Helsana
Committed to life.

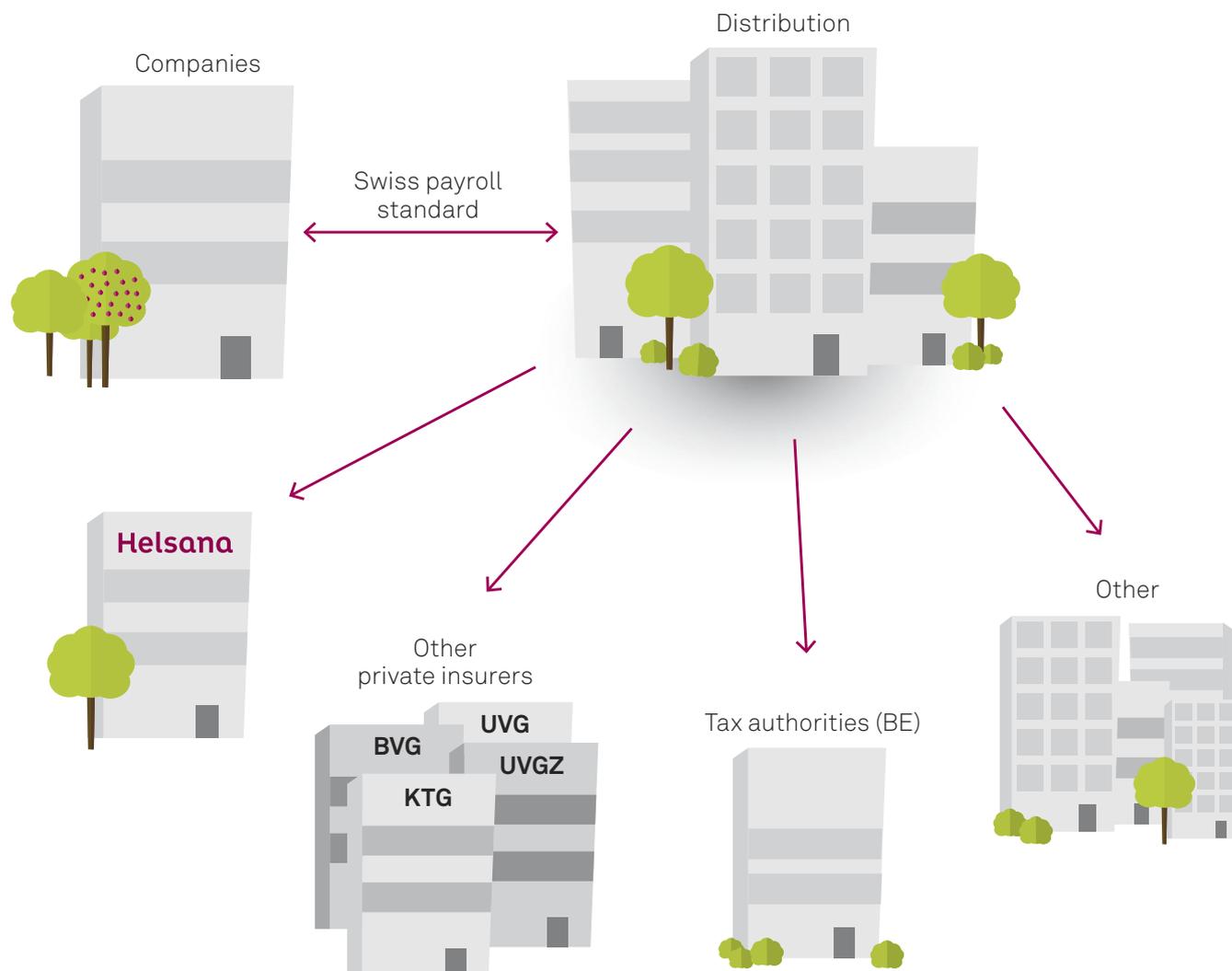# The easy way to send payroll data

The electronic payroll declaration system sends your payroll data directly to Helsana – simply and automatically.

