Instructions connect - part employees / benefits

General

This document gives you an overview of the most common and important steps in connect.
Always register the employee first via connect and wait for him/her to appear in the list of active employees.
On each level you will then find various mutation options by clicking on the three dots on the right.

Application for benefits

You register a new application for family allowances, income compensation or parental allowances via the existing employee

For the benefits of the LEC - MB - PB – AB use the forms under this link:
LEC -MB - PB - AB | Forms | Leaflets & forms | Information Center OASI/DI (ahv-iv.ch)
and you submit it to us with the necessary documents via the corresponding registration in the connect.

Application for family allowances
Fill in all the required fields in the individual steps. We need all the information in order to process your application correctly. If the recipient's home address is blank, we do not yet know it and would be grateful if you could fill it in.

In the registration procedure " Settlement by the employer", you can generate the registration form at any time by clicking on the three dots and send it to your employees in PDF format.
ATTENTION: Do NOT cache before generating.

After returning the registration form, enter the missing information in the connect and send us the original questionnaire and all necessary documents. Please ensure that the documents are delivered in a single, easy-to-read PDF (no blank or rotated pages, no jpg or other image formats).

In the delegation procedure " Electronic through recipient", you only prepare the initial screen and after entering the e-mail address, you can delegate the completion of all further steps to the employee.

Important: Make your employees aware of the importance of filling out the form completely and attaching the necessary documents in a readable PDF.
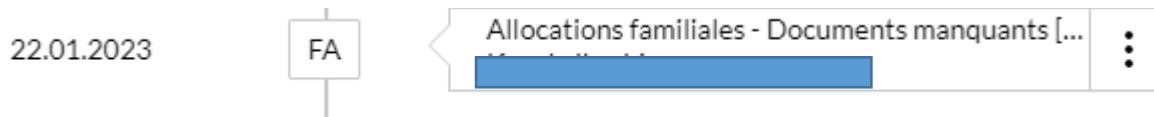
If we come across missing documents or information during processing, we will send you the enquiry as a task in the connect. As a date, we set the deadline by which we expect an answer.

If you also want to have this enquiry answered by your employee, you must also actively delegate the matter again.

You will see all decisions that we issue under Messages on your welcome page and at the bottom of the employee details. Even if you have delegated the task at the beginning, the employees will not receive the decision directly from us. It is therefore at your discretion whether or not the payment can be included in the next pay slip.

Additional child
You register an additional child on the employee screen with "Apply for family allowances".
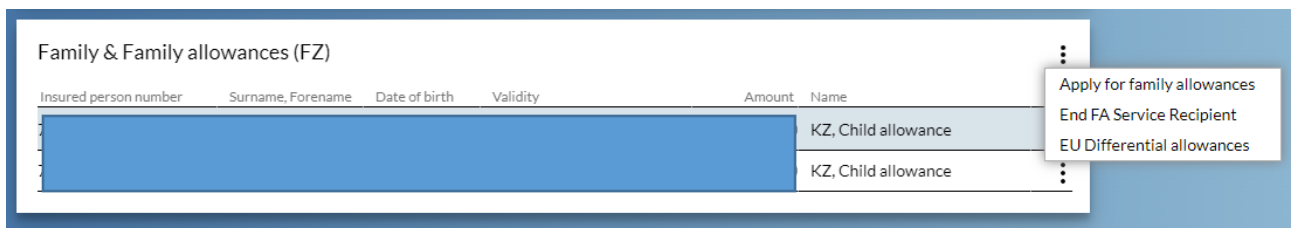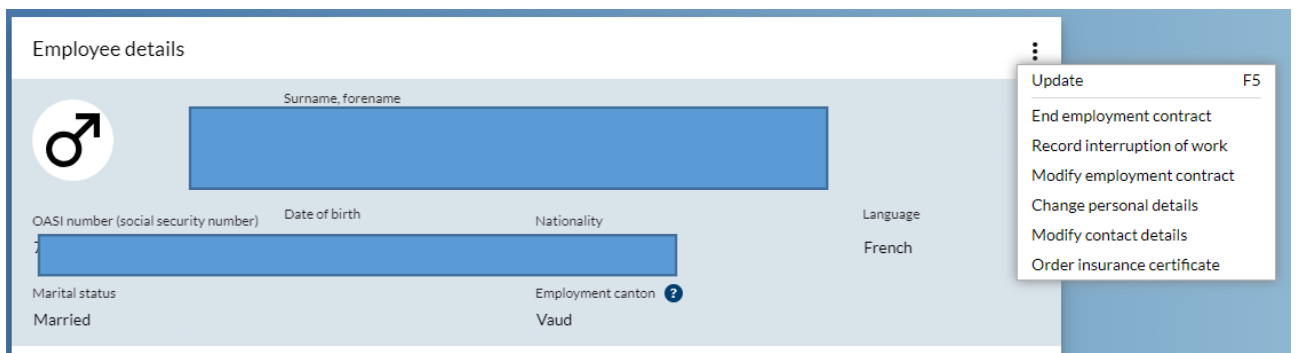

New education
You register a new education on the already registered child with "Education".

Other employee data
You report all relevant changes to employee information via the employee details. You do not need any further forms or other separate messages in the connect.

Modify employment contract: Change of canton of employment
Change personal details: Change in marital status (with enclosures such as divorce decree, etc.)
Change personal details: Change of correspondence language
Change contact details: Private address, telephone number, e-mail address

Overview
All these mutations trigger tasks, messages and business cases as appropriate. You will find them listed and updated at any time on your connect welcom page.

Communication with Albicolac
If you process requests from us (missing documents, education certificates, etc.) in your tasks, you will respond to these requests in connect.

Summary
By using the possibilities of connect throughout, you will save yourself and us additional queries by mail or telephone and speed up the work processes in the process.
Please make sure to include all requested documents as legible PDF files.
Applications completed in full in the connect do not need to be signed.

Simplification tip: The registration of a child born in Switzerland to a married couple (Swiss citizen) does not require any documents.