

# Welcome to the online services for individuals who are household employers

Updated on January 1, 2019



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#### LOGGING ON

Online services can only be accessed with a valid subscription. Before following the steps below, ensure that you have your subscriber number and password.

- Your initial login credentials are sent on your paper salary statements.
- If you cannot find your login details, please contact the Collections Department.

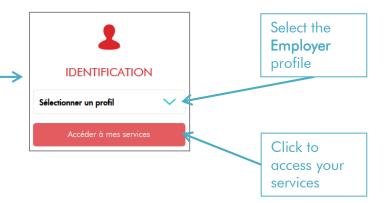
+377 93 15 49 62

recouvrement@caisses-sociales.mc

For easier reading, you can enlarge the view of the web pages by pressing the CTRL key and scrolling the wheel on your mouse.

Log on at <u>www.caisses-sociales.mc</u>

The quick identification form can be found in the upper right of the page.



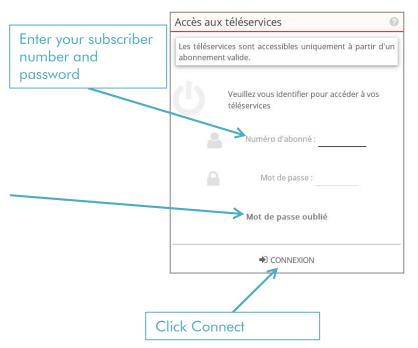


#### LOGGING ON

# Logging on

If you forget your password after the first time you log on, enter your subscriber number then click **Forgotten password** (Mot de passe oublié).

An email will be sent to the address you have validated in your "subscriber profile".



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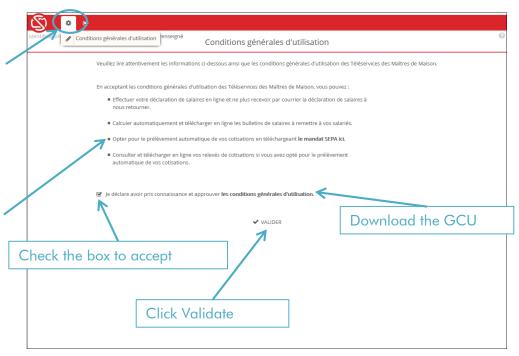


#### GENERAL CONDITIONS OF USE

This screen is only displayed the 1st time that you log on in order to validate the subscription. After that, you can refer to these GCU from the Settings menu.

Please read the GCU carefully and validate them. If you do not validate the GCU, you will be unable to access any services.

If you wish to pay your contributions by direct debit, download and complete the **SEPA direct debit mandate** (mandat SEPA) and return it to the Collections Department.



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### CHANGING YOUR PROFILE

You can use this screen to complete your profile and validate your email address.

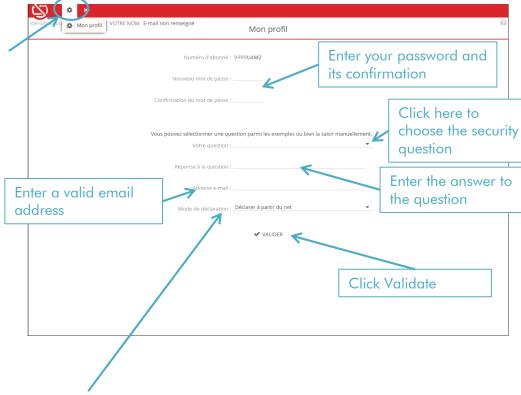
Once you have logged on, you can access your profile from the Settings menu.

Complete your profile then click Validate (Valider).

When you enter or change your email address, you will receive an email enabling us to verify the validity of this address. Click the link contained in this email.

- If you can't find this email, check your spam.
- If you haven't received the email, restart the login process and check the email address that you have entered in your profile.

Without a valid email address, you cannot access any services.





By default, net salary is used for statement (Mode de déclaration = "Déclarer à partir du net"). If you do not want to use this method, you can modify to statement mode using gross salary (Mode de déclaration = "Déclarer à partir du brut") and click Validate (Valider).



