

**Monthly payroll  
reporting starting  
in 2024**





# Today's webinar

- About Fora
- A step-by-step transition to monthly reporting
- Monthly reporting of manual workers
- Marking of manual workers
- Monthly invoice
- How to prepare for the transition

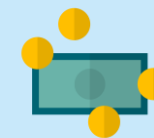
Occupational  
pension

# SAF-LO Collective Pension Insurance



**3,500,000**

people receive a pension  
statement from Fora every year



**SEK 22 billion**

forwarded annually in  
premiums and fees



**235,000**

companies currently  
have an agreement  
with Fora



**Wide range**

from self-employed persons  
to multinational companies

# **A step-by-step transition to monthly management**

# Fora is introducing monthly management of the collectively agreed insurances

From

Reporting of final payroll statement in January

Invoice every other month, based on preliminary pay, with annual settlement in February

Annual transfer of pension premiums for SAF-LO Collective Pension Insurance



To

Monthly payroll reporting

Monthly invoice based on the actual cost

Monthly transfer of pension premiums for SAF-LO Collective Pension Insurance

# Purpose of the transition



**Manual workers** get their pension money transferred every month, greater opportunities for capital yield.



**Employers** receive invoices based on the **actual cost**.

# A step-by-step transition to monthly management of the collectively agreed insurances



# Monthly payroll reporting for manual workers



# Occupational pension and insurances included in the transition to monthly management 2024



SAF-LO Collective Pension Insurance



Other insurances for manual workers



Part-time pension allocation  
Extra pension allocation



Association fees



Same basis for calculation of the cost (the manual worker's pay)

# Occupational pension and insurances included in the transition to monthly management 2024



SAF-LO Collective Pension Insurance



Other insurances for manual workers



Part-time pension allocation  
Extra pension allocation



Association fees

## Coming in the next step



Supplementary pension provision



Lifetime Working Hours/Working Hours Pension

On a time basis for calculation  
at least (the manual worker's pay)

# **New marking of manual workers**

# What is marking?

- Marking is employment information
- Links the employee to the correct collective agreement
- Collective agreement information comes from employers' associations and trade unions
- Only relevant marking alternatives are displayed



FOK306834 Arbetare – Kollektivavtal  
Byggavtalet

*(Manual worker - Collective  
Agreement Construction Agreement)*

# Example of marking

Companies **WITH**  
collective agreements



FOK306834 Arbetare – Kollektivavtal  
Byggavtalet

*(Manual worker - Collective Agreement  
Construction Agreement)*

Companies **WITHOUT**  
collective agreements:



FOK301123 Arbetare,  
när kollektivavtal för arbetare saknas

*(Marking for a manual worker at a company  
without collective agreement)*

# What do you need to do as an employer?

- **Everyone** in your **manual worker** personnel category should be assigned a new marking
- Most companies will have **only one** marking alternative for manual workers



You will only be able to report pay once you have completed marking.

# On which occasions should employees be marked?

- Ahead of your first monthly payroll reporting
- In the event of changes to your personnel or collective agreements



**It is very important to distinguish between manual workers, non-manual workers and self-employed persons when marking.**



# Three different ways to carry out marking



With a file from your payroll system that you upload to Mina sidor (My Pages)



Manual entry on Mina sidor (My Pages)



With an Excel file that you upload to Mina sidor (My Pages)



# Monthly invoice

# Monthly invoice

It will be possible to download a detailed cost specification from Mina sidor (My pages).



# How you can prepare for the transition

# The type of workers you employ determines how the transition affects your company



## Only manual workers

Switch to monthly reporting



## Manual and non-manual workers

Report both monthly and annually



## Only non-manual workers

Keep reporting annually

# Monthly reporting and invoicing for companies with manual workers only

## Payroll reporting for manual workers 2024 (monthly reporting)

2024	Januari	Februari	Mars	April	Maj	Juni
Rapportera	-	januari och februari		mars	april	maj
Faktura	-	-	januari och februari		mars	april

## Payroll reporting for manual workers 2023 (annual reporting)

2024	Januari	Februari
Rapportera	2023	-
Faktura	-	Slutreglering 2023

# Monthly reporting and invoicing for companies with manual workers & non-manual workers

Payroll reporting for manual workers 2024 (monthly reporting)

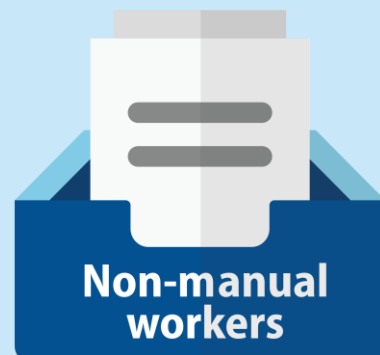
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Faktura	-	-		januari och februari	mars	april

Payroll reporting for non-manual workers 2023 (annual reporting) + period invoices 2024

