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Date of change: 25.01.2023

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1 Profile and Information

1.1 SwissSalary Information

- SwissSalary offers an export interface for Logib Module 1.
- To be able to use the interfaces, you need a license for SwissSalary **Plus**.

1.2 Logib Information

For information about salary equality analysis, go to: <u>Analyse equal pay – simply and securely with Logib</u>

1.2.1 Logib module 1 User manual

The user manual can be found at: Guidelines (admin.ch)

1.2.2 Documents on Logib

Other documents on Logib can be found at: <u>Documents (admin.ch)</u>

2 Evaluation in SwissSalary

The employees below will be directly excluded from the report if for today's date:

- Percents by position = 0 %
- Workplace = empty
- Employee = blocked
- Wage items = no available
- Employment relationship = not empty (i.e., the field has an entry thus the employee is excluded for report)

2.1 Preparation

2.1.1 Education

To record the education, you can use the information known from the wage structure survey (LSE) as a guide.

The assignment takes place in SwissSalary under: Employee card/Statistics/Education.

Note: **Tertiary academic degree**:

Regarding the recording of tertiary academic degrees (codes 1 and 2), there are two possible options at Logib (according to the institution type or the type of degree).

The SwissSalary report is based on the option according to the **type of degree**:

1 = Master's degree

2 = Bachelor degree

2.1.2 Unit Competence Level

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

2.2 Creating Evaluation

The report can be retrieved directly in SwissSalary via "Search" – "Logib Interface V3.0".

Supplement report data:

End of month as defined by Logib

Base Salary Salary types as defined by Logib (salary type assignment according to customer)

Allowance Salary types Special payments Salary types Working Time Source Company/Name as defined by Logib (salary type assignment according to customer) as defined by Logib (salary type assignment according to customer)

Place of work or monthly parts desired company or client/s

Calculation bases according to requirement:

Base salary ST ST sum/total in the reference month

Allowances ST ST total for the last 12 months starting from the reference month

divided backwards by Number of pay processes within this period

(excluding additional pay processes)

Special bonus ST ST total for the last 12 months starting from the reference month

divided backwards by Number of pay processes within this period

(excluding additional pay processes)

13th Payday The total of ST provision for 13th Payday in the reference month (ST

stored in the Payroll Setup)

3 Support

3.1 Logib

If you have any questions about Logib/Wage equality, please contact Logib Helpline directly: Analyse equal pay – simply and securely with Logib

3.2 SwissSalary

If you have any questions about the interface setup, SwissSalary Support will be happy to help: Support SwissSalary