#### STATEMENT HISTORY

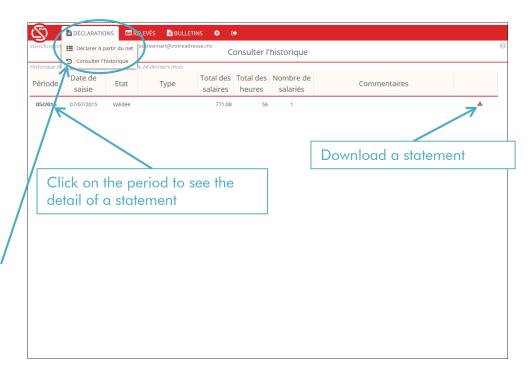
You can use this screen to view your online salary statements for the past 24 months as well as the additional or corrective statements produced by the Collections Department. It is displayed by default when you log onto the portal.

Before your 1st online statement, the **statement** history is empty.

Only the statements made since you subscribed to the online service are displayed.

You can access this screen at any time through the STATEMENTS (DECLARATIONS) tab by selecting View history (Consulter l'historique).

You can view the **detail** of a statement by clicking on the period, you can also **download** it by clicking the icon on the right.





#### SALARY STATEMENTS USING NET SALARY

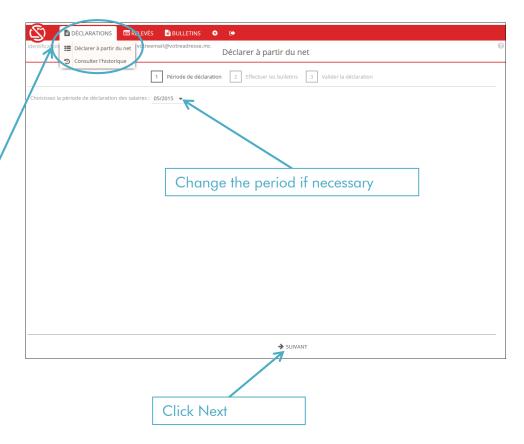
From the 20th of each month you can enter the remuneration elements for your employees for the month in question.

Every month you receive an email notifying you that the statement for the new period is available.

If you want to use the net salary for statement, Go, to the STATEMENTS (DECLARATIONS) tab and choose **Report net salary** (Déclarer à partir du net). If you want to use the gross salary for statement, see page 15.

The default statement period is the current period. You can select an earlier period provided that you have not made a statement in this period. If you want to modify a statement already made, contact the Contributions Department.

Select the statement period and click Next (Suivant).





## SALARY STATEMENTS USING NET SALARY

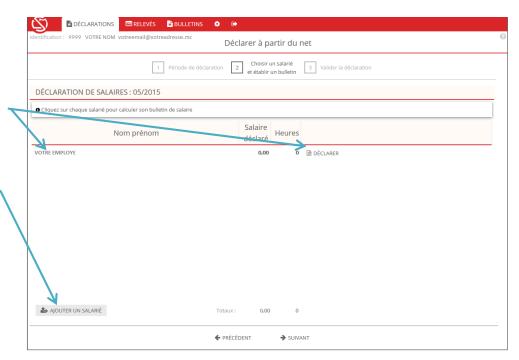


This screen displays the list of known employees in the workforce for the selected period.

Click the name of an employee or the icon in order to calculate their payslip together with the amount and the hours to be reported. You are taken to the employee's payslip calculation.

You can add an employee by clicking Add employee (Ajouter un salarié). Enter the employee's full name and date of birth then validate.

If you have no salaries to report, click **Next** (Suivant).





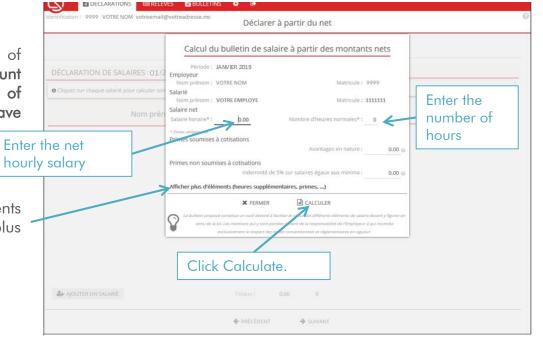
#### SALARY STATEMENTS USING NET SALARY

#### Calculating a payslip

This screen helps you to calculate the elements of the payslip selected from the **net hourly amount** that you pay your employee and the number of hours worked in the period, including paid leave and notice.

