

# ISALARY

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## DESIGN GUIDE

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## 1 INTRODUCTION

The employer can use the Portals service to send payslip documents to its employees only in electronic form. The service is produced by Posti Messaging Oy, and the payslips can be viewed by the recipient in the OmaPosti service produced by Posti Oyj.

Use of the iSalary service requires the use of the iPost service, and the iSalary feature is included both in the iPost EPL and iPost PDF services. The iSalary service can also be used in separate iPost Customer Connections. The service requires that the XML schema associated with the iPost EPL and iPost PDF services is used. The service can also be integrated with an archiving service that fulfils the employer's accounting obligation.

## 2 BENEFITS TO THE EMPLOYER

iSalary is the most economical way of distributing payslips. If the payroll software already has an iPost interface, the start-up costs will be small. The service will virtually eliminate the costs of material and mailing of printed payslips.

Starting to use the service is easy and flexible. All you need is a single agreement on the use of the iPost service. When required, you can also send printed payslips to individual employees or groups of employees via the iSalary service.

The received payslips look the same in OmaPosti as printed ones. Hyperlinks pointing at payroll's Web services, for instance, can be attached to the payslips. The employer's logo can be attached to the payslip displayed in OmaPosti; this logo will then be displayed in the Inbox of the recipient's OmaPosti. The payslips are stored in OmaPosti, free of charge and in a data secure manner, for seven years.

iSalary also reduces carbon dioxide emissions.

## 3 BENEFITS TO THE EMPLOYEE

You receive your payslip promptly in OmaPosti, where it is archived, easily and free of charge, for seven years. You can print out the payslip or save it on your home computer if you want. The payslip is stored in OmaPosti in PDF format, a file format commonly used on the Internet. You can also receive letters sent by others to your OmaPosti. Your payslips are stored in a data secure manner in OmaPosti even if your contract of employment ends.

You can use OmaPosti via the Internet or by Mobile application either using your own online banking codes or OmaPosti access codes you have created yourself.

Receiving payslips in OmaPosti does not cost you anything. You can make an ecological choice by opting to receive your letters in OmaPosti.

## 4 SERVICE FEATURES

If the employee has registered with OmaPosti the letter will be sent to the employee's OmaPosti inbox electronically.

If the employee has not registered with OmaPosti, the letter is sent in electronic format to the passive users' archive in OmaPosti. The letters in the passive users' archive are kept for seven years. When the employee registers with OmaPosti, all letters sent via the service will be waiting for him/her.

A notification is also sent to the e-mail address given by the employee for each arriving letter.

The sender of payroll documents can see in the delivery method information service which letters were delivered in electronic form (NetpostiOnly) and which ended up in the passive users' archive (NetpostiForced).

The electronic letter charge based on the price category, depending on the total volume of iPost usage, will be levied on each electronic item sent. The delivery method information and employer's logo are charged services; the archiving service complying with the employer's statutory accounting obligation is also provided subject to an additional charge. More information from Posti Messaging Customer Service. Integration of OmaPosti will be agreed upon in a separate agreement — the service is subject to an additional charge. More information from Posti Customer Service.

Introduction of the service requires a valid iPost agreement. The terms and conditions of the service are set out in this document and in the iPost Price list. Posti Messaging Customer Service will activate the iSalary feature and add it to the customer's iPost service.

The employee cannot opt for printed payslips by making a selection in OmaPosti. The decision to receive printed payslips will always require actions by the employer. In the letter file, such a letter to be delivered in printed form is either left without a personal identity code or separately marked to be delivered in printed form (see the Technical Instructions).

When required, the employer must agree with the employees' representatives that there are no objections to introducing the iSalary service.

The employer should inform its employees about the introduction and benefits of the iSalary service in good time before it is introduced, and new employees should also be provided with the same information when they start working for the company. The company's payroll must also be informed and trained regarding the practices.

## 5 TERMS AND CONDITIONS OF THE ISALARY SERVICE

The service is only intended for sending payslips. Electronic letters are routed to OmaPosti. If the recipient has registered with OmaPosti, the letter will be sent electronically (NetpostiOnly delivery).

