



ANNUAL NOTIFICATION 2017

INSTRUCTIONS ON COMPLETING THE ANNUAL NOTIFICATION FORM

An annual notification should be made for each TyEL insurance policy on an annual basis by the end of January of the year following the year of notification.

An annual notification can be made

- through Elo's Online Service, login at www.elo.fi/verkossa
- through ELVI-service, login at www.elo.fi/verkossa
- through the TYVI service.

The annual notification should include the realised TyEL payroll information for all employees covered by the insurance policy for the year in question, and any changes that may have been made to the employments covered by the policy.

On the basis of the annual notification, an annual calculation is made for the TyEL insurance. For the annual calculation, the realised payroll is compared to the initial estimate for the payroll. The result of the calculation is the final TyEL insurance contribution for the year in question.

If the annual notification is not submitted on time, the annual calculation will be carried out in accordance with the initially estimated payroll and an increase will be added to the insurance contribution.

Each employee's pension is also calculated on the basis of the information provided in the annual notification. Therefore, it is essential that the information provided be accurate and submitted in a timely fashion.

What information should I submit?

The annual notification form should include all employees covered under this TyEL insurance policy, and their paid wages. You should not include any persons covered under YEL insurance (Self-Employed Persons' Pensions Act) in the annual notification form.

Under the Employees' Pensions Act (TyEL), the employer shall insure an employee, aged 17–68 years, whose monthly earnings exceed 58.19 euro during 2017. The duration of the employment or field of the employee has no effect on the insuring process. All work done alongside pension shall be insured, and all wages reported, regardless of the pension type.

The obligation to insure under TyEL begins at the start of the calendar month following the employee's 17th birthday. If the employee turned 17 during his/her term of employment, the obligation to insure begins once the wages have been paid after the month in which the employee turned 17, even though it would have been earned for part of the previous month.

The obligation to insure continues to the end of the month in which the employee turns 68. After this point, pension is no longer accrued, and no pension contributions will be withheld. For this reason, the TyEL employment relationship shall be reported to have ended at the end of the month in which the employee turns 68 and the wages will be notified up until the same date, even if the employment relationship continues beyond that date.

Termination of a TyEL employment

The period of notice is included in the TyEL employment period regardless of whether the employee is working for the employer during the period of notice or not. The earnings for a maximum of six months shall be taken into account in accordance with the law on employment contracts. A TyEL employment will end at the latest when the employment relationship ends in terms of labour law. The termination date of the employment shall be entered in the annual notification.

Lay-offs

In accordance with labour legislation, employment is considered as continuing during lay-offs. An employee must be given notice in order for an employment to end during a lay-off period. The employee is entitled to give notice concerning the end of his/her employment at any time during the lay-off period, regardless of the term of notice.

If the employee is laid off for longer than one year, the employment shall end on the last date for which salary was paid prior to the lay-off period. However, if the employee takes his/her annual holiday in one or more parts during the lay-off period, but before one year has passed from the start of the lay-off period, the employment ends on the last salaried date of the annual holiday. If the holiday pay is paid as holiday remuneration without a specified annual holiday leave, the employment ends on the payment date.

When the employee returns to work after being laid off for longer than one year, a new employment begins. If the employment ends during the lay-off period and the employee is not working during the period of notice, that employee is entitled to compensation for the loss of salary or part thereof during the period of notice. This compensation is not included in TyEL wages and should not, therefore, be included in the annual notification. Even if the employment ends as a result of the employee giving notice, the employment officially ends on the last date when the salary is paid in accordance with the aforementioned rules. The compensation is considered to be a compensation for damage and is not included in the TyEL wages.

Earnings

TyEL wages include monetary wages and fringe benefits. The wages shall be notified in euros and cents, without deducting the employee's employment pension contribution. All earnings paid as remuneration for work are included in the TyEL wages, also the holiday remuneration paid at the end of the employment. TyEL wages are notified as earnings for the calendar year in which they were paid.

The table on the next page shows which of the employees' earnings are included in TyEL wages and should, therefore, be included in the annual notification.

Additional employments

TyEL employments that were valid during 2017 but are missing from the annual notification shall be added to the annual notification.

Transfer from one pension group or department

If an employee has transferred from one pension group/department to another during 2017, the TyEL wages will be included in the annual notification of the new group/department from the date of transfer, since a separate annual notification form shall be completed for each pension group/department.