You can complete any other remuneration elements by clicking View more elements (Afficher plus d'éléments).

Click Calculate (Calculer).





### SALARY STATEMENTS USING NET SALARY

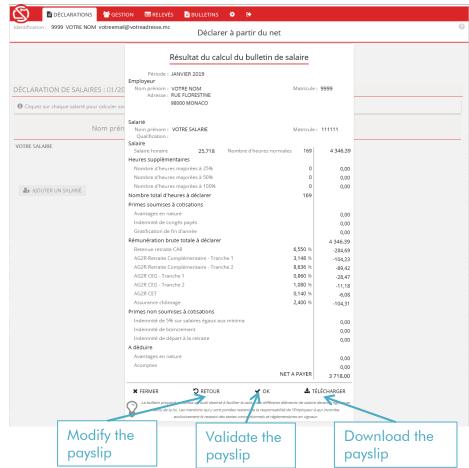
#### Result of the payslip calculation

This screen displays the result of the payslip calculation from the information that you have provided.

You can use it to download and/or print the payslip so you can give it to your employee.

By clicking **OK**, you validate the **amount and hours** to be reported for the employee.

You can modify or download the payslip by clicking **Return** (Retour) or **Download** (Télécharger).





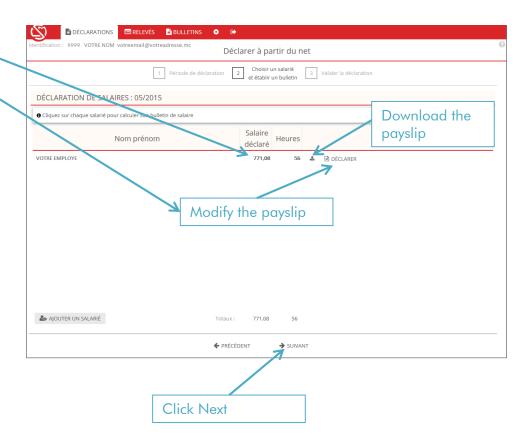
## SALARY STATEMENTS USING NET SALARY

Once the payslip has been calculated the gross salary and hours are displayed online for the relevant employee.

You can always modify and/or download the payslip.

Don't forget to repeat the payslip calculation for each employee who has received a salary during the period.

Once this step is completed, click **Next** (Suivant).



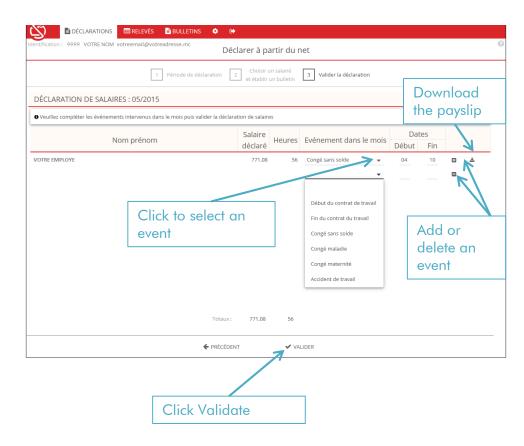


### SALARY STATEMENTS USING NET SALARY

- This screen enables you to enter, if necessary, any events that have occurred during the period then validate the transfer of the statement to the Caisses Sociales.
  - For an employee hired during the period, select "Employment contract start date" ("Début du contrat de travail") and enter the start date.
  - For an employee dismissed during the period, select "Employment contract end date" ("Fin du contrat de travail") and enter the end date.
  - Other events must be entered with a start date and end date.

You can specify several events for an employee. To add or delete events, use the + and - icons.

Enter the **events to be reported** and the corresponding dates then click **Validate** (Valider).





