Swiss Salary Learn

General manual

Date: 13.08.2026
More information: learn.swisssalary.ch

Swiss Salary

Microsoft

swissdec certified plus

copyright 1998 - 2026 Swisssalary Ltd.

Legal information

SwissSalary Ltd. reserves all rights in this document.

No portion of this work may be reproduced in any form or by any means, graphical, electronic or mechanical, including copying, recording, or by any information storage and retrieval systems, without the express written consent of SwissSalary Ltd.

SwissSalary Ltd. retains all intellectual property rights it is entitled to, in particular all patent, design, copyright, name and company rights and the rights to its knowhow.
Although all precautions have been taken during the creation of this document, SwissSalary Ltd. assumes no liability for errors, omissions or damage that may result from the use of the information contained in this document or from the use of the programs and source code. In no event shall SwissSalary Ltd. be liable for any loss of profit or other commercial damage caused or alleged to have been caused directly or indirectly by this document.

copyright 1998 - 2026 Swisssalary Ltd.

Date of change: 13.08.2026

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

Social media
Youtube
Facebook
Instagram
LinkedIn
Xing
X

Certification
Swissdec

Index

1 Employee

1.1 Employee Card 27

1.1.1 General 27

1.1.1.1 Employee No. 27

1.1.1.2 Title 27

1.1.1.3 ID 27

1.1.1.4 Unmarried Name 27

1.1.1.5 Name 27

1.1.1.6 Fist Name 27

1.1.1.7 Search Name 28

1.1.1.8 Gender 28

1.1.1.9 Social security No. 28

1.1.1.10 Date of Birth 29

1.1.1.11 Age 29

1.1.1.12 Language Code 29

1.1.2 Communication 30

1.1.2.1 Address 30

1.1.2.1.1 Address 30

1.1.2.1.2 Addresse 2 30

1.1.2.1.3 ZIP Code 30

1.1.2.1.4 City 30

1.1.2.1.5 County 30

1.1.2.1.6 Country Code 31

1.1.2.2 Tax Address 31

1.1.2.2.1 Post Code Tax City 31

1.1.2.2.2 Tax City 31

1.1.2.3 Email 32

1.1.2.3.1 Business E-Mail 32

1.1.2.3.2 Private E-Mail 32

1.1.2.3.3 Electronic Delivery 32

1.1.2.3.4 Suppress SwissSalary Direct Registration Code 32

1.1.2.4 Phone 32

1.1.2.4.1 Business Phone No. 32

1.1.2.4.2 Private Phone No. 32

1.1.2.4.3 Private Mobile Phone No. 32

1.1.2.4.4 Business Mobile Phone No. 32

1.1.3 Job 32

1.1.3.1 General 32

1.1.3.1.1 Posting Group 32

1.1.3.1.2 Department 33

1.1.3.1.2.Organigramm 1 33

1.1.3.1.3 Working Group 33
1.1.3.1.4 Salary Class 34
1.1.3.1.5 Salary Step 35
1.1.3.1.6 Function 35
1.1.3.1.7 Profession 36
1.1.3.1.8 Place of work 36
1.1.3.1.9 Nationality 36
1.1.3.1.10 Allocation Group 36
1.1.3.1.11 Blocked 37
1.1.3.2 Employment 37
1.1.3.2.1 Employment Date 37
1.1.3.2.2 Resignation Date 37
1.1.3.2.3 Employment Date for Payroll 38
1.1.3.2.4 Employment Date BVG 38
1.1.3.2.5 Calculation Date BVG 39
1.1.3.2.6 Resignation Date BVG 39
1.1.3.2.7 Years Employed 39
1.1.3.2.8 Resignation Reason 40
1.1.3.3 Work Permit 40
1.1.3.3.1 Work Permit 40
1.1.3.3.2 Permit valid from 40
1.1.3.3.3 Permit valid to 40
1.1.3.3.4 SIMIC No. 41
1.1.3.3.5 County Ref. No. 41
1.1.4 Salary 41
1.1.4.1 Salary Code 41
1.1.4.2 Salary Type No. 41
1.1.4.3 Salary Amount 41
1.1.4.4 Monthly Part 42
1.1.4.5 Salary Rate 42
1.1.4.6 External Charging Rate 43
1.1.4.7 Internal Charging Rate (Cost accounting) 43
1.1.4.8 Employment % 44
1.1.4.9 Salary Amount by Employment % 44
1.1.4.10 Installment Amount 44
1.1.4.11 Keep Installment Amount 45
1.1.4.12 Currency Code 45
1.1.4.13 Absence Claim 45
1.1.4.14 Social Costs Group 46
1.1.4.15 AHV Minus Salary Notification Date 46
1.1.4.16 New salary 46
1.1.4.17 Raise salary individually 47
1.1.5 BVG 47
1.1.5.1 BVG Code 47
1.1.5.2 Primary BVG 47
1.1.5.3 Second BVG 48

1.1.5.4 Tertiary BVG 48
1.1.5.5 Quarternary BVG 48
1.1.5.6 Fit for Work % 48
1.1.5.7 Fictive Salary BVG 49
1.1.5.8 BVG Salary Type 49
1.1.5.9 Disability 49
1.1.6 Private 50
1.1.6.1 Place of Origin 50
1.1.6.2 Place of Birth 50
1.1.6.3 Religious Belief 50
1.1.6.4 Private health insurance 50
1.1.6.5 Employment Type 50
1.1.6.6 Other Activities 51
1.1.6.7 Annuity 51
1.1.6.8 Military Degree 51
1.1.6.9 Marital Information 51
1.1.6.9.1 Marital Satus 51
1.1.6.9.2 Place of Marriage 52
1.1.6.9.3 Date of Marriage 52
1.1.6.9.4 Date of Divorce 52
1.1.6.9.5 Concubinage 52
1.1.6.9.6 Single Parent Family 52
1.1.6.10 Partner 52
1.1.6.10.1 First Name 52
1.1.6.11 Children 53
1.1.6.11.1 Number of Children 53
1.1.7 Statistic 53
1.1.7.1 Date Filter 54
1.1.7.2 Salary Type Filter 54
1.1.7.3 Net Change 54
1.1.7.4 Employee Loan 54
1.1.7.5 Vacation Money 54
1.1.7.6 Vacation 54
1.1.7.7 Overtime 54
1.1.7.8 Compensation time 54
1.1.7.9 Flexible working hours 54
1.1.7.10 Working time 55
1.1.7.11 Night work 55
1.1.7.12 Allocated time 55
1.1.7.13 Actual time 55
1.1.7.14 Statistic (Message) 55
1.1.7.15 Modified by 58
1.1.7.16 Modified at 58
1.1.8 Tax at Source 58
1.1.8.1 Tax at Source liable 58

1.1.8.2 IT County 58
1.1.8.3 IT Tariff 58
1.1.8.4 Number of children 58
1.1.8.5 IT with church 58
1.1.8.6 Other know income 59
1.1.8.7 Employment % for Other Income 60
1.1.8.8 Cross-Border Tax Declaration 60
1.1.8.9 Tax ID country of residence 60
1.1.8.10 Date of Residence Permit 60
1.1.8.11 Immigration Date 61
1.1.8.12 Date of Departure 61
1.1.8.13 Country of Destination 61
1.1.8.14 IT Base Pay / Month 61
1.1.8.15 IT Base Correction 61
1.1.8.16 IT Fix Rate 61
1.1.8.17 IT Tariffe Code Confirmed 61
1.1.8.18 Weekly Residents 61
1.1.8.19 Swiss Tax Address 61
1.1.8.20 Tax at Source Category 62
1.1.8.21 Tax at Source additional payment after resignation without recalculation 62
1.1.8.22 Remote Work Percentage 63
1.1.8.23 Temporary Assignments in France 63
1.1.8.24 Temporary Assignments in Other Countries 63
1.1.8.25 Non-Return Days in Switzerland 63
1.1.9 Tax Declaration 63
1.1.9.1 Tax Declaration Type 64
1.1.9.2 Expenses Regulations 64
1.1.9.3 Expatriate Regulation 64
1.1.9.4 Relocation Expenses by the Employer 64
1.1.9.5 Employee Share Regulation 65
1.1.9.6 Share by Third-Party 65
1.1.9.7 Staff Share Without Taxable Income 65
1.1.9.8 Staff Share Without Taxable Income 2 65
1.1.9.9 Staff Share Without Taxable Income 3 65
1.1.9.10 Other Fringe Benefits 1 66
1.1.9.11 Other Fringe Benefits 2 66
1.1.9.12 Comment Salary certificate 66
1.1.9.13 Comment Salary certificate 2 66
1.1.9.14 Free Transportation to Work 66
1.1.9.15 Cafeteria / Lunch Checks 66
1.1.9.16 Actual Expenses Without Detail 66
1.1.9.17 Actual Expenses Eypatriates 66
1.1.9.18 Deduction for Private Use of Company Car 66
1.1.9.19 Clarify Private use of Company Car 67

1.1.9.20 Child Allowances Payed by Compensation Fund 67
1.1.9.21 No. of Document Rectificates 67
1.1.10 Info 67
1.1.10.1 Last Employer 67
1.1.10.2 New Employer 68
1.1.10.3 Period of Notice 68
1.1.10.4 Apprenticeship from 68
1.1.10.5 Apprenticeship to 68
1.1.10.6 Fit for Work at Employment % 68
1.1.10.7 Fit for Work at Resignation % 68
1.1.10.8 Fit for Work % 68
1.1.11 EasyRapport 68
1.2 Bank 68
1.2.1 General 68
1.2.1.1 Pos. 68
1.2.1.2 Maximum Amount 69
1.2.1.3 Primary Bank 69
1.2.1.4 Salary Type No. 69
1.2.1.5 Valid from 69
1.2.1.6 Valid to 69
1.2.1.7 Bank Payment Type 70
1.2.1.8 Expenses Regulation 70
1.2.1.9 Currency Code 70
1.2.1.10 Exchange Rate 71
1.2.1.11 Maximum Amount (LCY) 71
1.2.2 Payment connection 71
1.2.2.1 Payment Form 71
1.2.2.2 IBAN 72
1.2.2.3 Bank Account No. 72
1.2.2.4 Giro Account No. 72
1.2.2.5 Clearing No. 72
1.2.2.6 Bank Identifier Code 72
1.2.2.7 BIC (SWIFT) 72
1.2.2.8 Bank Name 72
1.2.2.9 Bank Address 72
1.2.2.10 ZIP Code City 72
1.2.2.11 QR-IBAN 72
1.2.2.12 QR-reference 73
1.2.3 Beneficiary 73
1.2.3.1 Beneficiary Name 73
1.2.3.2 Beneficiary Adress 73
1.2.3.3 Beneficiary Adress 2 73
1.2.3.4 Beneficiary ZIP code City 73
1.2.3.5 Payment Reason 1 73

1.2.3.6 Payment Reason 2 73
1.2.3.7 Continued Provision of Salary 74
1.3 Children 74
1.3.1 Employee No. 74
1.3.2 First Name 74
1.3.3 Name 74
1.3.4 Social security No. 74
1.3.5 Inactive 74
1.3.6 Date of Birth 75
1.3.7 Gender 75
1.3.8 Family Relationship 75
1.3.9 Residence 75
1.3.10 Child allowance from 75
1.3.11 Education Allowance from 75
1.3.12 Education Allowance to 76
1.3.13 Education Allowance 2 to 76
1.3.14 Legally Children Allowance/Month 76
1.3.15 Legally Education Allowance/Month 76
1.3.16 Legally Education Allowance 2/Month 76
1.3.17 County 76
1.3.18 Comments 76
1.3.19 Retroactive Calculation 77
1.4 Allocated Salary 77
1.4.1 Employee No. 77
1.4.2 First Name Name 77
1.4.3 Salary Types No. 78
1.4.4 Text 78
1.4.5 Valid from 78
1.4.6 Valid to 78
1.4.7 Job No. 79
1.4.8 Job Task No. 79
1.4.9 Debit Cost Center 80
1.4.10 Debit Cost Object 80
1.4.11 Allocation 80
1.4.12 Forward Charging 81
1.4.13 Quantity 81
1.4.14 Rate FC 81
1.4.15 Rate 81
1.4.16 Amount (FCY) 81
1.4.17 Amount 81

1.4.18 Bank Code 81
1.4.19 Pro rata temporis 82
1.4.20 PRt next starting date 82
1.4.21 Allocated Salary from Excel 83
1.5 KLE Case Management 84
1.5.1 KLE – Customer-integrated Service Process from Claim to Provision 84
1.5.1.1 Introduction to and brief description of the reporting process 84
1.5.1.2 Abbreviations and field descriptions 84
1.5.1.3 Authorizations 85
1.5.2 One-time Setup 85
1.5.2.1 System Requirements 85
1.5.2.2 KLE Setup Payroll Setup 86
1.5.2.3 Required fields in the Employee card 86
1.5.2.4 Salary type management/Salary type assignment 87
1.5.2.5 Special case of 13th/14th Payday Salary type 89
1.5.2.6 Delete and extend SUA certificate 89
1.5.2.6.1 Reapply for SUA certificate after expiry 90
1.5.2.7 Task queue setup 90
1.5.2.8 KLE claim recording via SwissSalary Direct Self-Service Portal 90
1.5.3 Overview of all KLE cases stories 91
1.5.3.1 Case Management 93
1.5.4 Reporting a new event 94
1.5.4.1 Progress: Process status - Case accepted - Comments 94
1.5.4.2 Reporting a new event 94
1.5.4.3 Event notification without incapacity for work 97
1.5.4.4 Claim reporting via SwissSalary Direct Self-service Portal 97
1.5.4.5 KLE case stories in detail 98
1.5.4.6 Other story parts in detail 101
1.5.4.7 Claim notification UVG as PDF 102
1.5.4.8 Claims notification UVG, Sickness & accident card sent via SWS Direct with filing in the dossier 103
1.5.5 Adding to, changing reported events 103
1.5.5.1 Adding to, changing story 103
1.5.5.2 Transmission logic 103
1.5.5.3 Medical treatment 104
1.5.5.4 Transferring daily allowance statement to the Report journal and printing it 104
1.5.5.5 Creating report (Accident card/Medical record) - Sending as attachment to the in-surer 105
1.5.5.6 Incapacity to work after minor notification 105
1.5.5.7 Incapacity to perform duties - Return to work 106
1.5.5.8 Sending work incapacity certificate 106
1.5.5.9 Employer and insurer dialog 106
1.5.5.10 Closure of the event by the company/Process change 107
1.5.5.11 Reactivate case 107

1.5.6 Notification of relapse 107
1.5.6.1 Type of relapse 107
1.5.6.2 Recurrence with the same employer 107
1.5.6.3 Recurrence when the employer changed 107
1.5.7 Special cases 108
1.5.7.1 Return to work 108
1.5.7.2 Missing incident report - No contract 108
1.5.7.3 Multi-employer event 108
1.5.7.4 Recording salary raise 108
1.5.7.5 Manual additional payments 109
1.5.7.6 TimeMachine 109
1.5.7.7 Changed personal data 109
1.5.7.8 Accident report with unassigned body area 109
1.5.7.9 Employee's resignation 110
1.5.7.10 Working hours lost 110
1.5.7.11 Incapacity to work after minor notification 110
1.5.7.12 No incapacity to perform duties notwithstanding initial report 110
1.5.7.13 Reduced wage base due to previous accident or illness 110
1.5.7.14 Daily allowance refund 111
1.5.7.15 Calculation of hourly wages with regular working hours 111
1.5.8 Search - Filter - Personalize 111
1.5.8.1 Personalize/Show columns/Infobox 111
1.5.8.2 Search and filter features 111
1.5.9 Other KLE parts under development 112
1.5.9.1 Further KLE developments 112
1.5.10 Frequently asked questions 112
1.6 Human Resources 112
1.6.1 Card 112
1.6.2 Employee Picture 113
1.6.3 Employment Equipment 113
1.6.4 Alternative Address 113
1.6.5 Qualifications 113
1.6.6 Salary statistic 113
1.6.7 Absence Statistic 113
1.6.8 Absence Overview per Employee 113
1.6.9 Employee Analysis 114
1.6.10 Forward Charging 114
1.6.11 Overview Forward Charging 114
1.6.12 Career 114
1.7 Reports 115
1.7.1 Salary certificate/Pension statement (Form. 11) 115
1.7.2 Annual Employee Statement A4I 115

1.7.3 Employee Card 115
1.7.4 Employee List 116
1.7.5 Address List 116
1.7.6 Employee - Labels Holding Company 116
1.7.7 Address Export Holding 116
1.7.8 Employee List Holding 116
1.7.9 Statistic Employee list A4P 116
1.7.10 Statistic Employee list A4L 116
1.7.11 Anniversary list 116
1.7.12 Employee Years Detail 116
1.7.13 History 117
1.7.14 Short message 117
1.7.15 Accompanying Letter 117
1.7.16 Attestation of Employer ALV 117
1.7.17 Employer's Certificate ALV (int) 117
1.7.18 Intermediate certificate of profit ALV 118
1.8 Payroll List 118
1.9 Insurance and Benefit Coverages 118
1.9.1 Insurance and Benefit Coverages All 122
1.10 Comment 122
1.11 Salary Entry 122
1.12 Employee Statistic 122
1.13 Test Process Payroll 123
1.14 Employee Dimensions 123
1.15 Dossier 124
1.15.1 Show Dossier 124
1.15.2 Delete Dossier Documents 124
1.15.3 Dossier ZIP Archive Import 125
1.15.4 Dossier ZIP archive export 125
1.15.5 Authorize department heads 125
1.15.6 Mail Merge 126
1.15.7 Save Report to Employee Dossier 127
1.16 Open TimeMachine 130
1.17 TimeMachine Entries 130
1.18 Copy Employee 130
1.19 Employee templates 130
2 Payroll

2.1 Payroll Journal 132
2.1.1 Journal Batch Name 132
2.1.2 Periode 132
2.1.3 Transfer salary type 132
2.1.4 Employee No. 132
2.1.5 Salary Type No. 132
2.1.6 Text 132
2.1.7 User Text 133
2.1.8 Job No. 133
2.1.9 Job Task No. 133
2.1.10 Bank Code 134
2.1.11 Debit Cost Center 134
2.1.12 Debit Cost Object) 134
2.1.13 Document Date 135
2.1.14 Allocation 135
2.1.15 Time from 135
2.1.16 Time to 135
2.1.17 Quantity 135
2.1.18 Rate 135
2.1.19 Amount 135
2.1.20 Time Calculation 136
2.1.21 GPS Coordinates/Target 136
2.1.22 Test Process Payroll 136
2.1.23 Function 136
2.1.23.1 Total 136
2.1.23.2 Get journal lines 136
2.1.23.3 Get journal lines from Excel 136
2.1.23.4 Interface 138
2.1.23.5 Get EasyRapport Entry 138
2.1.23.6 EasyRapport Import 138
2.1.23.7 Print EasyRapport Card 138
2.1.23.8 Temporary Cost Transfer 139
2.1.24 Rapport 139
2.1.24.1 Calculation 13th/14th Payday 139
2.1.24.1.1 Calculation and Disbursement of the 13th Payday 139
2.1.24.1.1 Introduction 139
2.1.24.1.1 13th Payday Calculation Procedure 139
2.1.24.1.2 Different Calculation Methods 141
2.1.24.1.1 Calculation and Disbursement with Payment by Installments for November 141
2.1.24.1.2 Calculation and Disbursement with Pay Process for November 142

2.1.24.1.1.3 Calculation and Disbursement after Pay Process for November as a additional pay run Process 143
2.1.24.1.1.4 Calculation and Disbursement with Payment by Installments for December 144
2.1.24.1.1.5 Calculation and Disbursement with Pay Process for December 145
2.1.24.1.1.6 Calculation and Disbursement after Pay Process for December as a additional pay ru Process 146
2.1.24.1.1.3 Salary for Hourly-paid Employees 147
2.1.24.1.1.4 Individual Disbursement of the 13th Payday During the Year 147
2.1.24.1.2 Calculation and Disbursement of the 13th Payday 148
2.1.24.1.2.1 Introduction 148
2.1.24.1.2.1 13th Payday Calculation Procedure 148
2.1.24.1.2.2 Different Calculation Methods 150
2.1.24.1.2.1 Calculation and Disbursement with Payment by Installments for November 150
2.1.24.1.2.2 Calculation and Disbursement with Pay Process for November 151
2.1.24.1.2.3 Calculation and Disbursement after Pay Process for November as a additional pay run Process 152
2.1.24.1.2.4 Calculation and Disbursement with Payment by Installments for December 153
2.1.24.1.2.5 Calculation and Disbursement with Pay Process for December 154
2.1.24.1.2.6 Calculation and Disbursement after Pay Process for December as a additional pay ru Process 155
2.1.24.1.2.3 Salary for Hourly-paid Employees 156
2.1.24.1.2.4 Individual Disbursement of the 13th Payday During the Year 156
2.1.24.2 Payment of 13th/14th Payday 157
2.1.24.3 Cary Forward the Time Type 157
2.1.24.4 Payment holidays money 158
2.2 Payment 158
2.2.1 ISO 20022 File 158
2.2.2 Payment Order (detailled) 158
2.2.3 Payment Order (summarized) 158
2.3 Reports 159
2.3.1 Paycheck 159
2.3.2 Salary Journal 160
2.3.3 Salary Entries 160
2.3.4 General Ledger Log 160
2.3.5 Cost accounting Log 160
2.3.6 Personnel Dimension 160
2.3.7 Employee Bank 160

2.3.8 Chart of Hour 161
2.3.9 Difference List 161
2.3.10 Management Rapport 161
2.4 Pension 161
2.4.1 GastroSocial 161
2.5 Tax at Source 161
2.5.1 Tax at Source / County 161
2.5.2 Tax at Source / County / Year 161
2.6 Absence Reports 162
2.6.1 SuNet Interface 162
2.6.2 UKA Interface 162
2.6.3 Inclement Weather and Short-Time Settlement 162
2.7 County Reports 162
2.7.1 Reka-Check-Interface 162
2.8 PDF Document 162
2.9 Reset Cancellation Block 163
2.10 Payroll 163
2.11 Calculation Amount of Installments 163
2.12 Cancel Payroll 164
2.13 Post Payroll 164
2.14 Approval 164
2.15 TimeMachine Entries 164
3 Salary declaration
3.1 Declare Salary 166
3.2 BVG-ELM Declaration 166
3.3 Reports 177
3.3.1 Employee Salary Statement A4L 177
3.3.2 Account reconcilation 178
3.3.3 Annual Reports 178
3.3.3.1 AHV Summary 178
3.3.3.2 AHV Free Summary 178
3.3.3.3 FAK Summary 178
3.3.3.4 Benefit Statement 179
3.3.3.5 BVG Summary 179
3.3.3.6 Social Unit Summary 179
3.3.3.7 BVG Base Calculation 180

3.3.3.8 Salary certificate/Pension statement (Form. 11) 180
3.3.4 Tax at Source 180
3.3.4.1 Tax at Source / County 180
3.3.4.2 Tax at Source / County / Year 180
3.3.4.3 Tax at Source Confirmation 180
4 Salary Types
4.1 Salary Type Card 181
4.1.1 General 181
4.1.1.1 Salary Type No. 181
4.1.1.2 Description 181
4.1.1.3 Type 181
4.1.1.4 Calculation Type 182
4.1.1.5 Quantity 182
4.1.1.6 Rate 182
4.1.1.7 Factor 182
4.1.1.8 Salary Rate 183
4.1.1.9 Rate per Employment % 183
4.1.1.10 Rate incl. 13th/14th Payday 183
4.1.1.11 Search Name 184
4.1.1.12 Account No. 184
4.1.1.13 Bal. Account No. 184
4.1.1.14 VAT Prod. Posting Group 185
4.1.1.15 Debit Cost Type No. 185
4.1.1.16 Credit Cost Type No. 185
4.1.1.17 Determining currency 185
4.1.1.18 Forward Charging 186
4.1.1.19 Int. Forward Charging Group 186
4.1.1.20 Ext. Forward Charging Group 187
4.1.1.21 Pro Rata temporis 187
4.1.2 Liability 187
4.1.2.1 Gross Salary (UVG) 187
4.1.2.2 AHV liable 189
4.1.2.3 ALV liable 189
4.1.2.4 BVG liable 190
4.1.2.5 Tax liable 191
4.1.2.6 Tax at Source liable 191
4.1.2.7 Tax at Source Rate determination 191
4.1.2.8 Tax at Source Rate determination aperiodic 193
4.1.2.9 Social Unit liable 193
4.1.2.10 BVG insured salary 194
4.1.2.11 Tax Declaration Comment (No. 15) 194
4.1.2.12 Tax Declaration Typ 195
4.1.2.13 Vacation Money liable (HS) 196

4.1.2.14 Part 13th Payday 196
4.1.2.15 Part 14th Payday 196
4.1.2.16 Net Pay Correction 197
4.1.2.17 Social Costs liable 199
4.1.2.18 G/L Entry per Line 200
4.1.2.19 Additional Text 200
4.1.2.20 Statistic 200
4.1.3 Benefit Type Liabilities 201
4.1.4 Absence 201
4.1.4.1 Time Type 201
4.1.4.2 Unit Management Rapport 201
4.1.4.3 Unit fixed Value 201
4.1.4.4 Time Calculation Sign Change 201
4.1.4.5 Work Type 201
4.1.4.6 Damage Detail 201
4.1.4.7 Damage insured salary 202
4.1.4.8 Damage Absences Salary Type KLE 202
4.1.4.9 Additional Position UKA 203
4.1.4.10 Piecework Expenses % 203
4.1.4.11 Modified By 203
4.1.4.12 Modified At 203
4.1.5 Dimensions 203
4.1.5.1 CC Allocation 203
4.1.5.2 Cost Center Partition 203
4.1.5.3 Cost Center Posting 203
4.1.5.4 Cost Object Posting 204
4.1.5.5 Accounting Key CC 204
4.1.5.6 Accounting Key Posting 204
4.1.6 Security 205
4.1.6.1 Salary Code salary blocked 205
4.1.6.2 Salary Code monthly salary blocked 205
4.1.6.3 Salary Code hourly wages blocked 205
4.1.6.4 Salary Code piecework blocked 205
4.1.6.5 Salary Code monthly wages LMV 205
4.1.6.6 Blocked 206
4.1.6.7 Text blocked 206
4.1.6.8 Debit Cost Center blocked 206
4.1.6.9 Quantity blocked 206
4.1.6.10 Rate blocked 206
4.1.6.11 Amount blocked 206
4.1.7 Plausibility 206
4.1.7.1 Quantity min. 206
4.1.7.2 Quantity max. 206
4.1.7.3 Rate min. 206

4.1.7.4 Rate max. 206
4.1.7.5 Amount min. 207
4.1.7.6 Amount max. 207
4.1.7.7 Additional Reference 207
4.1.8 13th/14th Payday 207
4.1.8.1 Vacation money salary inactiv 207
4.1.8.2 Vacation money monthly wages inactiv 207
4.1.8.3 Vacation money hourly wages inactiv 207
4.1.8.4 Vacation money piecework inactiv 207
4.1.8.5 Vacation money monthly wages LMV 208
4.1.8.6 13th Payday Salary inactiv 208
4.1.8.7 13th Payday monthly salary inactiv 208
4.1.8.8 13th Payday hourly salary inactiv 208
4.1.8.9 13th Payday piecework inactiv 208
4.1.8.10 13th Payday monthly wages LMV inactiv 208
4.1.8.11 14th Payday Salary inactiv 208
4.1.8.12 14th Payday monthly salary inactiv 208
4.1.8.13 14th Payday hourly salary inactiv 208
4.1.8.14 14th Payday piecework inactiv 208
4.1.8.15 14th Payday monthly wages LMV inactiv 209
4.1.9 Function 209
4.1.9.1 Calculation Employment/Resignation 209
4.1.9.2 Rounding precision 209
4.1.9.3 Rounding Type 209
4.1.9.4 Salary Type Group 210
4.1.9.5 Recurring Journal - put back 210
4.2 Following Salary Type 210
4.3 Salary Entry 212
4.4 Translation 212
4.5 Comment 213
4.6 Copy 213
4.7 Merging 213
4.8 Reports 214
4.8.1 Salary Type List 214
4.8.2 Accounting Salary Type List 214
5 Administration
5.1 Payroll Setup 215
5.1.1 AHV 215
5.1.1.1 AHV Contract 215
5.1.1.2 AHV Employer % 216

5.1.1.3 AHV Employee % 216
5.1.1.4 AHV Employer ST 216
5.1.1.5 AHV Employee ST 216
5.1.1.6 AHV Base ST 216
5.1.1.7 AHV Salary ST 216
5.1.1.8 AHV free ST 216
5.1.1.9 AHV Retired free ST 217
5.1.1.10 AHV Retired free limit/year 217
5.1.1.11 Part Income Free Amount 217
5.1.1.12 AHV Administration Costs 217
5.1.1.13 Administration Costs ST 217
5.1.1.14 Administration Costs AHV % 218
5.1.1.15 AHV Age at Entry 218
5.1.1.16 Men Retirement Age 218
5.1.1.17 Women Retirement Age 218
5.1.2 ALV 218
5.1.2.1 ALV Employer % 218
5.1.2.2 ALV Employee % 218
5.1.2.3 ALV Employer ST 218
5.1.2.4 ALV Employee ST 218
5.1.2.5 ALV Base ST 218
5.1.2.6 ALV Wages ST 219
5.1.2.7 ALV free ST 219
5.1.2.8 ALV maximum/year 219
5.1.2.9 ALVZ maximum/year 219
5.1.2.10 ALVZ Employer % 220
5.1.2.11 ALVZ Employee % 220
5.1.2.12 ALVZ Employer ST 220
5.1.2.13 ALVZ Employee ST 220
5.1.2.14 ALVZ Wages ST 220
5.1.3 Familiy Benefits 221
5.1.4 Child Setup 222
5.1.5 BVG 224
5.1.5.1 BVG Calculation Type fictive 224
5.1.5.2 BVG Calculation Type Cutbacks 225
5.1.5.3 BVG Calculation fictive 13th Salary 225
5.1.5.4 BVG Calculation fictive 14th Salary 225
5.1.5.5 BVG Employment Date free 225
5.1.5.6 Activate BVG-Insurance Notify 226
5.1.5.7 BVG Calculation mode 226
5.1.6 BVG Setup 227
5.1.7 Income 228
5.1.7.1 IT Employee ST 228
5.1.7.2 IT Collection Fee ST 228

5.1.7.3 IT Correction ST 228
5.1.7.4 IT Collection Fee Correction ST 228
5.1.7.5 IT Period Adjustment ST 228
5.1.7.6 IT Base ST 228
5.1.7.7 IT Periodic Base ST 229
5.1.7.8 IT Aperiodic Base ST 229
5.1.7.9 IT Determining Rate ST 229
5.1.7.10 IT Balenced Determining Rate ST 229
5.1.7.11 IT Actual Working Days Abroad ST 229
5.1.7.12 Tax at Source Working Days CH 230
5.1.7.13 IT ELM 230
5.1.8 Tax at Source Setup 231
5.1.9 Social Unit Directory 231
5.1.10 Swissdec Setup 235
5.1.11 Benefit Setup 236
5.1.12 Base 236
5.1.12.1 Vacation Pay Accrual ST 236
5.1.12.2 Vacation Pay Settlement ST 236
5.1.12.3 Immediate Vacation Pay ST 236
5.1.12.4 Holiday Pay ST 237
5.1.12.5 Make-up Pay ST 237
5.1.12.6 Payment ST 237
5.1.12.7 Gross Salary ST 237
5.1.12.8 Tax Gross Salary ST 237
5.1.12.9 13th Payday ST 237
5.1.12.10 13th Payday Accrual ST 237
5.1.12.11 14th Month Salary ST 237
5.1.12.12 14th Month Salary Accural ST 238
5.1.12.13 Negative Payment ST 238
5.1.12.14 Net Pay Correction ST 238
5.1.12.15 Provisional Payment ST 241
5.1.12.16 Employee Loan Deduction ST 241
5.1.12.17 Employee Loan Cash Payment ST 241
5.1.12.18 Employee Loan Bank Payment ST 241
5.1.12.19 Contribution to Private HI for children ST 241
5.1.12.20 Contribution to Private HI for children 241
5.1.13 General 241
5.1.13.1 Salary Settlement 241
5.1.13.2 ELM Statistics Reporting 242

5.1.13.3 Flexible Statistics Profiling 242
5.1.13.4 Tax Declaration ELM 242
5.1.13.5 Headquarters 242
5.1.13.6 UID-EHRA-No. 242
5.1.13.7 UID-BFS-No. 242
5.1.13.8 Calculation Period 243
5.1.13.9 Foreign Currency Exchange 243
5.1.13.10 Business Unit Code 243
5.1.13.11 Approval Process 243
5.1.13.12 Calculation Payment Date 244
5.1.13.13 Payment Days 244
5.1.13.14 Default Annual Summary 245
5.1.14 Paycheck 245
5.1.14.1 Company Language 245
5.1.14.2 Paycheck Window 245
5.1.14.3 Address Format 245
5.1.14.4 Deduction ST Decimal Precision 246
5.1.14.5 Time Calculation Decimal Precision 246
5.1.14.6 Mail Type 246
5.1.14.7 Mail Post Code 246
5.1.14.8 Mail Reference No. 246
5.1.14.9 Paycheck Subtotal 246
5.1.14.10 Provisional Payroll Detail 246
5.1.14.11 Paycheck Net Pay 246
5.1.14.12 Paycheck Confidential 247
5.1.14.13 Base Salary with Employment % Detail 247
5.1.14.14 Suppress Salary Type No. 247
5.1.14.15 Suppress Company Address 247
5.1.14.16 Suppress Salary Class 247
5.1.14.17 Suppress Salary Step 247
5.1.14.18 Suppress Department 247
5.1.14.19 Suppress Language 247
5.1.14.20 Suppress Nationality 247
5.1.14.21 Suppress Social Security No. 247
5.1.14.22 Suppress Employment/Resignation Date 247
5.1.14.23 Suppress Company Address on Letter 248

