

### Assusoft in a nutshell

- Administer your employee benefits plans in one centralized application
- Quality checks on the payroll data
- Communication to internal and external suppliers
- Communication to employees

# ASSUSOFT

## BROCHURE

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## 2. INTRODUCTION – WHO WE ARE

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Assusoft N.V. is a company that specializes in auditing payroll data and automating data exchange between employers and other parties (including insurers, internal and external suppliers, other intermediaries, and/or employees). This is primarily done in the context of group insurance plans and other employee benefits. Other suppliers and service providers can also be served. All of this is facilitated by the in-house developed web application 'Assusoft' .

## 3. ASSUSOFT MAIN MODULE

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### 3.1 GENERAL

The Assusoft application is **fully customized** to our customers. The tool imports and uses data from various (payroll) systems and initially performs intensive checks on this data. This includes, for example, audit obligations.







Assusoft supports the user by streamlining HR processes. All insurance plans (life/death, disability, hospitalization, etc.) are handled centrally. This allows the user to easily check which persons are entitled to certain benefits: collective personal insurances, credit cards, lease cars, etc.

Changes from the payroll system are picked up and after the necessary checks, the data is automatically forwarded to external parties (such as insurers, leasing companies, travel assistance, etc.). In addition, internal reporting can also be done via the application, for example to accounting or other internal services. The data that you as an employer already maintain in your payroll or ERP package is thus maximally utilized.

Assusoft has excellent contacts with important insurers and other suppliers in the Belgian market and can rely on references from numerous (large and small) companies. The Assusoft application is therefore unique in its kind.

### 3.2 FUNCTIONALITIES

Double entry on web platforms, in documents, Excel files and Access databases are a thing of the past. Certain additional reports can also be abolished. Assusoft centralizes the management of:

Group insurance plans and other employee benefits	Extra-legal benefits and communication to other suppliers
 Groep insurances, pension funds...	 Lease cars
 Risk insurances (illness, waiver of premiums...)	 Travel assistance
 Medical care plans...	 Medical check-up services

This means that Assusoft applies the plan regulations and detects which employees (and possibly family members) are entitled to certain benefits. In addition, it is possible to manage additional data in Assusoft, in addition to the data from the various HR systems. This centralizes data management. In addition to checks, other operations are also possible, such as calculations, notifications to HR, reporting, and so on .

### 3.3 YOUR ADVANTAGES AS A USER



#### Save time!

No more double encoding on different online portals thanks to synchronization by Assusoft. The administrative work for all your employees is concentrated in one processing once a month.



#### Increases quality

Through detection of all changes and intensive checks on the data.



#### Work efficiently

We use automatic interfaces to various suppliers.



#### Modern web application

The user logs in easily with an existing Microsoft/Office account with SSO and this via a normal browser (Chrome, Edge, Safari). The connection is secured according to the latest techniques and authentication is done with Multi Factor Authentication. Microsoft Azure has the most current certification (ISO, ISAE, etc.)".

### 3.4 AND SO MUCH MORE ...

The Assusoft basic package can be extended with various modules:

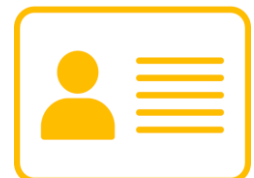


#### Invoice checks

With this additional module, you can quickly check the Invoices you receive from the insurer(s). See which adjustments have already been made by the supplier and detect changes compared to the previous invoice. Check the presence of all connected persons and their corresponding premiums. Does your company need additional checks? No problem! We customize the entire application to your specific needs.

#### Digital personnel archive

With this module, you can now manage your personnel archive digitally. Often the personnel file is still kept in a paper version. However, this can take up considerable space and is perishable. Assusoft makes it possible to keep a structured archive per employee in a dynamic digital environment. This saves you time and space, and thanks to the link with your payroll system, double encoding is a thing of the past!



#### Management of work accidents

With this module, you manage the declarations of work accidents digitally. The declaration of a work accident can be faster and more efficient thanks to the link with the payroll system. And thanks to extensive checks on the data and the presence of all necessary documents, you reduce the chance of any errors or incompleteness. Afterwards, this module offers support in the follow-up of outstanding cases.

#### Manage employee benefits

This module allows you to centralize the internal management of employee benefits. No more managing separate benefits in an Excel file or a local (Access) database. Assusoft checks who is entitled to which benefits for you, reports all possible data in the format to your liking, and makes maintaining this data more efficient and easier.