#### SALARY STATEMENTS USING NET SALARY

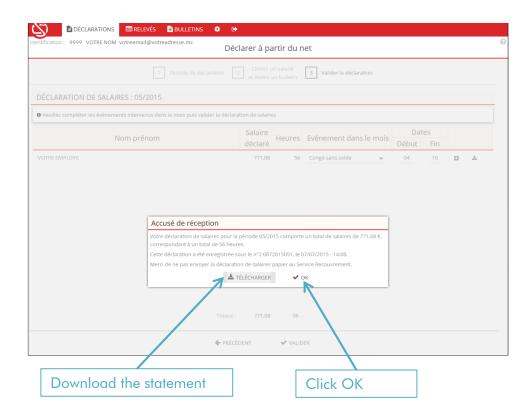
The acknowledgement of receipt is a summary of the statement that you have sent to the Caisses Sociales.

It also enables you to **Download** (Télécharger) the statement submitted.

After you complete your first online salary statement, you no longer need to send the paper salary statement that you have received by post. Subsequently, you will no longer receive paper salary statements.

#### Click OK.

You are then taken to the View history screen showing the new statement that has been sent.





#### SALARY STATEMENT USING GROSS SALARY

From the 20th of each month you can enter the remuneration elements for your employees for the month in question.

Every month you receive an email notifying you that the statement for the new period is available.

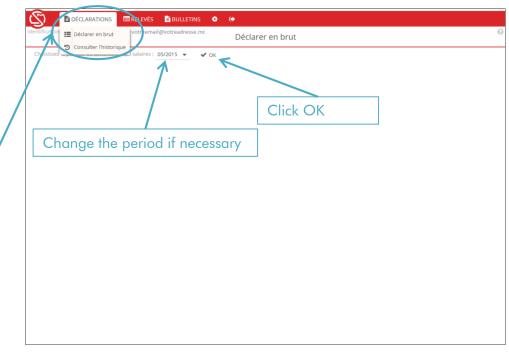
If you want to use the gross salary for statement, go to the STATEMENTS (DECLARATIONS) tab and select **Report gross salary** (Déclarer en brut).

If you want to use the net salary for statement, see page 8.

The default statement period is the current period.

You can select an earlier period provided that you have not made a statement in this period. If you want to modify a statement already made, contact the Contributions Department.

Select the statement period and click OK.





#### SALARY STATEMENT USING GROSS SALARY



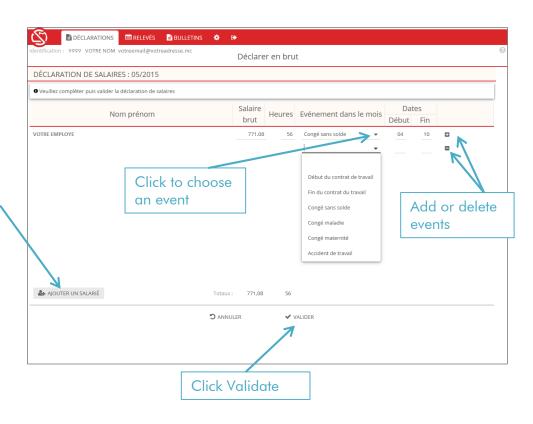
The statement screen displays the list of known employees in the workforce.

Enter the total gross salary in **Salaire brut**, the corresponding hours in **Heures** and eventualy the event for this month in **Evénement dans le mois**. When finished, click **Validate** (Valider).

You can add an employee by clicking Add employee (Ajouter un salarié). Enter the employee's full name and date of birth then validate.

- For an employee hired during the period, select "Employment contract start date" ("Début du contrat de travail") and enter the start date.
- For an employee dismissed during the period, select "Employment contract end date" ("Fin du contrat de travail") and enter the end date.
- Other events must be entered with a start date and end date.

You can specify several events for an employee. To add or delete events, use the + and - icons.





# Caisses Sociales de Monaco

# SALARY STATEMENT USING GROSS SALARY

The acknowledgement of receipt is a summary of the statement that you have sent to the Caisses Sociales.