5.1.15 Setup 248
5.1.15.1 Period Type Employed Years 248
5.1.15.2 Period Employed Years 248
5.1.15.3 Quantity Employed Years 248
5.1.15.4 Service Year Period Calculation 248
5.1.15.5 Daily Rate for Salary Types 248
5.1.15.6 Interface Company Number 249
5.1.15.7 Swiss+ Resignation Date Filter 250
5.1.15.8 Company Group 250
5.1.16 Provision 250
5.1.17 Balance Settlement 252
5.1.18 Mandatory Dimensions 252
5.1.19 Translation 253
5.2 SwissSalary Direct 253
5.2.1 System Requirements 253
5.2.1.1 Internet Access 253
5.2.1.2 SwissSalary Plus 254
5.2.2 Settings in SwissSalary 254
5.2.2.1 SwissSalary Direct Settings 254
5.2.2.2 Settings in the Employee Card 258
5.2.3 Settings in SwissSalary Direct 259
5.2.3.1 Admin Dashboard 259
5.2.3.1.1 Client Settings 259
5.2.3.1.1.1 SwissSalary Direct und Schadenmeldung KLE 261
5.2.3.1.2 Registered employees / Usage 262
5.2.3.1.3 Non-registered employees 262
5.2.3.1.4 Document upload status 262
5.2.3.2 Global Settings 262
5.2.3.3 User Settings 263
5.2.3.4 Versions 263
5.2.3.5 i / Languages 264
5.2.3.6 Log off 264
5.2.4 Sending documents 265
5.2.4.1 Paycheck 265
5.2.4.2 Salary certificate 265
5.2.4.3 Providing other documents 266
5.2.4.4 Dossier ZIP Archive Import 266
5.2.5 Company 267
5.2.5.1 Copying Company 267
5.2.5.2 Merging Company 267
5.2.5.3 Splittings Company 267
5.2.5.4 Changing Company 267
5.2.6 Dashboard Employee 268

5.2.7 Registrations of employees 272
5.2.8 Password Reset 273
5.2.9 Registration Control and Possible Error Messages 273
5.2.10 Employee Card Dossier 274
5.3 Close Balances 274
5.4 Organization 275
5.4.1 System initialization 275
5.4.2 Adjust Salary Type No. 275
5.4.3 Export images 275
5.4.4 Import images 276
5.4.5 Changing main language 276
5.4.6 Date compression 277
5.4.7 Generate demo data 277
5.4.8 Install all Store Updates 278
5.4.9 Apply phone number formatting 279
5.4.10 Generatre missing base data 279
6 Setup
6.1 Regulation Fiscal Administration 280
6.2 Bank Account Setup 281
6.3 Allocation Group 282
6.4 Place of work 289
6.5 Time Types 290
6.6 Absence Claim 291
6.6.1 General 292
6.6.1.1 Code 292
6.6.1.2 Description 292
6.6.1.3 Changement 292
6.6.1.4 Combination of Limits 293
6.6.1.5 Direction Supplements 294
6.6.1.6 Calculation Month Claim 294
6.6.1.7 Rounding Type 295
6.6.1.8 Rounding Precision 295
6.6.2 Vacations 295
6.6.2.1 Vacation Claim ST 295
6.6.2.2 Vacation Claim Corr. ST 295
6.6.2.3 Vacation Money 296
6.6.2.4 Limit Type 296
6.6.2.5 Limit from 297
6.6.2.6 Quantity per Year 297

6.6.2.7 Percent 297
6.6.3 Compensation time 297
6.6.3.1 Compensation Time Claim ST 297
6.6.3.2 Compensation Time Claim Corr. ST 297
6.6.3.3 Limit Type 297
6.6.3.4 Limit from 298
6.6.3.5 Quantity per Year 298
6.6.3.6 Percent 298
6.6.4 Holidays 298
6.6.4.1 Holiday Claim ST 298
6.6.4.2 Holiday Claim Corr. ST 298
6.6.4.3 Limite Type 298
6.6.4.4 Limit from 299
6.6.4.5 Quantity per Year 299
6.6.4.6 Percent 299
6.6.5 13th Payday 299
6.6.5.1 13th Payday 299
6.6.5.2 Limite Type 299
6.6.5.3 Limit from 300
6.6.5.4 Quantity per Year 300
6.6.5.5 Percent 300
6.6.6 14th Payday 300
6.6.6.1 14th Payday 300
6.6.6.2 Limite Type 301
6.6.6.3 Limit from 301
6.6.6.4 Quantity per Year 301
6.6.6.5 Percent 301
6.7 Open Interface 302
6.8 Employee Statistic 302
6.9 Document Template 302
6.10 Employee Templates 303
6.11 Social Costs Group 304
6.12 Additional text 304
6.13 E-Mail 305
6.14 Salary Journal 306
6.15 SwissSalary User Setup 307
6.16 Resignation Reason 307
7 Work Calendar
7.1 Working Group 308

7.1.1 General 308
7.1.2 Format 308
7.1.3 Integration 308
7.1.4 Balance posting | Difference posting 308
7.2 Day Type 308
7.3 Work Calendar 308
7.3.1 Calendar auto fill 308
7.3.2 Calendar on Excel 308
7.3.3 Copy Calendar 308
7.3.4 Write carry forward absence 308
7.3.5 Import public holidays 309
7.3.6 Record holidays 309
8 TapBoard/EasyRapport
8.1 EasyRapport Transfer 310
8.2 TapBoard 310
8.2.1 From TapBoard to the Payroll Journal 311
8.2.2 Batch entry: Also possible without a work time calendar 311
8.3 EasyRapport Groups 311
8.3.1 Rapport Types 311
8.4 EasyRapport Setup 311
8.4.1 Process 311
8.4.2 General 311
8.4.3 Management Rapport 311
8.4.4 Transfer parameters 311
8.4.5 Key 312
9 Statistic
9.1 Average of Salaries 313
9.2 Base Salary 313
9.3 Evaluation of time 313
9.4 Salary List Holding 313
9.5 Salary Summery Holding 313
9.6 Internal Forward Charging 313
9.7 Hour Statement 314
9.8 Age structure 314
9.9 Rate Fluctuation 314

9.10 Employee Statement 316
9.11 Employee Detail Trial 316
9.12 Logib Interface 316
9.12.1 Profile and Information 316
9.12.1.1 SwissSalary Information 316
9.12.1.2 Logib Information 316
9.12.1.2.1 Logib module 1 User manual 316
9.12.1.2.2 Documents on Logib 317
9.12.2 Evaluation in SwissSalary 317
9.12.2.1 Preparation 317
9.12.2.1.1 Education 317
9.12.2.1.2 Level of Requirements 317
9.12.2.2 Creating Evaluation 318
9.12.3 Support 319
9.12.3.1 Logib 319
9.12.3.2 SwissSalary 319
10 General Reports
11 Absences
11.1 Absence Statistics 321
11.2 Absence List A4P 321
11.3 Absence List A4L 321
11.4 Absence Overview 321
11.5 Absence Detail 321
11.6 Scheduled vs compensated Hours Difference List 322
12 Pay Raise
12.1 Pay Raise Journals 323
12.2 Apply Standard Pay Raise 323
12.3 Posted Pay Raises 323
12.4 Manual Process 323
12.4.1 Suggest Raise Salary 323
12.4.2 Activate Raise Salary 323
12.4.3 Raise Salary List 324
13 Standard Interfaces
13.1 GastroSocial 326
13.2 Hospital statistics 326
13.3 Landolt & Mächler 326

13.4 Logib 326
13.5 Offene Schnittstelle 326
13.6 REKA 326
13.7 rexx 326
13.8 SOMED 326
13.9 Sunetplus 326
13.10 swiss+ 326
13.11 UKA 327
14 Speaking placeholders
15 Handling TimeMachine
15.1 Basic information on the TimeMachine 329
15.2 Which fields need to be adjusted? 329
15.2.1 Tax at source liability expires 329
15.2.2 Tax at source rate change 329
15.2.3 Wage adjustment 330
15.3 Summary 330

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. See also here 328
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

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.

1.1.3.1.2.1 Organigramm

To activate the organization chart, the free Cloud Essentials app must be installed. A validity period can be specified in the department list if a department is only valid for a certain period. A higher-level department can also be specified for each department.

Under "Manage supervisors", a supervisor can be defined for each department, including a validity period. Several supervisors can also be defined. An organization chart is already displayed when the info box is opened.

The organization chart can be viewed in detail in the "Department hierarchy" info box (see full view). Various filters are available in the "Department hierarchy" overview, such as Department, Department depth, Show employees and Employees per department, to create the desired organization chart.

The organization chart can be exported as an image (PNG format) or PDF. The view of the organization chart tiles can be customized under "Department hierarchy settings". SwissSalary has stored a default that is restored when "Reset to default" is selected.

Additional lines can be added under "Department fields" and "Fields for employees/supervisors". A preview of the organization chart tiles is displayed in the info box, which can also be opened here.

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.

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 first **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**

<u>What is the difference?</u>
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 291.

1.1.4.14 Social Costs Group

You can find more information here 304.

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 not 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 not 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.).

The fictive salary is calculated on the basis of the amounts:
Salary rate Amount x 12, 13 or 14, depending on Payroll Setup data and absences Claim
Allocated Salary with BVG insured earnings expected, depending on compulsory 13th/14th Payday and absences Claim x 12, 13 or 14.

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 Single Parent Family

Information on the half-family is required on the Employee card for the correct transmission of the IT declaration.
If a IT tariff is selected, the selection must be made in the Single Parent Family field. The selection is based on the requirements of the Swissdec guidelines. If applicable, the selection for cohabitation can also be set to yes. A selection must then also be made for the half-family.
Inclusion in the transmission of the IT takes place after implementation and certification in accordance with Swissdec 5.0.

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
Work Permit	The field can also be shown as a column in the personnel list and the editing of the field is recorded in the history report. It is not a mandatory field, has no dependencies with other fields and is not taken into account in the salary report.

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 Employment % for Other 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 Cross-Border Tax Declaration

In the case of Italian cross-border commuters, the state now defines which must be reported once a year with the cross-border commuter declaration and which do not. The employees to be reported must be marked with the "Cross-border tax return" flag in the withholding tax section. Only these are then included in the cross-border commuter report.
The following conditions must be met for an employee to be included in the Italian cross-border commuter report:

- "QS canton": TI, GR or VS
- "Date of entry": after 17.07.2023
- "Country of departure": IT
- "Cross-border tax return": Yes

There are mandatory fields for the cross-border commuter declaration for Italian cross-border commuters. These are marked with a red asterisk when the 'Cross-border tax return' field is activated, and a corresponding notification is displayed.
These fields are:

- Destination Country
- Place of birth
- Immigration Date

1.1.8.9 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.

1.1.8.10 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.

1.1.8.11 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.

1.1.8.12 Date of Departure

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

1.1.8.13 Country of Destination

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

1.1.8.14 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.

1.1.8.15 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.

1.1.8.16 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.

1.1.8.17 IT Tariffe Code Confirmed

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

1.1.8.18 Weekly Residents

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

1.1.8.19 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.

1.1.8.20 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.

1.1.8.21 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.

1.1.8.22 Remote Work Percentage

Specifies the actual percentage of remote work for the current calendar year. According to the agreement with France for French cross-border commuters, the "percentage of remote work" may not exceed 40% (96 of 240 days for full-time employment).

1.1.8.23 Temporary Assignments in France

If an employee has France as their country of residence and is subject to IT, this field must be maintained. Specifies the number of days for temporary assignments (including business trips) in France in the current calendar year.

1.1.8.24 Temporary Assignments in Other Countries

If an employee has France as their country of residence and is subject to IT, this field must be maintained. Specifies the number of days for temporary assignments (including business trips) in France in the current calendar year.

1.1.8.25 Non-Return Days in Switzerland

If an employee has France as their country of residence and is subject to IT, this field must be maintained. Specifies the number of days on which an employee stays overnight in Switzerland after work, regardless of whether this is for professional or private reasons.

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 Expatriate Regulation

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.

1.1.9.4 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.

1.1.9.5 Employee Share Regulation

The corresponding employee participations can be allocated to the employee. Under item 15 of the salary certificate, the following note will then appear: "Market value approved by Canton X (license plate number of the canton) on ... (date)!"

1.1.9.6 Share by Third-Party

The corresponding employee participations can be allocated to the employee. Under item 15 of the salary certificate, the corresponding note then appears: "Employee participation through third-party company" with the amount.

1.1.9.7 Staff Share Without Taxable Income

If no taxable income is generated from the employee participation, the following note must be added: "Employee participation without taxable income. Reason: ... (e.g., deferred options)".

You can choose from the following options:

❑Blocked Options (return obligation)
❑Sale restriction of more than 10 years
❑Options that cannot be valued at the time of issue
❑Unlisted or restricted employee options

When selected, the above options will be printed on the salary statement under "Comments" (item 15).

1.1.9.8 Staff Share Without Taxable Income 2

If the ELM version is set to Swissdec v5 in the Swissdec settings, the three fields are displayed on the Employee card and can be configured by the user.
The fields are also checked on the wage statement and, if filled in, added to the comments.

According to the guidelines for the salary statement, comments are required in section 15 of the salary certificate in various cases. For participations without taxable income, the following four options are now available under the salary statement tab on the Employee card:
❑Blocked Options (return obligation)
❑Sale restriction of more than 10 years
❑Options that cannot be valued at the time of issue
❑Unlisted or restricted employee options

1.1.9.9 Staff Share Without Taxable Income 3

If the ELM version is set to Swissdec v5 in the Swissdec settings, the three fields are displayed on the Employee card and can be configured by the user.
The fields are also checked on the wage statement and, if filled in, added to the comments.

According to the guidelines for the salary statement, comments are required in section 15 of the salary certificate in various cases. For participations without taxable income, the following four options are now available under the salary statement tab on the Employee card:
❑Blocked Options (return obligation)

❑Sale restriction of more than 10 years
❑Options that cannot be valued at the time of issue
❑Unlisted or restricted employee options

1.1.9.10 Other Fringe Benefits 1

When fringe benefits are entered, they appear on the salary certificate under item 14.

1.1.9.11 Other Fringe Benefits 2

When fringe benefits are entered, they appear on the salary certificate under item 14.

1.1.9.12 Comment Salary certificate

In the fields 'Comment and Comment 2', you have the option of entering additional comment texts. These texts appear under Comments (item 15 of the salary certificate).

1.1.9.13 Comment Salary certificate 2

In the fields 'Comment and Comment 2', you have the option of entering additional comment texts. These texts appear under Comments (item 15 of the salary certificate).

1.1.9.14 Free Transportation to Work

Free transportation to work can be activated here if the employee does not incur any costs for commuting to work.

1.1.9.15 Cafeteria / Lunch Checks

Select this field if the employee receives lunch vouchers or, in the case of a field service employee, if the (additional) costs for the main meal away from home are paid in the form of expense allowances for at least half of the working days.

1.1.9.16 Actual Expenses Without Detail

Further information can be found here: Lohnausweis/Rentenbescheinigung | ESTV (admin.ch).

1.1.9.17 Actual Expenses Eypatriates

Further information can be found here: Lohnausweis/Rentenbescheinigung | ESTV (admin.ch).

1.1.9.18 Deduction for Private Use of Company Car

This field must be set for each employee if the employee is not charged for the private share (default), but rather a wage deduction in the amount of the offset.

This check mark triggers the following comment in section 15 of the wage statement: Private use is paid for by the employee.

1.1.9.19 Clarify Private use of Company Car

This field must be set for each employee if the employee is not charged for the private share (default), but rather a wage deduction in the amount of the offset.

This check mark triggers the following comment in section 15 of the wage statement: Private use is paid for by the employee.

1.1.9.20 Child Allowances Payed by Compensation Fund

If child allowances are paid directly to the beneficiary by the compensation office, this must be indicated on the salary certificate. The practice of paying family allowances directly to employees from the compensation office is particularly common in the cantons of western Switzerland, and the canton of GE also applies a "special case."

In order for the text "Child allowances not included in the salary statement, paid by the compensation office" to be printed on the salary statement (item 15), only the check mark "Child allowances by compensation office" must be activated in the personnel master data. Processing the wage type is not a mandatory requirement.
Please note that if the allowances are not taken into account in payroll processing for persons subject to withholding tax, they cannot be included in the rate determination or in the wages subject to withholding tax.

The Swissdec guidelines contain a table with the three possible variants and the respective consideration of family allowances for withholding tax and the wage statement.

1.1.9.21 No. of Document Rectificates

With the activation of the Swissdec 5.0 standard, a unique document ID is generated for each salary certificate when it is reported. This ID is also visible on the salary certificate.
If a salary certificate needs to be replaced for an individual person at a later date, this should be done by creating a correction.
Make the necessary changes/additions and then go to the Tax Declaration tab in the Employee card. Click on "Show more fields" to see a value for the number of rectification documents. Click on the number.
This will take you to the salary certificate display. Select the entry to be replaced and initiate the process "Submit salary certificate rectification" or "Print salary certificate rectification," depending on whether you want to submit it to the tax office or generate a PDF.
The system will now automatically print a new wage statement to replace the incorrect document.

If all salary certificate need to be resubmitted, you can do this via the replacement notification and do not need to perform this step for each individual person. The creation of a correction is only intended if individual documents need to be recreated.

1.1.10 Info

1.1.10.1 Last Employer

In the Last employer input field, enter the employee's last employer before he or she joined your company for information purposes.

1.1.10.2 New Employer

In the New employer input field, enter the employee's new employer for information purposes after they have left your company.

1.1.10.3 Period of Notice

In this input field Notice period, you have the option of entering the notice period agreed with the employee for control purposes.

1.1.10.4 Apprenticeship from

In this Apprenticeship from input field, you can enter the start date of your employee's apprenticeship for information purposes.

1.1.10.5 Apprenticeship to

In this Teaching until input field, you can enter the teaching date for your employee for information purposes.

1.1.10.6 Fit for Work at Employment %

In the "Fit for Work at Employment %" input field, you enter the percentage of the employee's ability to work on joining your company.

1.1.10.7 Fit for Work at Resignation %

In the "Fit for Work at Resignation %" input field, you enter the percentage of the employee's ability to work on leaving your company.

1.1.10.8 Fit for Work %

In the "Fit for Work %" input field, you enter the employee's ability to work at the current time as a percentage for information purposes. This field also influences the calculation of the BVG. As soon as you enter or adjust a value in this field, this value is automatically transferred to the 'Able to work %' field on the Employee card-> 'BVG' tab.

1.1.11 EasyRapport

Further information can be found here: EasyRapport

1.2 Bank

1.2.1 General

1.2.1.1 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.

1.2.1.2 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.

1.2.1.3 Primary Bank

The primary bank can be edited in SwissSalary Direct by employees, provided this function is activated.

1.2.1.4 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.

1.2.1.5 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.

1.2.1.6 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.

1.2.1.7 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
Residually	The salary flag will be ALWAYS removed, even if no records are found under Beneficiary (rarely used).

1.2.1.8 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.

1.2.1.9 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 .

1.2.1.10 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 .

1.2.1.11 Maximum Amount (LCY)

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

1.2.2 Payment connection

1.2.2.1 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.

1.2.2.2 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.

1.2.2.3 Bank Account No.

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

1.2.2.4 Giro Account No.

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

1.2.2.5 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.

1.2.2.6 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.

1.2.2.7 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.

1.2.2.8 Bank Name

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

1.2.2.9 Bank Address

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

1.2.2.10 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.

1.2.2.11 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.

1.2.2.12 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.

1.2.3 Beneficiary

1.2.3.1 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).

1.2.3.2 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).

1.2.3.3 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).

1.2.3.4 Beneficiary ZIP code City

Input of the Beneficiary's ZIP code/city.

1.2.3.5 Payment Reason 1

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

1.2.3.6 Payment Reason 2

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

1.2.3.7 Continued Provision of Salary

If an employee dies, a third party may be entitled to receive a posthumous salary payment.

This salary type has been included in the initialization for some time. If you cannot find it in the salary type master, you can set it up accordingly.
The employment relationship ends on the date of death, which is why this is recorded as the departure date.
Enter new bank details in the name of the beneficiary and display all fields in the Beneficiary tab. Activate Salary in Arrears.
Limit the previous bank details in terms of time so that these new bank details are taken into account for the continued payment of salary.
Process the continued payment of salary via reporting using the corresponding wage type and the beneficiary's bank details.
Now create the salary statement. For the deceased person, the text specified by Swissdec is displayed under item 15: Salary benefits to name, first name, address, postal code, and city.
The value is displayed under item 4, Capital benefits. This allocation is made based on the setup in the wage type itself.

1.3 Children

1.3.1 Employee No.

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

1.3.2 First Name

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

1.3.3 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.

1.3.4 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.

1.3.5 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.

1.3.6 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.

1.3.7 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.

1.3.8 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

1.3.9 Residence

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

1.3.10 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.

1.3.11 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.

1.3.12 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.

1.3.13 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.

1.3.14 Legally Children Allowance/Month

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

1.3.15 Legally Education Allowance/Month

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

1.3.16 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.

1.3.17 County

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

1.3.18 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).

1.3.19 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.

1.4 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.

1.4.1 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.

1.4.2 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.

1.4.3 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.

1.4.4 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.

1.4.5 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'.

1.4.6 Valid to

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'.

1.4.7 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 automatically 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).

1.4.8 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 automatically 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).

1.4.9 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.

1.4.10 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.

1.4.11 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.

1.4.12 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.

1.4.13 Quantity

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

1.4.14 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.

1.4.15 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.

1.4.16 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.

1.4.17 Amount

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

NOTICE:
You can always overwrite the amount.

1.4.18 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..

1.4.19 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.

1.4.20 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:
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.

1.4.21 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.

1.5 KLE Case Management

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

1.5.1.1 Introduction to and brief description of the reporting process

Dear SwissSalary customer
Dear SwissSalary partner

We are pleased to present the manual for the customer-integrated service process from claim to payment, hereinafter referred to as KLE. This contains information on setting up SwissSalary and processing claims from the initial notification to the processing of daily accident benefits.

Incident reports can be recorded quickly and easily and sent to the insurer, even if, for example, the circumstances and exact date of the accident are not yet known. The incident reports are filled in with the data of the affected employee already recorded in SwissSalary. Missing information is then completed largely automatically. After receiving the electronic report, the insurer checks whether and how the company is insured and automatically generates a claim number, which the company's system reports back in the shortest possible time. Furthermore, the company can call up the current status of the case at any time, transmit data on any incapacity to work, receive the corresponding daily allowance statements electronically, and process everything directly in the payroll software.

The list of insurance companies ready to receive can be found at https://www.swissdec.ch/receiver.

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

Your SwissSalary Team

1.5.1.2 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

1.5.1.3 Authorizations

A user can only view and edit those KLE cases that correspond to the access authorizations stored for their user. Consequently, they cannot view the accidents of employees who are assigned to a payroll area to which a user does not have access.

1.5.2 One-time Setup

1.5.2.1 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.

1.5.2.2 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
In order for the KLE tiles to be displayed and messages to be transmitted to the respective insurance company, the "Incident Declaration Method" must be set to "Electronic" in the benefit contract. The benefit contract must be recorded using the ELM profile.

UID-BFS-No.
The company identification number must be entered in the Payroll Setup in the General tab.

Create KLE number series
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 Setup
SUA Setup section
Contact person: The company contact must be stored with an email address and a contact person (usually the payroll manager).
This person will receive the password, which will be sent by registered mail.
SUA contract domain: Enter the insurance domain through which you want to apply for the certificate.
SUA contract code: Enter the code of the contract with which you wish to apply for the certificate.

1.5.2.3 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 Communication - 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)

1.5.2.4 Salary type management/Salary type assignment

In order to calculate the insured earnings, the fields "Demage Detail" and "Claim: Insured Earnings" in the Absences section must be filled out for the salary types subject to UVG/KTG that are to be transmitted.
Please note: Not every salary type subject to UVG or KTG needs to be set up for KLE.

Insured earnings are determined in accordance with statutory provisions and contractual terms. If there is any uncertainty when setting up the salary types, this should be clarified with the insurer. In order for SwissSalary to calculate the values for the "Annual Wage" story and thereby provide the insurer with the basis for calculating insured earnings, the salary types must be set up as described above. The data provided by the policyholder is used by the insurer to calculate the daily benefit rate.

By applying a filter to the salary types subject to UVG/KTG, you can quickly display all salary types that need to be set up accordingly. Do not set up wage types with a negative calculation type, such as "Daily Benefit Correction," for KLE. They cause errors when the insurer imports the XML file.
Note: According to Art. 22 UVV I, family allowances are also part of the insured earnings.

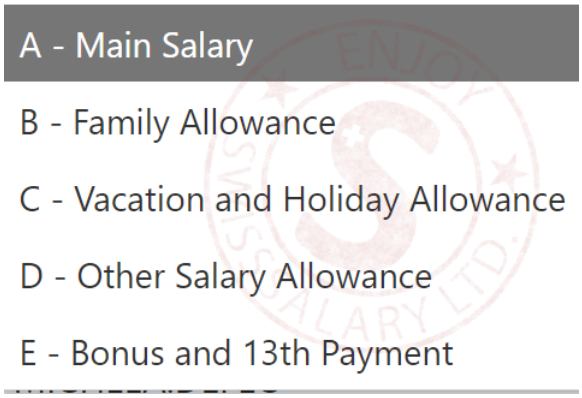
The sums of wage types are combined in different wage bases due to their character.
=> open salary types, use Personalize to insert fields Accident details, Accident insured earnings and KLE salary type of working hours lost due to accident.
The salary types can be quickly filled in via Manage - Edit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

Examples of some wage types; this list is not exhaustive.

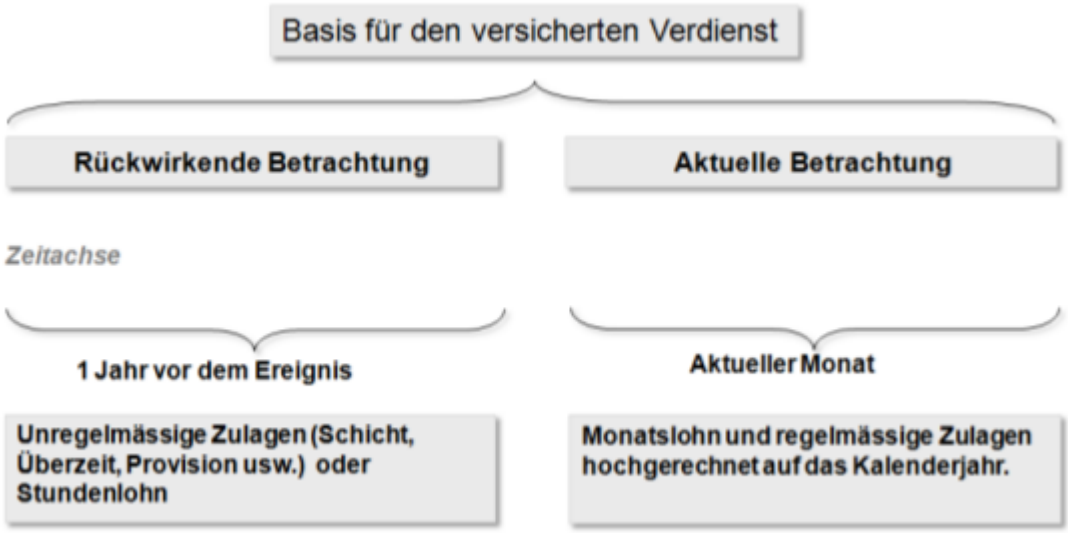
LOHNARTNR. ↑	BESCHREIBUNG	TYP	KALKUL...	SCHADENFALL DETAIL	SCHADENFALL VERSICHERTER VERDIENST
1000	Monatslohn	Zulage	positiv	A - Grundlohn	voraussichtlich
1065	Ueberzeit	Zulage	positiv	D - Andere Lohnzulagen	rückwirkend
1160	Ferienvergütung	Zulage	positiv	C - Ferien- und Feiertag...	rückwirkend
1200	13. Monatslohn	Zulage	positiv	E - Grati und 13. Monat...	voraussichtlich
3000	Kinderzulage	Zulage	positiv	B - Familienzulagen	voraussichtlich

Demage Detail

Possible selection fields in the Accident details field:



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)
The current assessment is based on the portion of income that a person earns immediately prior to the event. It applies to all individuals who receive a monthly salary. This means SwissSalary takes into account the salary data (pay types with current assessment) for the month of the event. Depending on the information stored in the absence entitlement,
the applicable pay types are multiplied by 12 or 13 and totaled.

An example with retrospective consideration of wage types (irregular wage components)
SwissSalary calculates 12 months backward from the month prior to the date of the event. If the period is shorter (employment < 12 months), SwissSalary adjusts the calculation to 365 days.

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

1.5.2.5 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.

1.5.2.6 Delete and extend SUA certificate

In the Payroll Setup - Domain setup - Swissdec Setup - General, a separate certificate must be stored for all clients.

When ordering the certificate, the information in the company data is included. Therefore, the information on the ELM insurance profile must match the company data; if there are discrepancies, this information must not simply be overwritten. You must contact the insurance company; you may also need to contact the BFS so that the data in the UID Register
can be corrected.

If all the information is stored correctly, the following must be set up in the Swissdec setup menu:

1. To ensure that the correct URLs for the distributor and the distributor renewal are entered in the KLE and SUA sections, run the "Restore Default" function.
2. In SUA, click the "Order SUA Certificate" button. If the order was successfully processed, the user will receive the following confirmation: The new certificate does not yet have a password associated with it. This will be sent to you by mail.
3. Swissdec will then send the password letter via A+ Mail. Swissdec sends out password letters every Day 11
4. Once the password letter has been received, the password can be entered in the certificate list. To do this, open the certificate list in the Swissdec setup under "General" and enter the password for the corresponding certificate
5. Finally, the entered password must be sent back to Swissdec; to do this, step 2 must be repeated

Only now has the secure connection to the insurer been established.

The following description of the ordering process is very technical and is provided for informational purposes only. It explains what happens behind the scenes during the ordering process.

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 SUA 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.

Renewal can be carried out a maximum of twice. A new certificate must be applied for after three years at the latest.
The details of a deputy can be stored in the system as additional information. As a rule, this is a fiduciary office. The delegate (representative) is a third party appointed by the company (e.g. trustee, broker, etc.) who transmits the event report on behalf of the company using a Swissdec-certified ERP system and, depending on the order and agreement with the company, acts as the contact for all matters relating to the event.

1.5.2.6.1 Reapply for SUA certificate after expiry

The SUA certificate can be renewed a maximum of two times, after which a new certificate must be applied for.

1. Open Swissdec Setup
2. Change the status of the SUA certificate from Live to Test and back to Live. Confirm the message "A SUA certificate for Live already exists" with Yes. This process will delete the existing SUA certificate.
3. In the SUA tab, click on "Get UID certificate (SUA)". If the process was successful, the following message will appear: "The new certificate SUALIVE000x does not yet have a password. This will be sent to you by post.
4. After receiving the password letter, enter the password in the certificate list to retrieve it.
5. Click on "Get UID certificate (SUA)" again. The successful process is confirmed and a check mark is placed in the Certificate column of the certificate list.

1.5.2.7 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.

1.5.2.8 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.

1.5.3 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 initial notification from the company to the insurer. This initiates the process between the company and the insurer. The notification also includes the private email address and private telephone number/mobile number of the person concerned, provided that these are stored on the Employee card.
Incapacity to perform duties	The entire course of the incapacity for work is always transmitted here. Depending on the circumstances, a change may be a correction (e.g., the degree of incapacity for work is changed for a period that has already been reported) or an addition (e.g., the period of incapacity for work is extended). The story can only be transmitted if the entries are complete. There must be no gap between the date of the accident and the start of the incapacity for work or within the incapacity for work. Periods in which the person concerned worked at the agreed level of employment must be recorded with an incapacity for work of 0%.
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". Only changed salary components that are set as "expected" in the "Insured earnings in the event of a claim" field are transmitted.
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.

Buttons that are not active or not displayed at all

Depending on which type of message is recorded, the necessary buttons are shown and/or hidden. In addition, the dialog button, for example, is also greyed out if the insurance company is not able to receive a dialog.

1.5.3.1 Case Management

On the KLE Case card, the "Mark as closed" button can be activated and the case moved to the "Closed" tile, even if the
"Closed" tile, even if the 'Communication ended' status has not yet been sent by the insurance company.
insurance company has not yet been sent.
The KLE case will continue to be synchronized with the autosync until the status "Communication ended" has been sent by the insurance company. From this point on, the button can no longer be edited by the user.
no longer editable by the user.

1.5.4 Reporting a new event

1.5.4.1 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.

1.5.4.2 Reporting a new event

Once registered (reported), the company can report an event to the insurer with just a minimum set of data, even if the event date is still missing. This allows the company to report the event promptly and receive the claim number (insurance case ID)

back from the insurer.

Procedure
Select the appropriate employee from the Employee list and open a new case via HR - KLE Case Management. Select "New Accident / New Disease" from the menu at the top and fill in the data in the "General" menu. If an incorrect incident date was reported by mistake, it cannot be corrected retroactively. In this case, discuss the procedure for rectifying the error with the insurer.

Field description

Work hours	Irregular - regular This is also explained in menu **One-time setup - Salary type man-agement / Salary type assignment**	An hourly wage earner is usually set to irregular. However, if 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 work	**Not** activated by default = Accident with incapacity to work	Must be set to inactive if it is a minor accident without incapacity to work.
Test case	Cases marked as test cases can also be deleted after transmission.	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

Field description specific to illness

General	Explanation - Action	Information
Type	Select the appropriate type	If maternity coverage is included in the KTG policy, the birth of the child and the mother's absence from work can be reported using the maternity notification form.
Start	Onset date of the illness	The start date of the illness cannot be changed

		retroactively.