More information about TyEL insurance is available from our website at www.elo.fi.

WHICH EARNINGS ARE INCLUDED IN THE ANNUAL NOTIFICATION?

EARNINGS	IS IT CONSIDERED TYEL WAGES?
Initiative fee <ul style="list-style-type: none"> if related to work and work contribution if comparable to e.g. an invention and based on cost benefit 	Yes No
Grant	No
Bonus/Payment by result	Yes
Thesis/Dissertation <ul style="list-style-type: none"> done in an employment relationship not in an employment relationship 	Yes No
Employee benefit, e.g. employee discount or interest rate benefit	No
Salary for the period of notice <ul style="list-style-type: none"> at most for the statutory period, also when paid without obligation to work paid as compensation for a period longer than the period of notice (severance pay, golden handshake, support package) compensation for illegal dismissal or dissolution of employment compensation for dismissal during lay-off (no obligation to work) 	Yes No No No
Compensation for inventions	No
Writing, lecturing or presentation fee <ul style="list-style-type: none"> if related to own work if not related to work 	Yes No
Compensation for expenses or as a result of performing work duties, e.g. daily allowance, subsistence allowance, kilometre allowance, work clothing or work tool allowance <ul style="list-style-type: none"> amounts in accordance with the instructions of the National Board of Taxes for those amounts that are liable to taxation, and which have not been agreed upon in the collective agreement. 	No Yes
Gift <ul style="list-style-type: none"> additional salary items, e.g. Christmas bonus, salary for 13th month, bonus for years in service ordinary item or monetary gift given to the employee on a special day 	Yes No
Holiday bonus, start-of-holiday bonus, end-of-holiday bonus, increase of holiday pay or similar	Yes
Holiday remuneration <ul style="list-style-type: none"> annual holiday remuneration paid during and at the end of an employment 	Yes
Fringe benefits <ul style="list-style-type: none"> housing benefit, company car, telephone benefit, lunch benefit and similar according to taxable value or, if one is not available, according to current value 	Yes
Fees for positions of trust <ul style="list-style-type: none"> in employment with the payer of the fee paid to the voluntarily insured not in employment and not voluntarily insured 	Yes Yes No
Pay for waiting period	No
Wages paid for apprenticeship or training period	Yes
Options and synthetic options	No
Share reward <ul style="list-style-type: none"> when the value of the benefit depends on the development of the value of shares, and there is a period of at least one year between the promise of the reward and the receipt of the benefit 	No
Distribution of dividend, profit share	No
Wage increments and raises <ul style="list-style-type: none"> e.g. seniority increment, compensation for years in service, increment for circumstances, shift work, evening work, night work, or to good employees compensation for overtime, Sunday work, weekly rest, and increment paid for on-call work and downtime work stand-by, midweek holiday or free shift compensation, and monetary compensations for extra holidays 	Yes Yes Yes

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WHICH EARNINGS ARE INCLUDED IN THE ANNUAL NOTIFICATION?

EARNINGS	IS IT CONSIDERED TYEL WAGES?
Wage security	Yes
Service charges, tips from the public as per taxation	Yes
Basic wages • hourly or monthly wage, piecework pay, piecework basic pay, etc.	Yes
Commission	Yes
Recruitment fee, hint fee • paid to an employee in an employment relationship • paid to an outsider	Yes No
Royalties, compensation for use	No
Sickness pay, paid by the employee	Yes
Additional daily allowance paid by a sickness fund	No
Endowment insurance • share of payments of voluntary pension insurance or endowment insurance taken by the employer for the employee subject to tax withholding, excluding life insurance	Yes
Production fee, production increment	Yes
Practical training, if the employee is in an employment relationship	Yes
Practical training, work trial, working life trial if on labour market allowance; no employment relationship	No
Total wages of an employee hired on employment subsidy employment subsidy, combined subsidy	Yes
Commuter ticket benefit for the taxable share	Yes
Supplementary daily allowance from workplace fund	Yes
Pensionable earnings for an employee posted abroad • those with obligatory insurance • those with voluntary insurance	Yes Yes
Profit sharing fee • withdrawn in cash from a personnel fund	No
Profit share, profit distribution share, etc.	No

ASK FOR MORE INFORMATION

Insurance services

Weekdays
8–16.30

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