



# Calculation and disbursement of the 13th Payday

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# Index

1	Calculation and Disbursement of the 13th Payday	
1.1	Introduction	4
1.1.1	13th Payday Calculation Procedure	4
1.2	Different Calculation Methods	5
1.2.1	Calculation and Disbursement with Payment by Installments for November	5
1.2.2	Calculation and Disbursement with Pay Process for November	6
1.2.3	Calculation and Disbursement after Pay Process for November as a Separate Pay Process	7
1.2.4	Calculation and Disbursement with Payment by Installments for December	8
1.2.5	Calculation and Disbursement with Pay Process for December	9
1.2.6	Calculation and Disbursement after Pay Process for December as a Separate Pay Process	10
1.3	Salary for Hourly-paid Employees	11
1.4	Individual Disbursement of the 13th Payday During the Year	12

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# 1 Calculation and Disbursement of the 13th Payday

## 1.1 Introduction

### 1.1.1 13th Payday Calculation Procedure

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](#)<sup>[12]</sup>

#### **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](#)<sup>[9]</sup> This guide can also be used for disbursement using the pay process for November.

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- 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.

## **1.2 Different Calculation Methods**

### **1.2.1 Calculation and Disbursement with Payment by Installments for November**

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.

## **1.2.2 Calculation and Disbursement with Pay Process 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.

### **1.2.3 Calculation and Disbursement after Pay Process for November as a Separate Pay Process**

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 into 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.

## **1.2.4 Calculation and Disbursement with Payment by Installments for December**

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 [Calculation and Disbursement after Pay Process for November as a Separate Pay Process](#) [7] 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.

### 1.2.5 Calculation and Disbursement with Pay Process for December

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 [Calculation and Disbursement after Pay Process for November as a Separate Pay Process](#) [7] 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.

### **1.2.6 Calculation and Disbursement after Pay Process for December as a Separate Pay Process**

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 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 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.

### 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](#)

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[and Disbursement with Pay Process for December](#)<sup>9</sup>. This guide can also be used for disbursement using the pay process for November.

## **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.