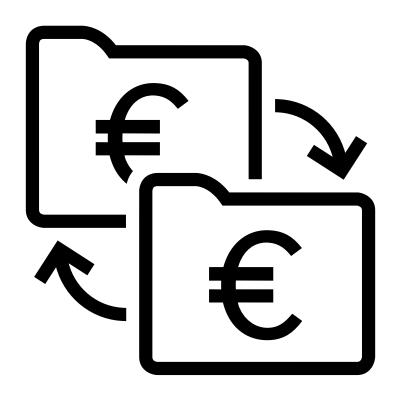a.s.r.
de nederlandse
verzekerings
maatschappij
voor alle
verzekeringen

a.s.r. payroll link

Uniform Submission of Pension Data (UPA)

General

Do you have a new employee? Has someone been given a pay rise that affects their pension contribution? For you as an employer, timely notification of changes in the pension administration can be time-consuming. Moreover, when you are busy, this can sometimes be overlooked. With the a.s.r. payroll link, we can make this easier for you!

With a.s.r., you can pass on your employees' salary details quickly and easily using the Uniform Submission of Pension Data (Uniforme Pensioenaangifte, or UPA). The payroll link allows you to exchange payroll data between your payroll administration and a.s.r.'s pension administration. We use your payroll administration as the source. From the UPA, the changes we can process include the following:
- salary changes;
- part-time percentage changes;
- start of employment;
- end of employment;
- change of employee number;
- change of parental leave (only if both old-age pension and partner's pension are insured).

These changes only need to be made in the source (your payroll administration). We then receive the same data through the link. You no longer will have to submit these changes via the Employer Portal. This saves time and reduces the risk of manual input errors.

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Benefits of the payroll link

Uniform Submission of Pension Data via the payroll link has several benefits for you and your employees:

1. **More convenience. Less time spent on pension administration**
    If an employee is going to work more or less, or retires, or if the salaries of your employees change, the associated changes in your payroll administration will be passed on to our pension administration. You will no longer have to submit them separately. The UPA is based on the familiar payroll tax return to the Tax and Customs Administration.

2. **Less chance of errors**
    Because the payroll data is directly linked to the pension data administration, we avoid errors and remedial work.

3. **Current data. Greater security**
    Through the payroll link, the data delivered are up to date and of good quality. Your invoices will thus be based on up-to-date information. This reduces the risk of unpleasant surprises later, for example in your invoice. As the data is checked for variances every month, you have a reliable picture of your financial position.

4. **Your employees have an up-to-date overview of their pensions**
    Your employees can be sure that their Uniform Benefit Statement (UBS) is up to date. The current data are included in the payroll link automatically. Failure to deliver data on time will be a thing of the past.

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The a.s.r. payroll link - How does it work?

1. **You provide us with the payroll data**
   You update your payroll administration. Each month, you make a Uniform Submission of Pension Data via your payroll package. The data is then simply sent to a.s.r. via the payroll link. An automated technical and content check is then performed on the file you deliver.

2. **You will receive feedback**
   We will keep you informed about the status and processing of your data submission.

3. **You check the results**
   After a.s.r. has processed the data from your pension data submission, you can view the results and any notifications or warnings in your employer portal. Notifications concern (pension) data that have been processed and checked, but for which there is still an issue. A notification or warning asks you to make a check or correction. You will be notified if there are any notifications or changes that you need to approve or reject.

   This approval or rejection of changes each time is temporary. In the first period for which you submit pension data via the payroll link, the quality of the data will be checked by you and us together. After some time has passed and the data are found to be of sufficient quality, we can decide by mutual agreement to skip the "approve or reject" step.

4. **You correct incorrect (pension) data**
   If you receive notifications or warnings during the technical check, you may have to submit new data or check the data you have submitted. If you receive notifications or warnings during a.s.r.'s content audit, you can correct them after review, either in the meantime or in a subsequent submission.

5. **You can review and check changes in your employer portal**
   In your employer portal you view submissions and their current status.

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Is the payroll link of interest for you?

A Uniform Submission of Pension Data using the a.s.r. payroll link would be suitable for your organisation if:

- you have more than 100 employees (and you do not employ temporary workers and you do not use on-call workers);
- you have a pension scheme in the Employee Pension scheme;
- you use a payroll package suitable for UPA. We already have a connection with many payroll package providers, such as ADP, AFAS, My Solution, NMBRS, SD Worx, HR2day, SAP and Visma Raet.

If your payroll package is not (or not yet) supported by a.s.r., a connection to UPA will still probably be possible. We will consider this after we have assessed your application. Your software provider may have to go through a testing process during the connection process.

Please also see our terms and conditions under Additional info & downloads at www.asr.n/zakelijk/inkomen-en-pensioen/werknemerspensioen

What do you need to install The payroll link?

To file a pension data submission quickly and easily, there are five steps to go through:

1. Get in touch with your contact at a.s.r. and apply for a UPA connection. Your contact person can tell you more about the payroll link and its costs.
2. Together with you, we will make a plan for the connection.
3. We will send you a form in which you will provide all the information we need to connect you or your administration office to UPA.
4. a.s.r. will check whether the payroll link is possible.
5. If submission with the payroll link is possible, you prepare for UPA as follows: Together with your package provider, you make your payroll package suitable for UPA. You ensure that your records are up to date to the start date for UPA.
6. We connect you to UPA.
7. You will receive your login details and a manual.
8. You begin submitting pension data via UPA.
9. You no longer notify changes via your employer portal. In the portal, under 'Submit changes', you will see the additional option of 'Overview UPA processing'. Here you can review the changes.

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Have you delegated your processing?

In this case, we inform the payroll bureau of the steps needed for UPA. Make sure that you give your payroll bureau adequate authorisation. Under the Privacy Act, we may only process data submissions from authorised payroll bureaus.

State the details of your payroll bureau on the form. When you sign the form, you immediately authorise this party. Please note: You remain responsible for ensuring that your payroll bureau submits your pension data on time and correctly.

Costs of the payroll link with a.s.r.

The costs of a payroll link with a.s.r. are:
- one-off installation charge (per withholding tax number) of € 685,47 (incl. VAT). These costs will be charged after installation.
- if external capacity is needed for the structure of the payroll package, the cost of this will be extra;
- annual charge of € 1,39 (incl. VAT) per participant.

These costs are indexed annually in line with the CBS Service Price Index.

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Interested?
Then contact us!

If you would like to know more about linking your payroll administration to your a.s.r. pension scheme, contact your adviser or call us through your relationship manager. We will be happy to inform you about the possibilities a.s.r. can offer!

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