Would you like more information about these modules? Then we will gladly provide you with our module-specific brochures!"



## 4. MONTHLY PROCESS

### 4.1 GENERAL

The Assusoft application is normally used in the company's HR department. Assusoft uses personnel data from the payroll and or ERP system as its basic input.

1° These data are cast into reports, also called '*import files*', *after payroll closure*.

2° These files are **uploaded monthly to the Assusoft application**. In addition to the files from the payroll system, it is also possible to upload additional files from other (internal) systems to Assusoft.

3° Once all data has been uploaded, Assusoft will compare the data for the current month with that of the previous month. The **changes are detected, and the necessary checks are performed**. The changes that do not require confirmation are automatically prepared by the application for sending. If manual confirmation by the user is required, Assusoft creates a task (step 3). For example, in case of an anomaly in the data or to supplement a mandatory data that is not in the payroll system.

4° After all checks (automatic and manual) have been performed, Assusoft pours all relevant changes into **reports**, which are specifically tailored to the insurer/supplier. These reports are then sent securely via Assusoft.

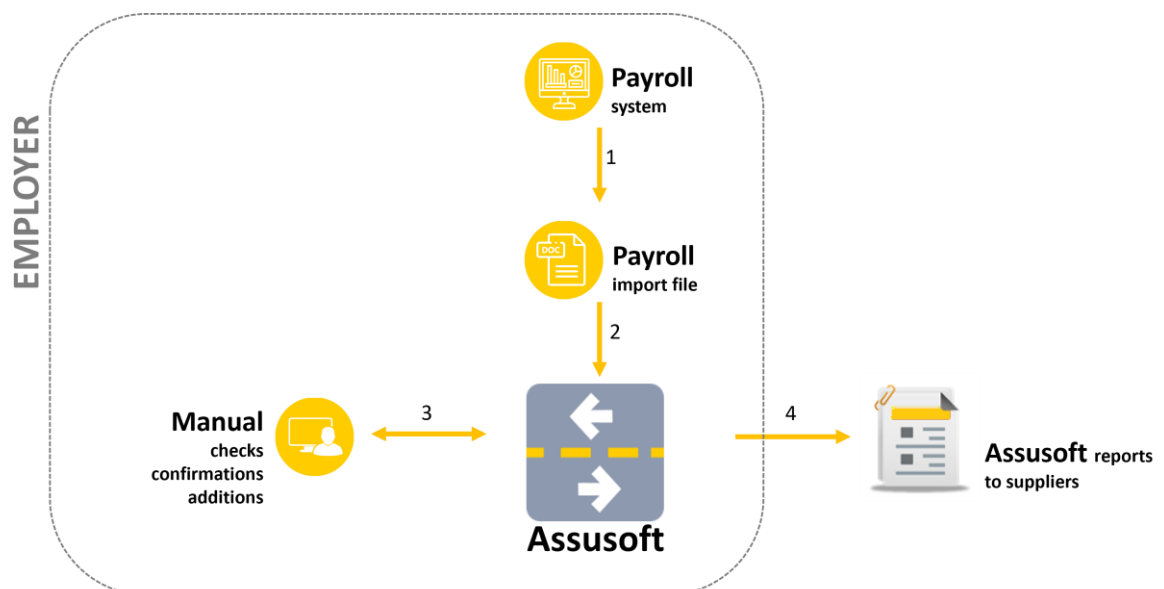


Figure: Overview of the monthly process in Assusoft

#### 4.1 STEP 1 + 2: IMPORT DATA

The Assusoft application supports data input from all payroll systems on the Belgian market in various file formats (.xls, .csv, .txt, .xml). In addition to input from the payroll system, data can also be imported from other systems or internal reports. Typically, employee data, family members, and interruptions are imported. In addition, customer-specific files can be imported, such as car leasing data, specific payroll overviews, etc. The overview files or import files that are imported into Assusoft are created **on a monthly basis** after payroll closure. This means that these files reflect **the personnel situation** of each month.

When you upload the data to Assusoft, the Assusoft application keeps this information month after month. This means that the personnel **data for the current month is compared with that of the previous month** at each processing. In addition to automatic upload, it is also possible to manage data only in Assusoft. Think of data that is not available in the payroll system, such as choice of death coverage, start date of illness, etc

#### 4.2 STEP 3: PROCESS IN ASSUSOFT

After the import of the HR data, Assusoft will compare these with the data of the previous month. **Checks are performed on the data quality**. Changes and possible inconsistencies are detected. This has 2 effects in Assusoft.

