

# Employer Payroll Report — Summary section, Payor's details (VSPSVYHT)

## DESCRIPTION OF THE DATA FILE 2016

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## 1 INTRODUCTION

This guidance explains the structure of the required inbound file and the check procedures that follow. For more information, see [Description of e-File](#).

## 2 DESCRIPTION OF THE INFORMATION FLOW AND SUBMITTAL OF FILES

Create your filing as instructed in this section to report the required information on the employer or payor. It is mandatory to include a contact person's name and telephone number whenever amounts of money have been paid to someone and you report information on the employer or payor. Give the payor-specific information once in a calendar year only.

For more information and instructions, go to the 'Annual Information Returns' pages of the Website, > Forms > Employer Payroll Report and other annual information return forms.

Logging in with a Katso ID and password entitles you to submit Employer Payroll Reports on the condition that you have the user privileges of the Master User, Parallel Master User, or Annual Information Report Filer. The system checks your privileges on the basis of the Payer's identity code entry (data element 010; pos. 20-32). If the filer of this information return is an account operator acting on the payor's behalf, this is a mandatory field. The system checks the privileges on the basis of the entry made under Account Operator's Business ID (data element 080; pos. 86-98).

### 2.1 Name of the software that produced the file – Data element 014

This data element (014) is mandatory, for purposes of identification, in the VSPSERIE, VSPSERIK, VSPSKUST, VSRAERIE and VSPSVYHT annual information flows.

In the future, the entry in 014 must contain the Business ID of the software provider company and two additional control characters. An underscore is required between the Business ID and the control characters. For the Business ID, it is mandatory to follow the exact format. The control characters are intended for the software provider company, so they can identify their software product according to their own needs.

The format of the name of software (014) data element is the following:

Y-TUNNUS\_AN2 ( 12 characters in total)

Example:

The provider of the "AccountingPro" software application has 6606611-7 as its Business ID. The provider not only sells "Accounting Pro" but also another application called "PayrollPro".

The entry in this data element should be:

014: 6606611-7\_AP (Accounting Pro)

014: 6606611-7\_PP (Payroll Pro)

If the software company does not have a Finnish Business ID, the dummy value 0000000-0 is permitted, for example, you can enter: 0000000-0\_U1.

If the software is developed independently by the payer reporting the annual information, enter the Business ID of the payer company in this field. Add control characters as appropriate.

### **3 MAKING CORRECTIONS**

For more information, see Making corrections to e-filed submittals of information returns.

Please note the special requirement regarding this information flow:

We recommend that when making corrections, filers use the same information flow, and the same software, as they used for the original submittal.

### **4 PERIOD OF VALIDITY**

This specification sets out the requirements of file formatting that come into force 23 February 2016 and continue to be in force until a new version of this specification is released.

Due date for filing is 3 February 2017.

### **5 COMBINED INFORMATION FLOWS**

You may send us the following flows in the same computer file as you are sending your VSPSVYHT flow:

- VSRAERIE
- VSPSERIE or VSPSERIK+VSPSKUST
- VSRAERIE

## 6 CHANGES ON THE PREVIOUS YEAR

Data Name	Data element	Description
10/611	Document type	Removed (see Making Corrections)
10/082	Deletion	This is a new Data Element.
15-18/602	Year of payment	Now refers to pos. 058
20-32/601	Payor's ID	Now refers to pos. 010
36-65/605	Name of contact person	Now refers to pos. 041
72-84/604	Contact person's telephone	Now refers to pos. 042
86-98/080	Account operator's Business ID	This is a new Data Element.
101-113/650 140-152/631 194-206/614	Total wages paid out by a substitute payor (such as KELA) for which the actual employer has paid social security Amounts deducted from social security contribution Total wages and reimbursements subject to tax at source and social security contributions (also includes the taxable values of fringe benefits)	Now the format is 'R'.  If Data Element format is 'R', entries must have two decimals. Decimal separator character: the Comma (,).
208-230/048	Software application that produced the file	Format requirement: AN23 . This is now a voluntary Data Element.
231-242/014	Name of the software that produced the file	For identification (T). Format: Y-TUNNUS_AN2

## 7 LIST OF THE DATA CONTENT

Descriptions of the column entries:

<b>Position</b>	The place where the data is located; concerns the fixed-length format.
<b>Conditional</b>	<b>P</b> mandatory field <b>V</b> not mandatory field
<b>T</b>	<b>T</b> refers to names and identity codes when making corrections and sending in a file that deletes previous entries (082:D). It is required that the name and ID are exactly the same as in the previous filing. No other information is required in a deletion file except the names and identity codes.
<b>L/T</b>	If there is an asterisk * in the L/T column, it means Tamo will run a check on the user entries.  <b>VP</b> means that the field is not mandatory unless special conditions apply. In conditional sections, filling in the field, or the result of a calculation, determine whether some other information is mandatory.  <b>#</b> means that you cannot populate the field if the field preceded by a # character is populated. If populating it with a zero is OK, it is mentioned in the Data Element Description text.  If there is an <b>L</b> in the L/T column, it means that a formula determining

	<p>the value is in existence, but Tamo does not run an automated check.</p> <p>If there is an <b>H</b> in the L/T column, it means that a Message is displayed regarding the entry. However, this does not prevent the submittal.</p> <p>There may be several of the above comments made in the L/T column if the entries are subject to calculations and automated checks.</p>
<b>Permissible values</b>	This column contains the relevant permissible values, separated by comma.

Position	Code	P/V	T	L/T	Description	Format	Permissible values
1-8	000	P	T		File identifier	AN8	VSPSVYHT
10	082	V			Deletion	A1	D
15-18	058	P	T		Year of payment The year of payment is the calendar year when wages were paid.	VVVV	2016
20-32	010	P	T		Payor's ID	ALITP   HETU	
36-65	041	V			Name of contact person	AN30	
72-84	042	V			Contact person's telephone	AN13	
86-98	080	V	T		Account operator's Business ID	YTUNNUS	
101-113	650	V			Total wages paid out by a substitute payor (such as KELA) for which the actual employer has paid social security	R10,2	
140-152	631	V			Amounts deducted from social security contribution	R10,2	
180	613	V			No wages were paid during the calendar year (0=No, 1= Yes)	N1	0, 1
194-206	614	V			Total wages and reimbursements subject to tax at source and social security contributions (also includes the taxable values of fringe benefits)	R10,2	
208-230	048	V			Software application that produced the file	AN23	
231-242	014	P	T		Name of the software that produced the file	Y-TUNNUS_AN2	
244-257	198	V			Send Date and Time — populated by the service provider	DDMMYYYY HHMMSS	
	999	P			Final identifier	N8	

## 8 AUTOMATED CHECK PROCESSES

Not applicable to this information flow.

## 9 MESSAGES

Not applicable to this information flow.

## 10 EXAMPLE

The example represents the payor-specific section of the Employer Payroll Report, VSPSVYHT (000), created by the Accounting Pro software application.

The filing concerns the 2016 Year of payment (058) and the employer's business ID is 1234567-9 (010), the contact person's name is JOHN SMITH (041) whose telephone number (6042) is 09123456, deductions made from the social security contribution are 150 euros and 44 cents (631); and the sequential number for the filing is 1, and '1' will therefore be the value of the final code (999).

**000:VSPSVYHT**

058:2016

010:1234567-9

041:SMITH,JOHN 042:09123456

631:150,44

048:Accounting Pro 1.2

014:6606611-7\_AP

999:1