USER GUIDE

BE Werkbonus +

Belgian target-group reductions and work bonus in Odoo: a quarterly tracker per employee with first hirings, regional schemes of Flanders, Wallonia and Brussels and the work bonus brackets, checked before the DmfA.

English

Odoo 18 · 19 · 20 · **support@pokutsoft.com** · pokutsoft.com

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1. Overview

Load your employees into a quarterly tracker, give each one the scheme that fits, and the app checks age, wage ceiling, first-hire rank, workload, the region of the establishment unit, the validity dates and the quarters already used. You get the reduction of the quarter and the work bonus per employee, and a file for your social secretariat.

2. Features

- **Quarterly tracker.** One tracker per year and quarter; the employees are loaded with their age at the end of the quarter and their quarterly wage.
- **Scheme checks.** Age range, wage ceiling, first-hire rank, minimum workload, duration and the dates the scheme is in force are checked per line; a failed check is written as the reason.
- **Regional schemes.** A regional reduction needs an establishment unit in the scheme's region; federal schemes apply everywhere.
- **Phased amounts.** Schemes with phases give the amount of the next quarter from the quarters already used, prorated to the workload.
- **Work bonus.** The bracket in force for the quarter gives the monthly bonus from the reference wage, prorated to the workload; brackets are kept per validity date.
- **Honest amounts.** A scheme without a flat amount (structural reduction) or with amounts not yet checked against an official publication is flagged next to the figure.
- **Suggest and roll over.** A wizard suggests the best scheme per employee and the next quarter is prepared from this one.
- **Export.** A CSV for your social secretariat, after a validation of the lines; nothing is sent to the RSZ / ONSS.

3. Installation

Open Apps, search for “BE Werkbonus +” (technical name be_werkbonus_doelgroepvermindering_tracker) and install it. Required modules: hr, mail. Available for Odoo 18.0, 19.0 and 20.0, Community and Enterprise. Interface languages: English, Dutch.

4. Workflow

1. Open BE Wage Reductions > Configuration > Reduction Schemes and Work Bonus Brackets and check the amounts and validity dates you will use.

2. Make sure each employee has a birthday and a wage on the contract.

3. Create a tracker in Reduction Trackers for the year and quarter and click Load Employees.

4. On each line, pick the scheme (or use Suggest Schemes), fill the establishment unit number and region, the first-hire rank, the workload, the date the right was opened and the quarters already used.

5. Click Evaluate: refused lines show their reason, eligible lines the reduction of the quarter and the work bonus; flagged amounts carry their warning.

6. Validate and Export the CSV for your social secretariat; Roll Over prepares the next quarter.

5. Roles and rights

HR officers (Employees: Officer) are users; HR administrators are managers and maintain schemes and brackets.

6. Questions

Why is a regional reduction refused?

The establishment unit is missing or is not in the scheme's region.

Why does the structural reduction show 0?

It has no flat amount; the line says so and your social secretariat computes it.

7. Support

Questions are answered at support@pokutsoft.com.