Field description specifically for accidents

General	Explanation - Action	Information
Incident Date Type	Under review – approximately – exactly; select the appropriate situation	Depending on whether the date of the incident is known at the time of reporting, if the status is "under investigation," it is not possible to create a story, provide an accident description, or report a work disability.
Incident Date	Enter the date of the accident, or leave it blank if it is not yet known	If the incident type is "exact" or "approximate," a date is required.
Type of Accident	Select the appropriate type	Accident work, Accident at Leisure, Occupationa Disease, Case of Death at work, Case of Death at Leisure, Relapse at work, Relapse at Leisure
No incapacity to work	**Not** enabled by default = Claim involving inability to work	Must be set to "inactive" if the accident is minor and does not result in an inability to work
Relapse Date	a new, later date following the initial incident date	Required only when a relapse is reported
Recurrence Case with the Same Employer	Select the appropriate case	List of all cases reported by the employee
Relapse After Changing Employers	In the event of a relapse, the insurance provider that was already responsible for covering the initial case must cover the costs.	In the event of a relapse, the insurance provider that was already responsible for covering the initial case must cover the costs.

If SwissSalary Direct is used, the checkbox "KLE Sync Enabled" can be selected in the SwissSalary Direct setup within SwissSalary. To use this feature effectively, the KLE option must be enabled for employees on the SwissSalary Direct side. This allows employees to record accidents or illnesses on their SwissSalary Direct dashboard. These are then synchronized to SwissSalary and can be transmitted from there to the

insurer. As soon as the claim number is available in SwissSalary, it is synchronized to SwissSalary Direct during the next synchronization. If the claim is initially recorded in SwissSalary, the "Synchronize with Direct" checkbox can be selected directly on the KLE case. This allows the case to be sent to the employee's SwissSalary Direct portal before it is transmitted to the insurance company, so that the employee can make corrections and/or additions.

Synchronization of a case without an exact incident date is only possible once. The next synchronization attempt will result in the error message: "Incident date type must not be 'under investigation/uncertain' in KLE Case." This ensures that the exact date of the incident is actually sent along with the accident description.

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*

1.5.4.3 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.

1.5.4.4 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).

1.5.4.5 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. Incapacity for work must always be recorded without gaps. Periods with complete ability to work must be recorded with 0% incapacity for work be recorded. 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) If no visit to the doctor has taken place: Check the box "initial contact" and enter "no doctor's visit taken place". As address enter the company address	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).

Delete stories
Stories that have not yet been submitted can be deleted.
If the KLE case has the status "created", the associated stories are also deleted when the declaration is deleted in the UVG and/or UVGZ area.

1.5.4.6 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 related to the company's internal cost centers.	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 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.

*If the Boolean 'Stable hourly wage' is activated in the Payroll Setup, the annual wage for regular hourly wage earners is calculated and transmitted using the formula: weekly hours * hourly rate * 52 weeks. If there is an entitlement to a 13th Payday, this is calculated on the basis of the annual salary.
In the case of irregular hourly wage earners, the annual salary is transmitted on the basis of the last 12 settled months or converted to 12 months if there are not yet 12 settled salary runs.

In both cases, the last payroll months processed before the event month are decisive.

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.

1.5.4.7 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.

If several injuries are recorded, only the main injury, i.e. the injury recorded first, is printed on the claim form.

With the 5062.00 update, the sickness and accident card can be sent to the injured person when it is created and printed out 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.

From Update 5064 onwards, deactivating the Wage details box can prevent the output of wage details as well as the printing of the occupational status on the claim report.

1.5.4.8 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.

1.5.5 Adding to, changing reported events

1.5.5.1 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.

1.5.5.2 Transmission logic

If a KLE case is open that contains stories that must be submitted, the following message is displayed: "There are unreported stories".

If a KLE case is open in which no stories need to be transmitted, but there are other KLE cases that need to be transmitted, the following message is displayed: "The insurer reports that other KLE cases should be synchronized".

So that the receiving insurance company can communicate with the accident victim via the current residential address, the residential address currently stored on the personal card is always transmitted with KLE, even if the residential address was a different one at the time of the accident.
If the status of the KLE case remains "reported" because, for example, only the UVGO but not the UVGZ stories could be transmitted, the status is automatically set to "reported" before the next synchronization if all UVGZ stories have been deleted beforehand. A new independent KLE case can then be created to report the UVGZ case.

Synchronize open cases
Step 1: All cases with unsubmitted stories are synchronized
Step 2: Synchronization of all cases whose last synchronization date was more than a week ago.
ago.
Weekly synchronization
Every case that has not yet reached the "Communication completed" status is synchronized at least once a week.
synchronized at least once a week.

1.5.5.3 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.

1.5.5.4 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)'.

Details on the daily allowance statement
Print without personnel details: The invoice no., the previous date, the claim no., the KLE case no. claim no., the KLE case no. and the accident type are printed in the statement header.
Printing with personnel details: The personnel no., name and AHV no. are also printed.
To change the language on the daily allowance statement, the language must be changed in "My settings".
must be changed.

1.5.5.5 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.

1.5.5.6 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'.

1.5.5.7 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.

1.5.5.8 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.

1.5.5.9 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.

1.5.5.10 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.

1.5.5.11 Reactivate case

In principle, any participant can reopen communication by sending a story, provided that a contractual relationship still exists. All participants guarantee access to the event for at least 24 months after the end of communication. Depending on the situation and the story, the insurer may set a new status.

1.5.6 Notification of relapse

1.5.6.1 Type of relapse

To record a relapse, first create a new event, then you have the option of choosing between relapse BU and relapse NBU.

To report a relapse for an occupational disease, also select relapse BU.

1.5.6.2 Recurrence with the same employer

If an employee suffers a relapse, the insurance company that was already the primary insurer for the original case must cover the costs. Select the type of accident: relapse BU or relapse NBU. If it is not known whether it is BU or NBU, select relapse BU.
If the original accident has already been reported via KLE, the original case can be selected in the Relapse Case field. If the original case has not yet been reported via KLE, the original claim number can be entered via Process - Edit Claim Number.

If this information is missing, the claim number can be requested from the SUVA claim number service. ***Suva claim number service***

1.5.6.3 Recurrence when the employer changed

If an employee suffers a relapse, the insurance company that was already the primary insurer for the original case must cover the costs.
An accident must be created with the accident type "relapse NBU" or "relapse BU." The original claim number, the third-party insurance number (see Recipient Swissdec) because the current employer either

does not have a contract with the responsible insurance company or has a different contract number, the "without contract" feature must be set to "yes" in the insurance details.
This does not apply if the original case and the relapse are handled by SUVA.

1.5.7 Special cases

1.5.7.1 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.

1.5.7.2 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.

1.5.7.3 Multi-employer event

If an employee suffers an accident and has several employers, only one accident insurance company must rules, only one accident insurance company has to pay for all benefits.
This can lead to an accident having to be reported to an insurer in such a case, with which there is no contractual relationship.
In this case, the registration without a contract described under relapse with change of employer applies. applies. It is not necessary to enter an existing claim number.

1.5.7.4 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.

1.5.7.5 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.

1.5.7.6 TimeMachine

Entries in TimeMachine that affect wages are taken into account.

1.5.7.7 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.

1.5.7.8 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".

1.5.7.9 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.

1.5.7.10 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.

1.5.7.11 Incapacity to work after minor notification

see chapter 'Adding to, changing reported events'

1.5.7.12 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

1.5.7.13 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.

1.5.7.14 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!

1.5.7.15 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.

1.5.8 Search - Filter - Personalize

1.5.8.1 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.

1.5.8.2 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.

1.5.9 Other KLE parts under development

1.5.9.1 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

1.5.10 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.

1.6 Human Resources

1.6.1 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.

1.6.2 Employee Picture

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

1.6.3 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.

1.6.4 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.

1.6.5 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!

1.6.6 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).

1.6.7 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.

1.6.8 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).

1.6.9 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.

1.6.10 Forward Charging

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

1.6.11 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'.

1.6.12 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!

1.7 Reports

1.7.1 Salary certificate/Pension statement (Form. 11)

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
Archive	Salary certificate can be archived in DocuWare (only SwissSalary Construction-App).
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.

1.7.2 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.

1.7.3 Employee Card

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

1.7.4 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.

1.7.5 Address List

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

1.7.6 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.

1.7.7 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.

1.7.8 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.

1.7.9 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.

1.7.10 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.

1.7.11 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.

1.7.12 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.

1.7.13 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.

1.7.14 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.

1.7.15 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.

1.7.16 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.

1.7.17 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.

1.7.18 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.

1.8 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.

1.9 Insurance and Benefit Coverages

The necessary allocations to the employee's social insurance/benefits are recorded in the benefit entitlements.

You can find more information here: Benefits

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 2'500 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 2'500 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.

1.9.1 Insurance and Benefit Coverages All

If you click on ALL Insurance and Benefit Coverage in the Employee list, the fields Last name, First name, Date of birth as well as Employment Date and Resignation Date are now displayed and can be filtered according to these. The fields can be hidden with Personalize. You can also choose between the All and Active views.

1.10 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.

1.11 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.

1.12 Employee Statistic

You can find more information here 302.

1.13 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.

1.14 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.

1.15 Dossier

In addition to payroll accounting and wage statements, the reporting card can also be sent via SwissSalary Direct. This fulfills a frequently requested feature from our customers.

Please note that you must create an entry in the employee file. To do this, go to the Document Type column, select the Report Assignment column, and assign the value Reporting Card to the corresponding code. After this assignment, you can send the documents as usual from payroll accounting/salary statement.
The document types in the personnel file can now be translated. In the menu bar, you will find the item 'Translation', where you can 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 written in French (provided it has been 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 Show Dossier

A preview of PDF documents can be displayed in the Personal Dossier.

1.15.2 Delete Dossier Documents

This function can be used to delete several documents in the personal dossiers. If these documents have been loaded into SwissSalary Direct, they are also deleted in SwissSalary Direct when they are deleted.

Various filters are available for the function so that documents can be deleted for several people at the same time.

1.15.3 Dossier ZIP Archive Import

Via 'Dossier ZIP archive import', entire ZIP archives can be imported directly into the personnel dossier and then transferred directly to SwissSalary Direct (PDF files only). This function is suitable, for example, for the mass upload of personalized documents such as a company-specific time card. The prerequisite is that the Employee N° is followed by an 'underline' in the file name.

Example:
Sending the time card for employee 1001 from August 2021.

File:
1001_Hourly time card 2021-08.pdf

Via the SwissSalary Direct setup, you can select in the 'Send documents to' option whether documents should always be sent to 'All employees' or only to 'Registered employees' (SwissSalary Direct). We have improved the filter for the 'Registered employees' option.

1.15.4 Dossier ZIP archive export

The documents from the dossier can now also be exported. To do this, open the “SwissSalary document management setup” and select the document types you wish to export. You can select several document types with “Select more”. A request page opens via “Actions / Export as zip archive” and the selected document types are transferred to the filter of the request page. You can also set filters for the personnel master data in the request page. You can start the export with “OK”.

- If no filter is set in the request page, all documents from all employees are exported.
- If a filter is set on document types in the request page, this document type is exported for all employees.
- If a filter is set on the HR master data in the request page, all document types are exported for this employee.
- If a filter is set to document types and personnel master in the request page, the selected document types are exported for these employees.

A zip file with the name “Content” is created, in which there is a separate zip file for the various document types.

- The name of the zip files contains the code and the description of the document type
- The name of the files within the individual zip files is [personnel no.]_[file name].

1.15.5 Authorize department heads

You can authorize the head of department to view the data of their employees (Employee card) and the dossier entries stored for the employee. You can use restrictions per document type in the employee dossier to 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 standard authorization roles (SWS-*; usually only read rights assigned).

The setup continues in the Employee card in the Department field. Assign the manager to the relevant department.

Switch to the user setup and select the two columns Department Permissions and Employee No.. Enter the head of department under User ID, tick the Department authorizations box and enter their Employee No. in the Employee No. column.

The head of department now has access to their employees' Employee card and can view the content. They also have access to their employees' employee dossier.

In the employee dossier, in the Document type column, you can select the Access responsible person column. Place a tick next to the document types that the person responsible may also view.

Example

You have defined the following document types:
- Curriculum vitae
- Pay slip
- Salary certificate
- Reporting
- Medical certificates

You want to grant the head of department access to all document types, but not to the medical certificates, as these contain data that is particularly sensitive. In this case, please check the box in the Access responsible person column everywhere except for the medical certificates type.

1.15.6 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.

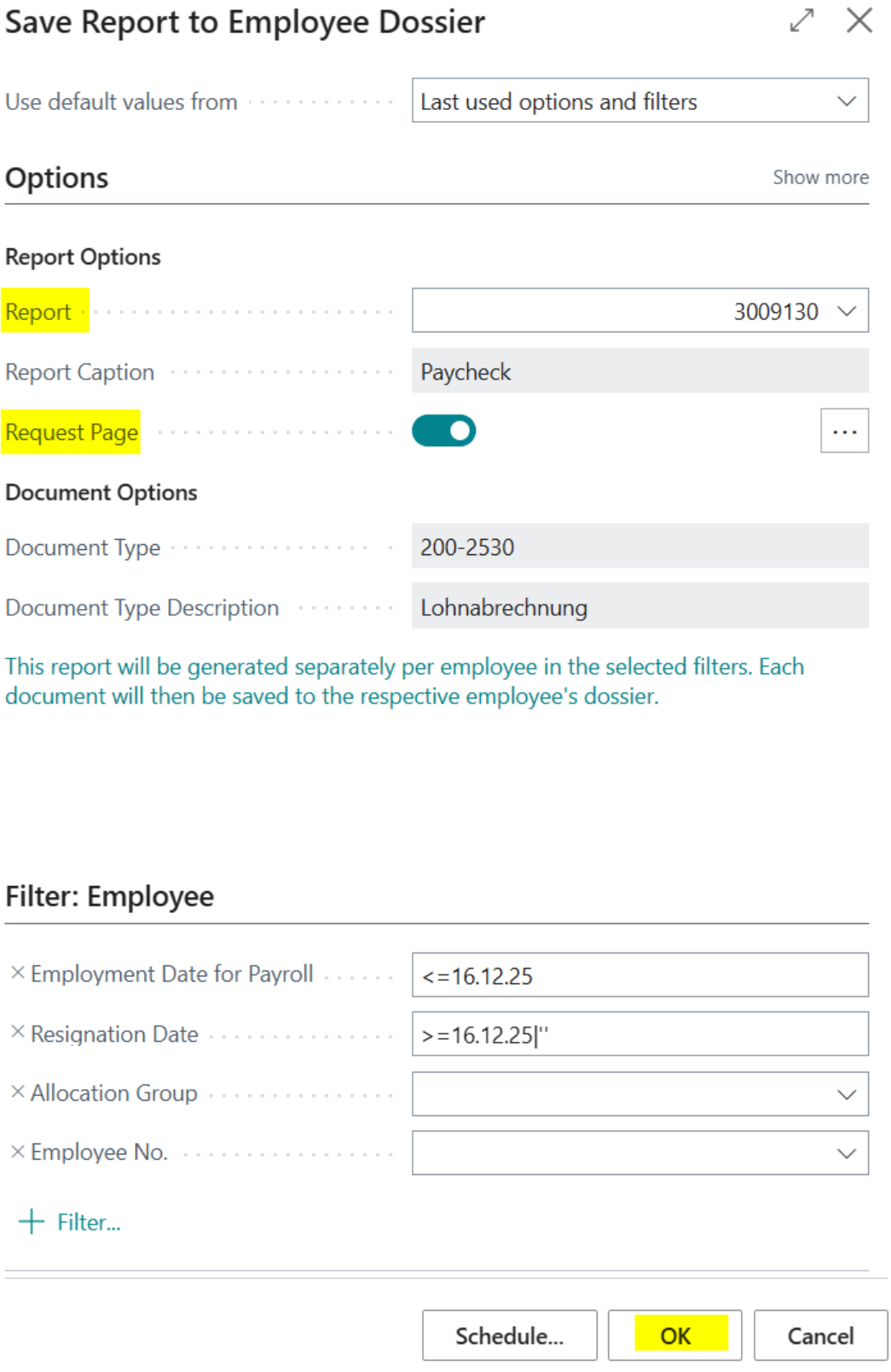
Creating form letter for all or selected employees:
Now go to the Employe List and select in the Form letter.
Select the desired template, in our case "Certificate of employment". The form letter will start automatically and can be printed.
If you want to save this letter, you can do that now right in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

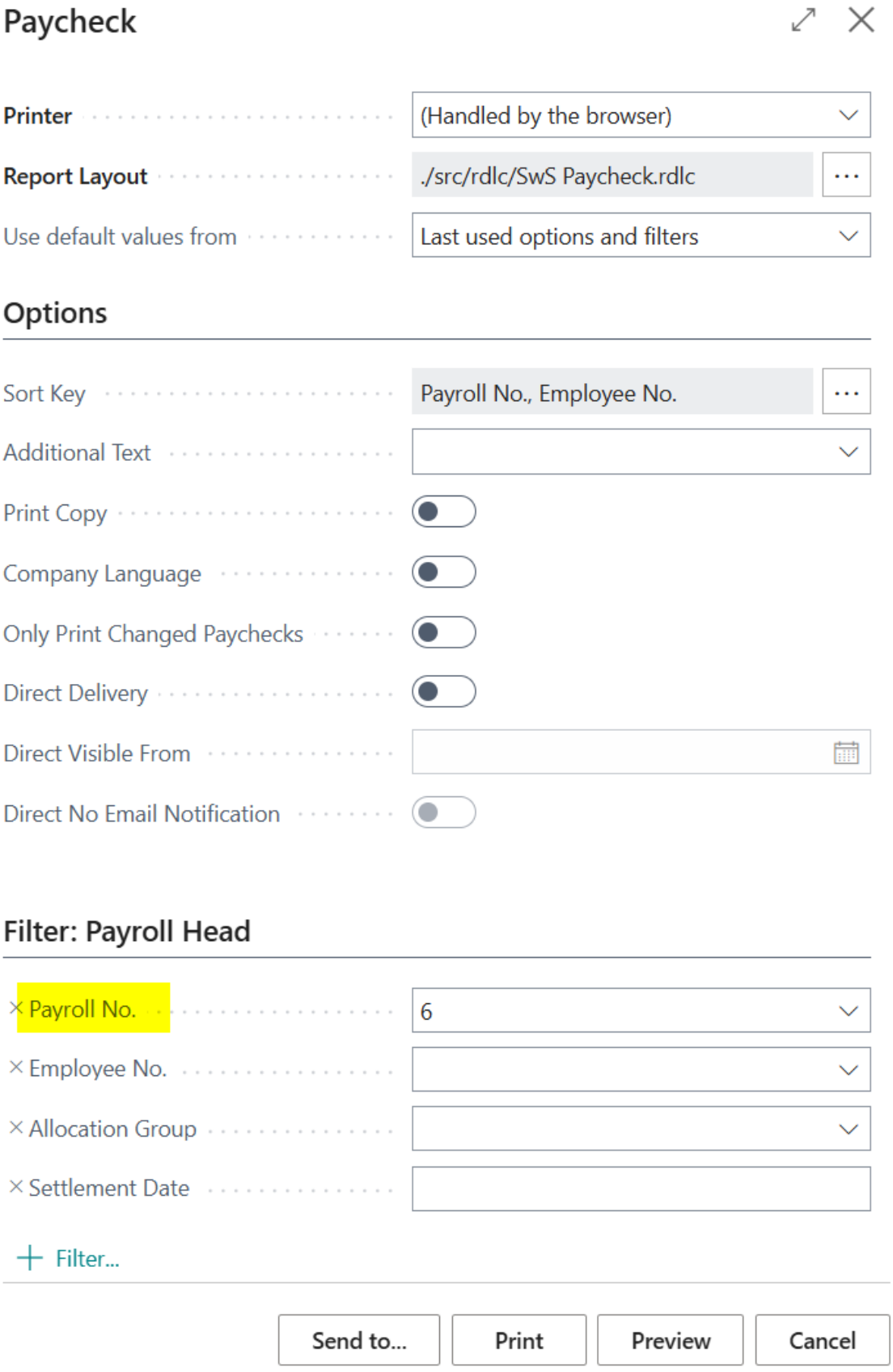
1.15.7 Save Report to Employee Dossier

This report allows you to upload Paychecks and other reports to the employee dossier. The procedure for Paychecks accounting is shown here.

1. In the search field, search for "Save Report to Employee Dossier." A report request page will open.



2. In the "Report" field, select the desired report (object field for Paycheck 3009130), then set the "Report Options" Boolean field to Yes. A "Paycheck" report request page will then be displayed.
3. In the "Payroll run number" filter field, select the desired payroll run number and then click OK. This closes the report request page.


Paycheck
Printer
(Handled by the browser)
Report Layout
./src/rdlc/SwS Paycheck.rdlc
Use default values from
Last used options and filters
Options
Sort Key
Payroll No., Employee No.
Additional Text
Print Copy
Company Language
Only Print Changed Paychecks
Direct Delivery
Direct Visible From
Direct No Email Notification
Filter: Payroll Head
Payroll No.
6
Employee No.
Allocation Group
Settlement Date
Filter...
Send to...
Print
Preview
Cancel

4. Click OK again. The Paycheck will be loaded into the Employee dossier.

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.

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.

1.18 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.

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 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.

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 additional pay run 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 additional pay run 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 147.

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 with monthly wages. We recommend that you payroll hourly-paid employees either with the November pay run (at the beginning of December), as an additional pay run after the November pay run or with the December pay run. 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 145 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 salary 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 A4P or A4L 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 Related / Rapport.

- 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 Related / Rapport.

- 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 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 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 Related / Rapport.

- 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 Allocation Group. 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 Related / Rapport.

- 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.

****

You can also use the batch run as described under Calculation and Disbursement after Pay Process for November as a additional pay run Process 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 Related / Rapport.

- 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.

****

You can also use the batch run as described under Calculation and Disbursement after Pay Process for November as a additional pay run Process 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 Related / Rapport.

- 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 additional pay run 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 145. 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.

2.1.24.1.2 Calculation and Disbursement of the 13th Payday

2.1.24.1.2.1 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 additional pay run 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 additional pay run 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 147.

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 with monthly wages. We recommend that you payroll hourly-paid employees either with the November pay run (at the beginning of December), as an additional pay run after the November pay run or with the December pay run. 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 145 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 salary 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 A4P or A4L 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.

2.1.24.1.2.2 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 Related / Rapport.

- 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 Related / Rapport.

- 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 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 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 Related / Rapport.

- 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 Allocation Group. 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 Related / Rapport.

- 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.

****

You can also use the batch run as described under Calculation and Disbursement after Pay Process for November as a additional pay run Process 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 Related / Rapport.

- 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.

****

You can also use the batch run as described under Calculation and Disbursement after Pay Process for November as a additional pay run Process 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 Related / Rapport.

- 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.

2.1.24.1.2.3 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 additional pay run 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 145. This guide can also be used for disbursement using the pay process for November.

2.1.24.1.2.4 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.

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 extrapolated to one month 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: UKA Standard Interface

2.6.3 Inclement Weather and Short-Time Settlement

Further information about this standard interface can be found here: Inclement Weather and Short-Time Settlement

2.7 County Reports

2.7.1 Reka-Check-Interface

Further information about this standard interface can be found here: REKA Standard Interface

2.8 PDF Document

The Paycheck can be generated as a PDF document and saved in a ZIP file. The following new placeholders can be used to name the files:

- %Employee_LastName% = Last name of the employee
- %Employee_FirstName% = First name of the employee
- %PostingMonth% = Month of posting as a number
- %PostingMonthText% = Month of posting as text
- %PostingYear% = Year of the posting with 4 digits

Here you can access to the Setup 305.

2.9 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.

2.10 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.

2.11 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.

2.12 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.

2.13 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.

2.14 Approval

Using the approval process, the Create payment file and Post payroll processes can be approved by a supervisor or another user. As soon as the approval process is activated, you can continue creating and canceling pay processes as a user, but you cannot create a payment file or post wages until another user approves the pay process.

It is activated in Payroll Setup -> tab General -> Approval Process field (set to activated). You will see the "Approval" button in the Pay Process list in the ribbon. Once you have created a pay process, any second user (e.g., supervisor) can approve it for payment. After confirmation, the payment file can be created and then the Payroll can be posted. This process is documented in the payroll journal in columns Approved, Date of Approval and Approved by.

Note
The user that creates the pay process cannot release it oneself.

2.15 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.

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.

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 BVG-ELM Declaration

Setup:

The following settings must be made in order to use BVG-ELM messages.

1. Administration / Payroll Setup / BVG area / Activate BVG insurance notification
2. Administration / Payroll Setup / BVG Setup / Insurance code
3. Administration / Payroll Setup / BVG Setup / BVG contract / Accounting period (select year or month; quarter is not currently implemented)

4. Administration / Payroll Setup / BVG Setup / BVG contract / Insurer number, customer number, contract number, and address
5. Administration / Payroll Setup / BVG Setup / BVG contract / ELM = PIV (Automatic)
6. Administration / Payroll Setup / BVG Setup / BVG contract / ELM response --> Where should the BVG deductions received be entered? Normally, the wage components are selected.

Employee card

The following fields on the Employee card are relevant for correct ELM-BVG transmission.

1. Employee Card / Job / Employment Date BVG
2. Employee Card / Job / Calculation Date BVG
3. Employee Card / Job / Resignation Date BVG
4. Employee Card / BVG / BVG Code = "fixed contribution"
5. Employee Card / BVG / BVG Primary (Only the primary code is supported.)
6. Employee Card / BVG / Hypothetical Salary BVG
7. Employee Card / BVG / BVG Taxable salary --> Set option as fictitious
8. Employee Card / BVG / BVG-insurance registration code
    - No notification
    - New entry
    - Change
    - Departure
9. Employee Card / BVG / BVG insurance reporting type
    - Suspension with interruption
    - Suspension without interruption
    - Suspension without risk
    - Reinstatement with interruption
    - Reinstatement without interruption
    - Reinstatement without risk
    - Change in salary
    - Transfer
    - Retirement
    - Early retirement
    - Deferred retirement
    - Disability
    - Death
10. Employee Card / BVG / BVG-Change --> The "BVG change" field only needs to be set for changes and not for new entries or departures..

BVG-EMA notification process:

- Changes are only sent in the EMA report if the BVG change date falls within the reporting month.
- New entries are sent in the EMA report if the "Entry into BVG" falls within the reporting month.
- Departures are sent in the EMA report if the "BVG departure date" field falls within the reporting month.

EMA notification process:

1. BVG-EMA notification
    1. Reporting period = January 31, 2024
    2. Valid from (BVG) = February 1, 2024
    3. Flag "BVG"
    4. Flag "EMA (AHV, FAK, BVG)" --> Report for January 2024)
2. Answer the questions from the BVG insurance company under Salary/Salary reports/Process/Dialogues with insurer.
    1. Manage/Edit
    2. Fill in the answers
    3. Send reply
3. In the Role Center, under Payroll Reporting/Update, check again to see if any further feedback has been received.
    1. If the payroll report has the status "Successful," the feedback can be displayed via Display report/response.
        1. The amounts can be transferred to the personnel master data using "Transfer" in Process.
    2. If the payroll report has the status "in processing," you can request the feedback again by selecting Report/Retrieve response.
4. Calculate and check wages for the month in question

- **Entry: Entry Companies** (<ns3:Reason>entryCompany</ns3:Reason>)

An entry is automatically recognized in the relevant month. The relevant field in the Job section is Entry into BVG.

-Job / Employment Date BVG = Employment Date
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG =not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = New entry
-BVG / BVG-Insurance registration type = empty
-BVG / BVG-Change = empty

- **Entry: 100% Fit for work** (<ns3:Reason>FullyFitForWork</ns3:Reason>)

An entry is automatically recognized in the relevant month. The relevant field in the Job section is Entry into BVG.

-Job / Employment Date BVG = Employment Date
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG =not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = New entry
-BVG / BVG-Insurance registration type = 100% fit for work

-BVG / BVG-Change = empty

- **Change: Salary adjustment** (<Reason>changeSalary</Reason>)

A salary change is automatically recognized in the relevant month. The relevant fields are the BVG calculation date in the Job section and the BVG change in the BVG section.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = change date
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = change
-BVG / BVG-Insurance registration type = wage change
-BVG / BVG-Change = change date

Please note that if the salary change is made via TimeMachine, the BVG calculation date field may be overlooked.

- **Mutation: Level of employment** (<Reason>activityRate</Reason> + <Reason>changeSalary</Reason>)
  A change in employment status is automatically detected in the month concerned. The relevant fields are the BVG calculation date in the Job section and the BVG change in the BVG section.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = change date
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = change
-BVG / BVG-Insurance registration type = wage change
-BVG / BVG-Change = change date

Please note that if the BG change is made via TimeMachine, the BVG calculation date field may be omitted.

- **Mutation: Pension plan** (<Reason>changeBVG-LPP-Code</Reason>)

The BVG code always has 8 digits but varies between different pension funds; the transmitter then checks different rules for each pension fund. The necessary information is listed on the insurance profile.

We have several pension plans. However, only one is reported in the XML file, which is why we only consider the BVG primarily in the XML file.

A change in the pension plan is automatically recognized in the relevant month with the BVG primary field. The relevant fields are the BVG calculation date in the workplace section and the BVG change in the BVG section.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = change date
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = change
-BVG / BVG-Insurance registration type = empty
-BVG / BVG-Change = change date

- **Mutation: Home address** <Reason>residence</Reason>

A change of residence is automatically recognized in the month concerned. The relevant fields are the BVG calculation date in the Employment section and the BVG change in the BVG section.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = change date
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = change

-BVG / BVG-Insurance registration type = empty
-BVG / BVG-Change = change date

- **Change: Marital status** <Reason>civilstate</Reason>

A change in marital status is not automatically recognized in the month concerned. The relevant fields are the BVG calculation date in the Employment section and the BVG change in the BVG section.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = change date
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = change
-BVG / BVG-Insurance registration type = marital status
-BVG / BVG-Change = change date

- **Change: from mandatory to non-mandatory** <Reason>withdrawalCompany</Reason>

Reported as resignation. If an employee changes from mandatory to non-mandatory, this must be recorded manually. Only the BVG resignation date field needs to be filled in.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = change date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = empty
-BVG / BVG-Change = empty

- **Change: from non-mandatory to mandatory** <Reason>entryCompany</Reason>

Reported as entry. If an employee changes from non-contributory to contributory, this must be recorded manually. Only the Entry in BVG field needs to be filled in.

-Job / Employment Date BVG = change date
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = New entry
-BVG / BVG-Insurance registration type = empty
-BVG / BVG-Change = empty

- **Resignation: Resignation from company** <Reason>withdrawalCompany</Reason>

A departure is automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation Date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = empty
-BVG / BVG-Change = empty

- **Resignation: Retirement** <Reason>retirement</Reason>

Retirement is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation Date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = retirement
-BVG / BVG-Change = empty

- **Resignation: Early retirement** <Reason>others</Reason>

Retirement is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation Date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = retirement
-BVG / BVG-Change = empty

- **Resignation: Deferred retirement** <Reason>others</Reason>

Retirement is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation Date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = deferred retirement

-BVG / BVG-Change = empty

- **Change: Retirement Part-time** <Reason>partialRetirement</Reason>

Retirement is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = change date
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Change
-BVG / BVG-Insurance registration type = Part-time retirement
-BVG / BVG-Change = empty

- **Resignation: Disability** <Reason>others</Reason>

Retirement is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = Disability
-BVG / BVG-Change = empty

- **Termination: Death** <Reason>deceased</Reason>

Retirement is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = death
-BVG / BVG-Change = empty

- **Suspension Interruption** <Reason>interruptionOfEmploymentOnlyRisk</Reason>

A suspension or interruption is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = Suspension Interruption
-BVG / BVG-Change = empty

- **Suspension without interruption** <Reason>interruptionOfEmployment</Reason>

A suspension without interruption is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = Suspension without interruption
-BVG / BVG-Change = empty

- **Suspension without risk** <Reason>interruptionOfEmploymentOnlyRisk</Reason>

A suspension without risk is not automatically recognized in the month concerned. The relevant field in the Job section is the BVG departure date.

-Job / Employment Date BVG = not relevant
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = Resignation date
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = Resignation
-BVG / BVG-Insurance registration type = Suspension without risk
-BVG / BVG-Change = empty

- **Reinstatement of suspension** (<Reason>interruptionOfEmploymentNotInsured</Reason>)
  A reinstatement of an interruption is not automatically recognized in the month concerned. The relevant field in the Job section is Entry into BVG.

-Job / Employment Date BVG = Employment Date
-Job / Calculation Date BVG = not relevant

-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = new entry
-BVG / BVG-Insurance registration type = Reinstatement of suspension
-BVG / BVG-Change = empty

- **Reinstatement without interruption** (<Reason>interruptionOfEmployment</Reason>)
  A reinstatement without interruption is not automatically recognized in the month concerned. The relevant field in the Job section is Entry into BVG.

-Job / Employment Date BVG = Employment Date
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = new entry
-BVG / BVG-Insurance registration type = Reinstatement without interruption
-BVG / BVG-Change = empty

- **Reinstatement without risk** (<Reason>interruptionOfEmployment</Reason>)
  A reinstatement without interruption is not automatically recognized in the month concerned. The relevant field in the Job section is Entry into BVG.

-Job / Employment Date BVG = Employment Date
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = new entry
-BVG / BVG-Insurance registration type = Reinstatement without risk
-BVG / BVG-Change = empty

- **Transfer** (<Reason>others</Reason>)

A transfer is not automatically recognized in the month concerned. The relevant field in the Job section is Entry into BVG.

-Job / Employment Date BVG = Employment Date
-Job / Calculation Date BVG = not relevant
-Job / Resignation Date BVG = not relevant
-BVG / BVG Code = fixed contribution
-BVG / BVG Primary = Code that is enabled for ELM
-BVG / BVG-Insurance registration code = new entry
-BVG / BVG-Insurance registration type = transfer
-BVG / BVG-Change = empty

Process BVG annual report expected (year option):

-->This message only works with the Year option on the BVG insurance and fictitiously on the employee. (Note: The Quarter option is not implemented in SwS.)