If the recipient has not registered with OmaPosti, the letter will be delivered to the passive users' archive of OmaPosti (NetpostiForced delivery).

Available delivery channels for the iSalary letter are in this order:

1. Netposti Only (OmaPosti mailbox)
2. Netposti Forced (OmaPosti passive archive)
3. Paper

The recipient can access the letter in the passive archive by registering with OmaPosti.

The service includes providing the customer with details of the delivery method. The customer can find the details of delivery method in its own ftp file. We will show the delivery method separately for each letter in an XML file if the customer's material includes a SenderLetterID.

The customer is responsible for communicating about the service to its recipients.

**In case of problems with receipt, please contact Posti Messaging Customer Service:** <https://www.postimessaging.com/contact-us>

## 6 TECHNICAL INSTRUCTIONS

The LetterBundle XML must contain information for iSalary service.

*Mandatory* fields for iSalary:

Level	XML element or attribute	Values
Bundle	lb:LetterBundle/lb:Bundle/lb:BundleCommon/lb:StdBundleProcessing/@ <b>electronicArchiving</b>	R (or S in case eArchive copy is also required)
Letter	lb:LetterBundle/lb:Bundle/lb: <b>Letter</b> /lb:LetterMeta/lb:LetterDetails/lb:LetterContentType/@ <b>wageSlip</b>	true
Letter	lb:LetterBundle/lb:Bundle/lb: <b>Letter</b> /lb:LetterMeta/lb: <b>Recipient</b> /@ <b>SSN</b>	Valid SSN of the recipient. If the SSN is missing or empty, allowed delivery channels are: 1. NetpostiOnly (if address matched with OmaPosti) 2. Paper
Letter	lb:LetterBundle/lb:Bundle/lb: <b>Letter</b> /lb:LetterMeta/lb: <b>Sender</b> /@ <b>ovtID</b>	Valid OVT ID of the sender

Letter	lb:LetterBundle/lb:Bundle/lb: <b>Letter</b> /lb:LetterMeta/lb: <b>Sender</b> /lb: <b>name</b> / <b>@text</b>	Name of the sender (must be related to the OVT ID)
--------	--	--

Optional fields for iSalary:

Level	XML element or attribute	Values	Comment
Batch	lb:LetterBundle/lb:Bundle/ lb:BundleCommon/ lb:DeliveryChannelControl/ lb:RestrictMatchingFor ElectronicDelivery/ <b>@recipientSSN</b>	True, false	If this is set true, the SSN is used in the OmaPosti Matchings. If nothing else is set true under the lb:LetterBundle/lb:Bundle/lb:BundleCommon/lb:DeliveryChannelControl/lb:RestrictMatchingForElectronicDelivery then only SSN will be used for OmaPosti matching.
Letter	lb:LetterBundle/lb:Bundle/ lb:Letter/lb:LetterMeta/ lb: <b>LetterProcessingSet</b> /lb:Processing/@key	<lb:LetterProcessingSet id="ItellaPost"> <lb:Processing key="IsNetpostForced" value="false" /> </lb:LetterProcessingSet>	This is optional. Deny delivery to OmaPosti Passive achieve for one recipient. Allowed delivery channels after this setting are:  1. Netposti Only 2. Paper

Each iSalary letter must be specified as being of payslip type, i.e. the value of the **wageSlip attribute must be 'true'**. The wageSlip attribute is in the XML element structure at

LetterMeta : LetterDetails : LetterContentType

If the wageSlip value is not 'true' or the attribute is missing, the entire dispatch batch will end up with errors.

The material **must contain the recipient's personal identity code** (SSN) separately for each letter. We use the personal identity code to identify the recipient of the letter. Please note: If the personal identity code is incorrect, the entire material remains in error mode.

Each letter **must have SenderOVTID and the sender's name**. The sender's OVT is entered using the attribute ovtID located in the XML element structure at LetterMeta : Sender. The sender's name code is entered using the attribute text located in the XML element structure at LetterMeta : Sender: Name.

NetpostiForced delivery can be specified for all letters in the batch. This is done by selecting electronic archiving at EPL1 (position 17), or, in case of PDF files, values R and S for element StdBundleProcessing: **electronicArchiving**.

