

# Electronic Payroll declaration

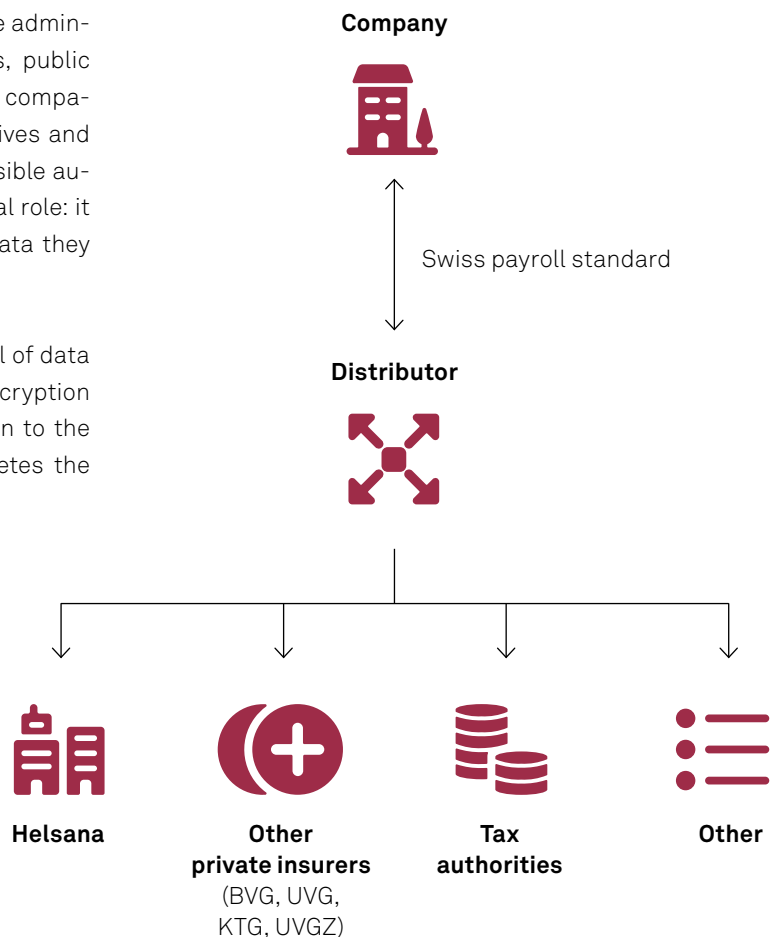
Sending payroll  
data made easy

# Send payroll data – quickly and easily

Accounting does not have to be hard. The electronic payroll declaration takes payroll data straight from your payroll accounting software and sends it to Helsana.

All it takes is a single click and you can perform the administrative tasks required every year by authorities, public agencies and social insurers. The link between the company and the recipient is the distributor, which receives and filters the data and then forwards it to the responsible authority (see diagram). The distributor plays a central role: it must ensure that all recipients receive only the data they actually need for their work.

This type of data transmission requires a high level of data protection. A digital signature and secured SSL encryption guarantee secure transmission. After transmission to the final recipients, the distributor automatically deletes the data.



To allow you to electronically transmit your payroll data, your software must be certified by swissdec.

Find out more here:  
[swissdec.ch](https://www.swissdec.ch)

### 1. Configuration of the payroll accounting system

Follow these steps before your first payroll round:

1. Enter group categories, maximum salary amounts and insured salary components in accordance with the insurance profile enclosed.
2. Assign your insured employees to the code for their respective group category (also applies to changes and new entrants).
3. Enter Helsana as your insurance partner for electronic salary earners.

The only way to ensure that payroll data can be sent smoothly and processed correctly is by entering this data exactly.

### 2. Payroll accounting

Ongoing payroll accounting can proceed as usual.

### 3. Payroll declaration

At the end of the year, all payroll data must be sent to Helsana in the form of a payroll declaration.

When doing so, keep the following in mind:

1. Submit your payroll data with the click of a mouse.
2. You will then receive a transmission confirmation from Helsana.
3. The link contained in the transmission confirmation takes you to Helsana's secure confirmation website.

For reasons of security, if you log out during the declaration, your data will still be available to you for a limited 24-hour period. Upon expiry of this period, your data will be deleted automatically.

### 4. Payroll declaration confirmation website

Login: Use your contract number to log on to the confirmation website. Your user name and password will be imported automatically from your payroll accounting system.

Now check your payroll declaration and approve it. The data will be sent to us only after your approval.

When you submit the declaration, we recommend that you print out the confirmation page and forward it to your broker or trustee. If you discover a mistake, you still have the opportunity to correct the salary amounts.

Terms	Content
Statement year	Year for which the payroll data is declared
Sender	Name and address of the company/customer
Customer number	Your customer number
Contract number	Number of the contract for which the payroll declaration is being submitted
Date transmitted	Time when the payroll data is sent from the payroll accounting software
Date received	Time when the payroll data is received by Helsana
Request ID	Transmission identification number (you will need this for support requests)
Response ID	Confirmation identification number (you will need this for support requests)
Total payroll data subject to premiums	Displays payroll data broken down by group category or gender. Any group categories that are insured according to the contract, but which do not contain any data are also shown.

### 5. Final settlement

When you have approved your electronic payroll declaration, Helsana will calculate the actual premium and send you the definitive statement.

# Committed to the health of your company.

## **Do you have any questions?**

We would be happy to help. If you have any concerns, please use the contact form, call us on the phone, or visit us at a Helsana General Agency near you.

0844 80 81 88

[helsana.ch/general-agencies](https://helsana.ch/general-agencies)

## **Would you like to know more?**

You can find further information at [helsana.ch/companies](https://helsana.ch/companies)

## **Support with configuration**

Technical problems when configuring your payroll accounting software or when sending your payroll declaration?

Please contact the customer support service of the manufacturer of your payroll accounting software.

Questions about entering group categories or the confirmation page?

Please contact your Helsana business consultant.