

## **Earnings payment report – Example 11**

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### **Absence data 2021**

**Version history**

Version	Date	Description
1.0	01/07/2020	Document published.

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## 1 DESCRIPTION OF THE EXAMPLE

This example describes the reporting of paid and unpaid absences and the reporting of reimbursement application data for paid absences. The absence data can be reported either together with the monetary wages paid or in a separate report. In this example, the data is reported separately.

The employer has a valid pension insurance policy with an earnings-related pension provider, so the earnings-related pension provider data and the pension policy number are submitted in the earnings payment report. Additionally, the company ID and policy number of the accident insurance company are reported, because the employer has insured its employees with two different accident insurance policies. This allows the data to be delivered correctly from the Incomes Register.

Always check the instructions concerning the payment situation and enter all data matching the payment situation in question.

The data used in the example is not real. Always use correct data that matches the payment situation.



## 2 EARNINGS PAYMENT REPORT

### 2.1 Record data (DeliveryData)

#### Data group details:

Data designation	Data
Record data (DeliveryData)	
Time of record creation (Timestamp)	Mandatory technical data (e.g. 2020-11-01T15:39:41Z)
Data source (Source)	The software that generates the record
Record type (DeliveryDataType)	100 Earnings payment reports
Record owner's (payer's) record reference (DeliveryId)	Mandatory data used to identify the records submitted by the record owner (e.g. record_reference-2020-01-01-abc)
Rule for processing invalid data (reports) (FaultyControl)	Only invalid reports are rejected (1), Entire record is rejected (2)
Production environment (ProductionEnvironment)	Production environment (true), Test environment (false)
Record owner (DeliveryDataOwner)	
Identifier type (Type)	Business ID (1)
Identifier (Code)	8765432-1
Record creator (DeliveryDataCreator)	
Identifier type (Type)	Business ID (1)
Identifier (Code)	1234567-8
Record submitter (DeliveryDataSender)	
Identifier type (Type)	Business ID (1)
Identifier (Code)	1234567-8
Pay period (PaymentPeriod)	
Contact persons for the record (ContactPersons)	
Payer details (Payer)	
Reports data (Reports)	
Signature (Signature)	

## 2.2 Pay period (PaymentPeriod)

### Data group details:

Data designation	Data
Pay period (PaymentPeriod)	
Date of payment or other report (PaymentDate)	01/11/2020
Start date (StartDate)	01/11/2020
End date (EndDate)	30/11/2020

## 2.3 Contact persons for the record (ContactPersons)

### Data group details:

Data designation	Data
Contact persons for the record (ContactPersons)	
Contact person for the record (ContactPerson)	
Name (Name)	First name Last name
Telephone number (Telephone)	040-1234567
Field of responsibility (ResponsibilityCode)	Technical issues (2)

## 2.4 Payer identifiers (PayerIds)

### Data group details:

Data designation	Data
Payer identifiers (PayerIds)	
Payer's identifier (Id)	
Identifier type (Type)	Business ID (1)
Identifier (Code)	1234567-8

## 2.5 Service data (ReportData)

### Data group details:

Data designation	Data
Service data (ReportData)	
Action type (ActionCode)	New report (1)
Payer's report reference (ReportId)	Mandatory data used to identify the report (e.g. 20201105_00003)

## 2.6 Income earner identifiers (IncomeEarnerIds)

### Data group details:

Data designation	Data
Income earner identifiers (IncomeEarnerIds)	
Income earner identifier (Id)	
Identifier type (Type)	Personal identity code (Finnish) (2)
Identifier (Code)	010101-1111

## 2.7 Basic income earner details (IncomeEarnerBasic)

### Data group details:

Data designation	Data
Basic income earner details (IncomeEarnerBasic)	
Last name (LastName)	Last name
First name (FirstName)	First name

## 2.8 Employment relationship data (Employment)

### Data group details:

Data designation	Data
Employment relationship data (Employment)	
Employed (Employed)	Employed (true/false)
Employment type (EmploymentCode)	Full-time (1)
Duration of employment (TermCode)	Until further notice (1)

Regular agreed working hours per week (HoursPerWeek)	36.00
Forms of payment (PaymentTypes)	
Monthly salary (1)	Monthly salary (1)
Employment period (EmploymentPeriods)	
Time of employment (Period)	
Start date (StartDate)	02/01/2010

## 2.9 Occupation (Professions)

### Data group details:

Data designation	Data
Occupation (Professions)	
Occupational class or title (Profession)	
Type of occupational title or classification (Type)	Statistics Finland's classification of occupations (TK10) (1)
Occupational class or title identifier (Code)	Producer's assistants and other stagecraft associate professionals (34351)

## 2.10 Earnings-related pension insurance (PensionInsurance)

### Data group details:

Data designation	Data
Earnings-related pension insurance (PensionInsurance)	
Earnings-related pension insurance information (PensionActCode)	Employee's earnings-related pension insurance (1)
Pension provider code (PensionProvIdCode)	Select the earnings-related pension provider and use the two-digit pension provider code (e.g. 66)
Pension policy number (PensionPolicyNo)	11-digit numerical sequence (e.g. 66-12345678)

## 2.11 Occupational accident insurance (AccidentInsurance)

### Data group details:



Data designation	Data
Occupational accident insurance (AccidentInsurance)	
Occupational accident insurance company identifier (AcclnsProvid)	
Identifier type (Type)	Business ID (1)
Identifier (Code)	2345678-9
Occupational accident insurance policy number (AcclnsPolicyNo)	1234567890

## 2.12 Absences (Absence)

### Data group details:

Data designation	Data
Absences (Absence)	
Start date of the time period for reporting absences (AbsenceRepStartDate)	01/09/2020
End date of the time period for reporting absences (AbsenceRepEndDate)	30/09/2020
Unpaid absence (UnpaidAbsence)	
Paid absence (PaidAbsence)	

## 2.13 Unpaid absence (UnpaidAbsence)

### Data group details:

Data designation	Data
Unpaid absence (UnpaidAbsence)	
Absence periods (UnpaidAbsencePeriods)	
Absence period (UnpaidAbsencePeriod)	
Start date (StartDate)	24/09/2020
End date (EndDate)	25/09/2020
Number of days of absence (AbsenceDays)	2

Cause of absence (CauseCode)	Job alternation leave (9)
Absence period (UnpaidAbsencePeriod)	
Start date (StartDate)	04/09/2020
End date (EndDate)	08/09/2020
Number of days of absence (AbsenceDays)	5
Cause of absence (CauseCode)	Military refresher training (14)

## 2.14 Paid absence (PaidAbsence)

### Data group details:

Data designation	Data
Paid absence (PaidAbsence)	
Absence periods (PaidAbsencePeriods)	
Absence period (PaidAbsencePeriod)	
Start date (StartDate)	14/09/2020
End date (EndDate)	17/09/2020
Number of days of absence (AbsenceDays)	3
Cause of absence (CauseCode)	Illness (1)
Pay for period of paid absence (Amount)	350.00
Absence period (PaidAbsencePeriod)	
Start date (StartDate)	18/09/2020
End date (EndDate)	22/09/2020
Number of days of absence (AbsenceDays)	5
Cause of absence (CauseCode)	Rehabilitation (5)
Pay for period of paid absence (Amount)	400.00
Reimbursement application data (ReimbApp)	
Payment data (ReimbPayment)	
Payment data type (PaymentType)	Kela, daily allowance application (1)
Payment's reference number (PaymentRef)	672345109281625