



ASSUSOFT: FUNCTIONALITIES

OVERVIEW

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1. OVERVIEW

<p>Communication to insurers</p>	<p>Communication</p> <ul style="list-style-type: none"> • On a monthly basis • Of all relevant modifications • Towards all involved insurers <p>Monthly basis:</p> <p>Changes will not be reported case-by-case, but will be combined to create an overall report (per insurer) for a certain month. These reports are custom-made, depending on the communication needs of both our clients and the involved insurer.</p> <p>Relevant modifications:</p> <p>This includes (but is not limited to):</p> <ul style="list-style-type: none"> • New affiliations • Departures • Changes in data affecting the parameters of affiliation (working schedule, civil state, address...) <p>Assusoft will only communicate these changes for affiliated persons and/or family members.</p> <p>Involved insurers:</p> <ul style="list-style-type: none"> • Group insurance / Bonus plans / Pension Fund Administration • Medical Care plans / Private accident insurance • Other... <p>Relevant modifications are detected through a monthly input of raw data coming from the Payroll system (=snapshot of the current situation).</p> <p>Some changes are communicated automatically:</p> <ul style="list-style-type: none"> • Changes in address • Changes in civil state • ... <p>Other changes need to be validated:</p> <ul style="list-style-type: none"> • New affiliation • End of an affiliation • ... <p>Assusoft verifies whether all mandatory data is available. You will be presented with an opportunity to complete the necessary information if and when this data is not available in the Payroll system (example: the exact event date for a certain data type).</p>
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	<p>All communication towards the insurance companies can be encrypted using different levels of security.</p>
Communication to external suppliers (other than insurers)	<p>The same principles as used in the communication towards insurers can be applied to communicate towards other external suppliers.</p> <p>The following is a non-exhaustive list of other external suppliers:</p> <ul style="list-style-type: none"> • Travel assistance • Fleet lease companies • Medical check-up companies • Sick child assistance companies • Proximus/Visa Card/Shell Card/Fitness/... <p>Other (almost every supplier can be integrated into the system, as long as the communication needs can be met by a system of monthly communication)</p>
Communication to internal suppliers	<ul style="list-style-type: none"> • Accounting department • IT department • ...
Audit	<p>Checks on the validity of data present in the Payroll system. (example: Sox audits)</p> <p>Different types of checks are possible:</p> <ul style="list-style-type: none"> • Is data present? <ul style="list-style-type: none"> ○ E.g.: the salary of an active person needs to be known • Is data valid? <ul style="list-style-type: none"> ○ E.g.: employee, wage type=..., must earn minimum of xx€ • Are changes in data valid? <ul style="list-style-type: none"> ○ E.g.: give a warning if salary is raised more than 10% <p>Remark: We can supply you with detailed information on this specific functionality. Please contact us at info@assusoft.be if you are interested.</p>
Comparison of files coming from different systems.	<p>Just as we can compare data in consecutive snapshots of a Payroll system, we can also compare snapshots coming from different systems. Reports detailing the differences can be custom-made.</p> <p>Example: comparison of data files from system A and system B to examine if the most recent addresses are known in system B</p>
Verification of premium invoices	<p>When a premium invoice of one of the insurance companies is received (usually once a month), it can be imported into Assusoft. Assusoft can match data from this file with data that was originally sent to this specific insurer.</p> <p>The results of this comparison are:</p> <ol style="list-style-type: none"> 1 A comparison of persons present on the list as opposed to persons present in Assusoft or the payroll system <ul style="list-style-type: none"> • List of persons on the premium list who are not actively employed in the company

	<ul style="list-style-type: none"> List of persons actively employed in the company who are not (yet) present on the premium list For Medical Care plans: differences in the status of affiliation of family members <p>2 A comparison of specific data for persons present in both systems</p> <p>Most persons are found in Assusoft/Payroll System and on the premium invoice.</p> <p>For those: data on the premium invoice (personal data, salary, % working time, premiums ...) can be matched with data from the payroll system available in Assusoft.</p> <p>The resulting list contains the differences in this data.</p> <p>3 A list of modifications in consecutive premium invoices.</p> <p>Examples:</p> <ul style="list-style-type: none"> Person is present on the invoice for the first time Modification of the % working time for an affiliated person <p>Remark: We can supply you with detailed information on this specific functionality. Please contact us at info@assusoft.be if you are interested.</p>
Global Info sheets	<p>Assusoft can make global info sheets per person that give an overview of:</p> <ul style="list-style-type: none"> The data as they are currently in the payroll system, and were communicated to the insurer (Personal data and contract information) <p>The affiliations at the different insurances or other benefits of the employee and family members</p>
Calculations e.g. individual contributions	<p>Assusoft can, for example for a medical care insurance or group insurance, calculate the personal contribution, and make a report that can be uploaded in the payroll system. Doing this, the correct personal deductions are done in the current month.</p>