Client Setup for Payroll Services

This guide describes the path from "new customer" to the first accounting[1] – the order is deliberately chosen so that each step builds on the previous one. For new installations, the **client setup wizard** assists with a dedicated payroll services step; all settings can also be maintained individually through the forms mentioned.

1. Create the provider

The payroll service provider needs its own Webdesk **client** (its consultants work there). Then create the **provider** under ps_editProvider and link it to that client – only one provider is allowed per client.

2. Create the payroll system

Under ps_editSystem, create the provider's system: choose the type (BMD NTCS, DATEV, ...), assign it to the provider and configure the five interface connector links[2]. The connector routes themselves (source # CSV target) must already exist in connector administration.

3. Define wage types

Create the wage types[3] (fixed/variable/absence), assign them to the payroll system with the correct **export codes** and define the valuation logic (manual/calculated). Choose stable codes from the start.

4. Configure the customer client

In client administration, tab **"Payroll services"**:

- **Company number** (clientPayRollId) – the client's key in the payroll system; without it, neither the master-data export nor the social security notifications work.
- Assign the **payroll system**.
- Set the **day of month for money transfer** and optionally enable **"check by client HR admin"**.
- Select and **rank** the client's **wage types** (determines the order in the accounting form).

Caution: switching the payroll system later removes wage-type assignments missing in the new system.

5. Fill the roles

Assign persons to the role names configured during setup for the provider's **consultant** and **manager** (and, if used, the client's **HR admin**). Also check who holds the **update/delete admin roles** defined in the PS options.

6. Provide the process definition

Create or adapt the customer-specific salary accounting process definition according to the reference[4] and import it via process administration. For entries/exits, import the social security registration/deregistration processes[5].

7. Check permissions and options

- Grant view permissions on ps_showSalaryAccounting (controlling whose accountings a user sees) and the action permissions of the maintenance forms.
- Review the PS options[6]: admin roles, CSV locale/encoding, optionally the per-year payslip folder.
- Optionally configure the **completeness check script** for person data so that missing information surfaces before the first accounting.

8. First accounting – checklist

1. Create an accounting for the test month – do all expected persons appear with their wage-type positions?
2. Generate the difference list – does the master-data file arrive in the raw files tab? (Error "Client not correctly configured ..." # check step 4.)
3. Test the CSV exports – are export codes, number format and encoding correct for the target system? (Error "No connectorLink could be found ..." # check step 2 or the PS options.)
4. Play through the approval flow with all roles – are the tab enablements correct per activity?
5. Upload, split and distribute a collective PDF – do the payslips arrive in the personnel file[7], and does each employee only see their own?

Related pages: Payroll Services Module[8], Salary Accounting Process[9], Wage Types[10], Payroll Interfaces[11].

1. /daisy/webdesk-manual-en/admin/11523-dsy/11544-dsy.html
2. /daisy/webdesk-manual-en/admin/11523-dsy/11546-dsy.html
3. /daisy/webdesk-manual-en/admin/11523-dsy/11545-dsy.html
4. /daisy/webdesk-manual-en/admin/11523-dsy/11548-dsy.html
5. /daisy/webdesk-manual-en/admin/11523-dsy/11547-dsy.html
6. /daisy/webdesk-manual-en/admin/11523-dsy/11544-dsy.html
7. /daisy/webdesk-manual-en/admin/11522-dsy/11542-dsy.html
8. /daisy/webdesk-manual-en/admin/11523-dsy.html
9. /daisy/webdesk-manual-en/admin/11523-dsy/11544-dsy.html
10. /daisy/webdesk-manual-en/admin/11523-dsy/11545-dsy.html
11. /daisy/webdesk-manual-en/admin/11523-dsy/11546-dsy.html