

## Service effort – SwissSalary solutions (estimated)

| SwissSalary solution  | Services  | Number of employees | Service effort in hours (estimated) 8h = 1 person day |
|---|---|---------------------|---|
| <b>SwissSalary 365 Base</b>   | <ul style="list-style-type: none"> <li>• Kick-off meeting</li> <li>• Installation &amp; pre-configuration</li> <li>• Data migration (banks, employees, etc.)</li> <li>• Key user training</li> <li>• Project management</li> <li>• Go-live support</li> </ul> | 1–50                | 16 hours  |
|   |   | 51–100              | 24 hours  |
|   |   | 101–250             | 32 hours  |
|   |   | 250+                | 48 hours  |
| <b>SwissSalary 365 Plus*</b>  | <ul style="list-style-type: none"> <li>• Kick-off meeting</li> <li>• Installation &amp; pre-configuration</li> <li>• Data migration (banks, employees, etc.)</li> <li>• Key user training</li> <li>• Project management</li> <li>• Go-live support</li> </ul> | 1–50                | 16 hours  |
|   |   | 51–100              | 24 hours  |
|   |   | 101–250             | 32 hours  |
|   |   | 250+                | 48 hours  |
| <b>*KLE (add-ons within SwissSalary 365 Plus)</b>                       | <ul style="list-style-type: none"> <li>• KLE setup</li> </ul>   | 1–50                | 12 hours  |
|   |   | 51–100              | 12 hours  |
|   |   | 101–250             | 12 hours  |
|   |   | 250+                | 12 hours  |
| <b>* Personnel File (add-ons within SwissSalary 365 Plus)</b>           | <ul style="list-style-type: none"> <li>• Personnel file setup</li> <li>• Key user training</li> </ul>   | 1–50                | 3 hours   |
|   |   | 51–100              | 4 hours   |
|   |   | 101–250             | 6 hours   |
|   |   | 250+                | 8 hours   |
| <b>* Salary increase workflow (add-ons within SwissSalary 365 Plus)</b> | <ul style="list-style-type: none"> <li>• Key user Training</li> </ul>   | 1–50                | 4 hours   |
|   |   | 51–100              | 6 hours   |

|                                |   |         |          |
|--------------------------------|---|---------|----------|
|                                | <ul style="list-style-type: none"> <li>Workflow authorization</li> </ul>  | 101–250 | 8 hours  |
|                                |   | 250+    | 8 hours  |
| <b>Direct Basis</b>            | <ul style="list-style-type: none"> <li>Installation &amp; pre-configuration</li> <li>Key user training</li> <li>Project management</li> <li>Go-live support</li> </ul>  | 1–50    | 2 hours  |
|                                |   | 51–100  | 2 hours  |
|                                |   | 101–250 | 2 hours  |
|                                |   | 250+    | 2 hours  |
| <b>Direct Plus</b>             | <ul style="list-style-type: none"> <li>Installation &amp; pre-configuration</li> <li>Key user training</li> <li>Project management</li> <li>Go-live support</li> </ul>  | 1–50    | 3 hours  |
|                                |   | 51–100  | 3 hours  |
|                                |   | 101–250 | 3 hours  |
|                                |   | 250+    | 3 hours  |
| <b>Direct Advanced</b>         | <ul style="list-style-type: none"> <li>Installation &amp; pre-configuration</li> <li>Key user training</li> <li>Project management</li> <li>Go-live support</li> </ul>  | 1–50    | 4 hours  |
|                                |   | 51–100  | 4 hours  |
|                                |   | 101–250 | 4 hours  |
|                                |   | 250+    | 4 hours  |
| <b>SwissSalary EasyRapport</b> | <ul style="list-style-type: none"> <li>Kick-off meeting</li> <li>Installation &amp; pre-configuration</li> <li>Key user training</li> <li>Work calendar, working groups</li> <li>Project management</li> <li>Go-live support</li> </ul> | 1–50    | 24 hours |
|                                |   | 51–100  | 32 hours |
|                                |   | 101–250 | 40 hours |
|                                |   | 250+    | 48 hours |
| <b>SwissSalary Insights</b>    | <ul style="list-style-type: none"> <li>Installation &amp; pre-configuration</li> <li>Key user training</li> <li>Project management</li> </ul>   | 1–50    | 4 hours  |
|                                |   | 51–100  | 6 hours  |
|                                |   | 101–250 | 10 hours |
|                                |   | 250+    | 10 hours |
| <b>SwissSalary Budget</b>      | <ul style="list-style-type: none"> <li>Kickoff-Meeting</li> <li>Installation &amp; pre-configuration</li> <li>Key user training</li> <li>Layouts</li> </ul>   | 1–50    | 16 hours |
|                                |   | 51–100  | 20 hours |
|                                |   | 101–250 | 24 hours |
|                                |   | 250+    | 24 hours |

|                    |   |         |         |
|--------------------|---|---------|---------|
|                    | <ul style="list-style-type: none"> <li>• Project management</li> <li>• Go-live support</li> </ul>   |         |         |
| <b>Banking App</b> | <ul style="list-style-type: none"> <li>• Kickoff-Meeting</li> <li>• Installation</li> <li>• Key user training</li> <li>• Project management</li> <li>• Go-live support</li> </ul> | 1-50    | 2 hours |
|                    |   | 51-100  | 2 hours |
|                    |   | 101-250 | 2 hours |
|                    |   | 250+    | 2 hours |

\* These configurations require additional setup effort within SwissSalary 365.

### Mid-Year Implementation of SwissSalary 365 Base or Plus

For a mid-year implementation of **SwissSalary 365 Base** or **SwissSalary 365 Plus** (i.e., not a January go-live), additional services must be included in the offer to cover the effort required for retroactive postings back to January.

This is necessary to ensure that the year-end declarations can be transmitted automatically via SwissSalary to the insurers (Swissdec/ELM).

| Service                              | Number of employees | Number of Months for Retroactive Posting | Service effort in hours (estimated)<br>8h = 1 person day |
|--------------------------------------|---------------------|--|--|
| <b>Post retroactive payroll runs</b> | 1-50                | 1 month                                  | 12 hours   |
|                                      |                     | 2-3 months                               | 16 hours   |
|                                      |                     | 4-5 months                               | 20 hours   |
|                                      |                     | 6 months+                                | 24 hours   |
|                                      | 51-100              | 1 month                                  | 16 hours   |
|                                      |                     | 2-3 months                               | 20 hours   |
|                                      |                     | 4-5 months                               | 24 hours   |
|                                      |                     | 6 months+                                | 28 hours   |
|                                      | 101 - 250           | 1 month                                  | 20 hours   |
|                                      |                     | 2-3 months                               | 24 hours   |
|                                      |                     | 4-5 months                               | 32 hours   |
|                                      |                     | 6 months+                                | 36 hours   |
| 250+                                 | 1 month             | 24 hours                                 |  |
|                                      | 2-3 months          | 28 hours                                 |  |
|                                      | 4-5 months          | 36 hours                                 |  |

|  |  |           |          |
|--|--|-----------|----------|
|  |  | 6 months+ | 40 hours |
|--|--|-----------|----------|

### Note for Customer Offers

- The listed estimates apply to the setup of **one legal entity with a January go-live**.
- If multiple legal entities are involved or if the implementation takes place mid-year, the required effort will be higher.
- The actual hours required will be invoiced.

### Questions

If you have any questions or uncertainties, please feel free to contact the Sales Management team at SwissSalary Ltd : [welcome@swissalary.ch](mailto:welcome@swissalary.ch)