- R = NetpostiForced
- S = NetpostiForced + Archive (archiving can be done EPL+XML)

Please note: If you select S, a valid agreement must exist for the eArchive service.

The recipient can access the letter in the passive archive by registering with OmaPosti and by selecting the sender company. The letter in the passive archive of OmaPosti will appear in the recipient's OmaPosti Inbox about 24 hours after selecting the sender.

It is recommended to send iSalary material as Priority classified.

### How to allow paper delivery

If the **SSN-dummy or SSN- Missing or NetpostiForced=False** is used then the delivery channel can be paper instead of OmaPosti passive archive (NetpostiForced delivery). Even if SSN-dummy or SSN- Missing or NetpostiForced=False is used, but the recipient is matched as OmaPosti user using recipient address, the delivery will be OmaPosti (Sender is selected, delivery channel NetpostiOnly).

Please note: If the payslip is addressed to a person under 15 years of age, the sender must direct the letter for printing.

#### 1) NetpostiForced=False

This is the recommended way to define do not use NetpostiForced delivery. The NetpostiForced=False is given by the LetterProcessingSet structure.

The key attribute of element Processing must be set as IsNetpostiForced, and the value attribute must be set as 'false'.

The location of letter-specific element Processing in the XML structure is

/LetterBundle/Bundle/Letter/LetterMeta/LetterProcessingSet/Processing.

Example:

```
...<lb:LetterMeta>
  <lb:Location startPage="..." pages="..." />
  <lb:LetterProcessingSet id="ItellalPost">
    <lb:Processing key="IsNetpostiForced" value="false" />
  </lb:LetterProcessingSet>
```

#### 2) SSN-Dummy

This is special case and should not be used unless the NetpostiForced=false cannot be used.

The SSN-Dummy can be used in cases when the sender has only the date of birth and not the real SSN. The letter-specific metadata (XML) uses the format ddmmyy-nnnn for personal identity codes, where 'nnnn' is 0000 or 9999

The location of SSN in the XML structure is /LetterBundle/Bundle/Letter/LetterMeta/Recipient/@SSN.

Example:

```
<lb:Recipient SSN="290960-9999">
  <lb:Address>
  ...

  <lb:Recipient SSN="290960-0000">
    <lb:Address>
    ...
```

### 3) SSN-Missing

This is special case and should not be used unless the NetpostiForced=false cannot be used.

The SSN-Dummy can be used in cases when the sender does not have SSN at all.

The location of SSN in the XML structure is /LetterBundle/Bundle/Letter/LetterMeta/Recipient/@SSN.

The XML will look like this, i.e. attribute SSN is missing:

```
<lb:Recipient> ...
```

### Example Letter Bundle XML v1x0 for iSalary

Mandatory and optional elements and attributes related to iSalary in the example:

