Sunetplus Standard Interface

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More information: learn.swisssalary.ch

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1 Profile, concepts and information

1.1 SwissSalary Information

SwissSalary offers two export interfaces for import to Sunetplus:
- SuNet Plus interface for personal details
- SuNet absences interface for absences (only when administered in SwissSalary)

The condition for using Sunetplus interfaces is a license for SwissSalary **Plus**.

You decide how often you want to transfer the data to Sunetplus. In the case of multiple transfers within the same month, previously created data will be overwritten. Otherwise, the data in Sunetplus is historicized accordingly.

1.2 Sunetplus Information

For information and instructions, follow this link to the BBT Software AG website:
https://www.bbtsoftware.ch/en/Sunetplussupport.html

2 Setup in SwissSalary

2.1 Setting Salary Types

To be able to transfer wage values to Sunetplus, a one-time assignment must be made to wage types (only for wage types that are relevant for calculating daily allowances; e.g. monthly and hourly wages, ir-/regular allowances).

The fields below are assigned:
- Damage Detail
- Damage insured salary

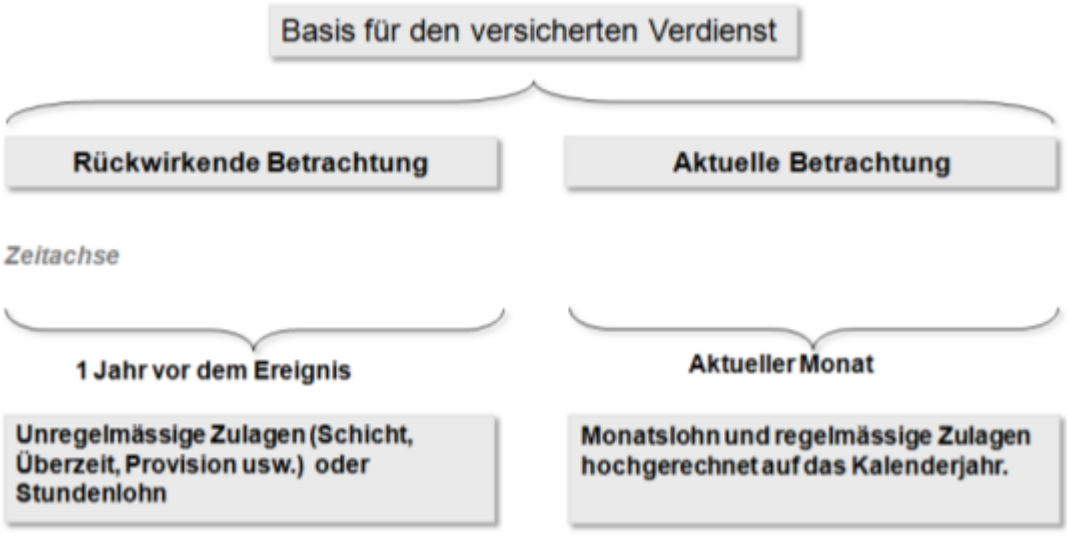
The sums of salary types are combined in different wage bases (accident details) due to their character.

2.1.1 Damage Detail

Selection fields:
A - Main Salary
B - Family allowances
C - Vacation- and Holiday Allowance
D - Other salary allowances
E - Bonus and 13th Payment

2.1.2 Damage insured salary

Selection fields:
- presumably (also currently referred to as)
- retroactively



Example with current consideration of salary types

Applies to all employees paid monthly:
SwissSalary acquires wage data from the current month. Depending on the information stored in the refunding of absences, the required salary types are multiplied by 12 or 13 (13 for the 13th MW) and totaled; all other wage items (x 12 or x 13 in compliance with the 13th MW obligation) are added.

Example with retrospective consideration of salary types
SwissSalary calculates 12 months (months entered in the books) from the current month backwards. For a shorter period (employment <12 months), a 365-day offset is made.

Note: Pay rises not yet posted at the time of reporting are not taken into account (including TimeMachine entries). 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.

2.2 Parts of untertaking according to SUVA

Optional function for import into Sunetplus
Sunetplus assigns different code values for SUVA parts of undertaking A, B, C and Z of each undertaking and settings respectively. This means that part of undertaking A in Sunetplus is not automatically A, but, for example, has value 1.
Please check whether it is necessary to convert the parts of undertaking for Sunetplus.
For relevant information, please refer to Sunetplus Manuel

Alternative à Conversion in SwissSalary:
"Payroll Setup" - "UVG Division" – column "Recoding SuNet"

3 Setup in Sunetplus

The import interface in Sunetplus must be set up once for personal data transfer from SwissSalary.
The assignment is carried out in Sunetplus under "Personal interface configuration".
For relevant information, please see Sunetplus Web Help

- Tab "File format" à Text file with variable field lengths with delimiters à Use field names à Remove flag à Semicolon delimiters
- Tab "Fields" à Assignment of the fields that must be set up in the order listed here.