Effective = Not provided for in this option

Fictitious = fictitious BVG salary from the Employee card

1. Calculate January wages
2. Expected to submit BVG report (reporting period = January 31, 2024 | Valid from (BVG) = February 1, 2024 | Flag "BVG" --> Report for 2024)
3. Cancel January wages
4. Import BVG feedback
5. Calculate January wages

-> Consider whether wages should be calculated in the background and then canceled again when the wage report is submitted.

Process BVG annual report expected (month option):

-->This message only works with the Month option on the BVG insurance and fictitious or effective on the employee. (Note: The Quarter option is not implemented in SwS.)

Fictitious = BVG employees + BVG employers combined / BVG employees / BVG employers / <ThirdPartyPeriodContribution> always empty (not implemented in SwS)

Effective = BVG base wage type / number of working days x 360

1. Calculate January wages
2. Execute BVG notification as expected
3. Cancel January wages
4. Import BVG feedback

Calculate January wages

3.3 Reports

3.3.1 Employee Salary Statement A4L

This assessment offers an optimal overview of the billed salary entry for all employees, including all bases. It is particularly suitable for revision.

Month Ending Date	The end date does not necessarily have to be December 31 (end of year), but can be any end date of a month. (Example: To obtain statistics or register daily allowances, you must know salary amounts for the last 12 months. For example, enter February 28 in the Month end date field. Monthly data from March 1 till February 28 can be seen on the Employee payroll account.
Detail	All details are shown

Recapitulation	At the end of the assessment, a 'Total company recapitulation' is printed
Export to Excel	The assessment can be transferred to Excel
incl. Allowance ST	Allowance salary types are shown
incl. Deduction ST	Deduction salary types are shown
incl. Expenses ST	Expense salary types are shown
incl. Employer contributions ST	Employer contributions are shown
incl. fictitous salary types	Fictitious salary types are shown
incl. time types	If the field is enabled, time types are also shown

NOTE:
In the Employee Salary Statement A4L at the end of the monthly recapitulation, the FTE (full-time equivalent) calculation has been installed. 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. This means that calculation on the time line is guaranteed. Assessments can be created correctly in a retrospective way.

3.3.2 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.

3.3.3 Annual Reports

3.3.3.1 AHV Summary

AHV Summary is an evaluation certified by swissdec. This data can be submitted via ELM at the end of the year.

3.3.3.2 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.

3.3.3.3 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

3.3.3.4 Benefit Statement

You can create the report for the KTG, UVG and UVGZ under Benefit evaluation. This data can be transmitted via ELM at the end of the year.

You can find more information about the benefit here: Benefits

3.3.3.5 BVG Summary

BVG Summary is an evaluation certified by swissdec.

3.3.3.6 Social Unit Summary

This evaluation is not certified by swissdec and therefore cannot currently be sent via ELM.

3.3.3.7 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.

3.3.3.8 Salary certificate/Pension statement (Form. 11)

You can find more information here 115.

3.3.4 Tax at Source

3.3.4.1 Tax at Source / County

Further information can be found at here 161.

3.3.4.2 Tax at Source / County / Year

Further information can be found at here 161.

3.3.4.3 Tax at Source Confirmation

Swissdec 5.0 certification provides confirmation for employees regarding the withholding tax deductions that have been made. This confirmation has been implemented and can be generated from payroll reports and annual statements.

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 2'500. 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 2'500. 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 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.

4.1.2.5 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.

4.1.2.6 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.

4.1.2.7 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.

4.1.2.8 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.

4.1.2.9 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.

4.1.2.10 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.

4.1.2.11 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).

4.1.2.12 Tax Declaration Typ

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.

4.1.2.13 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.

4.1.2.14 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.

4.1.2.15 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.

4.1.2.16 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.

We have now combined the calculation logic for “Net salary compensation” and “Gross for net (BfN)” in the “Net salary compensation” function. This calculation method can be used in practice for insurance daily allowances and special payments (long-service bonus, bonus).

The following settings can be made in the “Net wage compensation” field for each individual salary type:
- Deactivated: No net wage adjustment is made for this salary type.
- Activated with Income tax: If this option is selected, the employer pays the employee's social security contributions and withholding tax deductions. Our calculation is carried out by iterating the social security bases and the withholding tax base.

Note: In most cases, this option is selected for insurance daily allowances. This is because the employee should not receive a higher payment as a result of the daily allowance processing than if no daily allowance is processed. To achieve this result, the withholding tax base must be taken into account for persons subject to QST.
- Activated without Income tax: If this option is selected, the employer only pays the employee's social security contributions. This calculation is made by iterating the social security bases.

How can the calculation be checked?

- You can proceed as follows for insurance daily allowances:

Create a test payroll for the employee without daily allowance corrections or make a note of the net wage amount. Then enter the daily allowance correction and the daily allowance salary type and create another test payroll run. Salarye type 1160 is now automatically displayed in the gross wage area with a minus amount. The net wage amount should be the same as without the daily allowance correction. Please note that this net wage adjustment only makes sense if the daily allowances remain in the company and are therefore processed via a daily allowance wage type and a correction daily allowance wage type. If daily allowances are forwarded, a separate daily allowance wage type without net wage adjustment should be used.

- Special payments (e.g. long-service award or bonus). The employer pays the social security contributions and income tax.
  1. Create a test statement without a special payment and note the amount paid out.
  2. For example, report CHF 1'000.00 with a salary type in which the option "Activated with income tax" is selected in the "Net wage compensation" field.
  3. Create a test payroll again. The payout amount must now match the payout amount noted in step 1 plus the special payment amount.

- Special payments (e.g. long-service award or bonus). The employer only pays the social security contributions
  1. Use a salary type in which the "Net wage compensation" field is deactivated. Create a test payroll run for a person subject to QST with which, for example, a total of CHF 1'000.00 is settled and make a note of the amount of all social insurance contributions.
  2. For example, report CHF 1'000.00 with a salary type in which the option "Activated without withholding tax" is selected in the "Net wage compensation" field.
  3. Create a test payroll again. The amount paid out now differs by approximately the amount of social security contributions noted in step 1.

Note: The higher the special payment, the greater the difference between the amounts from steps 1 and 3 may be. This is because the amount of the net salary compensation is itself also subject to social security and withholding tax. This increases the IT rate-determining income and the tax progression, which in turn influences the percentage of withholding tax rates.

Up to update 5064.000, the offset amount (net wage compensation) was only shown when processing insurance daily allowances. As of update 5064.000, the offset amount for special payments (BfN) is also shown with the same salary type and included in the social security/

4.1.2.17 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.

4.1.2.18 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).

4.1.2.19 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.

4.1.2.20 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.

4.1.3 Benefit Type Liabilities

You can find more information here: Benefits

4.1.4 Absence

4.1.4.1 Time Type

Further information can be found here: Time Types

4.1.4.2 Unit Management Rapport

Further information can be found here: Unit Managment Rapport

4.1.4.3 Unit fixed Value

Further information can be found here: Unit fixed Value

4.1.4.4 Time Calculation Sign Change

Further information can be found here: Time Calculation Sign Change

4.1.4.5 Work Type

Further information can be found here: Work Type

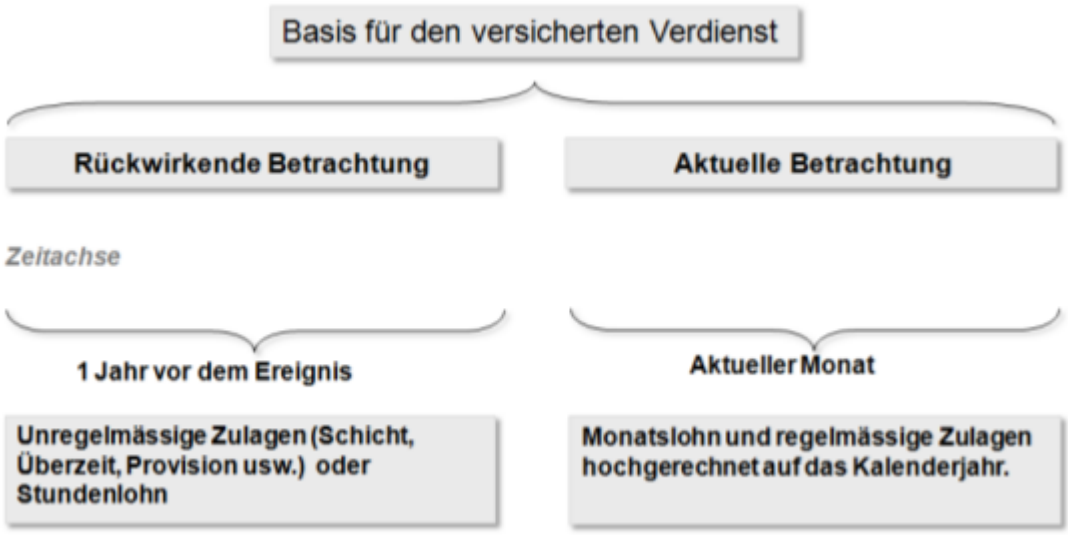
4.1.4.6 Damage Detail

Possible selection fields in the Damage detail field:
- A - Main Salary
- B - Family Allowance

- C - Vacation and Holiday Allowance
- D - Other Salary Allowance
- E - Bonus and 13th Payment

4.1.4.7 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

4.1.4.8 Damage Absences Salary Type KLE

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

4.1.4.9 Additional Position UKA

The UKA interface allows transferring additional amounts to user-defined items. There are items 1–15.

4.1.4.10 Piecework Expenses %

When subcontractor hours x wage rate are recorded, subcontractor expenses of 10% can also be included. This means that the expenses do not have to be recorded separately, they are already included in the hourly wage type.

4.1.4.11 Modified By

When a field is modified somewhere in salary types, new data added or even deleted, the last employee who made such changes in the salary types will be displayed. The time of the last modification will be shown in the 'Updated at' field below.

4.1.4.12 Modified At

In the 'Updated at' field you can see the time of the last modification made in the salary type.

4.1.5 Dimensions

4.1.5.1 CC Allocation

The CC Allocation and Cost Center Partition fields are mainly used in the construction industry. By checking the box for CC Allocation, you determine the salary types that should be included in the salary total, which should then be divided by the sum of Cost Center Partition. This means, for example, that the monthly salary and expenses are always divided based on the hours actually worked and absence hours per month and not based on average monthly hours.

4.1.5.2 Cost Center Partition

Hours worked and Absence hours salary types responsible for the cost center divisor are provided with the assignment of CC Partition. I.e., if a box for CC Partition is checked, the sum of salary types divided by wage types with an assignment for the CC Partition result in a new, calculated hourly rate for cost accounting.

This means that hours worked and absence hours are not recorded using the salary rate stored in the Employee card, but rather using the salary rate recalculated every month.

Options:
[blank] = no assignment
positive = hours worked and absence hours are included as positive in the calculation.
Sign change = hours worked and absence hours are included as negative in the calculation. This is mostly used when overtime is included.

4.1.5.3 Cost Center Posting

Salary type can be used to specify whether the cost center must be recorded when entering the report in the Report journal or when entering the wage items. Enter 'Code required' for this function.

4.1.5.4 Cost Object Posting

Salary type can be used to specify whether the cost unit must be recorded when entering the report in the Report journal or when entering the wage items. Enter 'Code Mandatory' for this function.

4.1.5.5 Accounting Key CC

Cost center posting key is used in combination with the Posting key booking function. This means that you define for each wage type whether the number or the amount is responsible for cost division.

4.1.5.6 Accounting Key Posting

There is the Posting key booking field in wage types with the selection options below:

Standard (all)
Employee dimensions
Accounting Key

If you record transfer data in the Report journal or via wage items and post it directly to a cost center, this amount will be posted permanently to this cost center and the cost centers (personnel dimension) stored for the employee will not be taken into account.

If you work with posting keys, the Accounting Key Posting field will now also be taken into account.

Standard (all)
This value is set for all wage types by default. It is the default value reflecting the previous procedure. This means, for example, if you have saved 1 part to cost center A and 2 parts to cost center B in personnel dimensions and by reporting you post 5 more parts to cost center C using the posting key, the costs are then broken down into all 3 cost centers according to the number of parts, as before.

Example: CHF 800

Personnel dimension cost center A	1 portion	CHF 100
Personnel dimension cost center B	2 portions	CHF 200
Personnel dimension cost center C	5 portions	CHF 500

Employee dimensions
If you enter the *Employee dimensions* value, in the corresponding ST, then the costs will only be posted to the Employee dimensions stored for the employee.

Example: CHF 800

Personnel dimension cost center A	1 portion	CHF 266.65
Personnel dimension cost center B	2 portions	CHF 533.35
Personnel dimension cost center C	5 portions	CHF 0.00

The posting key is also shown in the posted personnel dimensions, but it is not taken into account when breaking down the costs of this wage type!

Accounting Key
If the costs of the corresponding ST are to be distributed exclusively to the value of the *Posting key* stored, then the Employee dimensions stored for the employee are not taken into account!

Example: CHF 800

Personnel dimension cost center A	1 portion	CHF 0
Personnel dimension cost center B	2 portions	CHF 0
Personnel dimension cost center C	5 portions	CHF 800

You can now determine for each salary type whether the costs of this wage type should be divided across all cost centers as before (default (all) = personnel dimension + posting key) or only based on the stored personnel dimensions or posting key.

4.1.6 Security

4.1.6.1 Salary Code salary blocked

This salary type cannot be edited with the 'Salary' salary code (stored in the Employee card -> tab Salary -> 'Salary code' field). All employees that have stored the 'Salary' salary code, cannot use this salary type.

4.1.6.2 Salary Code monthly salary blocked

This salary type cannot be edited with the 'Monthly salary' salary code (stored in the Employee card -> tab Salary -> 'Salary code' field). All employees that have stored the 'Monthly Salary' salary code, cannot use this salary type.

4.1.6.3 Salary Code hourly wages blocked

This salary type cannot be edited with the 'Hourly Wage' salary code (stored in the Employee card -> tab Salary -> 'Salary code' field). All employees that have stored the 'Hourly Wage' salary code, cannot use this salary type.

4.1.6.4 Salary Code piecework blocked

This salary type cannot be edited with the 'Piecework' salary code (stored in the Employee card -> tab Salary -> 'Salary code' field). All employees that have stored the 'Piecework' salary code, cannot use this salary type.

4.1.6.5 Salary Code monthly wages LMV

This salary type cannot be edited with the 'Monthly wages LMV' salary code (stored in the Employee card -> tab Salary -> 'Salary code' field). All employees that have stored the 'Monthly wages LMV' salary code, cannot use this salary type.

4.1.6.6 Blocked

If you check the 'Blocked' box, the salary type will be set to inactive and you can no longer use it.

NOTE:
So that only the salary types required for daily reporting are displayed in the Salary Types view, you can set the salary types that you do not need to 'blocked'. Set a filter in the salary types data so that you only see the empty salary types in the 'Blocke' field (filter '' for empty). This will make your Salary types data clearer.

4.1.6.7 Text blocked

'Text blocked' means that the 'Text of salary type' stored for this salary type cannot be edited during reporting.

4.1.6.8 Debit Cost Center blocked

This salary type cannot be edited in the 'CC debit' field.

4.1.6.9 Quantity blocked

This salary type cannot be edited in the 'Quantity' field.

4.1.6.10 Rate blocked

This salary type cannot be edited in the 'Rate' field.

4.1.6.11 Amount blocked

This salary type cannot be edited in the 'Amount' field.

4.1.7 Plausibility

4.1.7.1 Quantity min.

It can be stored/limited on the salary type what minimum Quantity can be reported.

4.1.7.2 Quantity max.

It can be stored/limited on the salary type what maximum Quantity can be reported.

4.1.7.3 Rate min.

It can be stored/limited on the salary type what minimum Rate can be reported.

4.1.7.4 Rate max.

It can be stored/limited on the salary type what maximum Rate can be reported.

4.1.7.5 Amount min.

It can be stored/limited on the salary type what minimum Amount can be reported.

4.1.7.6 Amount max.

It can be stored/limited on the salary type what maximum Amount can be reported.

4.1.7.7 Additional Reference

The values stored under the 'Plausibility Check' tab of the salary types can be checked using the plausibility report (located in the Payroll journal -> button 'Report'). You can choose from the assessment options below:

- ❑empty
- ❑on Employment
- ❑on Resignation
- ❑on Employment and Resignation
- ❑Always

Example:
A maximum of CHF 300 is stored in the 'Flat-rate expenses' salary type. You report now CHF 500 in the 'Flat-rate expenses' salary type. Now you run the plausibility report in the Payroll journal and the following message appears: 'Maximum amount for this salary type has been exceeded! Please check report line.' (If you select the 'Recruitment or resignation' evaluation options, then the corresponding 'Additional report' will only be printed for the employees who are recruited or resign).

4.1.8 13th/14th Payday

4.1.8.1 Vacation money salary inactiv

Of course, depending on your salary code, some salary types can be exempted from vacation pay: It means, for example, that an allowance is required for hourly wage, but not for remuneration.

4.1.8.2 Vacation money monthly wages inactiv

Of course, depending on your salary code, some salary types can be exempted from vacation pay: It means, for example, that an allowance is required for hourly wage, but not for monthly wages.

4.1.8.3 Vacation money hourly wages inactiv

Of course, depending on your salary code, some salary types can be exempted from vacation pay: It means, for example, that an allowance is required for monthly wage, but not for hourly wages.

4.1.8.4 Vacation money piecework inactiv

Of course, depending on your salary code, some salary types can be exempted from vacation pay: It means, for example, that an allowance is required for monthly wage, but not for piecework.

4.1.8.5 Vacation money monthly wages LMV

Of course, depending on your salary code, some salary types can be exempted from vacation pay: It means, for example, that an allowance is required for monthly wage, but not for monthly wages LMV.

4.1.8.6 13th Payday Salary inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 13th Payday: i.e. a bonus, for example, is obligatory for the hourly wage, but not for the salary.

4.1.8.7 13th Payday monthly salary inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 13th Payday: i.e. a bonus, for example, is obligatory for the hourly wage, but not for the monthly salary.

4.1.8.8 13th Payday hourly salary inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 13th Payday: i.e. a bonus, for example, is obligatory for the monthly wage, but not for the hourly salary.

4.1.8.9 13th Payday piecework inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 13th Payday: i.e. a bonus, for example, is obligatory for the monthly wage, but not for the piecework.

4.1.8.10 13th Payday monthly wages LMV inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 13th Payday: i.e. a bonus, for example, is obligatory for the monthly wage, but not for the monthly wages LMV.

4.1.8.11 14th Payday Salary inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 14th Payday: i.e. a bonus, for example, is obligatory for the hourly wage, but not for the salary.

4.1.8.12 14th Payday monthly salary inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 14th Payday: i.e. a bonus, for example, is obligatory for the hourly wage, but not for the monthly salary.

4.1.8.13 14th Payday hourly salary inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 14th Payday: i.e. a bonus, for example, is obligatory for the monthly wage, but not for the hourly salary.

4.1.8.14 14th Payday piecework inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 14th Payday: i.e. a bonus, for example, is obligatory for the monthly wage, but not for the piecework.

4.1.8.15 14th Payday monthly wages LMV inactiv

Of course, depending on the salary code, you can also exempt individual salary types from the 14th Payday: i.e. a bonus, for example, is obligatory for the monthly wage, but not for the monthly wages LMV.

4.1.9 Function

4.1.9.1 Calculation Employment/Resignation

For example, for recruitments/resignations during the month, monthly salary is automatically converted pro rata temporis, provided this automation has been enabled under Payroll Setup -> tab 'Setup' -> 'Calculation Employment/Resignation' field.

The formula for the pro rata calculation is defined for each salary type. Previously, the formula with 21.75 days x workdays (target days) was only possible in combination with the working time calendar or, for SwissSalary customers, with the PLUS package only. From now on, the calculation can be used WITHOUT a work calendar and can also be used by SwissSalary Basic customers.

Example:
Employee gets recruited at the company on March 16. Actual target days (incl. holidays) from March 16 till March 31 = 12 days.

Calculation formula:
Monthly wage / 21.75 days x 12 days.

At the request of many customers, we have added a calculation type to the automatic recruitment/resignation calculation: 21.75/workdays. However, this calculation is only possible if you work with the Working time calendar module (base calendar).

Example:
Employee A resigns from the company on July 20. 100% of the monthly salary is CHF 5'050. According to the working time calendar, they worked for 14 days from July 1 to July 20. The calculation is as follows:

CHF 5,050 / 21.75 x 14 = CHF 3'250.55

Many social insurance companies use the annual average of 21.75 days per month for calculations and it is considered by experts to be the correct calculation method for reductions.

4.1.9.2 Rounding precision

A rounding precision as well as a rounding type can be stored per salary type.

Rounding precision of CHF 0.00 corresponds to CHF 0.05.

4.1.9.3 Rounding Type

In the Rounding type field, you can choose between by one decimal place, round up or round down (see also rounding precision settings).

4.1.9.4 Salary Type Group

In this table you can combine individual salary types into user-defined groups.

This is primarily used in connection with third-party systems (web applications, time recording systems, etc.). If, for example, you only want to transfer certain salary types to a time recording system, you can combine these salary types using the salary type group.

4.1.9.5 Recurring Journal - put back

You determine for each salary type which of them used in the recurring journal should be set back to 0 (number and amount).

4.2 Following Salary Type

Following salary types have the advantage of defining several following salary types with a variety of options for each salary type. You can define which extra pay is calculated on which day of the week.

Example:
An extra pay of 25% is due on Saturday and an extra pay of 50% is due on Sunday. Previously, in addition to the hours worked report ST, two other salary types (work on a Saturday and Sunday) had to be created with the corresponding extra pay. Now you only need the 1700 MW reporting ST (hours worked) and salary types for bonuses (per weekday) in the "Following salary types".

Several Following salary types can be defined in the "Subsequent salary types" table with different bonuses per weekday:

The columns below are displayed (by default):

Following Salary Type	Recording of the Following salary types number
Following Salray Type - Factor Quantity	Recording of the factor for the Following salary type in the "Quantity" field Example: Payment of 100 overtime hours plus a resulting salary type bonus of 25%. The resulting wage type already contains 0.25 in the factor. This means that the 100 hours are transferred 1:1 from the initial salary type to the following salary type.
Following Salray Type - Factor Amount	Recording of the factor for the Following salary type in the "Amount" field Example: Daily allowance adjustment ST should follow up the Daily allowance ST. After the input of the daily allowance amount, the same amount is transferred 1:1 into the "Amount" field in the Following salary type.
Weekdays (Monday – Sunday)	Document date (TapBoard/Report journal) is used to check the salary type sequence used to calculate the bonus. The calculation can only be made if, for example, hours worked are recorded accurately to the day.
Settlement Children Allowance by direct payment	In the cantons of GE and VS, some family allowances are paid directly to employees. In order to offset the amount in the ST wage amount, family allowance must also be calculated, but must be immediately offset again with a settlement salary type. The Following salary type (settlement) must be activated here.

Following Salary Type - Transfer Dimensions	If the box is checked, the dimension (CC/CU) entered in the initial salary type is automatically transferred to the following salary type.

The columns below can be displayed additionally:

Following Salary Type - Factor Rate	Recording of the factor for the following salary type in the "Rate" field (rarely used; the initial value is usually recorded under "Quantity" or "Amount")
Following Salary Type - Suggestion Line	If more than one resulting salary type are rowed together, the calculation is carried out down to the last salary type. The check mark can interrupt the calculation process. For example, the calculation can stop at the second resulting salary type and you can enter a different number or a different amount. The calculation then continues.
Day Types	If work is carried out on public holidays, extra pay that is applied on Saturday or Sunday usually also applies. You can add the "Day type" for holidays in the bonus row. The system then automatically recognizes from the booking that the same bonus must also be paid on a public holiday. Day types can only be used in SwissSalary Plus and when the working time calendar is used.
Time from/to	Night work hours can be linked to the corresponding following salary types (time bonuses and/or extra pay). They are only retrieved if a certain time period is fulfilled. This means that in the future special entry salary types will no longer be required for Saturday, Sunday or night hours. Bonuses can be calculated automatically by entering the Hours worked salary type and the corresponding following salary types.

The "Salary type list" report continues to show the resulting salary type with the "Job type" selection option, unless it has several of them. Then the message appears: "x resulting salary types are available".

Many data checks and entries can be completely automated with the following salary types. For example, natural incentives up to CHF 500 are checked per event or per year.

Together with the existing columns:

•Maximum number
•Maximum amount
•Minimum number
•Minimum amount
•Limit amount calculation
•Amount calculation

The 'Amount Calculation' column features the options below:

Total amount (default value)
Differential amount (if 'Differential amount' is selected, the amount of the resulting wage type is reduced by the value in the 'Minimum amount' field)

Following salary types for short and long-term absence
Short and long-term absences triggering daily allowances can be differentiated by means of resulting salary types.
The functions below were adjusted/created:

- Prior to inserting the journal row for the actual resulting salary type, the maximum interval is checked and additional lines are added if necessary.
- Rows are created to fill in the interval.
- The days to create an extra resulting wage type line for are determined based on the max. interval.

In addition, a refactoring was carried out to factor "Filling" and "Writing" out to the database.
- Following salary type data record is filled
- The resulting salary type data record is written with a new primary key to the database and subordinate following salary types are checked for. There is a new field "Max. interval" in following salary types. A date formula can be entered in this field (e.g., 2T for 2 days). It is possible this way to automatically fill weekends and/or public holidays with a daily allowance type in the event of absences (e.g., illness, accident). Daily allowance is calculated for daily allowance insurance using calendar days. However, absences are usually only recorded in EasyRapport (or other time recording systems) on weekdays. This way, it is possible to automatically add a line with daily allowance salary types in the Report journal for weekends and/or public holidays. Max. interval = 2T

Example:
- The last day of absence was on April 30, 2021
- If May 3, 2021 is entered in the Report journal, May 1, 2021 and May 2, 2021 are filled with the following ST in the Report journal (the gap between April 30, 2021 and May 3, 2021 = 2 days)

If May 4, 2021 is entered in the Report journal, May 1, 2021, May 2, 2021 and May 3, 2021 are not filled in. (The gap between April 30, 2021 and May 4, 2021 = 3 days)

4.3 Salary Entry

For each salary type, you have the option of displaying the posted salary entry for the corresponding selected salary type.

4.4 Translation

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.

This means that you have to store the translation for each salary type so that you can print out the Paycheck in relevant languages.

4.5 Comment

In comments you can, for example, note the purpose the salary type should be used and what is special about the salary type.

For these comments to be displayed during data input, you can select Display column Salary comments table. You can use the Boolean (checkmark) to define for each comment row which comments should appear during data input in the Report journal and/or in allocated salary.

4.6 Copy

This feature triggers automatic, cross-client copying for salary types.

Example:
For example, you want to copy salary type 110 Monthly salary and use salary type 111 Overtime monthly wage. All functionalities attached to the copy of salary type 110 like FIBU accounts, cost types and cost centers, translations, etc., should also be copied.

IMPORTANT NOTE:
If, for example, cost centers in another client do not correspond to the settings of ST 1100, they must be adjusted accordingly by the wages clerk or the person responsible for FIBU/cost accounting.

Salary types are only copied into clients that are combined. Salary type masters are combined in Payroll Setup -> Salary type master group. Clients with the same letter are combined.

4.7 Merging

There are several salary types for paying out actual document expenses. After a while, you realize that you actually only need a single or fewer salary type(s) to pay out these expenses. The other salary types that have already been posted are no longer required.

It is now possible to fully combine salary types into another salary type. Select the salary type that you no longer need. Click Merge; the selected salary type appears in the Salary type origin field. Now enter the new, correct salary type in the Merge field in the salary type and click OK.

Now the salary items from the previous salary type are completely copied into the new salary type; the old salary type is overwritten with the new salary type number in the Salary items table. All remaining data of the salary item, such as text, account assignment, document dates, etc., are retained correctly. This means that you can continue printing all the documents in the future (old payslips, Employee Salary statement, etc.)

IMPORTANT NOTE:
This feature is cross-client. This means that if you have combined salary type masters together, salary items of the salary types of the other clients will, of course, also be merged. It is therefore imperative that you always discuss this process with all those responsible for the other clients.

4.8 Reports

4.8.1 Salary Type List

The salary type list can be printed based on Layout: Obligations or Functions.

4.8.2 Accounting Salary Type List

Account assignment of individual salary types can be checked using Accounting Salary Type List. All of it can also be transferred to Excel.

5 Administration

5.1 Payroll Setup

5.1.1 AHV

5.1.1.1 AHV Contract

Insurance Contract:

Field name	Description
Code	This code can be freely chosen and assigned by the user.
Description	Text field for insurance name.
Insurer No./Compensation Office No.	The official compensation office number according to swissdec or an input field for other insurances is entered here. You can find this number in the insurance profile that you received from the insurer or at Homepage | Swissdec under the 'Offices able to receive salary data' PDF directory.
Customer No.	Input field for customer number or payroll number under which you are registered. You can find this number on all correspondence and/or statements.
Contract No.	Additional contract number, which can be found on the payroll document. If this number is not available, it can be obtained from the competent insurance company.
Address	Enter the address of the relevant insurance company. The relations tables refer to the SwissSalary Contact table. This means that we are not dependent on Microsoft and can easily create additional contact fields.
ELM	PIV (automatic) or EIV (homepage) can be selected. **PIV** (process-integrated method): This method involves direct transmission of payroll data using web service technologies (WSDL, UDDI) and is a long-term goal. **EIV** (export/import method): This method involves payroll reporting data export from a payroll accounting system and file upload of this data to a receiver (server).
ELM Answer	Allocated Salary or journal are specified based on the transmission from the BVG via ELM.
Accounting Code	This field is only required in the BVG. For example, a company has an insurance contract, though with several branches. Now the insurance company wants exact information about the branch, which can be transferred via accounting code.
Valid from	This date is required for the implementation of Swissdec 5.0.
Automatic ELM Completion Release	In order to be able to add persons who have not been settled via SwissSalary, especially in the area of the UVG annual salary report, the salary report can now be marked as incomplete on the contract. This makes the approval process accessible in the insurance portal and persons can be added there. Automatic ELM approval is not activated by default in the Insurance contract table. If automatic ELM approval is not activated, the notification is transmitted as incomplete in order to trigger the approval process on the part of the insurance company.

5.1.1.2 AHV Employer %

Input field for the AHV employer provision in per cent.

5.1.1.3 AHV Employee %

Input field for the AHV employee provision in per cent.

5.1.1.4 AHV Employer ST

Enter the salary type number for the AHV employer provision.

The employer's contributions calculated during the pay process are recorded in this type. The AssistButton allows you to select the salary type.

5.1.1.5 AHV Employee ST

Enter the salary type number for the AHV employee provision.

The employee's contributions calculated during the pay process are recorded in this type. The AssistButton allows you to select the salary type.

5.1.1.6 AHV Base ST

This is one of the fictitious salary types for the AHV.

AHV Base ST contains the sum of all the wages that are subject to AHV.

Fictitious salary types
During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious salary types. Fictitious salary types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items.

5.1.1.7 AHV Salary ST

This is one of the fictitious salary types for the AHV.

AHV salary ST contains the wage total, which is subject to the AHV for the relevant employee.

Fictitious salary types
During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious salary types. Fictitious salary types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items.

5.1.1.8 AHV free ST

This is one of the fictitious salary types for the AHV.

AHV free ST contains the wage total, which is subject to the AHV for the relevant employee.

Fictitious salary types
During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious wage types. Fictitious salary types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items.

5.1.1.9 AHV Retired free ST

This is one of the fictitious salary types for the AHV.

AHV free ST and AHV Retired free ST contain the wage total, which is not subject to the AHV for the relevant employee. Employees under the age of 18 are not subject to, the retired are only partially subject to AHV.

Fictitious salary types
During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious salary types. Fictitious salary types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items.

5.1.1.10 AHV Retired free limit/year

This field defines which wage total per year is AHV Retired free ST.

The allowance is calculated according to the "cumulative method" where the wage totals are calculated not only per month, but also pro rata starting from the beginning of the year.

5.1.1.11 Part Income Free Amount

Basically, AHV/IV/EO and ALV contributions must be deducted from every wage payment. No contributions need to be collected if the wage per employer does not exceed CHF 2'300.00 a year and the em-ployee does not request payment of contributions.

5.1.1.12 AHV Administration Costs

AHV compensation offices calculate the AHV administrative fees differently:

Contribution variant
AHV wage total of CHF 1'000.000
AHV contributions ArN+ArG 10.3% of CHF 1,000,000 = CHF 103'000
AHV administrative costs of 1% from CHF 103,000 = CHF 1'030

Wage total variant
AHV wage total of CHF 1'000.000
AHV administrative fees of 0.2% for CHF 1'000.000 = CHF 2'000

5.1.1.13 Administration Costs ST

Enter the salary type number for the AHV administrative fees.

5.1.1.14 Administration Costs AHV %

You can enter the AHV administrative fees in the AHV administrative fees % field. The administrative fees are therefore booked separately and shown in detail.

5.1.1.15 AHV Age at Entry

On the basis of AHV age of entry, it is reviewed at pay processes in January whether this year the employees are subject to AHV/ALV.

If AHV code or ALV code contain an incorrect value, a warning will be displayed in this case.

5.1.1.16 Men Retirement Age

Indicates the date on which a man reaches the normal reference age of 65.

5.1.1.17 Women Retirement Age

Indicates the date on which the woman reaches the normal reference age 64Y.

In payroll master data, the input in the Reference age field for women will only be relevant again as of 2029. Until then, the input of 64 should remain. Gradual raising of reference age for women will be taken into account in the background when wages are processed. The input for women must be set to 65 be-fore the first pay process in 2029.

5.1.2 ALV

5.1.2.1 ALV Employer %

This field is used to determine the employer's contribution to ALV.

5.1.2.2 ALV Employee %

This field is used to determine the employee's contribution to ALV.