- **Blue** = Mandatory
- **Yellow** = Optional

```
<?xml version="1.0" encoding="ISO8859-1"?>
<lb:LetterBundle xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:lb="urn:itella.com:/schema/ipost/letterbundle/v1x0" schemaVersion="v1x0" xsi:schemaLocation="urn:itella.com:/schema/ipost/letterbundle/v1x0 LetterBundle_V1x0.xsd">
  <lb:Bundle>
    <lb:BundleCommon>
      <lb:Sender contact="your@email"/>
      <lb:StdBundleProcessing customerId="someID" password="nnnn" serviceFunction="0" electronicArchiving="R" letterClass="1" envelope="S" paper="0"/>
      <lb:DeliveryChannelControl denyElectronicCopyDelivery="true"/>
      <lb:ExternalFile fileName="PDF_file_name_when_sending_PDF"/>
    </lb:BundleCommon>
    <lb:Letter senderLetterId="iPost_iPalkka_TestLetter_01">
      <lb:LetterMeta>
        <lb:Location startPage="1" pages="2"/>
        <lb:Recipient SSN="200254-881V">
          <lb:Address>
```



```

        <lb:Eu1 name="Teppo Testinen" address="Testikatu 1" postalCode-
            e="00100" city="Helsinki" countryCode="FI"/>
    </lb:Address>
</lb:Recipient>
<lb:Sender ovtID="003767548911">
    <lb:name text="Netposti" language="fi-FI"/>
</lb:Sender>
<lb:LetterDetails>
    <lb:Subject text="Palkkalaskelma" language="fi-FI"/>
    <lb:LetterContentType wageSlip="true"/>
</lb:LetterDetails>
</lb:LetterMeta>
</lb:Letter>
<!-- COMMENT: Letter bellow: Example to deny the Netposti Forced (Netposti passive archive deliv-
    ery). -->
<lb:Letter senderLetterId="iPost_iPalkka_TestLetter_02">
    <lb:LetterMeta>
        <lb:Location startPage="3" pages="1"/>
        <lb:LetterProcessingSet id="ItellaPost">
            <lb:Processing key="IsNetpostiForced" value="false" />
        </lb:LetterProcessingSet>
        <lb:Recipient SSN="010101-7596">
            <lb:Address>
                <lb:Eu1 name="Sari Testinen" address="Testikatu 1" postalCode-
                    e="00100" city="Helsinki" countryCode="FI"/>
            </lb:Address>
        </lb:Recipient>
        <lb:Sender ovtID="003767548911">
            <lb:name text="Netposti" language="fi-FI"/>
        </lb:Sender>
        <lb:LetterDetails>
            <lb:Subject text="Palkkalaskelma" language="fi-FI"/>
            <lb:LetterContentType wageSlip="true"/>
        </lb:LetterDetails>
    </lb:LetterMeta>
</lb:Letter>
</lb:Bundle>
</lb:LetterBundle>

```

## 7 TESTING ISALARY

We recommend that iSalary is tested using a small group of recipients. The group should include persons with the following parameters:

- A payee who has registered with OmaPosti
- A payee who has not registered with OmaPosti

Compile and send iSalary material to the test group. The material should include the words “test material”, and the “amount payable” should either be deleted or shown as zero. Inform the test group of the transmission by e-mail and remind them that they must not register or select companies before the day following the transmission.

### Instructions for payslip recipients:

If you have not registered earlier with OmaPosti, register now (for example, using your online banking codes) and you can start receiving the payslips from your employer. If your employer have sent payslips already earlier in electronic format to OmaPosti, you will see the previously sent payslips when registered to OmaPosti portal. If you need to see payslips sent earlier than January 2018 to your OmaPosti passive archive, please select the employer from the sender list and payslips will be available for your account on the following day.

## 8 DELIVERY METHOD INFORMATION

Detailed delivery method information is provided to the sender of iSalary material if the SenderLetterID metadata section is used in the material. SenderLetterID is a string with which the sender can identify the letter. SenderLetterID should preferably not be the recipient's social security number, but instead the recipient's employee number with the addition of varying numbers, for example. The maximum length of SenderLetterID is 250 characters.

Attribute: Ib:senderLetterId="nnnnnnnnn"

- Description: The sender's identifier for the letter

The delivery of detailed delivery method information via an FTP connection in XML format: iPost will send an ftp file to the customer, and the customer can obtain the delivery method information from that file. Alternatively, the delivery method information can be sent as an e-mail attachment. The XML-format delivery method information report has a summary section and a letter-specific section (Message element). The data content of the XML file is described in Table 1 below.

Table 1: iSalary delivery method information report: data content description

SenderLetterID="nnnnnnnnn"	The ID given by the customer for itemizing the letter, max. 250 characters.
iPostLetterID="nnnnnnnnn"	The ID given by the iPost system for itemizing the letter.
DeliveryChannel="paper" or "NetpostiOnly" or "NetpostiForced"	Delivery channel: Paper/NetpostiOnly/NetpostiForced - paper/Netposti/forced Netposti(=delivered to the passive archive of OmaPosti)
IsRegistered="false"	Registered letter (iSalary always has "false")
LetterClass= "1" or "2"	Letter class: 1 = Priority, 2 = Economy
DepartmentCode="nnnnn"	Department code, max. 5 characters
SenderOvtID="0037aaaaaaaannnnn"	The sender's OVT ID, 12–17 characters
SenderName="nnnnnnnnnn"	Name of sender
Pages="2"	Page count
Sheets="2"	Sheet count