group SBV with group (category) A.

Please, filter data in the address list as follows:
Statistics filter: SBV
Assignment of statistics: A

Using this option, you can easily assess the employees that have been included in the Employee statistics.

6.5 Document Template

Creating new document template:
Now you can create your first document template. To do so, go to to Document Template. For example, you want to create a document template for a "Certificate of employment".
Select "New" and type "ARBEITSBE" in the code and "Certificate of employment" in the designation.

On the next step, please select the corresponding merge fields. Click on the "Form letter code" column and create here a new "AB" setting for the certificate of employment.

Now select "Edit" and create the desired export fields for your certificate of employment using the table cells. Tables "79 Company Data", "3009080 Personnel Master Data" and "2000000120 Users" are allocated by default. No other tables can be added.

The adjustment is so flexible that you can select other fields of the referencing tables in Ref. field name. This means, for example, that if you select the Departments table, you can transfer fields within the Departments table.

Once you activated all the required fields, please select OK.

Creating new Word template:

As a next step, you must now create the Word template. Use the "Create" function from the ribbon. If you have already created a template, the following message will appear: Do you want to replace the existing file attachment?

If you want to replace the existing template, click "Yes". If there is no Word template, this message will not appear. You can edit an existing template by clicking "Open". You can now insert the required fields via "Insert merge field" and create your Word document template (formatting, logos, etc.) in the opened Word document. You can use the "Address header" field for address details, then it automatically inserts the corresponding fields.

Please close now the WORD template (do not save) and the following message will appear: Import file attachment: ARBEITSBE Certificate of Employment?

Select Yes. The Word template is now saved in your database. A check mark is now set in the "File attachment (Word)" column. Please select another number series "Word" to number documents consecutively.

Creating language-dependent template:

If you want to create the same template depending on the language, select the "Languages" function from the ribbon and enter the desired language code, e.g. FRS for French (Switzerland). Select again the same form letter template as before and click "Create" in the ribbon. The Word document will launch and you will be able to create the French version of the Word template.

Once this is created, please close the Word template (do not save) and import the template. You can open and change the template at any time by clicking "Open" in the ribbon. The latest version is stored in the database.

6.6   Employee Templates

Employee templates for creating a new or changing an existing employee could previously be defined only via the payroll area. However, these templates were usually not detailed enough, since most customers work with payroll area ALL and, if need be, MW and HW. Multiple payroll areas creation, just to define templates, made no sense.

With the employee templates, the pre-filling may be much more detailed. You can define any number of templates and also create a new template from an existing employee.

Creating new employee template
1. Select the desired employee in the Employee List and switch to the Employee Card.
2. Choose the Save as template feature in the Templates.

3. Choose the name for the new template in the Template Name field. All default values are already in the template. Of course, you can make changes directly in the template.
4. Click OK to finish creating a new template.

Creating new employees using an existing employee template
1. Right in the Employee List or Employee Card, select New Employee from Template in the Ribbon.
2. The existing templates will be displayed.
3. Select the desired template and click OK.
4. The settings will be are acquired based on the template. Record other individual data you your employee.

Assigning a new employee template to existing employees
1. Select the desired employee and switch to the Employee Card.
2. Apply template
3. Select the new template and confirm by clicking OK.

Editing the existing template
1. Select any employee and switch to the Employee Card.
2. Templates -> Templates.
3. Choose the desired template and edit it.

Please note that the assignments to social security are also set up in the Ribbon.

If you have set up a new employee using an employee template, similar assignments are no longer considered in the Payroll Area. The options in the Payroll Area will be revised in a later update. If you do not want to work with the new employee templates, you can still work with the templates in the Payroll Area, as before.

6.7   Social Costs Group

Provisions for social cost shares such as social insurance provisions for the 13th/14th Payday etc. may be entered in the **Social cost group** selection field. You can create different **social cost group** (categories of persons) and assign different percentage rates and salary types.

You can also activate relevant salary types in the salary types in the Social cost liable field:
Set this field for 13th monthly Payday payment ST to 'Change sign'.
Set this field to 'positive' for Provision for 13th Payday ST.

This means that the surcharge in percentage defined in the **social cost group** will also be calculated during the wage accounting process based on the amount of these salary types. Remember that you activate this for the provision salary type, and also consider for the payment salary type. Otherwise, these provisions cannot be annulled automatically.

Settings:

Code	**Code field** (max. 10 characters) for correct differentiation of social cost category.
Designation	Text field (max. 30 characters) for textual **designation** of the social cost category.
Surcharge %	The **Surcharge %** column is used to define social cost surcharge as a percentage per social cost category.

Salary Type	The **Salary type** column is used to enter the employer restitution salary type, on the basis of which **social costs** will be posted. You can use different or the same salary type per social cost group (company specific).

6.8   Resignation Reason

You can define the reasons for resignation yourself using a code and a comment text. You can also configure in the table whether or not the selected reason for resignation may be included in the calculation of personnel turnover. In addition, the reason for resignation from the company is removed if the resignation date is deleted.

7 Standard Interfaces

7.1 GastroSocial

You can find more information about this standard interface here: [GastroSocial Standard Interface](#)

7.2 Hospital statistics

You can find more information about this standard interface here: [Hospital statistics Standard Interface](#)

7.3 Landolt & Mächler

You can find more information about this standard interface here: [Landolt & Mächler Standard Interface](#)

7.4 Logib

You can find more information about this standard interface here: [Logib Standard Interface](#)

7.5 Offene Schnittstelle

You can find more information about this standard interface here: [Open Interface Standard](#)

7.6 REKA

You can find more information about this standard interface here: [REKA Standard Interface](#)

7.7 rexx

You can find more information about this standard interface here: [rexx Standard Interface](#)

7.8 SOMED

You can find more information about this standard interface here: [SOMED Standard Interface](#)

7.9 Sunetplus

You can find more information about this standard interface here: [Sunetplus Standard Interface](#)

7.10 swiss+

You can find more information about this standard interface here: [swiss+ Standard-Interface](#)

7.11 UKA

You can find more information about this standard interface here: [UKA Standard Interface](#)