



α.s.r. salary link

Uniform Pension Submission (UPA)

## General

Do you have a new employee? Is someone receiving a salary increase and has this an impact on their pension contribution? For you as an employer, timely notification of changes in the pension records can be time consuming. Moreover, this can sometimes be overlooked if you are busy. a.s.r.'s salary link allows us to make this easier for you!

You can provide a.s.r. with your employees' salary data quickly and easily. You can do so via the Uniform Pension Submission (UPA). Using the salary link, you can exchange the salary data between your payroll administration and a.s.r.'s pension records. We use your payroll administration as a source. The UPA allows us to process changes including the following:

- change of salary;
- change of part-time percentage;
- commencement of employment;
- leaving employment;
- change of employee number;
- change in parental leave (only if both the retirement pension and the partner's pension are insured).

These changes need to be made only to the source (your payroll administration). We will then receive the same data through the link. You do not need to submit these data any longer via the employer portal. This saves time and reduces the risk of manual entry errors.



## Benefits of salary link

Uniform Pension Submission via the salary link has various benefits for you and your employees:

- 1. More convenience. Changes to the pension records take less time**  
Is an employee working more or fewer hours or leaving employment? Or are your employees' salaries changing? If so, these changes in your payroll administration will be passed on to our pension records. This means that you no longer have to submit them separately. UPA is based on the familiar payroll tax return filed with the Dutch Tax and Customs Administration.
- 2. Less risk of errors**  
Because the salary data are directly linked to the pension records, we prevent errors and recovery work.
- 3. Current data. More certainty**  
Via the salary link, the data delivery is up to date and of good quality. You will therefore receive invoices based on up-to-date information. This means that the risk of unpleasant surprises later on, for example on your invoice, is much smaller. As the data are checked for differences each month, you have a reliable picture of your financial position.
- 4. Your employees have an up-to-date overview of their pension**  
Your employees are guaranteed an up-to-date Uniform Benefit Statement (UBS). The salary link automatically includes the current data. Failure to supply the data on time is a thing of the past.



## a.s.r. salary link - How does it work?

### 1. You submit the salary data to us.

You update your payroll administration. Every month, you submit a Uniform Pension Submission via your salary package. The data are then easily submitted to a.s.r. via the salary link. An automated technical and substantive check is then performed on your submission file.

### 2. You receive feedback

We will keep you informed of the status and processing of your submission.

### 3. You view the results

After a.s.r. has processed the data from your pension declaration, you can view the results and any notifications or warnings in your special UPA portal. Notifications are pension data that have been checked, but there is something still wrong with the data. Notifications or warnings require a check or a correction. You will receive a message if there are notifications or if there are changes that you must approve or reject. You will be supported by a manual.

Approving or rejecting changes each time is a temporary act. During the first period that you make your pension submission via the salary link, the quality of the submissions will be considered together. After it has been established after some time that the submissions are of sufficient quality, it may be decided in mutual consultation to skip the step of approving or rejecting.

### 4. You correct inaccurate pension or other data

Are you receiving notifications or warnings during the technical check? If so, you may have to make a new submission or check your submission. Are you receiving notifications or warnings during a.s.r.'s substantive audit? If so, you can assess whether further action is needed.

### 5. You have insight regarding and control of the changes in your UPA portal

In your UPA portal, you can see the submissions and their status.

## Is the salary link of interest to you?

a.s.r.'s salary link enables you to submit a Uniform Pension Submission if you:

- have more than 100 employees and you do not use on-call workers;
- have a pension scheme in the Employee Pension;
- use a salary package that is suitable for UPA. We already have a connection with many payroll package suppliers, such as ADP Nederland, AFAS, My Solution, Visma Nmbros, SD Worx, HR2day, Visma YouServe, ADP International (SAP) and BCS.

Do you use a salary package that is not or not yet supported by a.s.r.? Even then, it is probably still possible to connect to UPA. We will review this after we have assessed your request. Your software supplier may then have to go through a test procedure in the connection process.

See also our general conditions under Extra info & downloads at [www.asr.nl/zakelijk/inkomen-en-pensioen/werknemerspensioen](http://www.asr.nl/zakelijk/inkomen-en-pensioen/werknemerspensioen)

## What do you need to connect to the salary link?

In order to be able to make a pension submission quickly and easily, you go through nine steps:

1. Get in touch with your a.s.r. contact and request a UPA connection. Your contact can tell you more about the salary link and the related costs.
2. Together with you, we will draw up a plan for the connection.
3. You will receive a form in which you fill in all the information we need to connect you or your administrative office to UPA.
4. a.s.r. checks whether the salary link is possible.
5. If it turns out that it is possible to make a submission via the salary link, you prepare for making a UPA. Together with your salary package supplier, you make your salary package suitable for UPA. You ensure that your administration has been updated until the start date of UPA.
6. We will connect you to UPA.
7. You will receive your logon details for your UPA portal and a manual.
8. You start your pension submission via UPA.
9. You have access to My pension portal. There you can find information about your pension scheme and your payments. You can submit your salary and employment data via the UPA portal.

## Is your salary processing outsourced?

If so, we will inform this salary processor of the steps to be taken for UPA. Make sure that you authorise this salary processor. Under privacy legislation, we are allowed to process submissions only from authorised salary processors.

Fill in the details of your salary processor on the 2024 UPA link data form. By signing the form, you immediately authorise this party. Remember: you remain responsible for ensuring that your salary processor submits the pension submission correctly and on time.

## Costs of the salary link to a.s.r.

The costs of a salary link to a.s.r. are:

- one-off implementation costs (per payroll tax number) of €686.83. These costs are charged after implementation.
- If external capacity is required to set up the salary package, the costs of deploying that external capacity are added;
- annual amount of €1.39 (including VAT) per participant.

These costs are indexed annually using the Services Price Index of Statistics Netherlands.

**a.s.r.**



**Are you interested?**

**If so, contact us!**

Would you like to know more about linking your payroll administration to your a.s.r. pension scheme? If so, contact your adviser or your relationship manager. We will be happy to inform you about the possibilities a.s.r. can offer you!



---

**α.S.I.**

Archimedeslaan 10

3584 BA Utrecht

[www.asr.nl](http://www.asr.nl)

ASR Levensverzekering N.V., KVK 30000847 Utrecht

55938EN\_0724