

# Office Maker Staff

Survey



## Introduction

The purpose of this questionnaire is to gather information specific to your payroll management, which will enable the initial customization of Office Maker Staff settings. This operation is generally carried out by our specialists. Users of the PRO version can, if they wish, make their own modifications or additions at a later date.

Office Maker Staff includes a set of more than 200 salary types, as well as around 20 standard settlements.

«Salary types» define the way in which lines on salary slips are calculated. They include, for example, Monthly Salary, Hourly Salary, AHV/AVS Deduction, Overtime, Thirteenth Salary, Remaining Vacation Days, Travel Expenses, etc.

«Settlements» refer to periodic summaries such as the Salary Journal, Salary Certificate, AHV/AVS, LPP/BVG, withholding tax statements, etc. All statements relating to the ELM standard (swissdec) are printed in accordance with this standard.

Parameterization involves adapting these elements to your specific needs. This involves, for example, defining the rates for your various insurances, adding specific calculation rules, automating the calculation of withholding taxes in accordance with the legislation of the cantons concerned, or adapting the presentation of certain statements. It also includes the creation of sets of typical salary types («sets») corresponding to your different salary models.

We would like to thank you in advance for your valuable cooperation, which will enable us to provide you with an optimum configuration, while minimizing the preparatory work and therefore the related costs. **It goes without saying that all the information you provide will remain completely confidential.**

We'll be happy to answer any questions you may have about the software or this document.

Micro Consulting SA

## About this document

Complete and save this document. Then simply email it back to us at:

**support@officemaker.ch**

or by mail to the following address:

**Micro Consulting SA  
Chemin de Budron A 12  
CH-1052 Le Mont-sur-Lausanne**

## 1. General

Company name

Name and Surname

Address

Phone number

Email address

Number of pay slips per month (average)

Desired program start date

If you wish to transfer your salaries electronically (ISO), please ensure that you have the necessary information from your bank.

## 2. Environment

The program requires recent hardware and an up-to-date operating system.

Please refer to the document *Recommended Environment* on our website:

<https://www.officemaker.ch/en/documentation>

## 3. Salary Types

### Kinds of Salaries

#### Monthly

The base salary is entered in the employee's record.

The monthly salary is automatically modified on the basis of the activity rate

Base salary is calculated as follows

(e.g. based on a table, or a grade, etc.):

#### Hourly

Multiple hourly rates per employee

Number of different rates per employee:

Vacation entitlement is:

included in the hourly salary

added to the hourly salary as a percentage of the employee's age:

until            years            %            from            until            years            %

from            until            years            %            from            until            years            %

and paid at the time of vacation (as per CLA, for example)

or paid monthly

Public holidays must be taken into account

**Other:** (calculation method described below or in Appendix)

### 3. Salary types (continued)

#### Gratuity, thirteenth salary

Which system do you use:

no-obligation bonus

thirteenth salary

If so, the payment is made:

at the end of the year (or when leaving during the year)

at the rate of one-twelfth each month

two or more times a year in the following months:

the thirteenth month's salary and/or bonus is shown on a separate pay slip

Other: (calculation method described below or in the Appendix)

#### Incentive bonuses / profit-sharing

Commission on sales

Profit sharing

Other: (calculation method described below or in Appendix)

Calculation methods:

### 3. Salary types (continued)

#### Overtime

Overtime for monthly salaries is:

converted into vacations

paid within the month

Number of hours worked per day:

Average number of hours worked per month:

Overtime pay may be reduced or increased according to the following criteria and rates:

#### Other benefits subject to social security contributions

*Examples: loyalty bonuses, night-shift bonuses, transport allowances, tips, etc.*

### 3. Salary types (continued)

#### Benefits taxable but not subject to social security contributions

In the event of an employee's maternity, illness or accident, the allowance is:

entered by user

calculated as follows: (or as per Appendix)

Family allowances are:

paid by the employer or

paid by the fund

entered by the user or

calculated using the following method: (or according to Appendix)

### 3. Salary types (continued)

#### Institutions

Office Maker Staff contains an Institutions file. For each institution, decisive values specific to your company can or must be entered. This data will be used to correctly calculate salary types, print official statements and transmit them electronically.

