Social Security Registration and Deregistration

The PS module ships two standalone process definitions for the **social security registration** (PsSocialSecurityRegistration) and **deregistration** (PsSocialSecurityDeregistration) of employees. With them, the client reports entries and exits in a structured way to its payroll provider, who performs the actual ELDA notification to the social insurance. These are the only ready-made process definitions shipped with the module – the salary accounting process itself is created individually per customer (see process definition reference[1]).

Participants

PayrollservicesHRAdmin	the client's HR admin – starts the process and enters the data
PayrollConsultant	the provider's consultant – checks and completes the notification
SYSTEM	automatic system steps

The concrete Webdesk roles behind these participants are configured during the client setup[2].

Flow

1. **Form** ("SocialSecurity Registration" / "Deregistration"): the HR admin selects the person and enters the notification data. Typical registration form fields: employee number, last name, entry date, occupation/ position, employment type (salaried/worker), gender, address (country, ZIP, city), company number, apprenticeship from/to, BUAK flag, plus "managing director?", "related to employer?" and "married to employer?". For the deregistration, additionally the termination date and reason.
2. **Fetch Data** (system): the system step pre-fills the form automatically from HR-Expert – among others the company number from the PS client configuration, gender, social security group, employment type, entry/termination date and the person's current home address (street, ZIP, city, country). Only data missing in HR-Expert needs manual entry.
3. **Check Fields** (consultant): the provider checks and completes the notification. On process start, the consultancy is notified by **e-mail** (subject "Neue SV-Anmeldung in Personalwolke Payroll Services" or "Neue SV-Abmeldung ...", with HTML content and a link to the task).
4. **Set State** (system): after completion, the step sets the person's employment state in HR-Expert (registered or deregistered).

For the registration, a **single-person difference list** (CSV with the new person's master data) can additionally be generated and attached to the process – the same mechanism as the master data interface[3], limited to one person.

Administration

- The process definitions are shipped as XPDL and imported via process administration; they can be adapted per customer (form fields, mail texts, additional check steps).
- Mail subject and body are extended attributes of the process definition and can be maintained directly in the XPDL or the process editor.
- A complete PS client configuration[4] (in particular the company number) is a prerequisite – without it, the Fetch Data step cannot pre-fill the notification.

Related pages: Salary Accounting Process[5], Reference: Salary Accounting Process Definition[6], Client Setup for Payroll Services[7].

1. /daisy/webdesk-manual-en/admin/11523-dsy/11548-dsy.html
2. /daisy/webdesk-manual-en/admin/11523-dsy/11549-dsy.html
3. /daisy/webdesk-manual-en/admin/11523-dsy/11546-dsy.html
4. /daisy/webdesk-manual-en/admin/11523-dsy/11549-dsy.html
5. /daisy/webdesk-manual-en/admin/11523-dsy/11544-dsy.html
6. /daisy/webdesk-manual-en/admin/11523-dsy/11548-dsy.html
7. /daisy/webdesk-manual-en/admin/11523-dsy/11549-dsy.html