5.1.2.3 ALV Employer ST

The employer's contributions calculated during the pay process are recorded in this type. The AssistButton allows you to select the salary type.

5.1.2.4 ALV Employee ST

The employee's contributions calculated during the pay process are recorded in this type. The AssistButton allows you to select the salary type.

5.1.2.5 ALV Base ST

This is one of the fictitious salay types for the ALV.

ALV base ST contains the sum of all wages subject to ALV.

Fictitious salary types
During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious salary types. Fictitious salary types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items.
The AssistButton allows you to select the salary type. All the fictitious salary types must be filled in.

5.1.2.6 ALV Wages ST

This is one of the fictitious salary types for the ALV.

ALV wage ST contains the wage total, which is subject to the ALV for the relevant employee.

Fictitious salary types
During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious salary types. Fictitious wage types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items.
The AssistButton allows you to select the salary type. All the fictitious salary types must be filled in.

5.1.2.7 ALV free ST

This is one of the fictitious salary types for the ALV.

ALV free ST contains the wage total, which is not subject to the ALV for the relevant employee. Employees under the age of 18 and the retired are not subject to ALV. See the ALV code field in person-nel master data.

Wage totals that are greater than the maximum ALV2 are also exempt from ALV.

Fictitious salary types
During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious salary types. Fictitious wage types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items.
The AssistButton allows you to select the salary type. All the fictitious salary types must be filled in.

5.1.2.8 ALV maximum/year

This field defines what maximum wage total per year is subject to ALV.

The wage total subject to contributions is calculated according to the “cumulative method” where the wage totals are calculated not per month, but pro rata starting from the beginning of the year.

The second upper limit for the ALV is defined in the ALVZ Maximum/Year field.

5.1.2.9 ALVZ maximum/year

This field defines the maximum wage total per year subject to the second level of the ALV.

The wage total subject to contributions is calculated according to the “cumulative method” where the wage totals are calculated not per month, but pro rata starting from the beginning of the year.

The upper limit of the first level for the ALV is defined in the ALV Maximum/Year field.

5.1.2.10 ALVZ Employer %

This field is used to determine the employer's contribution to the second level of ALV.

The wage total subject to the ALV2 is influenced by the two maximum values
of ALV maximum/year and ALVZ maximum/year.

The solidarity surcharge (AVLZ) of 1% (ArN 0.5%/ArG 0.5%) will no longer be effective starting from Janu-ary 1, 2023. For calculation in SwissSalary in 2023 to be correct, the percentages must be set to 0.00 in the payroll master data before the first pay process for the year 2023 ("ALV" tab, "Employer ALVZ %" and "Em-ployee ALVZ %" fields). The 0.5% will continue to be charged for back payments after resignation in 2022.

5.1.2.11 ALVZ Employee %

This field is used to determine the employee's contribution to the second level of ALV.

The wage total subject to the ALV2 is influenced by the two maximum values
of ALV maximum/year and ALVZ maximum/year.

The solidarity surcharge (AVLZ) of 1% (ArN 0.5%/ArG 0.5%) will no longer be effective starting from Janu-ary 1, 2023. For calculation in SwissSalary in 2023 to be correct, the percentages must be set to 0.00 in the payroll master data before the first pay process for the year 2023 ("ALV" tab, "Employer ALVZ %" and "Em-ployee ALVZ %" fields). The 0.5% will continue to be charged for back payments after resignation in 2022.

5.1.2.12 ALVZ Employer ST

The employer's contributions of the second level of ALV calculated during the pay process are recorded in this type. The AssistButton allows you to select the salary type.

5.1.2.13 ALVZ Employee ST

The employee's contributions of the second level of ALV calculated during the pay process are recorded in this type. The AssistButton allows you to select the salary type.

5.1.2.14 ALVZ Wages ST

This is one of the fictitious salay types for the ALV.

ALVZ wage ST contains the wage total, which is subject to the second level of the ALV for the relevant employee.

Fictitious salary types
During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious salary types. Fictitious salary types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items.
The AssistButton allows you to select the wage type. All the fictitious salary types must be filled in.

5.1.3 Familiy Benefits

Children Allowance Detail	'Default' or 'per child' options are available. Default: Family allowances are put together for multiple children and only the summary row is printed on the payslip. Per child: If 'per child' is selected, then one row with the corresponding last/first name is printed on the payslip for each child. IMPORTANT: If you need to make corrections to family allowances, then the system must be notified which child these corrections affect. For this purpose, you will find the 'Assignment' column in the Report journal and in Wage items. For ELM reports (and FAK details), it is absolutely necessary to always include the child in family allowance corrections.
legally Children Allowance ST	Child allowances are calculated by SwissSalary during each Wage accounting and/or Test calculation. The base for this is data and rates in the "Child" table. The entry is also used for FAK accounting and wage statement. You can select the wage type via the Lookup symbol.
correction legally ChildrenAllowance ST	Child allowances are calculated by SwissSalary during each Wage accounting and/or Test calculation. The base for this is data and rates in the Child table. The correction wage type is needed in order to perform manual corrections of any amount. The entry is also used for FAK accounting and wage statement. You can select the wage type via the Lookup symbol.
additionally Children Allowance ST	Some companies are familiar with their own targeted additional child allowances/education benefits. This field is used to specify the corresponding wage type. The base for this is data and rates in the Child table.
legally Birth Allowance ST	Some cantons have additional childbirth allowances paid. This field is used to specify the corresponding wage type. The base for this is data and rates in the Child table.
FAK Employer ST	Employer's contribution to the family allowances compensation fund is posted during the pay process in the fictitious salary type specified here - based on the AHV wage. The entry is used for FAK accounting. You can select the salary type via the Lookup symbol.
Familiy benefits paid by the Compensation office, compensation TS	Only applies to family compensation offices that pay family allowances directly to employees! For example, family allowances in the canton of GE are paid directly to employees by the Family Compensation Office (FAK) and not via the employer. In paragraph 15 (Comment Text) of the salary certificate, the relevant text appears: "Child allowances not included in wage statement, paid out by compensation office". This text is mandatory because the sum of the paid family allowances is missing from the taxable gross wage sum.

	Family allowances of the canton of GE also appeared on the payslip of companies working in several cantons. They had to be deleted or offset manually. We searched for an automatic solution and have now implemented it. You will find the Family allowances paid by compensation fund, compen-sation WT field in the Payroll Setup -> tab 'Familiy Benefits'. Copy the family allowance salary type (LA 5210 by default) and assign the new ST number 5280. For example, the text of salary type 5280 is "Family allowance paid by FAK". Check the box for the employee in the 'Child allowances directly paid by compensation office' field in the Employee card -> Tab 'Paycheck'. This is to ensure that the Family Allowance salary type does appear on the payslip, and it is automatically offset with the same amount. Of course, only for employees with the box above checked.
Income at least/month child benefit	It will be examined based on the monthly minimum income if an allowance will be paid or not. If the minimum income will not be achieved, there is no entitlement.
Current info. in the internet	For more information about family allowance, click the browser button here.

5.1.4 Child Setup

Code	Field "Code" contains the name of Canton (abbreviation). This field cannot be changed. Cantons are reassigned via Personal details
Description	This field includes the name of Canton. This field cannot be changed.
Contract	Weitere Infos finden Sie hier: Insurance contract 215
FAK Employer %	This field is used to define the employer's contribution to family allowances compensation fund in percent. The percentage is valid for all employees.
Children Allowance From Age	This field contains a default value for child allowances. This means that when a child is registered, the start date for the child allowance entitlement is calcu-lated based on the date of birth..
Educaton Allowance From Age	This field contains a default value for child allowances. This means that when a child is registered, the start date for the education benefit is calculated based on the date of birth.
Education Allowance to Age	This field contains a default value for child allowances. This means that when a child is registered, the end date for the education benefit entitlement is calcu-lated based on the date of birth.
Education Allowance 2 to Age	This field contains a default value for child allowances. This means that when a child is registered, the end date for the 2nd education benefit entitlement is calculated based on the date of birth. The 2nd education benefit is only applicable to cantons with different education benefits, e.g., canton LU.

Legally Children Allowance/Month	This field contains a default value for child allowances. With this you submit the proposed child allowance for a child per month.
Legally Education Allowance/Month	This field contains a default value for child allowances. With this you submit the proposed education benefit for a child per month.
Legally Education Allowance 2/Month	This field contains a default value for child allowances. With this you submit the proposed education benefit 2 for a child per month.
Change Children to Education Allowance	In this field you can define the following: Month of birth with child allowance = A lower child allowance is again aligned in the month of birth. Month of birth with education benefit = A higher education benefit will already be aligned in the month of birth.
Children Allowance Pro Rata	*Paragraph 512 of the current Guidelines to the Federal Law on Family Allowances FamZG (FamWZL) states that (version of April 1, 2010):* *Persons who are employed or resign from a job in the course of a month, receive family allowances based on the days for which the employment lasts. A day is equivalent to 1 / 30 of the monthly family allowance; Saturdays, Sundays and holidays will be also counted. Who starts the job, for instance, in the middle of the month, receives for the first month half of the monthly allowance.* Most family compensation offices adhere to this regulation. A few FCOs have developed their own solutions that slightly deviate from the requirements of Para 512. For example, the FCO of the Canton of Bern does NOT reduce family allowances in the event of recruitment/resignation during the month, while the FCO of Zurich employers reduces by 30 days times effective workdays; hence in February 28 days and, for example, in July 31 days. This different application of the Law, Ordinance and Guidelines is unfortunate, but the BSV has not commented on it. It remains an open question whether this practice will change starting from January 1, 2011 with the introduction of the Federal Family Allowance Register. You now have the option in payroll master data of selecting the options be-low in the KIZU pro rata column per canton: no reduction = e.g., FCO of the Canton of Bern 30-day reduction = default, recommended 30 days/calendar days = new, e.g., FAK of Zurich employer NOTE: If necessary, please clarify the respective reduction directly with your FAK compensation office. We have no information about it!
Children Allowance Rounding Level	A customer from a canton in western Switzerland informed us that the calcu-lation of family allowance for less than a month's employment must always be rounded up "to CHF 0.05 per day" and not totalled at the end of the calcula-tion.

	This calculation method is defined in the family allowances Guidelines, para 511 FamZWL (requirement). Family allowances compensation funds do not necessarily have to adhere to this requirement. Example WITHOUT day-specific rounding: Monthly family allowance | CHF 230.00 Term of employment | July 1 – July 15. Calculation | CHF 230 / 30 days x 15 = CHF 115.00 Example WITH day-specific rounding: Monthly family allowance | CHF 230.00 Term of employment | July 1 – July 15. CHF 230.00 / 30 days = CHF 7.667 -> with day-specific rounding results in CHF 7.70/day = 15 days at CHF 7.70 = CHF 115.50 We now offer both types of calculation. The definition can be set up per FAK canton in Payroll master data. The assignment is done in the "Child allowance rounding type" column: - monthly (default) = rounding done per month and not per day - daily (new) = rounding done precisely per day If you have not had any difference in the FAK fund calculation in the case of less than a month's employment, you do not need to do anything.
Additional Children Allowance/Month	This field contains a default value for additional child allowances (company specific). With this you submit the proposed child allowance for a child per month.
Additional Education Allowance/Month	This field contains a default value for additional child allowances (company specific). With this you submit the proposed education benefit for a child per month.
Additonal Education Allowance 2/Month	This field contains a default value for additional child allowances (company specific). With this you submit the proposed education benefit 2 for a child per month..

5.1.5 BVG

5.1.5.1 BVG Calculation Type fictive

Standard	Provided that you calculate BVG deductions by percent and not by fixed amounts, you can select in the 'BVG' tab of the Employee card whether the BVG base should be calculated on a fictitious or actual BVG base. As a rule, "Default" is set by default, unless you have selected the 'Including work ability %' function.
incl. Employable %	By selecting these settings, the fictitious BVG base will be taken into account along with the 'Work ability %' field, the "Info" tab in the personnel card (special

	case of IV) will be also considered. For example, if the work ability is 80%, the fictitious BVG base will be reduced to 80%.

5.1.5.2 BVG Calculation Type Cutbacks

Standard	The upper limit, the coordination deduction and the lower limit are calculated as usual.
incl. Employable %	Similar to the default, except that the percentage value for work ability is also calculated. This means that the corresponding limit amounts change.

5.1.5.3 BVG Calculation fictive 13th Salary

During the default calculation of the fictitious BVG base the procedure is as follows: wage x 13 / 12. You may make calculations according to your needs.

Fix 13 times (Standard)	Fictitious monthly BVG base: wage x 13 / 12
Employee Card	The value in the Employee card will be displayed in tab 'wage' -> field 'Refunding of absences' -> tab '13th wage'. This means: value "8.33%": Fictitious monthly BV base: wage x 12 * 8.33% / 12 value "8.3%": Fictitious monthly BV base: wage x 12 * 8.3% / 12
no 13th payday calc.	The 13th monthly salary will not be included in the calculation of the BV base.

5.1.5.4 BVG Calculation fictive 14th Salary

During the default calculation of the fictitious BVG base the procedure is as follows: wage x 13 / 12. You may make calculations according to your needs.

no 14th payday calc.	Fictitious monthly BVG base: wage x 13 / 12
Employee Card	The value in tab 'Salary' -> field 'Refunding of absences' -> tab '13th wage' of the personnel card will be considered. This means: value '8.33%': Fictitious monthly BVG base: wage x 12 * 8.33% / 12 value '8.3%': Fictitious monthly BVG base: wage x 12 * 8.3% / 12
no 14th payday calc.	The 14th monthly salary will not be included in the calculation of the BVG base.

5.1.5.5 BVG Employment Date free

If the field is not set, entry into the employee pension scheme or the calculation date for the BVG can only take place after the payroll accounting entry date.

When does this situation occur?

An employee's date of recruitment is February 15. According to the BVG rules, the BVG premium is to be paid for the whole month starting from February 1. Payroll accounting entry date would therefore be February 15 and the calculation date for the BVG would be February 1. If your BVG contract does not include retroactive deductions, do not activate the BVG entry date.

5.1.5.6 Activate BVG-Insurance Notify

If this field is set, additional fields appear for data medium exchange in the Employee card, tab 'BVG'.

This includes the following additional fields (for details please see these links):

BVG Insurance Report Code
BVG Insurance Report Type
Change of BVG

Those companies that do not use the data medium exchange these fields can still ease their work.

5.1.5.7 BVG Calculation mode

BVG calculation for the monthly automatic BVG calculation based on the fictitious BVG annual wage can be carried out retrospectively up to January 1 of the current year at the earliest. It can be particularly important in the case of a wage adjustment if it is to be taken into account retrospectively for the BVG calculation. BVG deductions for employees subject to the L-GAV are made on the effective, monthly BVG basis. Retrospective BVG base adjustment is not allowed.

So far, this control was solved with field Disable BVG calculation retrospectively. This selection field does not meet the provisions of the L-GAV, since according to the statutes of the PK GastroSocial, an employee must be insured at the BVG minimum wage if it falls below the BVG lower limit. Payroll personnel member uses the BVG code on the personnel card to determine whether an employee is insured or not.

Boolean field Disable BVG calculation retrospectively is now replaced with a selection field BVG calcula-tion mode. The update process correctly converts the old code into the new selection field.

retrospective	Default If this is selected, BVG calculation also takes effect in the event of retrospective wage changes (consult your BVG contract to see whether it is provided for in the statutes).
Current period	Retrospective BVG calculation is not possible. A wage adjustment will be taken into account starting from the current month at the earliest.
Current period with minimum wage	This option is used for employees subject to the L-GAV. The BVG base is always calculated on the actual, monthly BVG wage base (based on the obligations per wage type in the Subject to BVG field). A retro-spective BVG calculation as a result of wage adjustment is excluded. If the monthly BVG lower limit is temporarily undercut, the BVG deduction is carried out on the currently valid BVG minimum wage. By correctly assigning the BVG code on the Employee card, payroll personnel member determines whether an employee is subject to BVG or not. If an employee's income is consistently below minimum wage, they must be declared as not insured and reported to the PK GastroSocial accordingly.

The GastroSocial interface is available to you for reporting BVG wages to the PK GastroSocial.

5.1.6 BVG Setup

Field name	Description
Code	Enter an abbreviation of max. 10 digits for the desired BVG benefit plan in the Code field. E.g., RISIKO1
Description	In the Name field, enter a text of max. 30 characters to your BVG benefit plan that you have already entered in the Code field. E.g., Risk plan B.
Contract	For more info, go here: Insurance Contract 215
Rate Table	You may enter in the Rate table in per cent different employee and employer deductions per BV benefit plan depending on the age. **Gender** Please enter either M = masculine or F = feminine in the Gender field. **Starting from age** Please acquire in the From the age field, the starting age (January 1 of the year) from which the deduction for this age group should be considered. **Employer BVG %** This field is used to define the employer's premium payment to the pension fund. Premium payment settlement either by the employer or employee depends on the selected option in the BV code field. If the premium payment is not calculated as a percentage, select the BV code of fixed premium and enter employer and employee contributions as fixed wage items. **Employee BVG %** This field is used to define the employee's premium payment to the pension fund. If the premium payment is not calculated as a percentage, select the BV code of fixed premium and enter employer and employee contributions as fixed wage items. *The AHV 21 reform provides for the gradual raising of the retirement age for women. We have implemented Legal regulations that apply to the AHV and documented them in the corresponding task descriptions.* *There is no uniform implementation of the BVG, as there are already institutions that are familiar with a retirement age of 65 for women.* *If you use SwissSalary to calculate BVG contributions by storing the contribution rates in the Rate tables, you must verify them. If a gradual raising of the retirement age for women is planned, record it every year in the Rate table. A new column has been created for this purpose. Unhide the "Retirement age formula" column. If it is increased by 3 months in January 2025, enter the formula "64J+3M" in the corresponding row where the retirement age is already stored today and the contributions are stored at 0% before the first pay process in January 2025. As of January 2026, it is to be changed to "64J+6M" and to "64J+9M" as of January 2027. Starting from January 2028, you will then enter 65 years like with the rates for men.* *It should be noted that for women who reach retirement age and are no longer required to contribute, contributions would be calculated again for the new year due to the increase in the retirement age. You can omit this by setting them to not insured in their BVG personnel card or at least not assigning them any more BVG contracts.* *If you process BVG contributions by storing them as monthly fixed deductions record-ed in wage items, no adjustments are required in the payroll master data.*

5.1.7 Income

5.1.7.1 IT Employee ST

Employee contributions to Income tax calculated during the pay process are recorded in this type.

5.1.7.2 IT Collection Fee ST

Income tax entitlement provision calculated during the pay process is recorded in this type.

Administrative costs for the collection of Income tax will be compensated to the employer with the entitlement provision.

NOTE:
If one more Income tax correction with the Income tax correction wage type will be subsequently made for a person that is no longer subject to Income tax, the entitlement provision for the employer must be corrected as well. However, this is possible only then, when the canton on the staff card in the 'tab' Income is provided, otherwise 0% will be calculated.

The correction can be seen on the Income tax calculation (correction sheet).

5.1.7.3 IT Correction ST

Income tax correction ST: If the Income tax office reports that the previous month's deduction was incorrect, the Income tax deduction correction, the amount can be corrected in a new month via reporting. The correction can be seen on the next Income tax statement (on an additional sheet).

5.1.7.4 IT Collection Fee Correction ST

Income tax entitlement provision calculated during the pay process is recorded in this type.

Administrative costs for the collection of Income tax will be compensated to the employer with the entitlement provision. IT correction can correct this.

5.1.7.5 IT Period Adjustment ST

If you make more than one payslip for an employee per month, the system requires a special salary type, e.g. Already deducted IT. Tax deduction calculated at the time of the first payslip will be then cancelled again. The Income tax base will be newly recalculated and the correct percentage will be drawn. This is shown on the second payslip.

5.1.7.6 IT Base ST

The wage subject to Income tax will be captured in this fictitious salary type during the pay process. All wage items relating to a salary type marked as Subject to Income tax will be put together in the wage subject to Income tax during the pay process.

5.1.7.7 IT Periodic Base ST

Current month's periodic rate-determining wage values are posted to the Periodic ST base ST (including extrapolation for other occupations).

5.1.7.8 IT Aperiodic Base ST

Current month's aperiodic rate-determining salary values are posted to the Aperiodic ST base ST.

5.1.7.9 IT Determining Rate ST

The total of the current month's periodic and aperiodic wage types is posted to the ST determining rate ST.

5.1.7.10 IT Balenced Determining Rate ST

This salary type is required for the actual rate-determining value or for the smoothed calculation in the annual billing model.

5.1.7.11 IT Actual Working Days Abroad ST

This field is used to record monthly days actually worked abroad for the calculation of correct Income tax deduction.

The days worked abroad each month reduce the Income tax base, but not the rate-determining income. The calculation is done every month on a 20-working-days base. If an employee subject to Income tax has worked abroad for 5 days, the IT salary base is reduced by 25%.

Taking of 'Days abroad' or 'Days actually worked in Switzerland' into account is not a new topic. We have adjusted the handling in SwissSalary.

If an employee liable to pay withholding tax is delegated abroad for one or more days (e.g., for a trade fair or further training or a visit to a customer on site), the number of these days is to be reduced in the Income tax wage proportionately. The idea is that the employee only has to pay Income tax for the days s/he actually worked in Switzerland.

A new salary type must be created to automatically settle this in the system (employer salary type). It is to be stored in the 'ST actual workdays abroad ST' field in the 'Income tax' tab of the Payroll Setup. The fixed value of 20 (days) must be stored directly below in the 'IT workdays in CH' field. Therefore, each month is billed with a maximum of 20 workdays. 20 working days per month apply to all cantons.

We recommend recording individual workdays abroad positively in the Report journal with the document date so that you can see more easily what these days are based on. You must be able to disclose these days to the tax administration. If you record the days in another tool, for example in a time record-ing solution or in a work report, then you only can record in SwissSalary the total days abroad.

For example, if an employee earns CHF 10'000 and has worked for 5 days abroad and for 15 days in Switzerland respectively in the corresponding month, the wage subject to withholding tax should be reduced from 20 to 15 days.

ST salary = 10'000 ÷ 20 × 15 = CHF 7'500.00

ST Rate Determination (unchanged!) = CHF 10'000.00

The provision states that days of travel also count as days abroad if at least half of the day was commute time. Other details (e.g., home office) are not defined. Please contact the tax administration for final clarification. From our point of view and interpretation, a home office of your choice is not days abroad.

NOTE
This provision applies to all employees liable to pay Income tax, not just to those having other occupations.

5.1.7.12 Tax at Source Working Days CH

Taking of 'Days abroad' or 'Days actually worked in Switzerland' into account is not a new topic.

If an employee liable to pay withholding tax is delegated abroad for one or more days (e.g., for a trade fair or further training or a visit to a customer on site), the number of these days is to be reduced in the withholding tax wage proportionately. The idea is that the employee only has to pay withholding tax for the days s/he actually worked in Switzerland.

A new wage type must be created to automatically settle this in the system (employer wage type). It is to be stored in the 'WT actual workdays abroad WT' field in the 'Income tax' tab of the Payroll Setup. The fixed value of 20 (days) must be stored directly below in the 'IT workdays in CH' field. Therefore, each month is billed with a maximum of 20 workdays. 20 working days per month apply to all cantons.

We recommend recording individual workdays abroad positively in the Report journal with the docu-ment date so that you can see more easily what these days are based on. You must be able to disclose these days to the tax administration. If you record the days in another tool, for example in a time record-ing solution or in a work report, then you only can record in SwissSalary the total days abroad.

For example, if an employee earns CHF 10'000 and has worked for 5 days abroad and for 15 days in Switzerland respectively in the corresponding month, the wage subject to withholding tax should be re-duced from 20 to 15 days.

WT wage = 10,000 ÷ 20 × 15 = CHF 7'500.00
WT Rate Determination (unchanged!) = CHF 10'000.00

The provision states that days of travel also count as days abroad if at least half of the day was commute time. Other details (e.g., home office) are not defined. Please contact the tax administration for final clarification. From our point of view and interpretation, a home office of your choice is not days abroad.

NOTE
This provision applies to all employees liable to pay withholding tax, not just to those having other occu-pations.

5.1.7.13 IT ELM

PIV (automatic) or EIV (homepage) can be selected.
PIV (process-integrated method): This method involves direct transmission of payroll data using web service technologies (WSDL, UDDI) and is a long-term goal.
EIV (export/import method): This method involves payroll reporting data export from a payroll accounting system and file upload of this data to a receiver (server).

5.1.8 Tax at Source Setup

Field name	Description
Code	The Code field contains the name of the canton (abbreviation). This field cannot be changed.
Description	This field includes the name of Canton. This field cannot be changed.
Membership No.	The number entered here will be printed on the withholding tax accounting.
Commission	Administrative costs for the collection of Income tax will be compensated to the employer with the entitlement provision.
Calculation Type	According to current standards, the cantons of FR, GE, TI, VD and VS will use the annual calculation model, while the remaining 21 cantons will use the monthly calculation model. What are the fundamental differences between the two models? Fiscal period Month model = month Year model = calendar year Wage subject to withholding tax Month model = gross monthly income Year model = gross monthly income Rate-determining wage subject to withholding tax Month model = gross monthly income Year model = annual gross income divided by 12 Annual settlement Month model = not allowed Year model = mandatory Basically, it can be stated that the calculation in the Month model only relates to the corresponding month. The entire calendar year is always recalculated in the Year model and the amounts already deducted in the previous month are credited back. Furthermore, this manual does not discuss the full calculation, but, as mentioned at the beginning, refers to the official documents of the Federal Tax Administration and Swissdec Guidelines.

5.1.9 Social Unit Directory

Field name	Description
Code	You can acquire the unlimited number of different social funds in SwissSalary. Enter an abbreviation (max. 10 digits) for the desired social fund in the Code field, e.g., “FAR” for GAV far.

Description	In the Name field you enter a text of max. 30 characters to your social fund that you have already entered in the Code field, e.g., "Flexible early retirement FAR".
Contract	For more info, go here: Insurance Contract 215
Liability	Please enter the salary base in the Liability field, according to which this social fund should be calculated.
Domain	This field is currently not used!
Apply Limits and Salary Types	If the social fund created by you is similarly calculated to 1:1 as the existing social security deduction (same salary bases and minimum/maximum limit), check the box here. The default settings of the social institutions selected in the Obligation field will be adopted. The input in fields Base ST, Salary ST, Exempt ST, Maximum limit / year and Minimum limit / year is no longer necessary since these values have already been applied. If the settings of the social fund greatly differ from the standard social security deduction, do not place a check mark but set additional information.
Employer Amount	Instead of percentage deductions, the deductions limited by amount can also be calculated in the Social funds tab. There are 2 columns: - Employer contributions - Employee contributions Enter here the corresponding deductions limited by amount. Then you will find insurance benefits under Personnel card -> tab 'Social benefits'. Assign code '3 - Fixed premium' to the employee. The appropriate deduction will be paid monthly to the employee. Social fund accounting is used in Year-end reports for controlling and accounting purposes at the end of the year. If you also check the box for Rate per percents by position on the deduction wage type, this amount will be calculated using per-cents by position.
Employee Amount	Instead of percentage deductions, the deductions limited by amount can also be calculated in the Social funds tab. There are 2 columns: - Employer contributions - Employee contributions Enter here the corresponding deductions limited by amount. Then you will find insurance benefits under Employee card -> tab 'Social benefits'. Assign code '3 - Fixed premium' to the employee. The appropriate deduction will be paid monthly to the employee.

	Social fund accounting is used in Year-end reports for controlling and accounting purposes at the end of the year. If you also check the box for Rate per percents by position on the deduction wage type, this amount will be calculated using percents by position.
Employer %	This field is used to define the employer's premium payment to the relevant social fund in percent.
Employee %	This field is used to define the employee's premium payment to the relevant social fund in percent.
Employer ST	Enter the salary type number for the corresponding social fund restitution as a percentage. The employer's contributions calculated during the pay process are recorded in this type. The AssistButton allows you to select the salary type.
Employee ST	Enter the salary type number for the corresponding social fund employee deduction. The employee deductions calculated during the pay process are recorded in this type. The AssistButton allows you to select the salary type.
Base ST	This is one of the fictitious salary types for social fund. Deduction 1 of the base ST contains the total of all wages subject to deduction 1. Deduction 1 of the base ST contains the wage totals subject to deduction 1 for the relevant employee. Deduction 1 of the wage total will be calculated by the following rules: · Deduction 1 code must be “subject to”. · The cumulative deduction 1 base is only subject to premium payments up to deduction 1 of maximum/year. Salaries above this limit are deduction 1-exempt. · The salary total will be calculated by the cumulative method. This means that when the minimum and maximum wages are calculated, all the pay processes conducted in the previous months will be included. Fictitious salary types During the pay process, the totals of base salary and salary subject to compulsory insurance will be automatically transferred to fictitious salary types. Fictitious wage types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items. The AssistButton allows you to select the salary type. All the fictitious salary types must be filled in.
Salary ST	This is one of the fictitious salary types for social fund. Social fund base ST contains the total of all wages subject to the social fund. Social fund wage ST contains the salary total, which is subject to the social fund for the relevant employee up to the social fund limit/year.

	Social fund limit ST contains the salary total between the social fund limit/year and the social fund maximum/year which is subject to the social fund. Social fund-exempt WT contains the salary total exceeding the social fund limit/year and thereby is exempt. Fictitious salary types During the pay process, the totals of base wages and wages subject to compulsory insurance will be automatically transferred to fictitious wage types. Fictitious salary types can be regarded as auxiliary accounts. The annual statements and statistics will be calculated based on these items. The AssistButton allows you to select the salary type. All the fictitious salary types must be filled in.
Exemption ST	Social fund-exempt ST contains the wage total exceeding the social fund limit/year and thereby is exempt.
Initiation Limit	This way an entry threshold can be set for calculating deductions. Unlike the lower limit, where recruitment and resignation are calculated pro rata, the entry threshold works like an additional income for the AHV (and BVG): Total per fiscal year. If the Assume limits and WT field, social fund assumes obligations and entry thresholds from the AHV or additional income amount.
Lower Limit/Year	This field defines which limit amount per year is subject to the social fund. The salary total subject to contributions is calculated according to the "cumulative method" where the wage totals are calculated not per month, but pro rata starting from the beginning of the year.
Upper Limit/Year	This field defines what maximum wage total per year is subject to the social fund The wage total subject to contributions is calculated according to the "cumulative method" where the wage totals are calculated not per month, but pro rata starting from the beginning of the year.
Salary certificate	For printing social fund in the correct position on the payslip
Net Salary ST	Should the employee's individual social fund deduction also be extrapolated using the 'net/gross offset' function? If so, check the box here.
Net salary incl.	Allocation of the fictitious net salary ST for offsetting the individual social fund salary base.

5.1.10 Swissdec Setup

ELM Setup:

Field name	Description
Version	swissdec version can be selected here to carry out ELM transmission.
Certificate	You can choose in the ELM settings whether ELM submission is executed using LIVE certificate (default) - submission to the LIVE distributor or using TEST certificate - submission to the TEST distributor. The TEST setup is intended exclusively for internal tests as well as for partner presentations (no productive customer data). We received few reports from swissdec earlier that productive customer data was also transmitted to the TEST environment. This is sensitive for data protection reasons, and the data must be deleted by swissdec within a very short time. We have set up a test that only data with the company name (company data) “CRONUS” can be transmitted using TEST certificate. Note for our SwissSalary partners Please do not submit any DEMO data with LIVE certificate. For presentation purposes, please install TEST certificate and set the company name to "CRONUS" (case sensitive).
No. Series Swissdec	A number series is also required for the creation of the XML interface. You can determine the numbering yourself.

KLE Setup:

Field name	Description
No. Series KLE	E.g., KLE, for start number: KLE000000
Auto Sync Activated	A task queue can be set up here. It regularly checks for new messages from insurers. (Synchronisation) Cases already reported, which still have open stories that are marked red, then switch from open to reported stories and vice versa after synchronisation. It depends on the content of information collected. It is easier this way to get an overview of open cases that are still to be processed.

SUA Setup:

Field name	Description
Contact Person	Company contact with an email address and a contact person (usually the person responsible for payroll) must be stored here. This person is the recipient of the password, which is sent by registered mail.

Swissdec Setup:

Field name	Description
Delegate	Excerpt from the Swissdec guidelines on substitution: The Delegate is a third party commissioned by the company (e.g., trustee, broker, etc.) who submits incident reports on behalf of the company via a Swissdec-certified system and, depending on the order and agreement with the company, serves as a contact person for all matters related to the incident.

Field name	Description
Restore Default Values	Automatically configures the settings that you can load from the swissdec LIVE server
Check Connectivity (Ping)	Connectivity test (testing the amount of time required for connection between the client and the server - the time difference should not be too big)
Check Interoperability	The interoperability test checks whether the umlauts (language settings) and decimal settings are correct.

5.1.11 Benefit Setup

You can find more information about the benefit here: Benefits

5.1.12 Base

5.1.12.1 Vacation Pay Accrual ST

If you would like to increase holiday pay and disburse it at an appropriate time, enter here the ST of Holiday pay provision.

5.1.12.2 Vacation Pay Settlement ST

If the company commonly has only the option With balance, then ST 2000 is used in most cases for provision, including the consideration of social costs and tax liability. With ST 886 only the balance is paid then, WITHOUT the consideration of obligations, because they have already included in provision.

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.

5.1.12.3 Immediate Vacation Pay ST

You can choose whether the remuneration for your vacation is first deferred or paid out directly.

If you work with both methods, with the direct immediate payment and the previously used Accumulation of holiday remuneration, it is important to consider a few points.

Consequently, we should be able to deal with the resulting conditions.

Immediate payment
E.g., ST 2010 posting: Wage costs / Transitory wage account --> Subject to social insurance and taxes

With balance
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

SOLUTION
Field: **ST of Holiday pay immediate payment**.

This field will be accessed again when the immediate payment is set for the Refunding of absences.

