

# IncaMail

Date: 24.03.2022  
More information: [docs.swissalary.ch](https://docs.swissalary.ch)



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Date of change: 24.03.2022

### Legal Notice

SwissSalary AG (SwissSalary Ltd.)  
Bernstrasse 28  
CH-3322 Urtenen-Schönbühl  
Schweiz

Phone: +41 (0)31 950 07 77  
support@swisssalary.ch  
swisssalary.ch

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# 1 SwissSalary

## 1.1 One-time Setup

Basic setup for the delivery of payroll via E-Mail can be found in the Classic Client under 'Setup'- > 'Setup' -> 'E-mail' and under 'Administration SwissSalary -> E-Mail' in the RTC Client respectively. The information about your SMTP server can be obtained from the system administrator.

General	
Code:	LOHNABR
Reference:	Lohnabrechnung
Comment:	Décompte salaire PDF
Text block:	LOHNABR

Setup	
SMTP Server:	smtp.mailserver.ch
User ID:	systemadmin@muster-ag.ch
Password:	
Sender Name:	Human Ressource Manager
Sender Address:	hr@muster-ag.ch
Authentication:	Basic
SMTP Server Port:	25
SSL:	<input type="checkbox"/>
HTML Formatted:	<input checked="" type="checkbox"/>

Description of some fields:

Code	Unique 10 digit code for E-Mail setup. You can store different E-Mail settings.
Comment	Code description
Reference	This subject will appear in the email subject line
Text block	E-Mail body Translations can be entered directly in the 'Additional Text Line' subtable. The following placeholders can be used to personalize text content: %1 Total AVS salary per year %2 13th Payday part on the Paycheck %3 Title %4 Letter salutation %5 First Name %6 Last Name
SMTP-Server	SMTP server address ( <i>outgoing mail server</i> )
User ID	E-Mail or login used for authentication at the SMTP server
Password	Password used for authentication at the SMTP server
Sender Name	The recipient will see this as the sender's name.
Sender Address	The recipient will see this as the sender's address.
Authentication	Basic = a user is prompted to enter their user ID + password Anonymous = no authentication NTLM = Authentication procedure for computer networks, e.g. by means of the Windows logon validation.
HTML Formatted	checked = mail is HTML-formatted unchecked = plain text

Paycheck can now be emailed in an unencrypted form already. We recommend using IncaMail to be able to send encrypted or registered documents. Select 'IncaMail' and 'Encrypted' and/or 'Registered' as the delivery method.

IncaMail
▲

IncaMail: ☐  
Encrypted: ☐  
Registered mail: ☐

Private: ☐  
About IncaMail: <https://www.post.ch/en/post-starts...>

## 1.2 Assignment in de Employee Card

Both private and company E-Mail address of an employee can be entered in the Employee Card. The employee chooses the E-Mail address they would like to have the Paycheck delivered to. Please select in the 'Electronic Delivery' field:

- {blank} = no assignment; the employee continues to receive the Paycheck on paper
- Private E-Mail = the employee receives the Paycheck to their private E-Mail address
- Business E-Mail = the employee receives the Paycheck to their business E-Mail address

County:	BE	Fax No.:	031 / 950-0799
Country Code:	CH	Electronic Delivery:	Private e-mail
Private E-Mail:	Muster.Konrad@gmx.net	Language Code:	Private e-mail
			Business e-mail

## 1.3 Sending of the Paycheck

A PDF version of every employee's Paycheck is created and emailed afterwards. Please install the free 'PDFCreator' on your system that can be downloaded by clicking the following link. After successful installation of the current version of PDFCreator please open the 'Payroll Log' in the Classic Client or click the 'PDF Document' link via 'Open/not posted/posted pay process" in RTC.

