USER GUIDE

PEN
PAYROLL
ODOO

NL Pensioenaangifte +

Pension declaration data and the PAWW levy in Odoo: franchise, maximum pensionable salary, employer and employee premium per period, PAWW on the SV wage, reconciliation and the annual summary file.

English

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

Contents

1. Overview
2. Features
3. Installation
4. Workflow
5. Roles and rights
6. Questions
7. Support

1. Overview

Set up your pension scheme with franchise, maximum pensionable salary, premium percentage and employer share. Per payroll period the app computes the pensionable base, employer and employee premium and the PAWW levy on the SV wage for every employee, compares the computed premium with what payroll withheld and exports the file you upload to your pension administrator. A yearly summary rolls up all periods.

2. Features

- **Pension scheme.** Administrator, relation number, basis (average pay, final pay or defined contribution, recorded on the scheme), franchise, maximum pensionable salary, premium percentage, employer share and periods per year.
- **Pensionable base.** Salary capped at the maximum, minus the franchise, times the part-time factor.
- **Premium per period.** Total premium split into employer and employee share, divided by the periods of the scheme.
- **PAWW levy.** Percentage of the SV wage of the period with the yearly ceiling spread over the periods; rates for 2023 to 2026 come with the module.
- **Reconciliation.** The premium withheld in payroll is compared with the computed premium; differences are counted and noted on validation.
- **Declaration file.** CSV per period with scheme code, relation number, BSN, employee, base, premiums and PAWW for the administrator's portal.
- **Annual summary.** Per employee the employer and employee premium and PAWW of all periods of the year, with export.
- **Checks.** BSN eleven-test, part-time factor, a period that does not exist in the scheme and duplicate declarations are refused; an unverified or missing PAWW rate is stated.

3. Installation

Open Apps, search for “NL Pensioenaangifte +” (technical name nl_pensioenaangifte_paww_bridge) and install it. Required modules: base, mail. Available for Odoo 18.0, 19.0 and 20.0, Community and Enterprise. Interface languages: English, Dutch.

4. Workflow

1. Open Pension & PAWW > Configuration > Pension Schemes and create your scheme: administrator, relation number, scheme code, basis, franchise, maximum pensionable salary, total premium percentage, employer share and periods per year.

2. Check Configuration > PAWW Rates: percentage and SV-wage ceiling per year. A rate without an official source shows a warning on every declaration that uses it.

3. Open Declarations, create the declaration of the period (or click Copy Previous Period) and add a line per employee: name, BSN, part-time factor, annual salary and the SV wage of the period.

4. Enter the premium withheld in payroll in Declared Premium; lines with a difference are counted. Click Validate.

5. Click Export File and upload the CSV in the portal of your pension administrator, then click Mark Uploaded.

6. At year end, open Annual Summaries, create the summary of the scheme and year, click Aggregate, Finalise and Export.

7. Premium Estimate computes base, premiums and PAWW for one salary.

5. Roles and rights

Pension users prepare declarations; pension managers also manage schemes and PAWW rates. System administrators have the manager role.

6. Questions

Does the app send the declaration to the administrator?

No. You upload the exported file under your own portal login.

Which salary goes into the line?

The annual salary on which the scheme is based; the app caps it at the maximum, deducts the franchise and applies the part-time factor.

7. Support

Questions are answered at support@pokutsoft.com.