5.1.12.4 Holiday Pay ST

Enter the Holiday pay ST here.

5.1.12.5 Make-up Pay ST

Enter the Work-in-advance day pay ST here.

5.1.12.6 Payment ST

Enter here the calculated, fictitious pay-out WT, which is also shown on the payslip.

5.1.12.7 Gross Salary ST

Enter the calculated/fictitious Gross salary ST here.

5.1.12.8 Tax Gross Salary ST

Enter the calculated/fictitious Gross salary ST here.

5.1.12.9 13th Payday ST

Enter the ST for the 13th Payday salary pay.

5.1.12.10 13th Payday Accrual ST

So that the 13th Payday Accural could function at all, of course, the provision and disbursement salary type must be defined (similar to the 14th Payday salary types).

5.1.12.11 14th Month Salary ST

Enter the ST for the 14th monthly salary pay.

5.1.12.12 14th Month Salary Accural ST

So that the provision could function at all, of course, the provision and disbursement salary type must be defined (similar to the 13th Month Salary types).

5.1.12.13 Negative Payment ST

Enter here the ST for a negative disbursement (minus pay-out), which is also shown on the payslip. The minus pay-out can be offset with the advance payment ST.

NOTE:
If an employee has a negative payment when resigning from the company and it is not compensated, this will be automatically deducted from the first pay process when they get re-recruited at the company.

5.1.12.14 Net Pay Correction ST

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.

We have now combined the calculation logic for “Net salary compensation” and “Gross for net (BfN)” in the “Net salary compensation” function. This calculation method can be used in practice for insurance daily allowances and special payments (long-service bonus, bonus).

The following settings can be made in the “Net wage compensation” field for each individual salary type:

- Deactivated: No net wage adjustment is made for this salary type.
- Activated with Income tax: If this option is selected, the employer pays the employee's social security contributions and withholding tax deductions. Our calculation is carried out by iterating the social security bases and the withholding tax base.

Note: In most cases, this option is selected for insurance daily allowances. This is because the employee should not receive a higher payment as a result of the daily allowance processing than if no daily allowance is processed. To achieve this result, the withholding tax base must be taken into account for persons subject to QST.

- Activated without Income tax: If this option is selected, the employer only pays the employee's social security contributions. This calculation is made by iterating the social security bases.

How can the calculation be checked?

- You can proceed as follows for insurance daily allowances:

Create a test payroll for the employee without daily allowance corrections or make a note of the net wage amount. Then enter the daily allowance correction and the daily allowance salary type and create another test payroll run. Salarye type 1160 is now automatically displayed in the gross wage area with a minus amount. The net wage amount should be the same as without the daily allowance correction. Please note that this net wage adjustment only makes sense if the daily allowances remain in the company and are therefore processed via a daily allowance wage type and a correction daily allowance wage type. If daily allowances are forwarded, a separate daily allowance wage type without net wage adjustment should be used.

- Special payments (e.g. long-service award or bonus). The employer pays the social security contributions and income tax.
  1. Create a test statement without a special payment and note the amount paid out.
  2. For example, report CHF 1'000.00 with a salary type in which the option “Activated with income tax” is selected in the “Net wage compensation” field.
  3. Create a test payroll again. The payout amount must now match the payout amount noted in step 1 plus the special payment amount.

- Special payments (e.g. long-service award or bonus). The employer only pays the social security contributions
  1. Use a salary type in which the “Net wage compensation” field is deactivated. Create a test payroll run for a person subject to QST with which, for example, a total of CHF 1'000.00 is settled and make a note of the amount of all social insurance contributions.
  2. For example, report CHF 1'000.00 with a salary type in which the option “Activated without withholding tax” is selected in the “Net wage compensation” field.
  3. Create a test payroll again. The amount paid out now differs by approximately the amount of social security contributions noted in step 1.

Note: The higher the special payment, the greater the difference between the amounts from steps 1 and 3 may be. This is because the amount of the net salary compensation is itself also subject to social security and withholding tax. This increases the IT rate-determining income and the tax progression, which in turn influences the percentage of withholding tax rates.

Up to update 5064.000, the offset amount (net wage compensation) was only shown when processing insurance daily allowances. As of update 5064.000, the offset amount for special payments (BfN) is also shown with the same salary type and included in the social security/

5.1.12.15 Provisional Payment ST

You may carry out more wage payments for the same employee per month with the help of SwissSalary. If you work with the down-payment method, On-account payment ST must be stored here.

5.1.12.16 Employee Loan Deduction ST

For example, the employee must repay the granted personnel loan paid out by the company IN CASH or via payment file on a monthly basis (according to a concluded personnel loan agreement). Personnel loan receipt is reported in the report journal and personnel loan deduction is stored in wage items.

Example:
You have paid employee X a personnel loan of CHF 5'000 (CASH). Every month, the employee now pays back an amount of CHF 500. You enter the 'Personnel loan receipt in CASH' WT in the report journal with the amount of CHF 5'000. Then, you report the 'Personnel loan deduction' WT in wage items provided with an amount of CHF 500 and enter a 'Valid from/Valid until' (the employee must pay the loan back by this time). The Personnel loan that has to be repaid is now automatically deducted every month.

5.1.12.17 Employee Loan Cash Payment ST

You have granted an employee a personnel loan and paid it out in CASH or via financial accounting. So, enter here the corresponding wage type of personnel loan receipt in cash.
This salary type is recorded in the report journal with the corresponding CASH amount.

5.1.12.18 Employee Loan Bank Payment ST

You have granted an employee a personnel loan and transferred it to them via salary payment. So, enter here the corresponding salary type of personnel loan receipt through bank.

5.1.12.19 Contribution to Private HI for children ST

If you pay monthly contributions to private health insurance premiums for employees' children, enter here the relevant salary type.

5.1.12.20 Contribution to Private HI for children

If you pay monthly contributions to private health insurance premiums for the children of the employees, acquire here a relevant amount.

5.1.13 General

5.1.13.1 Salary Settlement

Enter the type of Salary Settlement, which applies to the majority of your employees. Among the choices are:

Union contract = The contracting parties are employee and employer associations
Company or Goverment Contract = The contracting parties are the company and trade union(s) or operations commission (in-house association)
Collective Contract without Union = Federal, cantonal, municipal or remuneration under relevant guidelines

Individual Contract = The contracting parties are the company and individual employees

5.1.13.2 ELM Statistics Reporting

PIV (automatic)
The XML file is submitted online automatically (via distributor).

NOTICE:
If you leave this field blank, no XML file will be created.

5.1.13.3 Flexible Statistics Profiling

11.3.7 Flexible field for profiling
This variable can only be filled in if a corresponding agreement has been made in advance between the FSO and the company as part of the profiling process. This is additional information that is required to take into account certain special features of some companies (e.g. delimitation of the personnel taken into account).

5.1.13.4 Tax Declaration ELM

PIV (Automatic/Standard) Reception via swissdec Distributor
Salary certificate for your employees with tax domicile will be received automatically by the competent tax authorities in the cantons as of 31.12.xx.

5.1.13.5 Headquarters

Enter your company's head office. You can select from the locations stored in the 'Workplace' table.

5.1.13.6 UID-EHRA-No.

The old Business Identification (UID) is renamed to Commercial Register Number. The UID is the number assigned by the Federal Statistics Office.

The UID number is now the UID-EHRA No. (Commercial Register). You can request the UID-EHRA num-ber for your company via the Internet at www.zefix.ch. You will receive the new UID BFS No. from the Federal Statistics Office and it will now be the unique identification number for the FSO evaluations.

5.1.13.7 UID-BFS-No.

The old Business Identification (UID) is renamed to Commercial Register Number. The UID is the number assigned by the Federal Statistics Office.

The UID number is now the UID-EHRA No. (Commercial Register). You can request the UID-EHRA num-ber for your company via the Internet at www.zefix.ch. You will receive the new UID BFS No. from the Federal Statistics Office and it will now be the unique identification number for the FSO evaluations.

5.1.13.8 Calculation Period

When you perform precise **data collection every day**, you have many evaluation options like an absence report. As data often has to be corrected retrospectively (e.g., 8 hours of illness instead of 8 hours of accident), you want to find these corrections on the correct day. It was previously impossible, as only data from the **current billing period** could be processed.

Retroactively until Calculation Period	With this new option, entries with a **document date < current billing period** are also processed. This means that the data is processed and posted in the current billing period, but the corrected hours can be viewed again precisely on the correct day.
Only Calculation Period	This is the old default value. Only data with a document date in the current billing period is processed. After the update process, this value is up-to-date.

Tip:
Before you set the value to **Retrospectively up to the billing period**, please make sure that you no longer have any old data in any report journals. Many customers have accumulated data from previous periods over the years which, for some reason, have not been processed and posted. Please make sure to delete this old, erroneous data before you work with this new option, otherwise old, unwanted data may be recorded.

5.1.13.9 Foreign Currency Exchange

When you use foreign currencies, determine in the Foreign exchange rate field the rate to be taken into account.

Selection of the Foreign exchange rate field (Currency exchange rate table):
- Relational VAT Exch. Rate Amt
- Relational Adjmt Exch Rate Amt
- Relational Exch. Rate Amount

5.1.13.10 Business Unit Code

You have the option of specifying the Business Unit Code. This code can be used in FIBU for posting purposes and is therefore written in the FIBU entries.

5.1.13.11 Approval Process

Using the approval process, the Create payment file and Post wage processes can be approved by a supervisor or another user. As soon as the approval process is activated, you can continue creating and cancelling pay processes as a user, but you cannot create a payment file or post wages until another user approves the pay process.

It is activated in Payroll Setup -> tab General -> Approval Process field (set to activated). You will see the "Approval" button in the Pay Process list in the ribbon. Once you have created a pay process, any second user (e.g., supervisor) can approve it for payment. After confirmation, the payment file (ISO 20022) can be

created and then the wage can be posted. This process is documented in the payroll journal in columns Approved, Date of Approval and Approved by.

Note
The user that creates the pay process cannot release it oneself.

5.1.13.12 Calculation Payment Date

The pay-out date for pay process can be selected in the Payroll Setup. Pay-out days can now be selected in the Bank details area, either by selecting Days before calculation to or Days after calculation from.

Examples for September 2010:

Days before calculation to
Pay-out days = 6
Result: September 24, 2010

The system calculates 6 days backwards from September 30, 2010 and gets Friday, September 24, 2010.

Days before calculation to
Pay-out days = 5
Result: September 24, 2010

The system calculates 5 days backwards from September 30, 2010 and gets September 25, 2010. Since September 25, 2010 is not a weekday (it is Saturday), Friday, September 24, 2010 is suggested as payday.

Days after calculation from
Pay-out days = 25
Result: September 24, 2010

The system calculates 25 days onward from September 1, 2010 and gets September 25, 2010.
Since September 25, 2010 is not a weekday (it is Saturday), Friday, September 24, 2010 is suggested as payday.

TIP:
If your payment deadline is the 25th of each month, we recommend setting up "Days after calculation from" with 25 days. If the 25th day falls on a Saturday or Sunday, Friday before this weekend is automati-cally suggested as the payday.

5.1.13.13 Payment Days

The pay-out date for pay process can be selected in the Payroll Setup. Pay-out days can now be selected in the Bank details area, either by selecting Days before calculation to or Days after calculation from.

Examples for September 2010:

Days before calculation to
Pay-out days = 6
Result: September 24, 2010

The system calculates 6 days backwards from September 30, 2010 and gets Friday, September 24, 2010.

Days before calculation to
Pay-out days = 5
Result: September 24, 2010

The system calculates 5 days backwards from September 30, 2010 and gets September 25, 2010. Since September 25, 2010 is not a weekday (it is Saturday), Friday, September 24, 2010 is suggested as payday.

Days after calculation from
Pay-out days = 25
Result: September 24, 2010

The system calculates 25 days onward from September 1, 2010 and gets September 25, 2010.
Since September 25, 2010 is not a weekday (it is Saturday), Friday, September 24, 2010 is suggested as payday.

TIP:
If your payment deadline is the 25th of each month, we recommend setting up "Days after calculation from" with 25 days. If the 25th day falls on a Saturday or Sunday, Friday before this weekend is automati-cally suggested as the payday.

5.1.13.14 Default Annual Summary

You can decide which year-end date is suggested in your evaluations. The Year-end statement field is used to specify which end date should be suggested as a default.

Standard = previous year is always displayed as year-end date
Example: Working date = January 14 = Year-end date = December 31

Current year = every time the year-end date is the current year
Example: Working date = January 14 = Year-end date = December 31

5.1.14 Paycheck

5.1.14.1 Company Language

The relevant company language is stored here (the same language table is available for selection as in the 'Administration' module).

5.1.14.2 Paycheck Window

Depending on the company, envelopes are provided with a window (on the right or on the left). To ensure correct payslip printing, the corresponding window must be selected.

5.1.14.3 Address Format

You can select in the 'Address format' field the way the address is printed on the payslip. The address is either displayed based on 'Last name, first name' or based on 'First name, last name'.

5.1.14.4 Deduction ST Decimal Precision

Social insurance deductions (AHV, ALV, NBU, UVG, KTG, etc.) can be shown on the payslip with 2 or more digits (decimals after the decimal point). The 'Default' setting displays maximum 2 decimals if 2 digits are available, otherwise only 1 decimal. Maximum 3 digits can be displayed.

5.1.14.5 Time Calculation Decimal Precision

Balance management of time types can be shown on the payslip with 2 digits, etc. (decimals after the decimal point).

5.1.14.6 Mail Type

Enter normal or "A priority" franking in "Mail type". Enter the ZIP code and location, as well as the invoice reference number received from the Swiss Post.

For more information about franking please contact your post office or search the Internet.

5.1.14.7 Mail Post Code

Enter normal or "A priority" franking in "Mail Type". Enter the ZIP code and location, as well as the invoice reference number received from the Swiss Post.

For more information about franking please contact your post office or search the Internet.

5.1.14.8 Mail Reference No.

Enter normal or "A priority" franking in "Mail Type". Enter the ZIP code and location, as well as the invoice reference number received from the Swiss Post.

For more information about franking please contact your post office or search the Internet.

5.1.14.9 Paycheck Subtotal

To ensure that a subtotal like Gross salary and Deductions total is shown on the payslip, enable this field.

5.1.14.10 Provisional Payroll Detail

For wage earners with, for example, a wage assignment, the down payment amount is often transferred directly to a third party involved (debt enforcement office, debt collection, etc.). If this field is enabled, down payment details and the corresponding bank details appear on the actual payslip. If this field is not enabled, the amount of down payment paid out will appear on the actual payslip as before.

5.1.14.11 Paycheck Net Pay

You can show net wage on the payslip (gross salary - deductions = net wage).

5.1.14.12 Paycheck Confidential

You can define here whether the "Confidential" notice is to be displayed on the payslip.

5.1.14.13 Base Salary with Employment % Detail

You can define here whether base wage with percents by position details should appear on the payslip for part-time employees.

5.1.14.14 Suppress Salary Type No.

It is possible to hide the salary type number on the payslip. We recommend that you do not to hide salary type numbers, since they can often be helpful in identification and subsequent control.

5.1.14.15 Suppress Company Address

If you do not want to have the company address printed on the payslip, then enable this field.

5.1.14.16 Suppress Salary Class

If you do not want to have the Wage class printed on the payslip, then enable this field.

5.1.14.17 Suppress Salary Step

If you want to use Salary Step in the Employee card and want to display this value on the payslip, you can disable this.

5.1.14.18 Suppress Department

If you do not want to have the department printed on the payslip, then enable this field.

5.1.14.19 Suppress Language

If you do not want the language (the language code stored in the Employee card -> 'Personal details') to be printed on the payslip, then enable this field.

5.1.14.20 Suppress Nationality

If you do not want to have the employee's nationality printed on the payslip, then enable this field.

5.1.14.21 Suppress Social Security No.

If you do not want to have the AHV number printed on the payslip, then enable this field.

5.1.14.22 Suppress Employment/Resignation Date

If you do not want to have the recruitment/resignation date printed on the payslip, then enable this field. In the Payroll. The data that is currently entered on the Employee card is printed.

5.1.14.23 Suppress Company Address on Letter

When cover letters or short letters are created (Employee card -> Dossier), you can choose whether you want to print the company address on these letters.

5.1.15 Setup

5.1.15.1 Period Type Employed Years

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 accounting 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 Recruitment 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-correction.

5.1.15.2 Period Employed Years

Select the time when the year-of-service calculation is started in your company (day, week, month, quarter, year).

5.1.15.3 Quantity Employed Years

Set up together with the 'Years of service period'. Please enter a number value here.

5.1.15.4 Service Year Period Calculation

If this period must be completed in full, store 'whole only', when a year of service is also completed already after 8 months and 15 days, store 'incl. incomplete' here. It allows flexible calculation of years of service and sums up individual and incomplete months.

5.1.15.5 Daily Rate for Salary Types

Salary types can be calculated not only using the hourly wage rate, but also using the daily salary rate.

There is the Daily rate for salary types selection field under 'Settings' in Payroll Setup. In this selection field determine whether the daily rate should be calculated for 360/365 or 261 days

days. This setting is thus decisive for all salary types.

In salary types, tab "General" you can find 3 fields:

Salary Rate	Options: **- blank (empty)** This choice corresponds to the previous function, **NO** check mark. The wage type will be recorded WITHOUT hourly or daily rate (e.g., reporting wage types, mileage allowances, expenses, etc.) **- Salary rate** This choice corresponds to the previous check mark. During the update process, all wage types which had a box checked until now will be defined as **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** The actual change refers to the new choice **Daily rate**. Instead of the hourly rate approach, the daily wage rate will be calculated and used in the reporting. The calculation is done either via 360/365 or 261 days *(see above)*. The calculation of the daily rate is as follows: Hourly wage rate / Monthly items x 12 / 360 or 365 or 261 days = daily wage rate Example of an hourly wage rate of CHF 23.60 and 176h per month: CHF 23.60 x 176h x 12 / 360 days = CHF 138.45
Rate per Employment %	Should the daily wage rate take **percents by position** into account? You can set up this function individually for each wage type. Once you check the box in the **Rate per percents by position** field, the **daily wage rate** will be reduced accordingly. Example of an hourly wage 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
Rate incl. 13th/14th Payday	Should 13th and possibly 14th wage also be taken into account while calcu-lating daily wage rate? Once you check the box in field Rate incl. 13th/14th monthly wage, SwissSal-ary takes into account the corresponding settings in the personnel card in the Refunding of absences field. Of course, for those employees who have no enti-tlement to the 14th wage, the daily wage rate will not be calculated for the 14th time. Example of an hourly wage rate of CHF 23.60, 176h per month and a 13th wage entitlement: CHF 23.60 x 176h x 13 / 360 days = CHF 149.982

5.1.15.6 Interface Company Number

UKA offers two export interfaces (personnel and absence data) as well as an import interface used to import data (daily allowance benefits) into SwissSalary. The old text interface has been revised into an XML import.

UKA processes the import data not for each client, but for several clients. For SwissSalary to know which data is to be imported and into which client, you can enter relevant company number provided by UKA in the payroll setup - Setup tab - field Interface Company Number.

5.1.15.7 Swiss+ Resignation Date Filter

Arbeitszeugnis swiss+ ® software helps HR professionals create job references and interim references. A sophisticated evaluation grid forms the basis for generating individual certificates. To do this, the program uses a database with over 60,000 text modules continuously developed for 25 years.
Source: https://iwpag.ch/arbeitszeugnis/

We have developed a page specifically for swiss+ (P 3009271) that can be used as a web service in the Plus scope of SwissSalary.

Additionally, there is a 'Swiss+ resignation date filter' field under the Settings tab in the payroll master data. This field is used to define that, for example, information about employees who resigned more than 3 months ago will no longer be transferred to swiss+. The corresponding filter in this example is '-3M'.

5.1.15.8 Company Group

Several clients can be linked together with the client group. All clients with the same client group code are linked after the assignment and the following tables are synchronized:

- Wage types - except for the Account no., Contra account no. field and the Locked field (the chart of accounts is not reconciled and can therefore be different for each company)
- Subsequent salary types
- Salary type statistics - dependency on the salary types
- Time types - dependency on the salary types
- Translations of salary types and time types

If a new group is created and assigned to the first client, this has no effect on the content of the data in the above tables. If a second client (and each additional client) is added to the client group, the following adjustment process is triggered:

- If the content of the data record is different for a field, the value of the first client is transferred to the client currently being added. This means that the first client is the original client
- If a data record does not exist in the client currently being added, it is created and added
- If a data record does not exist in the original client, the process attempts to delete this data record in the client currently being added (if the salary type has already been posted with wage items, deletion will not be possible and an error message will interrupt the process). Tip: Merge salary types beforehand

As soon as the initial synchronization is complete, it no longer matters in which client within the client group the changes are made, all clients in the group are always synchronized.

5.1.16 Provision

There is an option of performing an automatic provision incl. absence reversal. Provision reversal always takes place on the next day after posting.

Provisions are set up in Payroll master data -> button 'Provision'. The four fields Salary code, Balanced, Unit and Salary type are available for customisation:

It is important to store the correct salary types. If they are not yet available, you have to create the salary types. You can commonly do this under 'Salary types'. Enter a new salary type or copy an existing one.

Example:
Holidays: Salary type 7830 = Holiday provision (type = 'Employer contributions', calculation type = 'positive')
Overtime: Salary type 7840 = Overtime provision (type = 'Employer contributions', calculation type = 'positive')

NOTE:
This function is part of SwissSalary PLUS.

Vacation Provision
The following is required for the calculation:

- Vacation entitlement according to Absence Claim and Employment % for the entire year
- Vacation entitlement until the end of the accounting month (vacation entitlement / 365 days * number of days until the end of the accounting month)
- Vacation taken from January 1 or date of hire to the end of the accounting month
- Balance carried forward from the previous year
- Salary rate or Daily rate

Provisions are calculated as follows:
Vacation entitlement until the end of the accounting month, minus vacation taken, plus balance carried forward from the previous year, multiplied by the Salary rate or Daily rate (depending on whether hours or days are specified).

The account assignment and dimensions are taken into account.

Important: The number of vacation days per year used to calculate vacation pay provisions is based on the employee's recorded Absence Claim when calculating wages.

Example of vacation allowance at the end of March:
Vacation entitlement for the year: 200 hours (based on Absence Claim)
Calculation of vacation credit by the end of March: 200 hours / 365 days x 90 days (January – March) equals 49.32 hours
Minus vacation taken (January – March) = 40 hours
Plus balance carried forward from the previous year = 20 hours
Provision for January: 49.32 hours – 40 hours (vacation hours) + 20 hours (remaining balance from previous year) = 29.32 hours.
Salary rate CHF 25.00 => 29.32 hours at CHF 25.00 results in a provision of CHF 733.00.

Setup Salary type 1630 Provision for vacation credit
If calculation is to be based on Salary rate-> Rate per Employment % position **not** active
If calculation is to be based on Daily rate-> Rate per Employment % position **active**
(Setup on the salary type card-> General tab-> Salary rate field, Rate per employment % position field)

Overtime/flexitime provisions
The balance of overtime and flexitime hours is multiplied by the salary rate stored for the employee and posted as a provision.

5.1.17 Balance Settlement

You can differentiate in the event of an automatic balance compensation during resignation which wage type is to be calculated. Optionally, wage types can be stored as positive or negative balances. With this 'automatic balance compensation at resignation' function, only the definitive pay processes are tak-en into account, but not down-payment pay processes.

It is important to store the correct wage types. If they are not yet available, you have to create the wage types. You can commonly do this under 'Wage types'. Enter a wage type or copy an existing one.

Balanced (similar to time types)	Negative compensation salary type	Positive compensation salary type*
Holidays:	2000 = Holiday pay disbursement	2000
Overtime:	1270 = Net overtime disbursement	1290 = Overtime disbursement with 25%
Flexitime	1050 = Flexitime hourly wage Credit note	1050

* Die Lohnart bei 'Ausgleich Lohnart positiv' muss nicht zwingend identisch sein mit der 'Ausgleich Lohnart negativ'.

5.1.18 Mandatory Dimensions

These fields serve for the dimension values validation on the personnel dimension.

Example:
If the 'COST CENTRE' dimension is selected as the 'Required dimension', at least one cost centre must be specified for each person.
If no cost centre is set up, a corresponding tip is displayed (warning) during wage accounting.

5.1.19 Translation

Field name	Description
General	These terms will be printed on the payslip. If you want to customise a concept, select the concept you want to edit and store it with the corresponding language code.
Balance Management	You can also customise balance management concepts, which can be printed on the payslip. Select the concept you want to edit and store it with the corresponding language code.
Payment	You can also customise compensation concepts (account, beneficiary, etc.), which are printed on the payslip. The available concepts are below: Select the concept you want to edit and store it with the corresponding language code.
Periods	If you would like to rewrite the periods, it is possible using the corresponding language code.
Reports	You can still store the reports that contain these concepts per language code.
System	Transaction texts for FIBU, KORE and projects: customize to suit the company When pay processes are posted in the FIBU, KORE/BBA and also in the Projects module, individual bookings are posted with the default collective wage posting text $L-xx$. Where xx stands for the Allocation Group.

5.2 SwissSalary Direct

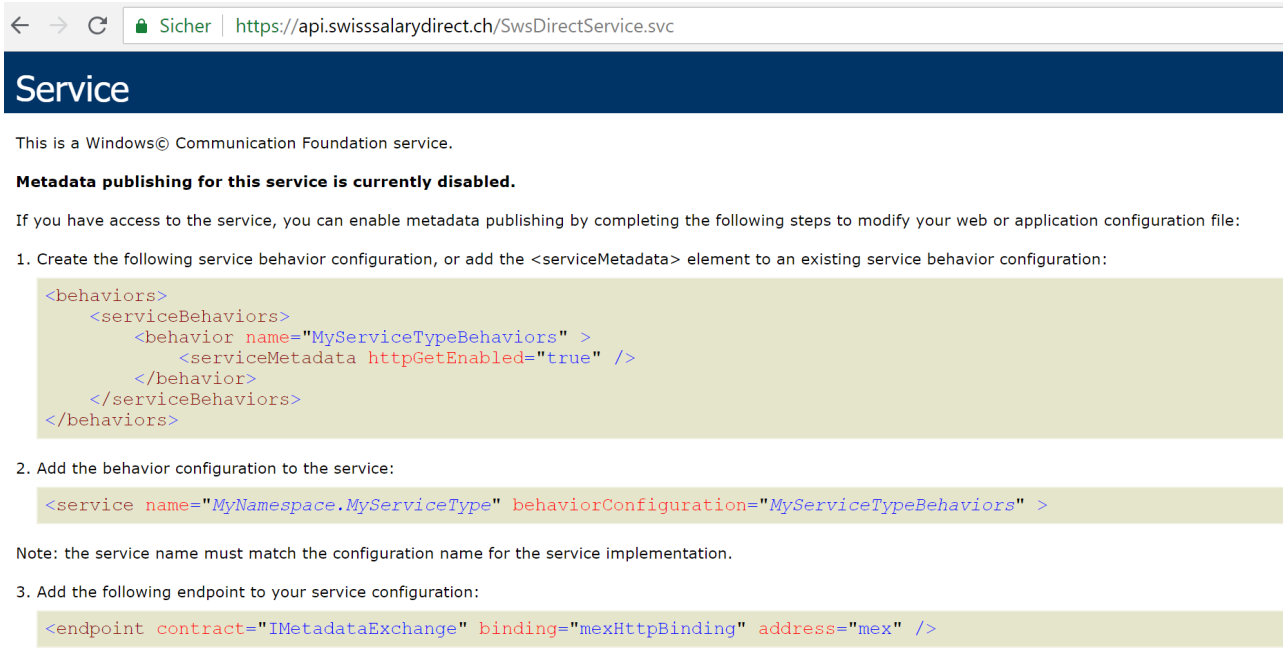
5.2.1 System Requirements

5.2.1.1 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.

5.2.1.2 SwissSalary Plus

SwissSalary Direct requires that SwissSalary Plus must be licensed.

5.2.2 Settings in SwissSalary

In SwissSalary, only a few settings should be made in SwissSalary Direct and in the Employee Card.

5.2.2.1 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.

5.2.2.2 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.

5.2.3 Settings in SwissSalary Direct

The admin user entered in SwissSalary can make certain settings or see certain information in SwissSalary Direct.

5.2.3.1 Admin Dashboard

The Admin Dashboard provides an overview of different clients and relevant usage.

5.2.3.1.1 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.

5.2.3.1.1.1 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.

5.2.3.1.2 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.

5.2.3.1.3 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.

5.2.3.1.4 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.

5.2.3.2 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.

5.2.3.3 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.

5.2.3.4 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.

5.2.3.5 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.

5.2.3.6 Log off

After clicking Log off, you will log out and will be automatically redirected to the login page.

5.2.4 Sending documents

5.2.4.1 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.

5.2.4.2 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).

5.2.4.3 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.

5.2.4.4 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.

5.2.5 Company

5.2.5.1 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.

5.2.5.2 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.

5.2.5.3 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.

5.2.5.4 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).

