



Finance module

Appendix 1.7
Service Description
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Introduction

The appendix contains a description of the finance module, which is an additional service to Visma Løn.

Elements of the finance module, including prices, Service and support, technical specifications or other aspects, which differ from those applicable to Visma Løn, are explicitly mentioned in this appendix. For other aspects, please refer to the Agreement.

The finance module is a standard service with a framework and setup that are identical for all Customers.

Access to the finance module is provided via Visma Løn.

Employees with the following user access to Visma Løn may use the finance module:

- Full access
- Full access excluding approve
- Read access including approve
- Read access excluding approve.

Content and functionality

The finance module is maintained by Visma Enterprise and supports the functionality of the “Standardoverenskomst mellem Finansforbundet og Finanssektorens Arbejdsgiverforening (FA)” (Standard collective agreement between the Financial Services Union Denmark and the Employers Association for the Financial Sector (FA)), including:

- Updates of salary scales and grades for bank and IT employees. Other rates to be maintained by the Customer
- FA statistics
- FA holiday cards for salaried employees
- Transfer of bookkeeping entries and net pay via bank data centres
- Hours bank
- 6th holiday week (holidays agreed in the collective agreement)
- Special holiday allowance
- Special reports
- Flexible pension
- Frequency management of fixed pay elements
- Special finance layout for pay slip.

Employee structure

The finance module solely processes monthly-paid employees. The employees may be divided into the following categories:

- Form of payment:
 - Paid in arrears
 - Paid in advance
 - Hourly-paid.
- Job category
- Salary group.

Holiday cards

Holiday cards are provided in the format of the Employers Association for the Financial Sector.

Pay slips

Pay slips are provided with finance-related layout, including fields showing accumulated balances for

- Hours bank
- 6th holiday week
- Extra holiday allowance
- Collective agreement holidays
- Collective agreement holiday allowance.

Processing of pay and transfers from the payroll system

The payroll system provides according to the Customer's request information on pay transfers etc. to Nets' Overførsels- og InformationsService (Transfer and Information Service) and/or the bank data centres, which will handle the transfer of net pay to the employees' accounts as well as amount and information transfers to public authorities and other agreed third parties.

Service and support

Questions relating to Finance module functionality may be answered by Visma Enterprise's Customer Center cf. appendix 1.2 Service Description – Service and Support.

Invoicing

An annual update subscription fee will be invoiced separately for the service, cf. appendix 5 – Prices.