

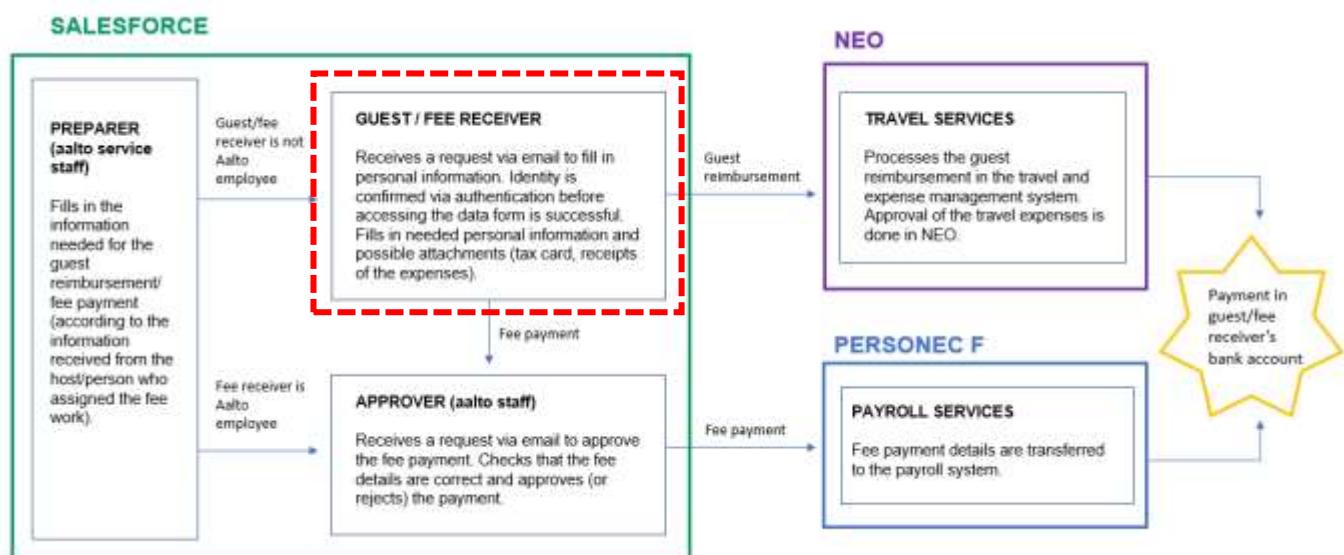
Contents

Introduction	1
Request for personal information.....	2
Submitting a tax card	2
Filling in the personal data form.....	3
Filling out a personal data form through the suomi.fi service.....	3
Tax card.....	4
Attaching receipts for travel expenses	5

Introduction

Aalto University uses Salesforce system to create forms for non-recurring fee payments and guest travel expenses. The same system is also used to securely collect the personal data required for payments and expenses. Once the data has been collected in the Salesforce system, it's transferred to the actual payment systems (fees to the payroll system and travel expenses to the travel and expense management system) for processing. Since fees and travel expenses are processed in different systems, payment schedules also differ: this is why fee payment and travel expenses may not be paid to the bank account on the same day.

Below is a description how the process works in Salesforce. The role of the fee receiver/guest in the process is to provide the necessary personal data and attachments (tax card and/or travel receipts) in order to pay the fee/travel expenses (marked in the picture with a red dotted line).



Request for personal information

You will receive an email requesting you to provide your personal data for the payment of the fee/travel expenses.

- The message is sent from noreply-serviceplatform@aalto.fi
- The subject line of the message is: Personal information request from Aalto University for payment or guest reimbursement / Henkilötietopyyntö Aalto-yliopistolta palkkion tai matkakulujen maksamiseksi

You can find a short summary in the email:

School: School of Arts, Design and Architecture (ARTS)
Fee Type: Separate Fee
Fee work start date/end date: 21.8.2023 - 21.8.2023
Guest reimbursement for visit type:
Visit description:
Expenses reimbursed:

If the fields are filled in the red box, you will be paid a fee.

If the fields are filled in the orange box, you will be reimbursed for travel expenses.

If all the fields are filled, you will be paid a fee and reimbursed for travel expenses.

After the summary you will find a personal link to the personal data form. Please note that the link is active **for 30 days**. The link will close after the expiration date, and you will no longer be able to access the data form.

After clicking the link, you will receive a confirmation request. In the field, enter the email address to where the personal information request was originally sent. Next, you will receive a request for a one-time code. It will be sent to the email you entered earlier as a separate message. Copy the code and paste it into the requested field. After that, you can access the form.