Data fields below afre transferred from SwissSalary (filled and/or blank):

Position	Field	Commentg / Format
1	Employee N°	
2	Address	
3	Other wage allowances	
4	Other wage allowances (Code)	
5	Other wage allowances label	
6	Other insurers 1 (code)	
7	Description of other insurers 1	
8	Other insurers 2 (code)	
9	Description of other insurers 2	
10	Recruitment date	ddMMyyyy
11	Number of hrs a week	
12	Number of days a week	required for Helsana
13	Number of children	
14	Work assignment (code)	
15	Employment relationship (code)	
16	Occupation held	
17	Bank address	
18	Bank clearing number	
19	Bank location	
20	Bank ZIP code	
21	Bank postal account #	
22	Bank's additional address	
23	Bank account #	
24	Bank Name	
25	Bank name suffix	
26	restricted / terminated on	ddMMyyyy
27	Occupational code	
28	Blank	
29	Email	
30	Compensation for holidays and public holidays	
31	Compensation for holidays and public holidays (Code)	
32	Date of birth	ddMMyyyy
33	Gender (code)	select relevant mapping table

34	Gratuity / 13th Payday	
35	Gratuity / 13th Payday (code)	
36	Basic wage incl. cost-of-living allowance	
37	Basic wage incl. cost-of-living allowance (code)	
38	IBAN N°	
39	Child benefits / Family allowances	
40	Child benefits / Family allowances (code)	
41	Account owner	
42	Account type (code)	
43	Cost center	
44	Country (code)	Mapping: Nationality code (ISO))
45	Mobile phone	
46	Last name	
47	OE code (blank)	
48	Location	
49	KTG category/group of persons (code)	
50	ZIP Code	
51	UVG policy numbers (code) (blank)	
52	Postal account number	
53	Withholding tax (code)	
54	Special case (code)	
55	Language (code)	
56	Nationality (code)	Mapping: Nationality code (ISO)
57	Occupational status (code)	
58	SUVA Part of undertaking	Blank, when mapping in Sunetplus
59	SV / AHV number	
60	phone	
61	Usual workplace	
62	Subgroups 1 (code) / Organization level 2 (blank)	
63	Subgroups 2 (code) / Organization level 3 (blank)	
64	Subgroups 3 (code) / Organization level 4 (blank)	
65	UVGZ category/group of persons (code) (blank)	
66	Contractual level of employment in %	
67	First name	
68	Other employers	
69	ZAR / ZEMIS number	
70	Marital status (code))	
71	Additional address	
72	(Blank)	

- Fields that are still (blank) can or must be blank for some customers if errors occur during test import.
- Select the “Default" value below under “Unselected fields” for the “Group of persons (data profile)” field.

3.1 SIMIC N°

The "SIMIC N°" field will also be transferred to Sunetplus. Sunetplus requires the following format: xxx.xxx.xxx-x.

"SIMIC N° can also be imported as an empty field.

4 Sunetplus Interface in SwissSalary

4.1 SuNet Plus Interface

The report can be retrieved directly in SwissSalary (SaaS Cloud) via "Search" (magnifying glass) – "SunNet Plus Interface" or in SwissSalary NAV (onPremise) under "SuNet Plus Interface" in the posted pay process-es.

- Choose accounting month
- txt file is created
- save in an appropriate place

4.1.1 Additional information

Recruitment and re-recruitment
SwissSalary transmits the payroll accounting entry date as the recruitment date. A re-recruitment date can thus be displayed in the First recruitment date field for already processed re-recruitments by transmit-ting the recruitment date to payroll accounting. In the case of a more recent re-recruitment, now only the Recruitment date field is updated with the transfer of the interface file and the display is correct.

Usual workplace
The workplace is transmitted as an entry in the "Usual workplace" field.

4.2 SuNet absences Interface

Requirement → Absences are managed in SwissSalary
This interface is transmitted to Sunetplus and contains the absences data required monthly.

The report can be retrieved directly in SwissSalary (SaaS Cloud) via "Search" (magnifying glass) – "SunNet Absences Interface" or in SwissSalary NAV (onPremise) under "SuNet Absences Interface" in the posted pay processes.

- Record/check options
- txt file is created
- save in an appropriate place

Follow the links below to get information on how to import absences into Sunetplus:
Absence times import configuration
Code mapping tables
Absence times import

5 Support

5.1 Sunetplus

If you have any questions about the Sunetplus application, please contact
Support von BBT Software

5.2 SwissSalary

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