The fields covered by these institutions are as follows:

<b>AHV-ALV/AVS-AC</b>	Old-age and survivors' insurance/unemployment insurance
<b>SUVA</b>	Swiss National Accident Insurance Fund
<b>UVG/LAA</b>	Accident Insurance Act
<b>UVGZ/LAAC</b>	Supplementary Accident Insurance Act
<b>BVG/LPP</b>	Law on occupational benefits (2nd pillar)
<b>FAK/CAF</b>	Family allowance fund
<b>KTG/IJM</b>	Daily sickness benefit insurance (EO/APG)

Please ensure that you have the «Insurance Profile» for each institution, and if not, that you obtain it.

Example for UVG/LAA insurance:

Code	Type of insurance	Salary from	until	Contribution employer (BUV/AAP)	Contribution employee (NBUV/)	Participation employer (NBUV/AANP)
⊕ A0	Unversichert	0.00	0.00	0 %	0 %	0 %
⊖ A1	BUV und NBUV versichert, mit NBUV-Abzug	0.00	148'200.00	0.5 %	1.8 %	0 %
A2	BUV und NBUV versichert, ohne NBUV-Abzug	0.00	148'200.00	0.5 %	0 %	1.8 %
A3	Nur BUV versichert, (...8 Stunden pro Woche)	0.00	148'200.00	0.5 %	0 %	0 %
Z1	BUV und NBUV versichert, mit NBUV-Abzug	0.00	148'200.00	0.5 %	0.785 %	0 %

For example, for daily sickness benefits insurance:

Code	Type of insurance	Salary from	until	Contribution employee men	Contribution employee women	Contribution employer men	Contribution employer women
⊕ 10	Unversichert	0.00	0.00	0 %	0 %	0 %	0 %
⊖ 11		0.00	300'000.00	1 %	1 %	1 %	1 %
12	Baustellen	0.00	300'000.00	2.5 %	2.5 %	2.5 %	2.5 %

### 3. Salary types (continued)

#### BVG/LPP - Pension fund

Contributions are calculated and sent to you by the fund (if so, do not answer the other questions below)

The contribution rate is applied to the AHV/AVS determining salary.

Rates vary according to the age and gender of the employee. (if so, please complete the table below)

**BVG/LPP rate tables**

Men			Women		
Min. age	Max age.	Rate	Min. age	Max. age	Rate

Employee/employer ratio:            /

You are affiliated to several BVG/LPP funds with different calculation methods

Other special features: (as per calculation method detailed below or as per Appendix)

### 3. Salary types (continued)

#### Tax at source

Withholding tax is deducted automatically on the basis of ESTV/AFC (Eidgenössische Steuerverwaltung /Administration Fédérale des Contributions) calculation tables and the current swissdec standard.

#### Other levies

Collective Labor Agreement (CLA)

Other: (as per calculation method detailed below or as per Appendix)

#### Net salary reimbursements

Flat-rate fees with cantonal approval

Actual costs

Other: (as per calculation method detailed below or as per Appendix)

## Absence days management

Vacations

Public holidays

Other absences

Special calculation method in accordance with the Collective Labor Agreement (CLA)

## Employer's contributions

AVS administrative costs:                      %, applied to

AHV/AVS salaries

AHV/AVS contributions

## 4. Accounting connection

Accounting software used:

Office Maker Finance

Other:

Please provide the import format for entries from your software (only if it's not Office Maker).

Detailed gross salary (*on separate accounts depending on items*)

Accounting for employer contributions

Cost accounting

Please provide us with a list of your profit/cost centers. Depending on their complexity, the amount of parameterization required may vary considerably.

## 4. Data transfers

**Import** data from other software (e.g. from time management, timesheet, expense management software, etc.).

Name and function of software(s) and types of data to be imported

**Export** data to other software (e.g. CRM or spreadsheet software)

Name and function of software(s) and types of data to be exported

## Remarks

Take the precaution of preparing all the necessary documents in advance, so that when our collaborator arrives, precious time isn't wasted looking for missing information.

- Your reference numbers  
(EHRA/OFRC, BFS/OFS, Health insurance number, Member nr. Source tax, BUR/REE nr., bank details)
- Insurance profiles
- Chart of accounts / cost accounting
- Calculation methods for all benefits paid or deducted specific to your company
- Examples of customized settlements or statistics
- Etc.

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## Returning this document

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