



Read access to Visma Løn

Appendix 1.10
Service Description
Version: Juli 2016

1. Introduction

This appendix contains a description of read access to Visma Løn, which Visma Enterprise provides in accordance with the Customer's Visma Enterprise Agreement.

2. Visma Løn

2.1. Security and technical aspects

2.1.1. Login

Login takes place via Visma Enterprise's login module (SSO – 'Single Sign On'). In the login module the user will log in by means of user name, password and a one-time PIN allocated in connection with each login. User name and password must be kept confidential and not revealed to a third party. Login to the payroll system is limited to the users appointed by the Customer.

2.2. Updates of Visma Løn

Visma Enterprise ensures that its services comply with applicable law with regard to the payment of wages and salaries. Requirements and requests from customers and the market for general functionality are accumulated and upon processing and prioritisation included in releases.

Visma Enterprise will inform its customers of releases at Visma Community. In cases where availability is affected, customers will be notified in good time.

3. User interface

3.1. Online access

The user interface is an internet-based access to Visma Enterprise data bases. No applications are installed on the Customer's equipment. All data communication with Visma Løn takes place via the internet.

Visma Enterprise will create access for an agreed number of users. The Customer may at any time order access to Visma Løn for additional users.

4. Reports & filing

4.1. Reports

Visma Løn will document payroll runs through a number of reports. An overview of mandatory and optional reports is available in the help texts of the systems.

Some reports may be exported to the Customer's own systems for further processing.

4.2. Electronic filing

All reports and pay slips are filed in Visma Løn for five years, however, at a maximum for the term of the Agreement.

The Customer's historical payroll data are stored in Visma Løn for the current year plus 5 years.