2024	Januari	Februari	Mars	April	Maj	Juni
Rapportera	2023	-	-	-	-	-
Faktura (2023)	-	Slutreglering 2023	-	-	-	-
Terminsfaktura (2024)	-	1	-	2	-	3

# Important considerations for companies with both manual workers and non-manual workers

If your company employs both manual workers and non-manual workers, the invoices should be paid to different bankgiro numbers

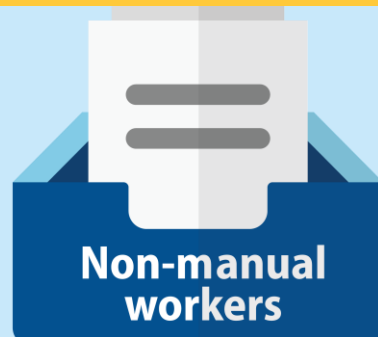


# Important considerations for companies with both manual workers and non-manual workers

If your company employs both manual workers and non-manual workers, the invoices should be paid to different bankgiro numbers

**i**

It is very important that the different invoices are paid to the correct recipient.





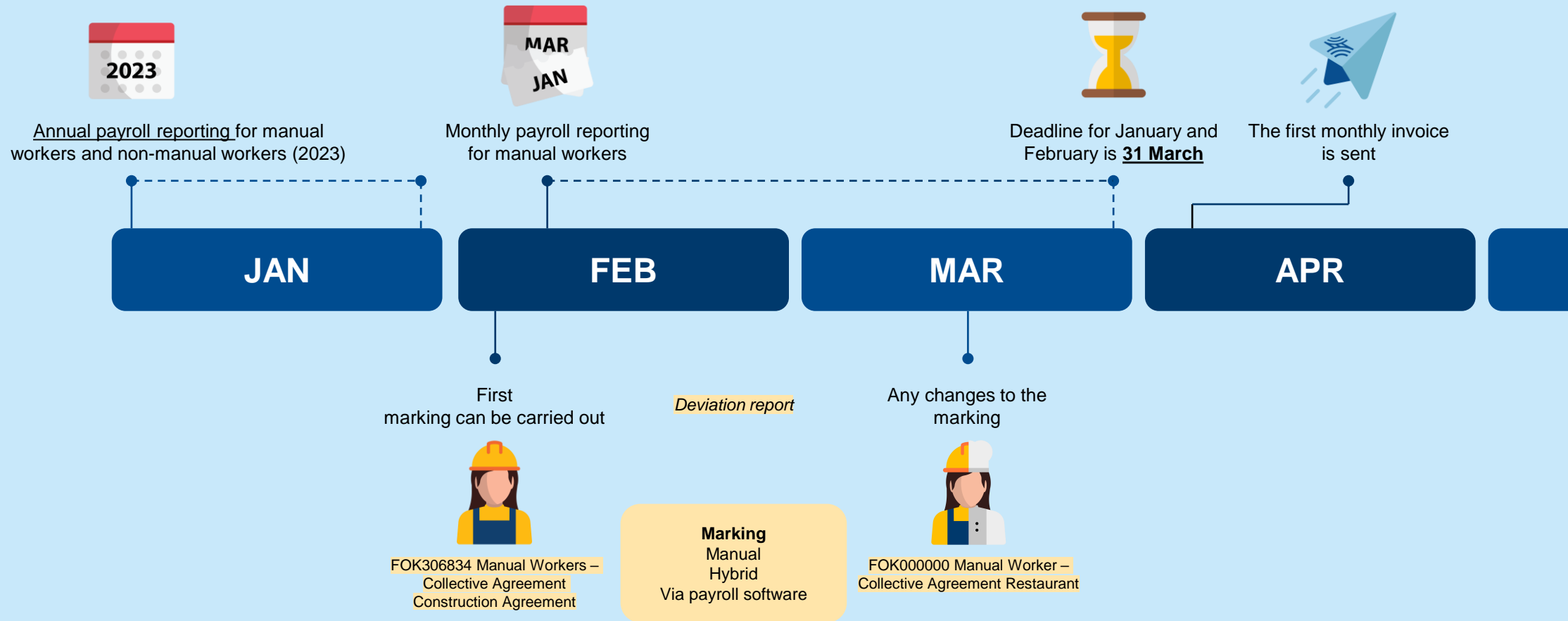
# Monthly reporting and invoicing for companies with non-manual workers

Payroll reporting for non-manual workers 2023 (annual reporting) + period invoices 2024

2024	Januari	Februari	Mars	April	Maj	Juni	
Rapportera	2023	-	-	-	-	-	
Faktura (2023)	-	↓ Slutreglering 2023	-	-	-	-	
Terminsfaktura (2024)	-	1	-	2	-	3	

# Important dates

Transition period (2024)



# What you need to do now

- Double-check that the right person has been registered as your main administrator
- On the Fora website, you'll find information in English relevant for the type of workers your company employs.



**Remember to submit your annual payroll report for 2023 in January 2024.**

# Thank you!

[fora.se](https://fora.se)