Send payroll data – simply and automatically

The electronic payroll declaration takes payroll data straight from your payroll accounting software and sends it to Helsana. To do so, the payroll accounting software used in your company must be certified by swissdec.

Electronic payroll declaration is extremely simple: All it takes is one mouse click to perform the administrative tasks required every year by authorities, public offices and social insurers. Serving as a link between the companies and the recipients, the distributor receives the data, filters it and forwards it to the responsible authorities (see diagram). The distributor plays a central role: It must ensure that all recipients only receive the data they actually need to perform their tasks. Of course, this type of data transmission also requires a high level of data protection. A digital signature and SSL encryption ensure that secure transmission can be guaranteed. After transmission to the final recipients, the distributor automatically deletes the data.

Companies

Distribution

Swiss payroll standard

Helsana

Other private insurers

BVG

UVG

UVGZ

KTG

Tax authorities (BE)

Other

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 the code that corresponds to their respective group category (codes must also be assigned in the event of changes and new hires).
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 onto the confirmation website. Your user name and password will be imported automatically from your payroll accounting system.
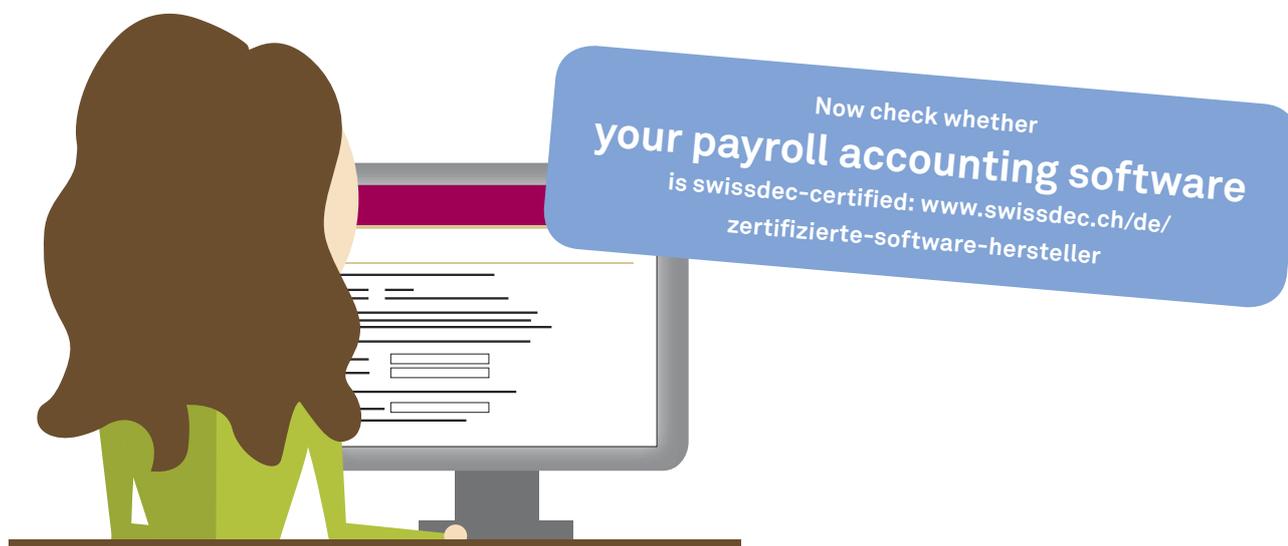
Now check your payroll declaration and approve it. The data will only be sent to Helsana after your approval.

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

Terms	Content
Statement year	Year for which the payroll data is being 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 prepared	Time when the payroll data was sent from the payroll accounting software
Date received	Time when the payroll data was received by Helsana
Request ID	Transmission identification number (you need this for a support request)
Response ID	Confirmation identification number (you need this for a support request)
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 do not contain any data are shown anyway.

5. Definitive statement

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

Now check whether
your payroll accounting software
is swissdec-certified: www.swissdec.ch/de/
zertifizierte-software-hersteller

? Support / Questions

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.

📞 We are always happy to help.

For further information about additional services and personal insurance, please call 0844 80 81 88. Or contact your business consultant.