1° A part of these changes will be **immediately transformed** into a message by Assusoft and classified in the appropriate reports. These messages will only be sent at the end of the processing and can be consulted in the message list in the application.

For example: an address change will be immediately included in the appropriate reports (to the hospitalization insurer, internal reports, etc.). The application will not ask the user any questions about this.

2° Inconsistencies, missing data or specific changes **require user action**. The manual controls will be shown in Assusoft in the form of a **tasks list**. After you as a user complete a task, it is transformed into a message and classified in the appropriate report. This will make the message list longer during processing.

*For example: the marital status data is mandatory for the insurer and the start date of illness must be communicated in case of a change. This date is not available in every payroll system and must therefore be added in Assusoft for reporting to the insurer. In case of a change in marital status, Assusoft will therefore ask to supplement the change date. (Only if not available in the HR system!)*

#### **The added value of user confirmations**

Although Assusoft works based on the regulations and specific wishes of the user, there are some situations that cannot be covered by the imported data. That is why we are convinced that manual control of certain matters offers added value.

Examples of the most common tasks:



#### **Confirm the affiliations of employees or family members.**

Assusoft will apply the specific affiliation conditions for each plan for new employees and family members and thus detect who is eligible for which insurance. In the case of optional affiliations, the employee's choice must be known. If this value is not managed in the payroll system, the application will create a task to confirm the affiliation.



#### **Confirm the termination of the affiliations of employees or family members.**

As soon as an employee or family member no longer meets the affiliation conditions, Assusoft will report this and ask to confirm the termination of the coverage. Manual confirmation is necessary, for example:

- When the insurer requests additional information when terminating coverage.



### **Missing data / inconsistencies**

Assusoft applies the regulations of the insurer and checks the presence of the necessary data per plan. Not all required data may be present in the payroll system, so they must be managed and requested in Assusoft. The application requests manual confirmation or data addition in the form of a task when data is missing or inconsistent.



### **Changes in working hours/suspensions**

The information regarding working hours is managed differently in each payroll system. Depending on the company and insurer, there are also other agreements and requirements regarding communication around this topic. For complex situations, manual confirmation is required. Therefore, when an indication of a change in the working regime is given, Assusoft will create a task that the user must handle. The application will support the user as much as possible with proposed values, calculations, etc."



### **(Exceptional) salary adjustments**

In the context of a group insurance policy, Assusoft will use the new salaries from the payroll system once a year and communicate them to the relevant insurer. The application will perform additional checks at this time and request confirmation via a task if necessary. For the majority of employees, the salary will be taken over automatically. In certain situations, the salary will need to be manually checked, for example when the salary has decreased or increased unexpectedly.

## **4.3 STEP 4: REPORTING**

Once the tasks are completed, all changes are transformed into messages by Assusoft and collected in the appropriate reports. These reports are automatically sent at the end of the processing.

### ***To the insurer(s)***

Assusoft reports to insurers according to specific reporting requirements. These include, among other things, the file type (Excel, txt, csv, XML, etc.), the shipping method (email, SFTP, etc.), and the encoding of specific data (gender, marital status, etc.).

The communication of information via Assusoft to a specific insurer is therefore uniform for all Assusoft customers. For many insurers, an STP interface has been developed. This means that Assusoft reports are automatically uploaded in the insurer back-end systems, which promotes data quality. In addition, Assusoft performs the necessary plan-specific checks before sending, which ensures the completeness of the data at the insurer.

### ***To other suppliers***

In addition to insurers, Assusoft also reports to other suppliers. These include administrators of pension funds, leasing companies, medical control services, travel assistance insurance, supplementary insurance, etc.

### ***Internal reporting***

Our application can also create reports for internal purposes and/or departments.

Do you want to be able to upload certain data to your payroll system?

Does the accounting department need an overview report at certain times?

Do you want a report with feedback on the quality of payroll data in the context of an audit?

Do you want an overview report with the personal contributions calculated in Assusoft?

Let us know, and we will provide a customized solution.

## 5. REFERENCES

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Meanwhile, Assusoft has approximately 420 operational customers. These are companies with between 50 and 30,000 employees for which our application supports benefit management.

Read what our customers say about Assusoft on our website: <https://assusoft.be/over-assusoft/#references>

## 6. INTERESTED?

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If we have convinced you and your company would like to implement Assusoft, please contact our Sales for a non-binding offer.

Or would you like more information about our company and our operations? Feel free to take a look at our website!



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