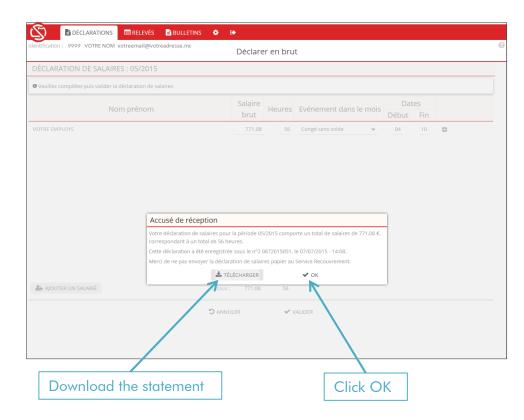
It also enables you to **Download** (Télécharger) the statement submitted.

After you complete your first online salary statement, you no longer need to send the paper salary statement that you have received by post.

Subsequently, you will no longer receive paper salary statements.

Click OK.

You are then taken to the View history screen showing the new statement that has been sent.





## CONTRIBUTIONS RECORDS

Go to the RECORDS (RELEVES) tab.

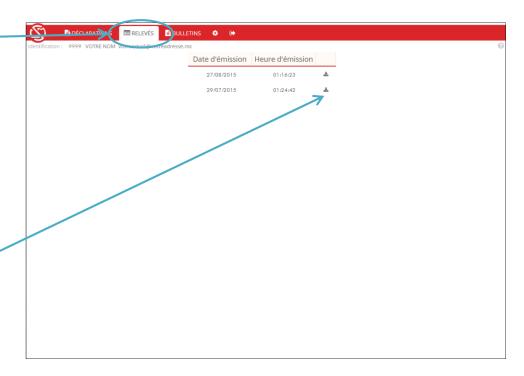
This screen enables you to download the records of your contributions if you have chosen to pay by direct debit.

You receive a monthly email notification that the new record is available online.

In case there is a problem with the payment of your contributions, your records are occasionally sent by post.

Click the icon to download the record.

If you have not opted to pay by direct debit, you will continue to receive your contributions records by post and they will not appear on this screen. You can download the SEPA direct debit mandate from this screen and return it to the Collections Department accompanied by a bank statement.







# Caisses Sociales de Monaco

#### **PAYSLIPS**

Go to the PAYSLIPS (BULLETINS) tab and select **From net amounts** (A partir des montants nets).

Your employees' payslips can be calculated and printed online separately from your statement.

Attention: this option cannot be used to produce your salary statements.

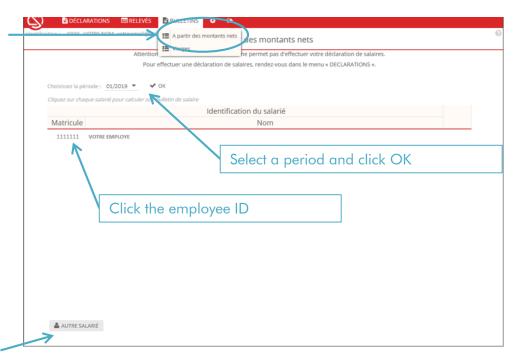
To produce a salary statement, go to the STATEMENTS (DECLARATIONS) tab.

The default screen displays the list of known employees in the workforce for the current period. You can select another period and click **OK**.

Click the ID number of a proposed employee.

You can select another employee by clicking **Other** employee (Autre salarié).

You are then taken to step 2.





#### **PAYSLIPS**

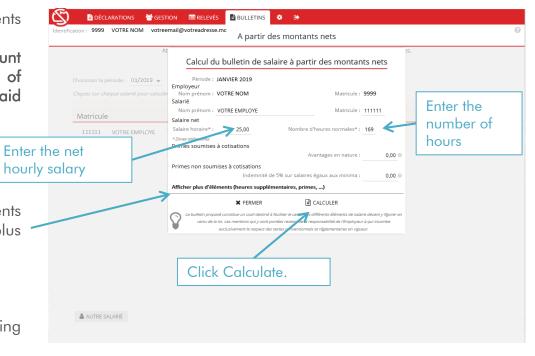
This screen is used to calculate the payslip elements for the selected employee.