Submitting a tax card

If you are receiving a fee payment and wish to submit a tax card, please note: the kind of tax card you need to submit depends on the fee to be paid. The Finnish Tax Administration has instructed that the “normal” tax card, which is for example used for the taxation of the monthly salary, cannot be automatically used for all fee types.

The tax card you must submit is chosen according to the **Fee Type**, that is mentioned in the summary section of the email. Check what kind of fee you are being paid and submit the specific tax card instructed here:

Fee Type	Required tax card
Assignment Fee	Normal tax card (e.g. tax card for salary)
Compensation for Use	Tax card for <u>compensation for use</u> (request this from the Tax Administration)
Fee Payments for Trade Income	Tax card for <u>trade income</u> (request this from the Tax Administration)
Hourly Teacher Fee	Normal tax card (e.g. tax card for salary)
Separate Fee	Normal tax card (e.g. tax card for salary)

More instructions on tax cards can be found [here](#).

Filling in the personal data form

Fill in the information on the personal data form carefully. Required fields are marked with **an asterisk (*)**. At the end of the personal data form, there is also an empty field where you can provide any additional information if necessary.

You can leave the personal data form unfilled and come back to it later. Please note, that if you entered some information and then leave the form, the entered data will not be saved. You will have to enter all the information again. Also remember the time limit for accessing the data form (30 days). You can access the form using the same link in the email (you will be asked again to confirm your email and enter a one-time code).

If you are not active on the form for about 10 minutes, the form will warn you that the session will be closed soon. If you are not active on the form for 15 minutes, you will be automatically logged out of the form.

Once you have filled in the mandatory fields on the form, you can submit it. After submitting, please note that you will no longer be able to edit the information. Any missing information related to the fee payment can be sent to Aalto's Payroll team payroll@aalto.fi or reimbursement of travel expenses to Aalto Travel Services travelservices@aalto.fi.

Filling out a personal data form through the suomi.fi service

If you have already been paid a fee through Salesforce and have a Finnish personal identity code, you can choose Suomi.fi identification instead of logging in to the personal data form. Suomi.fi authentication requires Finnish bank IDs or a mobile certificate.

Click on the "suomi.fi login" link on the first page. You will be redirected to the next page, where you will need to select the option "**login with suomi.fi**". Do not select the option "login with Aalto students" or "login with Aalto staff", even if you belong to the above-mentioned groups.

Aalto University personal data for payments

Choose User Verification

Choose the verification method to proceed to the personal data form

With Suomi.fi authentication we can safely utilize your personal data that can be obtained from the authorities or that you have previously submitted to Aalto University.

Valitse tunnistautumistapa jatkaaksesi henkilötietolomakkeelle

Suomi.fi -tunnistautumisella voimme turvalisesti hyödyntää viranomaisilta saatavia tai aikaisemmin Aalto-yliopistolle ilmoittamiasi henkilötietoja.

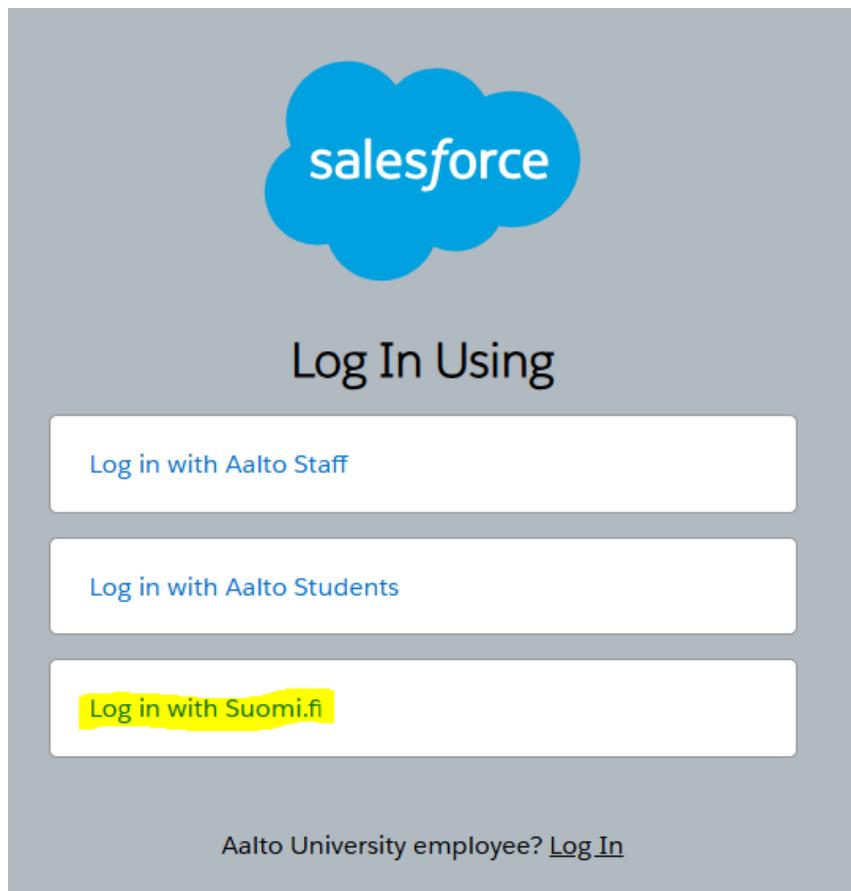
Click here to proceed to Suomi.fi login (choose Suomi.fi also from the next page)