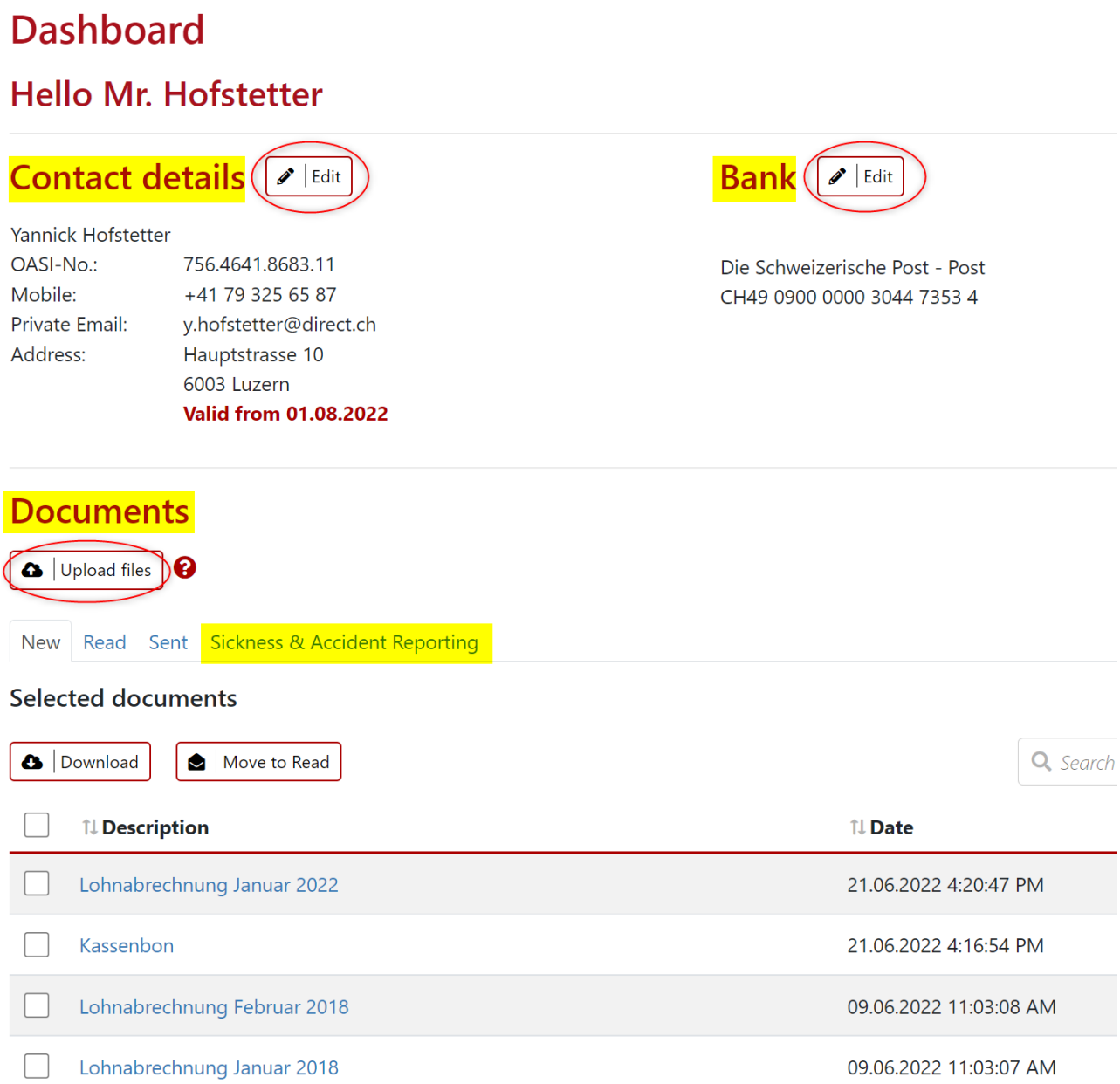
In this case, it is not necessary to register again. The procedure goes as described below

- 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"

5.2.6 Dashboard Employee

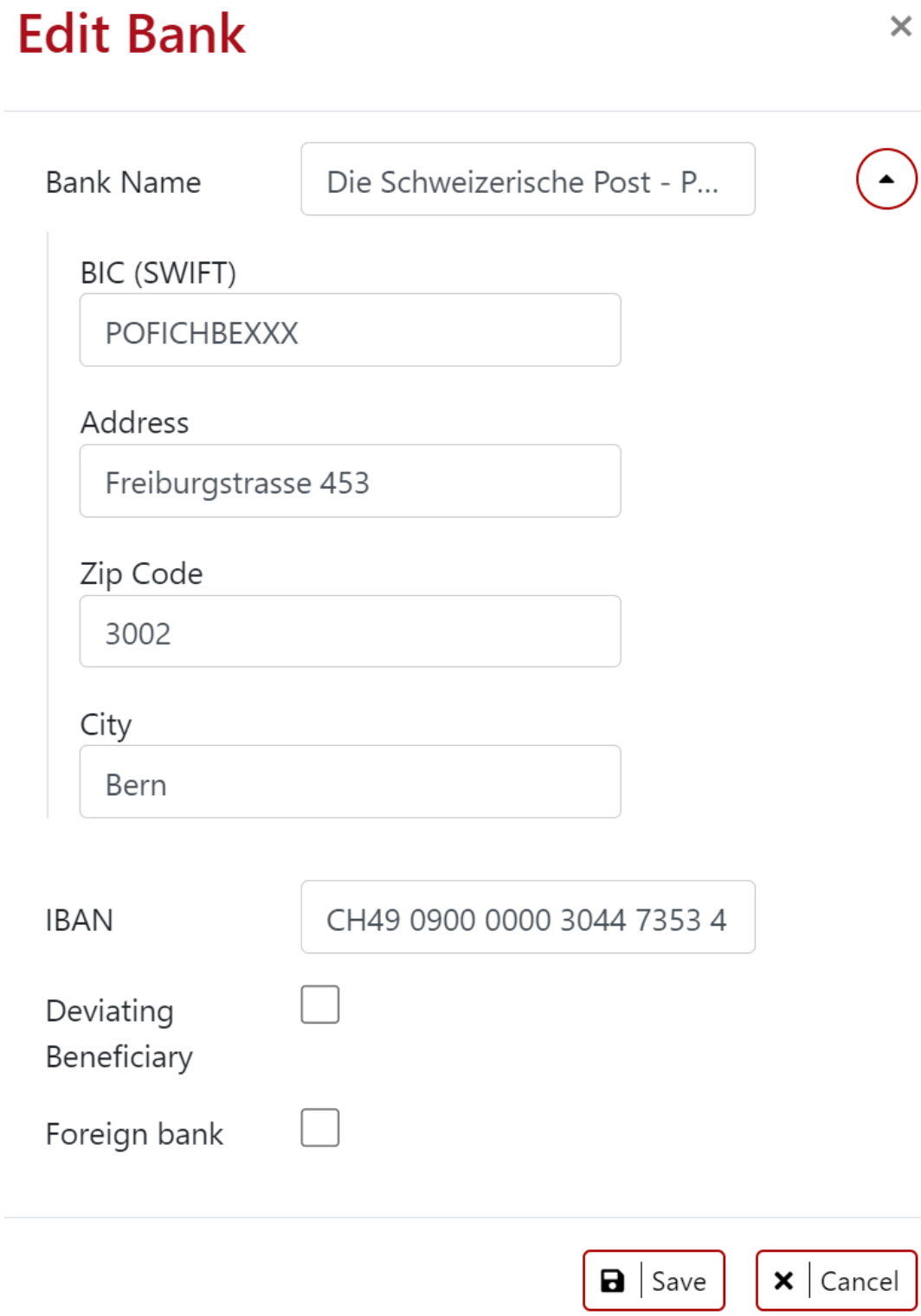
Example from Dashboard **Advanced** :



Contact details

First name	Yannick
Last name	Hofstetter
Old-age & survivors insurance	756.4641.8683.11
Private Email	y.hofstetter@direct.ch
Phonenumber (Landline)	
Phonenumber (Mobile)	+41 79 325 65 87
Address	Hauptstrasse 10
Zip Code	6003
City	Luzern
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
OASI-No.: 756.4641.8683.11
Mobile: +41 79 325 65 87
Private Email: y.hofstetter@direct.ch
Address: Hauptstrasse 10
6003 Luzern
Valid from 01.08.2022

Bank

Edit

Die Schweizerische Post - Post
CH49 0900 0000 3044 7353 4

Documents

Upload files

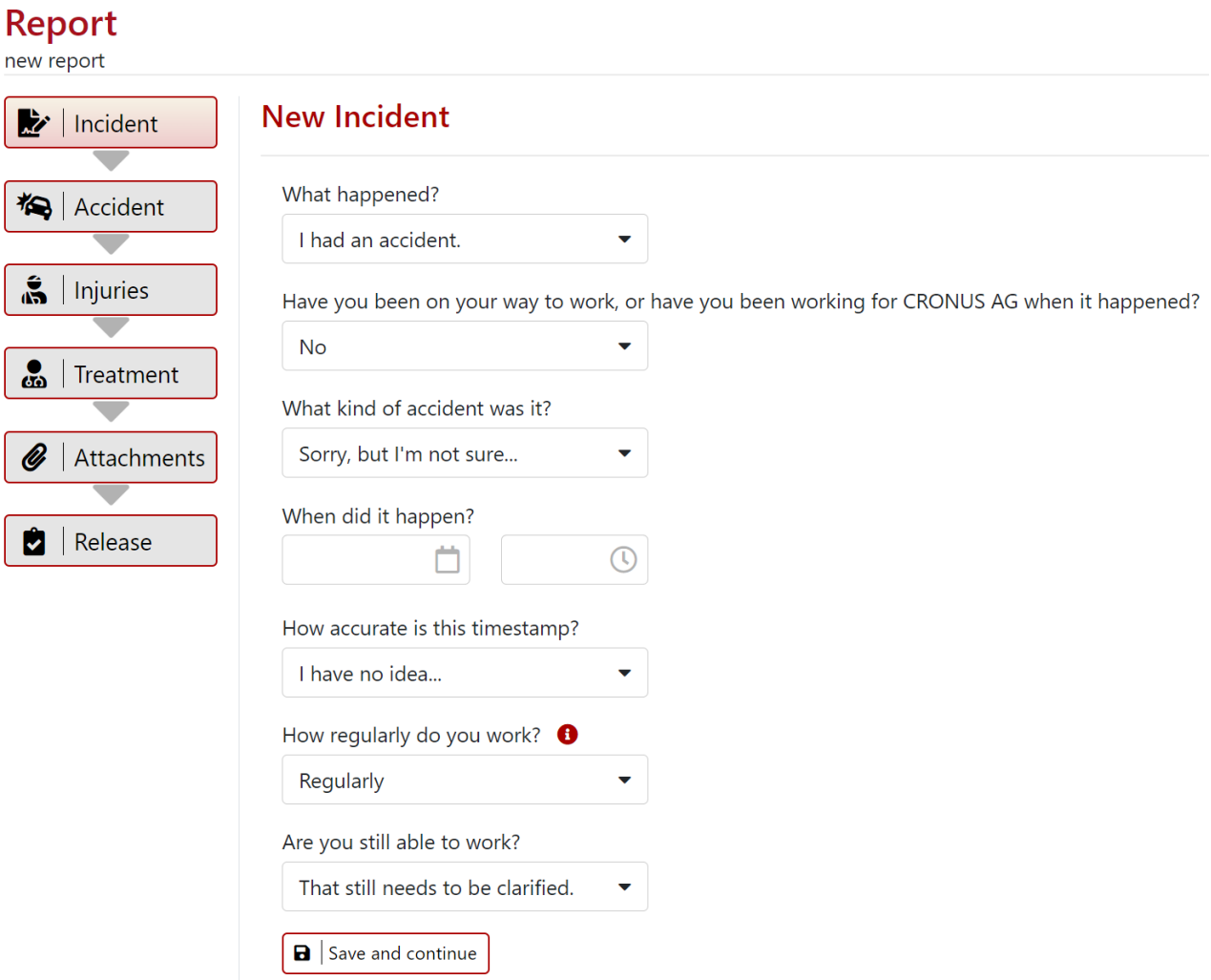
New Read Sent Sickness & Accident Reporting

My Sickness & Accident History

New Report

Search

Report	Insurance case	Type	Details	Incident date	Status	Actions
No data available in table						



5.2.7 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
   - Registration code
   - Email*
   - Confirm your email*
   - Password
   - Confirm password
   - 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"

5.2.8 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.

5.2.9 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.

5.2.10 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.

5.3 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.

5.4 Organization

5.4.1 System initialization

A lot of master data like salary type master, payroll setup (specifications), etc. are imported with system initialization. System initialization for new clients is created via XML file.

5.4.2 Adjust Salary Type No.

Would you like to work with a 4- or 5-digit salary type number instead of 3-digit standard number?

We offer a function with which you can extend the existing salary type numbers with an extra 0 at the end of the existing salary type number.

5.4.3 Export images

Old Dynamics NAV versions up to and including Dynamics NAV 2016 saved images in the form of a 'blob' in '5200 Employee' table. Starting from Dynamics NAV 2017, images have been saved in 'Media' format. Since the old 'Blob' field disappears with the release of Business Central 2021, Wave 1 (BC18), a solution is needed to migrate images retrospectively, e.g., if a customer wants to upgrade directly from Dynamics NAV 2013 to Business Central 18.

There is already a workaround today
Upgrade to Business Central 14, migrate the images there and then upgrade to Business Central version 18.

In Dynamics NAV 2013 - 2016, you can export images directly via 'SwissSalary Organization'. This feature exports all images from the blob field in table 5200 from all clients to a ZIP file. A folder is created for each client in 'Bilder.zip' file. You can 'import images' in Dynamics NAV versions from v. 17 onwards, and again, via 'SwissSalary Organization'.

IMPORTANT NOTES:
- Only the images of the current client are imported! This means that this import must be carried out separately in each client (technical limitation).
- If an image for an employee already exists, it will not be overwritten.
- After the import, a log is displayed where you can see whether individual images have been imported.

5.4.4 Import images

Old Dynamics NAV versions up to and including Dynamics NAV 2016 saved images in the form of a 'blob' in '5200 Employee' table. Starting from Dynamics NAV 2017, images have been saved in 'Media' format. Since the old 'Blob' field disappears with the release of Business Central 2021, Wave 1 (BC18), a solution is needed to migrate images retrospectively, e.g., if a customer wants to upgrade directly from Dynamics NAV 2013 to Business Central 18.

There is already a workaround today
Upgrade to Business Central 14, migrate the images there and then upgrade to Business Central version 18.

In Dynamics NAV 2013 - 2016, you can export images directly via 'SwissSalary Organization'. This feature exports all images from the blob field in table 5200 from all clients to a ZIP file. A folder is created for each client in 'Bilder.zip' file. You can 'import images' in Dynamics NAV versions from v. 17 onwards, and again, via 'SwissSalary Organization'.

IMPORTANT NOTES:
- Only the images of the current client are imported! This means that this import must be carried out separately in each client (technical limitation).
- If an image for an employee already exists, it will not be overwritten.
- After the import, a log is displayed where you can see whether individual images have been imported.

5.4.5 Changing main language

NOTE:
This functionality should only be undertaken by the SwissSalary team, SwissSalary partner or by system administrators!

The Change main language function is used to change the language in tables Department, Function, Salary Types, Title and Time Types for each client. This is especially practical when creating a new default client's language if the data is set in German, however, the default client's language is French.

Current Language	Set the default language code usually DES (Swiss German)
New Language	Set the new default language e.g., FRS (Swiss French)
Write current language to the translation table	Would you like the current default text to be written in the translation table, and therefore serve as a translation?

	write (default) = the current default language is written in the translation table do not write = the current default language is removed and must be created manually, if required.
Departments	Department table will be created if it is selected
Job Types	If marked, the Function table will be adjusted IMPORTANT: This adjustment affects all clients!
Salary Types	If marked, the Salary types table will be adjusted IMPORTANT: This adjustment affects all clients linked to salary type master.
Titles	If marked, the Title table will be adjusted
Time Types	If marked, the Time types table will be adjusted IMPORTANT: This adjustment affects all clients!

5.4.6 Date compression

Similar to the feature in the Financial accounting module, you can compress wage items here.
This function sums up wage items and writes them into one item. Data compression is also written into Table 87 as a journal.

Starting Date	From when should wage items be compressed?
Ending Date	By what date and with what date wage items should be compressed.
Period Length	Select either year, period, quarter, month, week or day
Period Length	User-defined text
Keep field content	Check the boxes for the fields that should stay available. (Determine compression level)

We recommend that you back up your data beforehand because this action cannot be undone.

5.4.7 Generate demo data

It is primarily intended for our partners for provision of demo environment as quickly as possible. The "Generate demo data" function may only be executed in a test database or in a sandbox.

IMPORTANT:
This feature can only be used if there is no setup data in other modules either. If this feature is used, all existing SwissSalary settings and some settings in other modules (Financial accounting, Projects, etc.) are deleted beforehand. That is why SwissSalary checks whether setup data is already available.
If this is the case, an error message appears and processing is aborted. This way we ensure that the function is not accidentally executed in a 'wrong client'. If there are customer-specific developments with access to SwissSalary standard objects, these individual functions are not taken into account.

In addition to regular initialization data (payroll setup, salary types, time types, etc.), the data and settings below are now created as well:

- 10 employees in Personnel master data including social security, personnel dimensions, payment details, children and wages

- Two items of personnel statistics including employee assignments (Note: The selection options for the 'Landolt & Mächler wage comparison' personnel statistics can change from year to year)
- Budget Settings
- Budget structures including rows
- Budget column layout including rows
- VACANCIES number series including the rows for vacancies in the budget module
- Settings of the TIME open interface
- TIME-ARCH number series including rows for saving the file imported from the TIME open interface
- TIME-IMPORT report journal including the connection to the TIME open interface
- TIME-IMP booking trace code including assignment in the TIME-IMPORT report journal
- Other modules
  - e.g., financial chart of accounts
  - e.g., fiscal periods
  - e.g., a demo debtor is created for the project
  - e.g., dimensions and dimension values
  - e.g., a demo project including a task
  - e.g., VAT posting categories

NOTE:
As usual, you can import withholding tax rates separately (also via Organization).

Install all Store updates
You can see in the Organization whether or not a data master is 'not up-to-date' (for example, permissions, bank master, etc.). By clicking 'Install all Store updates', all possible updates are applied automatically.

NOTES
- The Updates/PreUpdates cannot be applied automatically.
- The .NET assemblies must then be updated using the 'Save server add-ins' option (this process is not yet automated).
- This function is available starting from NAV version 2013 and newer.

The cantons are specified individually in Organization in regards to tax withholding, and the import of rates for individual cantons has been simplified.
If a canton with an outdated status is selected, the update for this canton takes place directly without having to select the import file first.
If all cantons are not up-to-date, a full update can be carried out using all Store Updates.

5.4.8 Install all Store Updates

You can see in the Organization whether or not a data master is 'not up-to-date' (for example, permissions, bank master, etc.). By clicking 'Install all Store updates', all possible updates are applied automatically.

NOTES
- The Updates/PreUpdates cannot be applied automatically.
- The .NET assemblies must then be updated using the 'Save server add-ins' option (this process is not yet automated).
- This function is available starting from NAV version 2013 and newer.

The cantons are specified individually in Organization in regards to tax withholding, and the import of rates for individual cantons has been simplified.

If a canton with an outdated status is selected, the update for this canton takes place directly without having to select the import file first.
If all cantons are not up-to-date, a full update can be carried out using all Store Updates.

5.4.9 Apply phone number formatting

The desired phone format can be set in the new 'Phone No. format' selection in the Payroll Setup -> 'Setup'. This setting refers to all fields a telephone number can be entered into.

The available formatting options are below:

- 'blank' | no formatting; the number is displayed as entered (free text)
- E164 format (+41791112233) | the number entered includes a country code and has no spaces
- national format (079 111 22 33) | the number entered has no country code and includes spaces
- international format (+41 79 111 22 33) | the number entered includes a country code and spaces
- national format without spacing (0791112233) | the number entered has no country code and no spaces

This change only applies to newly entered numbers. The existing phone numbers can be updated automatically via 'Organization -> Apply phone number formatting'.

5.4.10 Generatre missing base data

There is the 'Generate missing base data' menu item in Organization. This function can be used for new or still empty clients, for example, to create missing Fibu accounts for the area of wages. Default payroll setup, default salary types, etc. are also generated.

This function is hidden, but it can be unhidden again at any time for specific users via 'Personalize'.

6 Setup

6.1 Regulation Fiscal Administration

Field name	Description
Typ	You can store the following regulations here: ❑Expenses regulations ❑Employee Financial Interest ❑Expatriate Ruling You can assign these regulations to employees in the Personnel card -> 'Wage statement' tab.
Code	Code field, to establish regulations.
Description	Companies with an approved Expense Regulation must have the following notice under para 15 of their wage statement: 'Expense Regulations across canton X (canton's license plate) approved on ... (date)."
Date	Companies with an approved Expense Regulation must have the following notice under para 15 of their wage statement: 'Expense Regulations across canton X (canton's license plate) approved on ... (date)."
County	Companies with an approved Expense Regulation must have the following notice under para 15 of their wage statement: 'Expense Regulations across canton X (canton's license plate) approved on ... (date)."

6.2 Bank Account Setup

General:

Field name	Description
Bankcode	The bank code can be selected and assigned by a user (max. 10 characters).
Description	Text field for the name of the bank details or postal details..
Homepage	You can store the correct homepage of your bank in the bank master data. This means that when you create the file, your bank's homepage will also be opened directly with the corresponding login window. You can then log in directly and upload the file.
Transmission Type	Enter whether you want to store a DTA TXT or XML ISO 20022.
File Format (End of Record)	For DTA transmission we use the 'ASCII (default)' file format, which is accepted by most banks. We have found that a few banks struggle with this setting and cannot display umlauts like ä, ö, ü. You can smartly eliminate this problem by changing the file format to ASCII + Adjust umlauts. If banks have difficulty reading the ASCII format, then set the file format to ANSI.
Currency Code	Open the default table Currencies in the Currency code column. 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. 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 .

Setup:

Field name	Description
Filename	You can choose any file name.
XML File Encoding	Payment files of pay processes are created using the ISO 20022 standard. SwissSalary is based on the requirements of SIX (infrastructure operator for the Swiss Financial Center). The XML file for financial institutions is created using the so-called "UTF-8-BOM" encoding. Following individual customer feedback, we have now learned that some banks only accept "UTF-8" instead of "UTF-8-BOM". To be in conformity with it, we have now created the option in the bank account master data settings that the XML file can be re-created in "UTF-8". "UTF-8-BOM" is still included by default and we recommend that you do not change this value. Please only switch to "UTF-8" if your payment file is rejected by the bank. If you have several clients or banks, individual adjustments must be made for each of them. We have tested numerous ISO files in the new format. Please note, however, that this cannot be conclusively assessed with over 200 banks in Switzerland. If necessary, contact SwissSalary support at an early stage.
Sender Clearing	nter the corresponding bank details clearing number.
Sender IBAN	IBAN No. input
Debit Acc. No.	Bank debit account' input.
Sender Name	Sender's name input (Bank name).
Sender Name 2	Sender's name 2 input (Bank name).
Sender Address	Return address input (Bank address).
Sender City	Sender location input (Bank location).
Customer ID	Please enter here the Client ID provided to you by your bank.
Sender ID	Please enter here the Sender ID provided to you by your bank..

6.3 Allocation Group

When the payroll area is set up, you can define the default settings, which are set up for each new employee after the **Allocation Group** field is filled in the Employee card. These default settings primarily include different social benefits for each Allocation Group, as well as different BVG and salary certificate assignments.

General:

Field name	Description
Code	This code can be arbitrarily selected for each Allocation Group and assigned to it.
Description	Text field for Allocation Group description (for example: MW Monthly wage, HW Hourly wage, EW Executive wage).
Supervisor	You can define for each pAllocation Group who should be shown as the accounting clerk on the payslip. If the field is left blank, nothing will be printed on the payslip.

<table>
<tr><td>Phone Supervisor</td><td>The system takes company address and phone number directly from company information stored in Navision. Under the Accounting clerk's phone number field you can override the telephone number from company info and enter your direct telephone number. This direct phone number is printed below the compan</td></tr>
<tr><td>Responsible Person</td><td>Pro Abrechnungskreis kann definiert werden, wer als Verantwortlicher auf dem Lohnausweis in der Adresse ausgewiesen werden soll.</td></tr>
<tr><td>Responsible Person Phone No.</td><td>You can enter person's in charge phone number in this field. Phone number is printed on the wage statement below the company address. If this field remains empty, the system will print the phone number stored under company information.
This information is also filled in for the wage report (from the first payroll area, according to</td></tr>
<tr><td>Address Code</td><td>Do you want the payslip in the management payroll area have a different sender than other employees?
Then please enter relevant contact address here. The recipient appears on the payslip and other documents.</td></tr>
<tr><td>Bank Account</td><td>You can store the the bank here. As soon as you create a DTA/ISO 20022 file for this payroll area, this stored bank automatically appears as a suggestion.</td></tr>
<tr><td>Bank Payment Form</td><td>You can predefine the bank payment method to be assigned when a new employee is recorded. You can then overwrite the Bank payment method field for each employee in the Employee card -> tab 'Bank'.
This value is used to check the Salary payment box in the payment file so that these payments can be anonymized for third parties.

You can use the following options:

<table><tr><td>Standard</td><td>Default value: Payment in the employee's payment file is classified payment provided that the bank details are in the name of the emp</td></tr><tr><td>Salary</td><td>With this assignment you can ensure that every payment is declare payment, even for payments to third parties</td></tr><tr><td>Residually</td><td>This assignment ensures that the Salary payment checkbox does n the payment file = Other payee</td></tr></table></td></tr>
<tr><td>System Journal</td><td>The respective report journal must be determined for each Allocation Group in which future public holidays and company holidays should be automatically recorded according to the working calendar.

The report journal, in which these carried forward balances are booked, can be defined for each accounting area. Of course, you can store an existing journal (e.g. journal for TapBoard entries, etc.) or create a new journal for each Allocation Group.</td></tr>
<tr><td>Payroll Accounting Region</td><td>The 'Payroll region' field (payroll area) contains the options below:

- Switzerland
- Liechtenstein</td></tr>
</table>

	- other If SwissSalary is used in clients where the social security number may not be checked (wage accounting), this value can be set to 'other'. Some customers create payroll areas for employees who do not receive any wages (e.g. for temporary employees, employees employed abroad, etc.). These employees should not be taken into account during ELM reporting. The Payroll area contains the Payroll accounting region field in the General tab, which is set to 'Switzerland' by default. If the payroll area should not be transmitted via ELM, it cab be set to 'Other' in the Payroll accounting region field. This payroll area is not taken into account during ELM reporting.

Print on Paycheck:
The Allocation Group 'Print' tab is used to control balance management of time types on the payslip. You can set up balance management individually depending on the Allocation Group. Time types are shown in days or hours, as reported accordingly.

You can choose from the options below:

empty	Time types are printed when a balance is accounted for (default)
suppress	Time types are not printed on the payslip
always	Time types are always printed

Choices for 'Holiday pay details':

Standard	The percentage of holiday pay is shown similarly to hourly wage
after Payment	Holiday pay is only shown when compensation is paid
Supress	Holiday pay is not printed

Personnel loan balance can be hidden in the respective Allocation Group. Select in the 'Print' tab:

empty	Personnel loan is only displayed if there is a balance accounted for (default).
suppress	Personnel loan is not displayed on the payslip.
always	Personnel loan is always printed.

Show EasyRapport:

Employee Social Security Insurance:
"Social benefits default" ensures that many default fields are automatically filled in when Allocation Group is set in the Empoloyee card. "Salary type" (usually ST 1100) can be predefined along with the "Salary code" field. The salary type may only be recorded for monthly wage in the Employee card. For hourly wage, the "Salary type" field always remains empty.

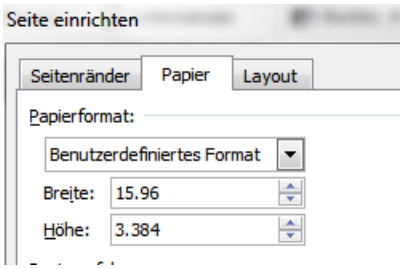
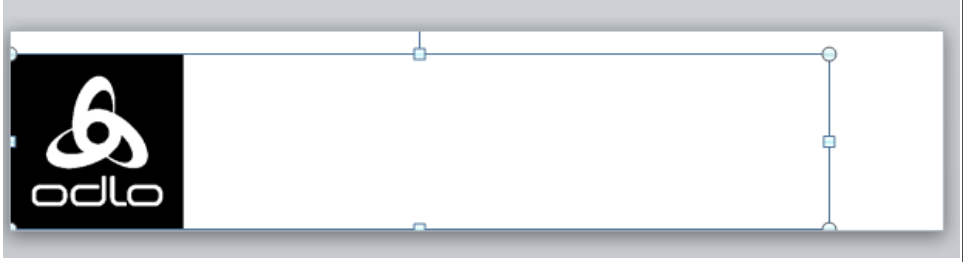
Billing method:

<table>
<tr><th>Field name</th><th>Description</th></tr>
<tr><td>Installments Method</td><td>
You may carry out more wage payments for the same employee per month with the help of SwissSalary. If you work with the down-payment procedure (payment on account / marginal payment), you can enter your down-payment method in this field.
<table>
<tr><td>Default (2 payments)</td><td>On the 25th of the month, an employee receives a Payout before reporting (on account), which can be precisely calculated for each company to the nearest 5 Swiss centimes. If the employee still receives allowances and expenses from reporting, they will be paid out after the reporting.</td></tr>
<tr><td>Entry transfer on next month</td><td>Approx. 8% of construction companies. With this wage payment procedure dating back to the BauBit 2 era, the employee's allowances and expenses are rather paid out and recorded in the following month, and not immediately. Disadvantages: The employee receives his allowances and expenses one month late, balance management (hours worked, holidays, etc.) is from the previous month, manual rebookings in the FIBU/BBA.</td></tr>
<tr><td>Balance transfer on next month</td><td>Approx. 5% of construction companies. This wage payment procedure, which is only used by a single, larger company, is similar to items carried forward to the following month, cash-relevant allowances and expenses are only paid out in the following month, but are already booked in the current month (similar to the down-payment procedure). Disadvantage: Complicated payout system difficult for employees to understand.</td></tr>
</table>
NOTE:
<u>Advantages of the Payout before reporting (on account) wage payment procedure:</u>
❑Fully automatic calculation and disbursement of the 49th weekly hour pursuant to article 26, para 2 LMV 2006
❑Fully automatic calculation 20/100 over-/undertime pursuant to article 26, para 2 LMV 2006
❑Fully automatic calculation and disbursement of excess overtime to the base wage at the end of the month pursuant to article 26, para 2 LMV 2006
❑Fully automatic hour/day calculation with just one wage type for absences of 8.1 hours pursuant to clause 24, para 3 LMV 2006
❑Easy, daily reporting via TapBoard
❑On the 25th of the month, an employee receives a Payout before reporting (on account), which can be precisely calculated for each company to the nearest 5 Swiss centimes.
❑Payout before reporting (on account) is a simple batch run, which does not require much wage know-how.
❑If the employee still receives allowances and expenses from reporting, they will be paid out immediately after the reporting.
❑It is not that two payments are due for each employee.
❑Balance management in the payslip is always up to date and shows the balances at the end of the calendar month.
❑Wage data is transferred to FIBU/BBA earlier.
</td></tr>
</table>

Finance Interface:

Field name	Description
Destination System	Customers using ERP solution 'IFS' can benefit from the financial accounting interface. SwissSalary offers 10 default finance interfaces to the ERP solutions below: - Abacus - Dynamics NAV | Standard finance interface to Dynamics NAV and Dynamics 365 Business Central - Dynamics 365 (AX) | Standard XML interface to Dynamics 365 Finance (formerly Dynamics AX) - JD Edwards (Oracle) - Sage50 - Sage200 - SAP (Excel) | Excel interface to SAP - SAP Business ByDesign - SAP Business One The file is created during wage posting and displayed in the 'Files' info box in the posted pay process, where it can be further exported at any time. The integrated SAP Business ByDesign financial accounting interface also has the option of splitting financial accounting data into several dimensions. Since the dimensions in SAP Business ByDesign and in SwissSalary are not necessarily the same, we created a mapping in the SAP settings. There are 'SAP interface settings' in the menu ribbon in the payroll master data. You will find the mapping in the new 'Default values for data export' tab: - Cost center dimension - Cost unit dimension - Project dimension Address your SAP Business ByDesign partner or our project manager before you adjust relevant settings.

Paycheck Picture:

Field name	Description
Photo	Company logo Company logo can be in any format (bmp | jpg | jpeg | png, etc.). The company logo can be b/w or in color. Company logo For the image to be inserted correctly in the upper part of the payslip, the company logo including white space must have the following dimensions: 159.6 x 33.84 m If the customer has no image editing program like Adobe Photoshop, use Word for correct adjustment. a) Open an empty document in Word b) In the 'Page Layout' tab, set the 'Orientation' to 'Landscape'. c) Click on the 'Size' tab on 'More Paper Sizes' and insert the values below:  d) Set all page margins to 0 mm. Click OK. Word now automatically corrects the minimum page margins. e) You now get a rectangular, empty sheet with the format of 15.96 cm by 3.384 cm. f) Now insert the original logo as an image. To move the logo freely across the entire area, change the properties to 'Behind Text'. This is because most logos are not aligned to the left but centered or aligned to the right.  g) Now take an exact print shot of this newly created logo in Word using an image editing system like HyperSnap, FullShot etc. It is then saved in a BMP format. Please make sure that the size of this image does not exceed 30–50 KB.
	You can then import this image into the "Payslip image" tab of the payroll area. IMPORTANT NOTES: The file size must not exceed 50 KB, since RTC clients

6.4 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.

Language Code	The language code of the place of work is taken into account for the system texts when creating the salary certificate.

6.5 Time Types

Field name	Description / Example
Code	Code field for a time type definition like, for example, FERIEN or GLEITZEIT. Max. 10 characters are allowed.
Description	Text field for describing time types (max. 30 characters). This text appears on the payslip under monthly reporting as well as on various absence statistics.
Letter Symbol	Enter a short code to be able to evaluate time types. Please use the "Reflection of absences" report (under 'Statistics Reports') for this purpose. You can define maximum one (alphanumeric) character per time type. Abbreviation example:

Code	Description	Abbreviation
ABSENZEN	Absences	A
FERIEN	Holiday leave	F
KRANK	Illness	K
KURSE	Course/School	S
MUTTER	Maternity	M
MILITÄR	Military	m
UNFALL/NBU	NBU accident	U
UNFALL/BU	BU accident	U
ÜBERZEIT	Overtime	ü

Color	Select the color the time type or absence should be displayed in TapBoard/EasyRapport. You can choose from these colors: gray, white, red, green, blue, yellow, cyan, magenta, orange, brown.
Search Name	Sorting or search term can be used to control the item at which the corresponding time type should appear in TapBoard or EasyRapport.
No Printing	Would you like overtime not to be printed on your payslip? If you check a box (flag) for the 'Prevent printing' field, the time type/absence will NOT be printed on the payslip.
Unit	You can choose whether you want to print hours or days on the payslip in the 'Monthly reporting' section. This selection is made under 'Time types'. If you want to see hours on the payslip under 'Monthly reporting', enter hours in the selection field under 'Unit', otherwise enter days. You will have to use this setting especially during holidays. If you only report hours and only want to see hours, you do not need to enter anything in this field. The necessary balance management settings are adjusted in the payroll area.

Actual Time	If you enable the 'Actual time' field, the time type is added to the actual time and displayed on the payslip. NOTE: Not all time types are fed to the Actual time. For example, holiday entitlements or holiday corrections should not be cumulated in the Actual time. However, most time types like hours worked, overtime, accidents, illness, etc. are included into the Actual time.
Blanced	In this column you enter the time types that should be netted together. The offsetting types below serve this purpose: various, holidays, overtime, mandatory, overtime, voluntary overtime, work-in-advance days, flexitime, hours worked, target time, actual time, night work. TIP: If you need another balancing type, you can, for example, change an existing one that you do not need otherwise. For example, take the "Voluntary overtime" balancing type and translate it into the desired text in General translation.
Balance Type	This column is currently only used for the 'Holiday list' assessment under 'Statistics Reports'. You can use the options below: (empty) = Holiday correction column Deduction = Holiday leave column Allowances = Holiday allowances column Claim = Holiday entitlement column

6.6 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.

6.6.1 General

6.6.1.1 Code

Code field (max. 10 characters) for correct differentiation of the refunding of absences groups.

6.6.1.2 Description

Text field (max. 30 characters) for textual **description** of the refunding of absences groups.

6.6.1.3 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.

6.6.1.4 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).

6.6.1.5 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	
Stundenlohn			1'000.00
Feiertagslohn	3.50%	1'000.00	35.00
Feriengeld	10.64%	1'000.00	106.40
Zwischentotal			1'141.40
13. ML	8.33%	1'141.40	95.08
Bruttolohn			**1'236.48**

Feiertag/Feriengeld		Basis	
Stundenlohn			1'000.00
Feiertagslohn	3.50%	1'000.00	35.00
Zwischentotal			1'035.00
Feriengeld	10.64%	1'035.00	110.12
Zwischentotal			1'145.12
13. ML	8.33%	1'145.12	95.39
Bruttolohn			**1'240.51**

6.6.1.6 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.

6.6.1.7 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

6.6.1.8 Rounding Precision

Rounding precision is company specific. We recommend 0.25; thus, the days will be calculated by the quarter-daily principle.

6.6.2 Vacations

6.6.2.1 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**.

6.6.2.2 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**.

6.6.2.3 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

6.6.2.4 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.

6.6.2.5 Limit from

The **Limit from** column is used to enter the age category, from which a new condition must be considered.

6.6.2.6 Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.6.2.7 Percent

The **Percent** column is used to enter the percentage of entitlements of hourly wage recipients for compensation for holidays and public holidays.

6.6.3 Compensation time

6.6.3.1 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.

6.6.3.2 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.

6.6.3.3 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.

6.6.3.4 Limit from

The **Limit from** column is used to enter the age category, from which a new condition must be considered.

6.6.3.5 Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.6.3.6 Percent

The Percent column is used to enter the percentage of entitlements of hourly wage recipients for compensation for holidays and public holidays.

6.6.4 Holidays

6.6.4.1 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.

6.6.4.2 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.

6.6.4.3 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.

6.6.4.4 Limit from

The From the age column is used to enter the age category, from which a new condition must be considered.

6.6.4.5 Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.6.4.6 Percent

The Percentage column is used to enter the percentage of entitlements of hourly wage recipients for compensation for holidays and public holidays.

6.6.5 13th Payday

6.6.5.1 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.