Attention: you must enter the net hourly amount that you pay your employee and the number of hours worked during the period, including paid leave and notice.

You can complete any other remuneration elements by clicking **View more elements** (Afficher plus d'éléments).

Click Calculate (Calculer).

The result of the calculation visible on the following page is displayed.





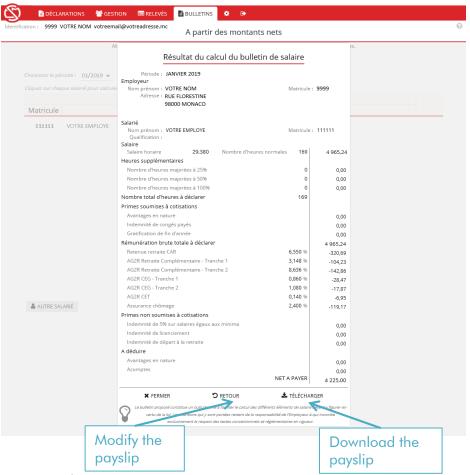
# Caisses Sociales de Monaco

#### **PAYSLIPS**

This screen displays the result of the payslip calculation from the information that you have provided.

You can use it to download and/or print the payslip so you can give it to your employee.

You can modify or download the payslip by clicking **Return** (Retour) or **Download** (Télécharger).



#### APPENDICES: PDF OF AN ONLINE STATEMENT

CAISSES SOCIALES DE MONACO RECOUVREMENT DES COTISATIONS

Maîtres de Maison 11, rue Louis Notari MC 98000 MONACO (+377) 93 15 49 62 Employeur : VOTRE NOM Matricule : 9999

Adresse: RUE FLORESTINE 98000 MONACO

#### Déclaration de salaires Mai 2015

Etablie le : 07/07/2015 14:08:32

Employé	Salaire	Heures	Evènements
VOTRE EMPLOYE	771,08	56	Congé sans solde
Matricule: 1111111			04/05/2015 - 10/05/2015
Total:	771,08	56	

Imprimé par l'application de déclaration de salaires internet le 08/07/2015 09:18:48



## APPENDICES: PDF OF A PAYSLIP

#### **BULLETIN DE SALAIRE**

IDENTIFICATION EMPLOYEUR
Nom VOTRE NOM
Adresse RUE FLORESTINE
98000 MONACO

N° employeur 9999

Mois 01/2019

Nom du salarié VOTRE EN	MPLOYE		
Matricule 111111 (	Qualification		
Salaire		•	Rémunération
Salaire horaire 29,38	Nombre d'heures (y compris congés payés)	169	4 965,24
Heures supplémentaires	Nombre d'heures majorées à 25%	0	0,00
	Nombre d'heures majorées à 50%	0	0,00
	Nombre d'heures majorées à 100%	0	0,00
Nombre total d'heures (à décla	arer aux Organismes Sociaux)	169	
Primes soumises à cotisations			
Avantages en nature			0,00
Indemnité compensatrice de congés payés (sur départ)		0,00	
Gratification de fin d'année			0,00
Rémunération brute totale (à a	déclarer aux Organismes Sociaux)		4 965,24
Retenue retraite CAR		6,550 %	-320,69
AG2R Retraite Complémentaire	- Tranche 1	3,148 %	-104,23
AG2R Retraite Complémentaire	– Tranche 2	8,636 %	-142,86
AG2R CEG – Tranche 1		0,860 %	-28,47
AG2R CEG – Tranche 2		1,080 %	-17.87
AG2R CET		0.140 %	-6.95
Assurance chômage		2,400 %	-119,17
Primes non soumises à cotisation	ons		
Indemnité de 5% sur salaires ég	aux aux minima		0,00
Indemnité de licenciement			0,00
Indemnité de départ à la retraite	e		0,00
A déduire			
Avantages en nature			0,00
Acomptes			0,00
		NET A PAYER	4 225,00

Date du paiement

Signature de l'employeur

Dans votre intérêt et pour vous aider à faire valoir vos droits, conservez ce bulletin de paye sans limitation de durée