



# When and how should the TimeMachine be used?

Date: 05.05.2025  
More information: [learn.swissalary.ch](https://learn.swissalary.ch)



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Date of change: 05.05.2025

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# 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.

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## 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.

### 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.

### 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.

### 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**

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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.

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### 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.