6.6.5.2 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.

6.6.5.3 Limit from

The **Limit from** column is used to enter the age category, from which a new condition must be considered.

6.6.5.4 Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.6.5.5 Percent

The Percent column is used to enter the proportional percentages of hourly or monthly wage recipients for the entitlement to the 13th Payday.

6.6.6 14th Payday

6.6.6.1 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.

6.6.6.2 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.

6.6.6.3 Limit from

The **Limit from** column is used to enter the age category, from which a new condition must be considered.

6.6.6.4 Quantity per Year

The Quantity per year column is used to enter entitlements per year in hours or days. See also 'Number Type'.

6.6.6.5 Percent

The Percent column is used to enter the proportional percentages of hourly or monthly wage recipients for the entitlement to the 14th Payday.

6.7 Open Interface

You can find more information about this standard interface here: Open Interface Standard

6.8 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.

6.9 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.

6.10 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.

6.11 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).

6.12 Additional text

Some customers want to show their employees on the payslip the employee contributions the employer pays for them.

Example
The employer pays NBUV employee contributions for all employees and wants to show the amount of wage type '7110' on the payslip. The following language-dependent text is entered in the general additional text field: 'The employer assumes 100% of your NBUV contributions in the amount of CHF 125.25.'

Since the amount is different for each employee, this value must be defined as a 'placeholder'. The placeholder is '%Payroll_ST-xxxx%' (xxxx stands for the selected salary type number). The following text is entered in our example:

The employer assumes 100% of your NBUV contributions in the amount of CHF %Payroll_ST-7110%.

You can use this placeholder for all amount-related wage types and also for the display for individual employees on the payslip (entry in the comments for the employee via Personnel card/Personnel list).

6.13 E-Mail

General:

Code	Alphanumeric numbers or letters. You can store multiple email setups.
Comment	Short description of what will be set up
Reference	This subject is displayed in the email subject line. It can also be translated.
Text block	User-defined text intended for sending payslips via email. (can also be multilingual, like the payslip). There are now additional placeholders to let you personalize the text block even more: %1 Annual AHV salary amount %2 Portion of the 13th Payday in the accounting month %3 Title %4 Letter salutation %5 First name %6 Last name

Setup:

Sender Name	Person or department, user-defined
Sender Address	Sender's valid mail address
HTML formatted	checked = mail is HTML-compliant not checked = no consideration for HTML-formatting

IncaMail:

IncaMail	You can activate IncaMail here Besides, you have an option in the mail setup section to choose whether wage statements should be sent as 'encrypted' and 'registered'.
Encrypted	Besides, you have an option in the mail setup section to choose whether wage statements should be sent as 'encrypted' and 'registered'.
Registered mail	Besides, you have an option in the mail setup section to choose whether wage statements should be sent as 'encrypted' and 'registered'.
Privat	Besides, you have an option in the mail setup section to choose whether wage statements should be sent as 'encrypted' and 'registered'.
About Incamail	Further information regarding IncaMail

SMTP mail settings:

SMTP-Server	Email server address for exchanging messages with mail recipients.
SMTP Server Port	SMTP port your server is configured to (default = 25)
Authentication	Default = 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.
User ID	Existing email address to authenticate the sending of emails
Password	A password of your choice to authenticate email sending. Specifies the SMTP server password.
Secure connection	Indicates whether your SMTP mail server setup requires a secure connection that uses a cryptographic or security protocol like Secure Socket Layers (SSL). If you do not want this security setting to be enabled, clear the check box.
Send as	Specifies the ID of the user on whose behalf emails will be sent. For example, this can useful if several people are supposed to send messages, but they appear as if they were from a single sender like sales@companyname.
Allow sender substitution	Specifies that the SMTP server allows changes to the sender's name and email address.

6.14 Salary Journal

Recurring Journal
You can mark in individual report journals under Payroll journal that the recorded entries are no longer deleted from the reporting journal after **Wage posting**. Normally, after this process, the journal is displayed empty again because the data has been transferred to the **Wage items table**. You can now decide for yourself which journals may be deleted and which may NOT be deleted during wage posting.

Under Setup -> Payroll journal you can mark in the **Recurring journal** column the journals that should **NOT** be deleted.

This data is then available again for the next pay process and can be overwritten, deleted or supplemented accordingly.

In addition, you can determine for each wage type which of them used in the **recurring report journal** should be set back to **0** (number and amount). (Salary types -> Recurring journal – reset)

No. Employee No. transfer
When a new line was added in the Report journal, the N° Employe would always be transferred to the new line. Customers requested that this feature can be turned off so that the personnel number is not transferred to the new line.

Therefore, the 'Do not transfer personnel number' option is NOW built into "Payroll journal settings". By default, this field is hidden and no box is checked, i.e. nothing changes for the existing customers and the personnel number is still transferred during data input.

Source Type on Modify
In the Payroll journal, you can determine origin codes ad their relevant report journals they should be written to. This is particularly necessary when using time recording systems.

Example:

If you import transaction data automatically into the report journal, e.g. via Excel import or via EasyRapport, the origin is automatically saved for each wage item, for example, using the EASYRAPPORT, EXCEL or SWS-AUTO origin code (e.g., when automatically calculating overtime according to the working time calendar).

This means that at any time the user can see for each pay item whether it was recorded manually in the report journal or created via an automatic import.

The problem is that even automatically imported values can be modified manually in the report journal. This modification cannot be detected in the origin code. You can decide now for each payroll journal which process should take place in the event of a manual change. To do this, you can display in the payroll journal the hidden value Type of origin upon change.

Options:
'blank' = default (as before). The origin code is NOT deleted in the event of a change.
delete = (new) The origin code is deleted in the event of a change.

Open Interface
A payroll journal must be created for each interface, 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.

Source code (Import)
IF this is enabled, the same wage types that exist in the open interface are imported with individual rows.

6.15 SwissSalary User Setup

User ID	Under Users, add additional SwissSalary users who are allowed to work with SwissSalary. With each new assignment the notice LOCKED will automatically appear in the Payroll area filter column. Remove this notice for the registered users. If you have users who should only have access to certain payroll areas, filter them by relevant users.
Allocation Group Filter	After defining and Allocation Group in the Employee card, the Allocation Group filter can be used to allow access only to some part of employees (e.g., access rights only to employees in the Monthly wage payroll area (MW|HW), but not to the Executive wage payroll area, etc.). If the payroll staff member can edit all employees, the Allocation Group Filter column is left blank.

6.16 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 Work Calendar

7.1 Working Group

Further information can be found here: Working Group

7.1.1 General

Further information can be found here: General

7.1.2 Format

Further information can be found here: Format

7.1.3 Integration

Further information can be found here: Intergration

7.1.4 Balance posting | Difference posting

Further information can be found here: Balance posting | Difference posting

7.2 Day Type

Further information can be found here: Day Type

7.3 Work Calendar

Further information can be found here: Work Calendar

7.3.1 Calendar auto fill

Further information can be found here: Calendar auto fill

7.3.2 Calendar on Excel

Further information can be found here: Calendar on Excel

7.3.3 Copy Calendar

Further information can be found here: Copy Calendar

7.3.4 Write carry forward absence

Further information can be found here: Write carry forward absence

7.3.5 Import public holidays

The work calendar includes the 'Import holidays' function. For each work group, you can select the canton (new field) in which the data from the holiday calendar (ICS/VCS files) is to be imported. If you do not make a preselection, the holidays will be transferred to all work groups (regardless of the canton). By entering the canton for the work group, you can automatically import public holidays by canton in the future. On the import report, you can also select the day type and the number of hours per public holiday.

Procedure
You can find Import public holiday in the work calendar-> Calendar.

Select the country/canton you want to import. Select 'Import data into your calendar' and the desired format (ICS or VCS). You will now be offered a full version (subject to a fee) or a demo mode (only includes data from January 1 to April 30). Save the file. You can now retrieve and import the desired file in the report.

7.3.6 Record holidays

Further information can be found here: Record holidays

8 TapBoard/EasyRapport

8.1 EasyRapport Transfer

The EasyRapport transfer can be started from here.

How and where does the transfer take place?

The EasyRapport transfer is started in the Payroll Journal under Get EasyRapport Entry. Place a check mark under Execute transfer. If the EasyRapport data is to be transferred directly to the Management Rapport Journal (default), also place a check mark under Transfer items to journal. If you want to check the data beforehand (not mandatory), remove this check mark. The transferred data will then first flow into an import journal, where it can be edited.

Here you also have the option of limiting the recording period (per EasyRapport group, of course).

First, the data is prepared and sent to EasyRapport (export - toweb file); (personnel data, working time calendar data, valid cost centers/devices and projects, BAS, etc.), then the data recorded in EasyRapport is imported (tonavi file).

If you only want to import the approved items, check the box Only approved items (not recommended).
If you only want to import data up to a specific date into the reporting journal (e.g., for the June 20 payroll run -> data as of June 30), then set the corresponding date. It does not matter if you already have data for future months in the journal. SwissSalary automatically recognizes the data to be processed based on the accounting period.

The entire process is fully automatic. The updated data in EasyRapport is only visible after the SQL and web server has updated the data. The EasyRapport data in SwissSalary is immediately visible in the respective reporting journal and/or in the EasyRapport import journal.

8.2 TapBoard

SwissSalary provides a data entry screen (TapBoard) similar to the EasyRapport web application. Entries recorded on a daily basis are immediately visible in the respective reporting journal. This view (TapBoard), like the view in EasyRapport, is controlled 1:1 based on the settings in the report types. The data recorded in EasyRapport is also visible in TapBoard and can be modified directly here as well.

TapBoard is, of course, only available to users who also have access to SwissSalary.

General:

Employee No.	Select the appropriate employee
Day Question	(automatic conversion of hours into days) - blank (default) automatic conversion of hours into days based on the stored work schedule. - Part-time

	An additional window prompts you to manually enter the number of days of absence (only necessary if the part-time employee does not have their own working time calendar based on their working hours).

8.2.1 From TapBoard to the Payroll Journal

The two data entry options, the Payroll Journal and TapBoard, access the same tables. When data is entered in the Payroll Journal, it is visible in TapBoard and vice versa.

Move the cursor to the relevant entry and select Reporting.

You are now in the Payroll Journal. You can now make adjustments, such as changing the text or the ARGE cost allocation group, etc.

Press the Esc key (Escape) to return to TapBoard.

8.2.2 Batch entry: Also possible without a work time calendar

TapBoard offers a practical batch entry function. This function allows you to quickly enter data for each report line and a defined time period (e.g., vacation pay, etc.).

8.3 EasyRapport Groups

Further information can be found here: EasyRapport Groups

8.3.1 Rapport Types

Further information can be found here: Rapport Types

8.4 EasyRapport Setup

8.4.1 Process

Further information can be found here: Process

8.4.2 General

Further information can be found here: General

8.4.3 Management Rapport

Further information can be found here: Management Rapport

8.4.4 Transfer parameters

Further information can be found here: Transfer parameters

8.4.5 Key

Further information can be found here: Key

9 Statistic

9.1 Average of Salaries

The “Average of Salaries” statistic shows the average monthly/hourly wage per wage class and reference date. If desired, company-specific fixed wage components can also be included in the average wage. In addition, you can choose whether or not to include the 13th month's salary.

9.2 Base Salary

This evaluation is available for checking basic wages. You can use a specific date to display all employees' wages in comparison to the basic wage, or evaluate those employees whose recorded wage (monthly wage/hourly wage) is below the basic wage.

9.3 Evaluation of time

What is the value in CHF of your employees' vacation balances calculated as of the reporting date, minus any remaining vacation credit for the current year? With this evaluation, the corresponding provisions can be made in FIBU and BBA for vacation, overtime, night work, and compensatory time off as of the reporting date.

The time evaluation, which you can use to make accurate accruals for vacation and overtime balances (FIBU), is now even more precise. The correct, historical wage rates are now used according to the reference date, rather than the currently valid wage rate. This means that this evaluation can also be used for retroactive periods.

9.4 Salary List Holding

The payroll list holding compares the wage rate amount with other employees.

9.5 Salary Summery Holding

The payroll holding list shows you the taxable payroll amount per client.

9.6 Internal Forward Charging

The Internal Allocation evaluation has been modified. At the request of several companies that manage more than one payroll client and process payroll entries across clients, it is now also possible to evaluate cost centers of “external” clients. Until now, the evaluation of “external” cost centers could only be processed in the corresponding cost accounting system.

1. **TIP**: You can filter not only by cost centers, construction managers, or actual construction sites, but also by division or ARGE cost center, for example. Give it a try!

2. **TIP**: Are hours and/or amounts occasionally printed in the wrong category in the internal cost allocation evaluation? For example, lunch allowances under ‘Overtime’ instead of ‘Allowances’? Check your wage

types in the wage type card in the 'General' tab, 'Internal WV Group' field. Here you can create the link from the wage type to the 'Internal Allocation' evaluation. The update is done automatically and retroactively!

ATTENTION:
If you do not make cross-client postings to cost centers of other clients, be sure to check the box in the wage master data under 'Wage master data-> General tab in the 'Cross-client KST block' field. Otherwise, the evaluation will take noticeably longer!

The same extension has of course also been included in the 'KST hour accumulation' evaluation!

9.7 Hour Statement

Sie können nach folgenden Auswahl-Kriterien filtern:

KST drucken wenn	- Bewegung ab Baubeginn - Bewegung ab laufendem Jahr - Bewegung in Periode
MA (Mitarbeiter) drucken wenn	- Bewegung ab Baubeginn - Bewegung ab laufendem Jahr - Bewegung in Periode

Sämtliche Werte beziehen sich immer auf die Datumsperiode, welche im Bereich Datum von/bis erfasst wurde.

Mit der Auswahl KST drucken wenn Bewegung in Periode ist sichergestellt, dass nur noch die Kostenstellen ausgewertet werden, welche effektiv auch eine Bewegung in der ob stehenden Datumsperiode haben.

9.8 Age structure

The age structure statistic provides you with a detailed overview of the average age of your company. You can evaluate the age structure as a summary, per function, and/or per employee.

The age structure evaluation has been expanded to include the FTE = Full Time Equivalent. This technical term comes from HRM and is a comparative value of how many full-time positions (full-time -> 100% employment rate) exist per age group in the company.

The FTE is displayed below the number of people.

The age structure report uses the values from the payroll list (SwS Payroll Head). Historical values are taken into account to make the statistics more meaningful.

9.9 Rate Fluctuation

Fluctuation refers to the number of employees leaving the company. Employees leave for a variety of reasons: resignations of employees who move to another company, expiry of employment contracts, dismissals by the company, retirements, resignations due to incapacity to work, etc. Staff turnover is statistically recorded using a key figure, the staff turnover rate (or staff turnover ratio). The staff turnover rate expresses as a percentage how many employees leave the company within a year in relation to the total

number of employees. When calculating the staff turnover rate for personnel planning, all departures are taken into account. (Source: weka)

You can find the calculation of the turnover rate in SwissSalary under the heading Actions in Statistics.

The criteria required for calculating the turnover rate can be entered individually according to company-specific requirements.

Settings for calculating the turnover rate

1) The start and end dates are used to determine the period to be calculated and the initial and final headcount required for the calculation.

2) Group: The default setting is 'empty' – this means that all departures across the entire mandate are taken into account, but without department/group changes. This can be adjusted in the drop-down menu according to the desired requirements.

3) Period limit: If you select the period limit 'in inventory', employees who joined on 01/01/2019 and/or left on 12/31/2019 (as shown in the example) are included in the initial and final inventory, respectively.
If you select 'not in the headcount', employees with the corresponding start/end date are not included in the calculation of the initial or final headcount. These employees are taken into account in both variants for the calculation of the fluctuation rate.

4) Calculation method: SwissSalary uses three different calculation methods, with the 'SwissSalary' calculation formula being used as the default.

Calculation according to SwissSalary: Number of departures x 100 / (initial stock)

Calculation according to BDA formula: Number of departures x 100 / (initial stock + final stock) / 2

Calculation according to Schlüter formula: Number of departures x 100 / (initial stock + additions)

5) Detail: / Selection field: By activating the 'Detail' checkbox, you can select one of countless options from the 'Selection fields' that will then be taken into account and output in the evaluation. The default value is the 'Function name'.

6) Output to Excel: Here you have the option of exporting all data to an Excel file.

General section

Reasons for leaving:

Under Reason for leaving, you can enter the reasons for leaving that are relevant to the company and determine whether or not they should be included in the calculation of turnover rates. The reason for leaving can be entered for employees in the personnel file under Job.

Report:

Employees without a recorded reason for leaving are included in the calculation.
The report lists all employees who have left the company, including those whose reason for leaving should not be included in the calculation of the turnover rate or for whom no reason for leaving has been recorded.

9.10 Employee Statement

You have the option of creating a bank statement for each wage type or time type.

9.11 Employee Detail Trial

Like the account statement, an account sheet can be printed for each time type or salary type. The layout of the account statement is similar to a pay slip, so that you can give it to the employee, for example.

9.12 Logib Interface

9.12.1 Profile and Information

9.12.1.1 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**.

9.12.1.2 Logib Information

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

9.12.1.2.1 Logib module 1 User manual

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

9.12.1.2.2 Documents on Logib

Other documents on Logib can be found at:
Documents (admin.ch)

9.12.2 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)

9.12.2.1 Preparation

9.12.2.1.1 Education

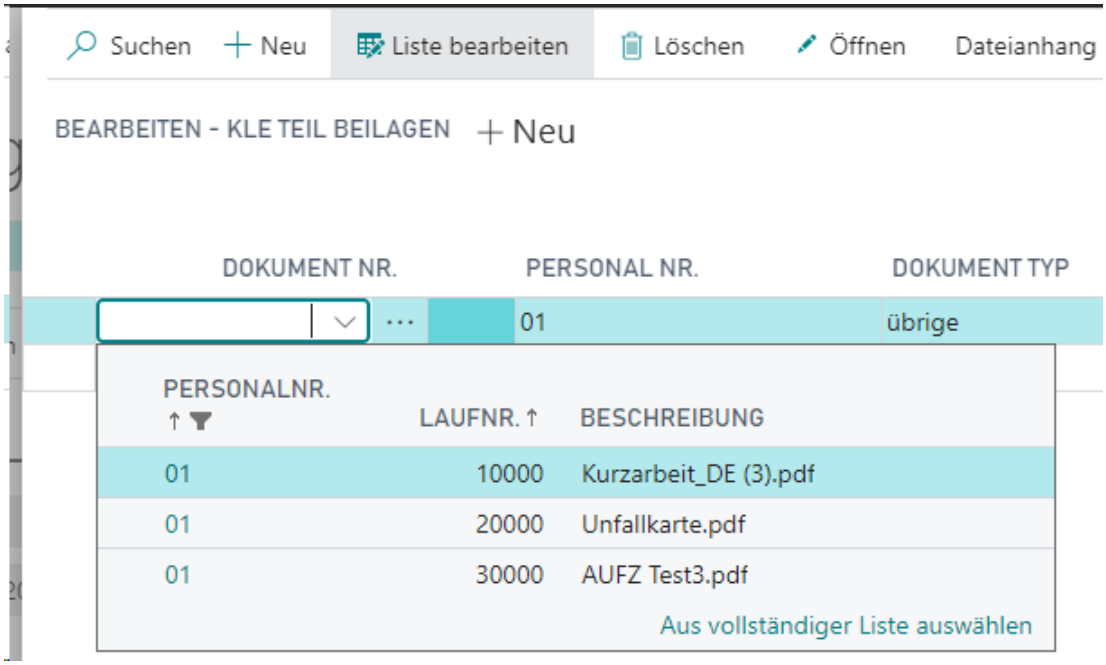
To record the education, you can use the information known from the wage structure survey (LSE) as a guide.
The assignment takes place in SwissSalary under: Employee card/Statistics/Education.

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

9.12.2.1.2 Level of Requirements

According to the Logib guidelines, "**Level of Requirements**" 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).

You can use the default options below:



9.12.2.2 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	as defined by Logib (salary type assignment according to customer)
Special payments Salary types	as defined by Logib (salary type assignment according to customer)
Working Time Source	Place of work or monthly parts
Company/Name	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)

9.12.3 Support

9.12.3.1 Logib

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

9.12.3.2 SwissSalary

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

10 General Reports

Under Reports General, you can integrate your own company-specific evaluations and start them directly from here. These reports are not changed when updates are imported.

11 Absences

11.1 Absence Statistics

The absence statistics show the absences incurred per employee over a selectable period in hours and/or days (vacation, illness, accident, military service, etc.).

The values for hours and/or days are then multiplied by the wage rate (hourly wage rate) or by the internal allocation rate (wage rate for cost accounting). This allows the financial impact of absences to be assessed for each employee.

11.2 Absence List A4P

The absence list is available in A4 portrait format with 4 time types and 2 selection fields, and in A4 landscape format with 9 time types. This allows up to 9 time types to be evaluated side by side. The individual time types can be evaluated in hours or days. With flexible printing of the selection fields, the A4 portrait version can be modified with fields from the personnel card as required.

11.3 Absence List A4L

The absence list is available in A4 portrait format with 4 time types and 2 selection fields, and in A4 landscape format with 9 time types. This allows up to 9 time types to be evaluated side by side. The individual time types can be evaluated in hours or days. With flexible printing of the selection fields, the A4 portrait version can be modified with fields from the personnel card as required.

11.4 Absence Overview

Thanks to the daily recording of working hours and absences using TapBoard, the evaluation options are virtually limitless.

The absence overview provides information about an employee's absences for an entire year. If the employee is always absent on Mondays, regularly sick on Fridays, etc., such irregularities are now visible at a glance.
Before you can use the absence overview, you must first select the desired absences (time types).
Open the time type table in SwissSalary and enter the corresponding abbreviations:

After assigning them once, open the absence overview evaluation. Set the desired year-end date. You also have 3 additional selection fields to choose from. You will now receive an absence overview for each employee. The desired abbreviations are displayed in a legend at the end of the evaluation.

11.5 Absence Detail

With daily reporting via EasyRapport or TapBoard, there has been a massive increase in the need to be able to evaluate the data recorded each day accordingly.

For absence management, you have a graphical option available, known as absence details. This allows you to check your employees' current and/or retroactive absences at any time and see, for example, who is regularly sick on Fridays or Mondays.

As usual, you have access to filter and sort options. If, for example, you want to sort the evaluation by department, select the key "Department, search term" under "Sort." In the "Options" tab, enter the desired start date (Monday) from which week the evaluation should start. A total of 19 weeks (Monday - Sunday) are displayed side by side.

You are free to choose which time types are to be printed and which letters (max. 1 character) are to be used for the individual time types. Enter the corresponding abbreviations under Time types per time type in the Abbreviation column. If the column is not visible, open it under View-> Show column.

Of course, the same letter can be used for similar absence types, e.g., accident BU and accident NBU, provided that you do not want to distinguish between the data. At the bottom of the sheet, you will find a legend with all the abbreviations you have selected, including descriptions. The # sign indicates that the employee has either left or has not yet joined the company. This sign refers to the start/end date.

11.6 Scheduled vs compensated Hours Difference List

With the Target/Actual Time Difference List evaluation, you can accurately determine the difference in hours between target and actual time per day and employee. You can see at a glance which time types (work, illness, vacation, holidays, accidents, etc.) caused the differences.

This evaluation can be used to check whether the additional/reduced hours were based on the LMV regulation or simply on more or fewer hours worked.

The period can be freely selected. You can display all days (including Saturdays and Sundays) or only days with target time according to the work schedule (excluding compensation and advance days, Saturdays, and Sundays).

An interesting selection is, of course, only days with a difference. This allows you to see at a glance where the differences between target and actual time have arisen. The day of the week is also displayed, of course. The entire evaluation can be automatically transferred to Excel.

After each month, there is a group break with the totalization of the target time, the actual time, and the difference hours. At the end of the evaluation, you will also find the flexitime and overtime balance by date.

The list has even more practical evaluation options. In the "Options" tab, you can select the layout by day or by employee. If you select "Employee," you will receive a summary of the target and actual hours for each employee for the desired time period. This allows you to quickly analyze which employees do not yet have actual hours available. With the Day layout and the weekly check, you can check which employees have worked more than 45 hours, 48 hours, or 50 hours per week. This evaluation of weekly hours is often checked by joint committees.

NOTE:
The prerequisite for this new evaluation is, of course, that the work schedule is used and all work and absence hours are reported.

12 Pay Raise

12.1 Pay Raise Journals

You can find more information: Pay Raise

12.2 Apply Standard Pay Raise

You can find more information: Pay Raise

12.3 Posted Pay Raises

You can find more information: Pay Raise

12.4 Manual Process

12.4.1 Suggest Raise Salary

Under Suggest Raise Salary, pay rises can be suggested for all or individual employees. If you enter pay rise amount in the **Amount** field or pay rise percentage in the **Percent** field, the result can be checked at any time via Page view.

Calculation Type	You can choose from: monthly base, hourly base, base wages
Amount	Enter pay rise in amount or %
Percent	Enter pay rise in amount or %
Rounding Type	Information about rounding (e.g., 100.00 = round exactly to CHF 100.00)
Rounding Precision	Information about rounding (e.g., 100.00 = round exactly to CHF 100.00)
Posting	'Post' puts the calculated new amounts directly in the Employee card in tab 'Salary' -> Pay rise. This process can be run multiple times..

You can check the old and newly calculated amount using a simple overview.

If you are satisfied with the result, check the box next to **Book** and select **Print** and/or **Page view**. Newly calculated amounts are now transferred directly to the Personnel card into the 'Wages' tab in the Pay rise section. Is the new amount incorrect for individual employees? You can then repeat the pay rise procedure for these employees (set filter) or change the amount directly in the Pay rise section. This process can be repeated as many times as you like. When **Book** is enabled, the 'old' suggestion is overwritten.

12.4.2 Activate Raise Salary

All pay rises have been checked and are now in the "Salary" tab of the Employee card "Pay rise" section. The new salary can then be enabled.

Posting	Pay rise amount is written in the 'Salary Amount' field for the MW or in the 'Salary Rate' field for the HW and is active immediately!
BV fictive Salary update	Fictitious BV wage base is recalculated and updated
New page / group	A new page can be displayed per group
Calculation date BV	Empty date = BV calculation date is not updated
only active employee	Only take active employees into consideration

NOTE:
Remember that you only start this batch run once the last pay process in December has been definitely posted! For pay rises during the year, the last pay process must be booked!

Fictitiously update BV wage is only necessary if BV contributions are calculated in percents. This check box has no influence on fixed amounts (fixed wage items) (except when the PEKA interface is used)!

EXAMPLE:
In the event of a pay rise as of March 1, the fictitious wage amount subject to BV should only be adjusted from March 1 and not retrospectively as of January 1. If no date is set here, the old value remains. The increased BV wage amount would also apply to the retrospective months of January and February. BV contributions would be automatically corrected/debited.

By setting the BV calculation date to March 1, BV deductions for January and February are not taken into account; an increased deduction is only made from the March pay process.

12.4.3 Raise Salary List

The detailed pay rise list is a helpful tool. When you start the pay rise list, the options window below opens:

Reference date	The Reference date controls the correct period in the assessment (e.g., wages in the previous year, previous wages, new wages).
Expenses 1	If regular expense components like flat-rate expenses, flat-rate car expenses, etc. are part of the relevant wage and have to be taken into account in a pay rise, then you have the option of specifying two wage types. The amount entered under fixed wage items is printed accordingly.
Expenses 2	If regular expense components like flat-rate expenses, flat-rate car expenses, etc. are part of the relevant wage and have to be taken into account in a pay rise, then you have the option of specifying two wage types. The amount entered under fixed wage items is printed accordingly.
Additional line	If you still need space for each employee to add your own comments, then check the box here.
Grouping	The list can be grouped quite individually. There are posting category, department, job type and/or wage class values. This means specifically in the example above: The list is grouped by posting category and by department within it.

New page / group	If you check a box, a page break occurs after each selected group.
Sorting	How should the list be sorted? Name, employee ID, wage rate, year of service or age are available.
Sort type	Ascending or descending
only active employee	Set filter to Active employees only

The Pay rise list not only contains interesting information like years of service, age, etc., but also wages from the previous year, current wages and new, calculated wages. The average data for your assessed group is immediately displayed in Group average and all differences within the group can be verified.

13 Standard Interfaces

13.1 GastroSocial

You can find more information about this standard interface here: GastroSocial Standard Interface

13.2 Hospital statistics

You can find more information about this standard interface here: Hospital statistics Standard Interface

13.3 Landolt & Mächler

You can find more information about this standard interface here: Landolt & Mächler Standard Interface

13.4 Logib

You can find more information about this standard interface here: Logib Standard Interface

13.5 Offene Schnittstelle

You can find more information about this standard interface here: Open Interface Standard

13.6 REKA

You can find more information about this standard interface here: REKA Standard Interface

13.7 rexx

You can find more information about this standard interface here: rexx Standard Interface

13.8 SOMED

You can find more information about this standard interface here: SOMED Standard Interface

13.9 Sunetplus

You can find more information about this standard interface here: Sunetplus Standard Interface

13.10 swiss+

You can find more information about this standard interface here: swiss+ Standard-Interface

13.11 UKA

You can find more information about this standard interface here: UKA Standard Interface

14 Speaking placeholders

In various places in SwissSalary, so-called “placeholders” are used. These placeholders are used, for example, when you want to transfer the general ledger “posting text” not only as “Collective Payroll Posting” but also include the posting date as additional information.

Paycheck
%Direct_RegistrationCode% = Registration code to SwS Direct (formerly %7)
%Direct_RegistrationURL% = URL to register fo SwS Direct (formerly %8)
%Employee_Salutation% = Salutation for the employee (formerly %4)
%Employee_SalaryYTD% = AHV related salary of given employee from year to the date of given payroll (formerly %1)
%Employee_Title% = Current title of the employee (formerly %3)
%Payroll_13thAmount% = Amount of the 13th wage of the given payroll (formerly %2)
%Employee_Surname% = Last name of the employee
%Employee_FirstName% = First name of the employee

Posting Texts (Financial Accounting / Cost Accounting / Project) -> Payroll Setup
%AllocationGroup% = Allocation Group (former %1)
%Payroll_No% = Payroll No (former %5)
%PostingDate% = Posting date (former %2)
%PostingMonth% = Month of posting as number (former %6)
%PostingMonthText% = Month of posting as text (former %3)
%PostingYear% = Year of posting with 4 digits (former %4)

Export Payroll as a PDF (Not Recommended)
%Employee_ID% = Employee No. (former %3)
%Employee_No% = Employee No. (former %2)
%Payroll_No% = Payroll No (former %1)

Lohnausweis - Note
%NetChange% = field "Net Change" of record "Salary Type" (former %1)
%NetChangeQty% = field "New Change Quantity" of record "Salary Type" (former %2)

SwissSalary Direct - Description
%PostingDate% = Posting date
%PostingMonth% = Month of posting as number
%PostingMonthText% = Month of posting as text (former %2)
%PostingYear% = Year of posting with 4 digits (former %1)

15 Handling TimeMachine

15.1 Basic information on the TimeMachine

The TimeMachine in SwissSalary offers the option of entering changes to individual fields retrospectively or in the future.

Changes relating to the current month should always be entered directly on the Employee card and never in TimeMachine.

Additional entry in TimeMachine should also be avoided if the field value has already been changed on the Employee card, as this means that no changes are visible in the TimeMachine Entries (processed TimeMachine entries) (old and new values are the same or empty) and, as a result, possible errors are generated in the salary declaration, particularly with regard to Income tax.

15.2 Which fields need to be adjusted?

For both the Employee card and TimeMachine, the principle applies that only the fields that are absolutely necessary should be adjusted. The fewer fields affected, the better.

15.2.1 Tax at source liability expires

We are in November 2024 and the Tax at source liability expires on 1 November 2024.
In this case, it is sufficient to adjust the 'Tax at Source Liable' field on the Employee card. 'IT County' and 'IT Tariff' should be left with the existing values. If these two fields are deleted, this will in most cases lead to errors in the ELM Declaration. TimeMachine should not be used as the change is valid from the current month (before the payroll run in November).

We are in November 2024 and the Tax at source obligation expired on 1 September 2024.
As this is a retroactive change, the 'Tax at source Liable' field must be deactivated via TimeMachine as of 1 September 2024 in this case. As in the example above, the 'IT County' and 'IT Tariff' fields should not be changed. The old 'incorrect' value must be left on the Employee card. The field is updated with the next payroll run after the open TimeMachine entries have been processed.
The corresponding corrections will be listed on the payslip from September.

15.2.2 Tax at source rate change

We are in November 2024 and the Tax at source rate will change from A to B on 1 November 2024
As this is a change in the current month, the change can be made directly on the Employee card in the 'IT Tariff' field. Other fields are not affected and should therefore not be changed.

We are in November 2024 and the Tax at source rate changed from A to B as of 1 September 2024
As this is a retroactive change, the 'IT Tariff' field must be adjusted accordingly via TimeMachine as of 1 September 2024 in this case. As in the previous examples, no other fields should be changed. The old 'incorrect' value must be left on the Employee card. The field is updated with the next payroll run after the open TimeMachine entries have been processed.
The corresponding corrections are listed on the payslip from September.

15.2.3 Wage adjustment

In this example, we are still in November 2024.

Adjustment retroactive as of 01.09.2024
As this is a retroactive change, the 'Salary amount' field must be adjusted via TimeMachine as of 01.09.2024. The Employee card is not changed.

Adjustment as of 01.11.2024
As this adjustment relates to the current month (before the payroll run is settled), this change is made directly on the Employee card in the 'Salary Amount' field. TimeMachine is not used in this case.

Adjustment into the future as of 01.01.2025
As this is an adjustment into the future, the 'Salary Amount' field must be adjusted via TimeMachine as of 01.01.2025. The Employee card is not changed.

15.3 Summary

To summarise, it can be said that it is an 'either/or' situation.
Either a change is recorded on the Employee card (all changes in the current month) or via TimeMachine (all retrospective/future-oriented changes). But at no time twice. A minimum number of fields must be used.