Options
▲

Directory:  ...  
File name:   
E-Mail:  ▼  
Attach Document:  ...  
print only changed pay slips: ☐  
Delete PDF after sending: ☐

Directory	Directory for storing payslips in PDF format
File name	The file name is made up of the pay process number and personnel number.
E-Mail	E-Mail setup assignment
Attach document	In addition to the payroll, another document can be sent as an attachment, e.g. Invitation to a Corporate Event (PDF)
print modified wage statements only	similar to the feature available with Paycheck printing, this function is used only to send the Paycheck that have been changed in the previous month
Pay process No.	The selected pay process is displayed

### NOTE:

When printing Paycheck on paper, you can filter Paycheck that have already been sent in electronic form. Set the filter in 'Electronic Delivery' to 'blank' (RTC) or type 2 inverted commas (Classic Client).

## 2 IncaMail

### 2.1 General Information

With the IncaMail service of the Swiss Post, you have the option to send the salary statement in an encrypted form and with confirmation. IncaMail is easy to use and safe, and brings cost benefits and time saving. Owing to the default integration of IncaMail in SwissSalary, only one-time configuration is necessary in SwissSalary and at IncaMail. Before you start using IncaMail we recommend informing the employees about it and requiring one-time IncaMail registration (*we have prepared a sample letter to your employees in the protected customer/partner area*).

More information about Incamail can be found [here](#).

### 2.2 IncaMail Requirements

To benefit from IncaMail, the following requirements should be observed:

- ☐ SwissSalary **Plus** version is required (*with many more additional features*)
- ☐ A contract with IncaMail and a one-time registration of the dispatch address
- ☐ Configuration in SwissSalary
- ☐ A one-time registration of the employee at IncaMail

For more information on IncaMail incl. the contract visit the following [link](#).

### 2.3 Possible application & IncaMail costs

Source: IncaMail-Flyer [www.post.ch/Incamail](http://www.post.ch/Incamail)

#### Possible uses of IncaMail

	Electronic delivery of <b>confidential data</b> (offers, contracts, etc.)
	Electronic delivery of <b>pay slips</b>
	Electronic delivery of <b>statements including account statements</b>
	Electronic <b>communication with authorities</b>

#### What does IncaMail cost me?

##### Business customers

Integrate IncaMail quickly and simply into your HR system (Abacus, Soreco, WinBIZ, SAP, Microsoft Dynamics, Sage and others) and benefit from low initial costs and running costs.





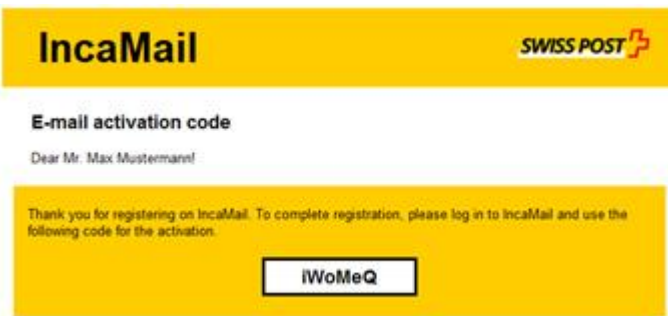
One-off setup incl. first dispatch address	
– <b>Small:</b> For small businesses of up to 500 empl.	CHF 360.–
– <b>Medium:</b> For medium-sized businesses of up to 5,000 empl.	CHF 720.–
– <b>Large:</b> For large businesses of more than 5,000 empl.	CHF 1,440.–
One-off costs per further dispatch address	CHF 190.–
Per confidential e-mail	from CHF –.46

All prices are quoted exclusive of VAT.

## 2.4 Registration

After mutual signing of 'Integrated Software Agreement' between you and IncaMail, you will receive the necessary IncaMail login credentials. Please inform your employees about the new possibility to receive their Paycheck via E-Mail. We have prepared a corresponding sample letter in the protected customer/partner area for you. The employee must sign in once at IncaMail using their E-Mail address and password.

