



Short-Time work

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More information: learn.swissalary.ch



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Legal Notice

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

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

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1 Short-time work

Please note that this Manual is intended to assist you in setting up wage types and processing short-time work in SwissSalary.

For all legal and technical inquiries regarding short-time work compensation, please refer to the relevant cantonal office or the Circular / the Unemployment Insurance Act (AMG) practice, which can be found at arbeit.swiss.

Short-time work

Short-time work refers to temporary reduction or total cessation of work in a company, while maintaining contractual employment relationship. Short-time work usually depends on economic circumstances. The introduction of short-time work is intended to compensate for temporary employment losses and preserve jobs. (Source: Seco)

Procedure

Planned short-time work must be reported in writing to the official body in charge at least 10 days prior to its start.

If short-time work must be introduced due to sudden, unforeseeable circumstances, the notification period is exceptionally three days. The employer must be able to prove the suddenness.

Furthermore, commercial control of hours worked is required for employees affected by short-time work. It provides information on daily hours worked and overtime hours worked, hours lost due to economic reasons and all other absences like holidays, sick leaves, accident or military absences.

If short-time work is only introduced for individual sectors of the company, one form must be filled for each department.

1.1 Explanations

Billing period

As a rule, the billing period is one calendar month, regardless of the time of the month the wage is paid. Short-time work compensation (KAE) is paid for a maximum of 12 payroll periods over two years.

As of August 1, 2024, maximum duration will be increased from 12 to 18 months in line with a decision taken by the Federal Council effective June 19, 2024. The extension of the maximum payment period is valid until July 31, 2025.

Grace days

Two grace days must be taken over from the 1st to the 6th billing period, and three grace days must be taken over from the 7th to the 12th billing period.

Minimum loss of hours worked

A loss of hours worked is only offset if it amounts to at least 10% of the required working hours per billing period performed by the affected companies' employees or by the company departments as a whole.

1.2 Useful Links

Unemployment Insurance Act (AMG; SR 837.0) and its Ordinance (AM; SR 837.02)

<https://www.admin.ch/opc/de/classified-compilation/19820159/index.html>

Short-time work forms

<https://www.arbeit.swiss/secoalv/de/home/service/formulare/fuer-arbeitgeber/kurzarbeitsentschaedigung.html>

Brochures and leaflets about short-time work and bad weather compensation

<https://www.arbeit.swiss/secoalv/de/home/service/publikationen/broschueren.html>

Important note

SwissSalary Ltd. assumes no liability for the content of the external links listed above.

1.3 Reporting in SwissSalary

The salary types below are intended for this purpose

Salary Type No.	Text	Type	Calculation Type	Salary Rate	Account No.	ALV liable	UVG liable	*KTG liable	Tax at Source liable	Tax at Source determination liable	Vacation Pay liable HS	Following Salary Type	Statistic
8880	Kurzarbeitslohn SL	Allowance	positive	Salary Rate	5600	yes	yes	yes	yes	yes	yes	8890	F1 - Std
8890	Kurzarbeitslohn SL Korrektur	Allowance	negative	Salary Rate	5600	no	no	yes	yes	yes	yes		
8900	Kurzarbeitslohn ML 100%	Allowance	positive		2250	no	no	no	no	no	no		
8910	Kurzarbeitslohn ML 80%	Allowance	positive		2250	no	no	no	no	no	no	1180	
1180	ML Reduktion Kurzarbeit	Allowance	negative	Salary Rate	5000	no	no	yes	yes	yes	no		Y- Third Achievements
5690	Korrektur Kurzarbeits-Entsch	Allowance	negative		5650	yes	yes	yes	yes	yes	no	5090	Y- Third Achievements

	ädigung													
5090	Kurzarbeits-Entschädigung	Allowance	positive		1180	20% reduction	yes	yes	yes	yes	yes	no	no	Y - Third Achievements

Resulting salary types setup

The '0.20' factor must be enabled for the number from Monday to Sunday for both resulting salary types 8890 (HW) and 1180 (MW), and the 'current record' limit must be entered for the calculation.

By default, the corresponding salary types are reported in hours.

The "short-time work" time type is defined for salary types 8880 | 8900 | 8910, which is included in the actual time. Balanced as "Miscellaneous".

Salary types 5690 and 5090 are used as soon as a daily allowance is charged.

Since short-time work compensation is shown on the wage statement, Section 7 'Other Benefits' must be entered in salary type 5090 under Obligations – salary certificate.

Excerpt from Art 37 AVIG

The employer must pay the full statutory and contractually agreed social security contributions corresponding to normal working hours during short-time work. The employer is entitled to deduct full employees' contribution share from their wages, unless otherwise agreed. (Source: State Secretariat for Economic Affairs SECO, AMG practice for KAE)

*Obligation to KTG and BVG

The setup depends on the policy. If you have any questions, please contact your insurer.

Grace hours/days

Grace days are also subject to a 20% reduction. Therefore, they, as well as short-time work days, can be reported using the respective salary types 8880 and 8910.

Reporting of short-time work hours lost

The hours lost due to short-time work are then recorded using salary type 8910 (MW), their number only, no rate or amount. Salary type 9810 automatically includes the resulting salary type 1180 that takes the 20% reduction into account. The hourly rate stored and thus the corresponding amount are calculated based on this salary type. For HW, this is salary type 8880 and the automatic resulting salary type 8890.

Although a 20% reduction in wages is made, meaning that "only" 80% of the agreed wage is paid, the social security bases are charged at 100%.

The actual hours worked are recorded as usual.

1.3.1 Short-time work statistics/Short-time work group

Since short-time work is registered per group or department, the 'Short-time work statistics' and 'Short-time work group' fields must be filled to create the report.

You can open 'Short-time work statistics' under the 'Personnel statistics' (Settings) section. The necessary groups (e.g., departments/companies) can now be subordinated to this statistic. Employees are then assigned to the corresponding group on the Employee card under Reports, Personnel statistics.

1.4 Settlement

Via Pay process go to Report – Absence report and open ‘Inclement Weather and Short-Time Settlement’.
You can also enter “Inclement Weather and Short-Time Settlement” in the search field to go directly to the desired report.

Inclement Weather and Short-Time Settlement



Printer	(Handled by the browser)
Report Layout	/src/rdlc/SwS Badly weather&short time.rdlc

Options

[Show more](#)

Report Type	Inclement Weather Settlement
Company Payment Information	Zuger Kantonalbank CL 787 Account 01-30-130264-05
BUR-No.	A23434564
Supervisor	Michela.DeFeo
Email	verkauf@cronuscorp.net
Average Work Time Calculation	Work Calendar
Fixed Value	0.00
Reference Period	6 Months
1. Payroll Period	01.06.2025
Days of Restriction	2
Statement Period (End of Month)	30.06.2025
Vacation Unit	Days

Inclement Weather and Short-Time Settlement



Holiday	
Inclement Weather	
Short-Time Work	
Productive Hours	
Bonuses	
Overtime Tracking View	Balance
Short-Time Work Statistic	
Short-Time Work Group	

Filter: Employee Card

× Employee No.	
× Posting Group	
× Department	
× Allocation Group	
× Sort by Cost Center	

1.5 Compensation

The payroll is then sent to the unemployment insurance fund in charge.

The unemployment insurance fund (ALV) checks the billing or entitlement and pays the company 80% of the compensation. They are then reported 1:1 in payroll accounting using salary type 5690 and the resulting salary type 5090. This way the employer's expenses are minimized and the current account is also balanced with the incoming payment.