Source: [www.post.ch/incamail](http://www.post.ch/incamail)

<p><b>1. Open page</b> Open a browser window and select the page <a href="http://www.post.ch/incamail">www.post.ch/incamail</a>. On the right click on "Login &amp; registration"</p>	
<p><b>2. Register now</b> Click on "Register now". To change language click on the language you want in the top right</p>	
<p><b>3. Fill in fields</b> Fill in the fields fully and read the explanatory texts carefully. Agree to the General Terms and Conditions and then click on "Continue". Owners of a SuisselD can register with this by clicking on "SuisselD registration".</p>	
<p><b>4. Checking the information</b> Check your information and click on "Continue". If information is incorrect, go back and correct this</p>	
<p><b>5. E-mail activation code</b> You will now receive an activation code sent to the registered e-mail address. Enter this in the corresponding field and your registration is complete</p>	

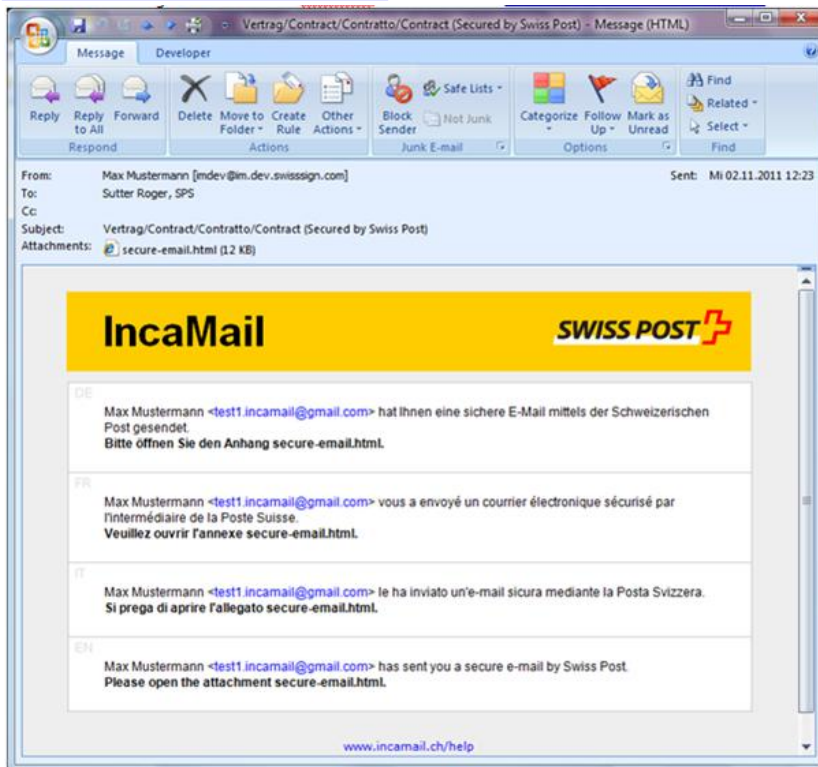
		
	<p><b>Optional: Verify my address</b>          If you also register your home address you can receive Swiss Post registered too. The link for registering the address and further information can be found directly after the login</p>	



## 2.5 Reception of Secure E-Mails

Source: Reception of secure E-Mails [www.post.ch/Incamail](http://www.post.ch/Incamail)

You receive secure e-mails as follows. Detailed instructions on how to open IncaMails can be found at [www.incamail.ch/en/secure-email](http://www.incamail.ch/en/secure-email)



## 2.6 Direct Integration for Companies

Source: Introduction to encrypted E-Mails [www.post.ch/Incamail](http://www.post.ch/Incamail)

As a company you have the opportunity to integrate IncaMail simply in your infrastructure and therefore to receive and also send confidential e-mails directly in your mail client (Outlook, Lotus Notes etc.). Registration of the individual accounts is then no longer necessary.

Sending



Receiving



More information and the possibility of ordering can be found at: [www.incamail.ch/en/service](http://www.incamail.ch/en/service)