[Suomi.fi login](#)

Verify using Email (old data will not be utilized)

* Email

[Next](#)



When you identify yourself strongly through the Suomi.fi service, you will be shown all the information you have previously provided with a personal data form. Always kindly check that the information on the personal data form is still correct and update the changes to the personal data form if necessary.

Email authentication is also still an option if you do not want to use the Suomi.fi service or it is not possible to use it. In e-mail authentication, the personal data form opens blank, and you must fill in all required mandatory fields again with the personal data form.

Tax card

If you have worked before in Finland

Aalto University will receive electronically your tax card information directly from the Finnish Tax Administration if you have Finnish personal ID and have worked in Finland before. When you enter your Finnish SNN to the *Finnish personal ID* field, you do not need to upload a copy of your tax card to the data form. Before you submit the data form, please check that your tax information in [MyTax-service](#) is up-to-date.

Please note that if your fee payment's Fee Type is *Trade Income* or *Compensation for Use*, a specific tax card is needed. The exception for this is a lecture related to the course where you need to use the tax card for wages and salaries no matter if you are employed by Aalto or not. You must first

request the specific tax card from the Tax Administration's MyTax -service (OmaVero in Finnish), before the information can be electronically received by the university.

If a *Trade Income* or *Compensation for Use* tax card is needed and you have not requested it in the MyTax service, Aalto University's payroll will contact you and instruct you to apply for the specific tax card. If you choose to not request the instructed tax card type, the tax withheld will be 60 %.

If you have any questions, please contact payroll@aalto.fi.

If you haven't worked before in Finland

Aalto University cannot receive your tax card information directly from the Tax Administration. In this case, please follow these instructions:

- If your stay in Finland is longer than 6 months, you are seen as a resident taxpayer in Finland. Please apply for the tax card in "[My tax](#)" or visit [the tax office](#). If you do not provide a specific tax card for the fee payment, the withholding rate used is 60 %.
- If your stay in Finland is 6 months or less, you are seen as a non-resident taxpayer in Finland. Please apply for the tax-at-source tax card [in the tax office](#). If you do not provide the specific tax card for the fee payment, the withholding rate used is 35 %.
- If the work was done abroad (not in Finland), no taxes are deducted in Finland. Please leave this section unfilled and continue forward within the data form.

You can add your tax card in the *Tax card for fee payment* -section using the *Add Files* -options. You can upload the file from your computer (Upload Files) or drag and drop the file of your choice. Once the file is uploaded, you will see a confirmation message: *Uploaded Successfully*.



Uploaded Successfully

Please note that if you first uploaded a wrong attachment, the system won't let you to delete it. In this case, please just upload your tax card again. The payroll team has access to all the documents you upload here.

Attaching receipts for travel expenses

Check the start and end times of your journey and update the times if necessary.

A screenshot of a travel expense form. It shows two sets of date and time inputs. The first set is for "Visit start date and time" with a date of "Sep 4, 2023" and a time of "12:00 PM". The second set is for "Visit end date and time" with a date of "Sep 5, 2023" and a time of "12:00 PM". Both inputs have small circular icons with a question mark and a gear symbol to the right.

The field "Expenses reimbursed" on the form lists the travel expenses that have been agreed to be reimbursed.



Please attach a receipt for each agreed, actual expense in the "Payment items". The receipts should show date, vendor, what was purchased, amount, currency, and VAT breakdown for expenses incurred in Finland. Expenses will only be reimbursed against receipts. If you have agreed to reimburse mileage for the use of your own car, please attach a statement of the kilometres driven, including the departure and destination addresses.



According to Finnish tax legislation, meal and fuel expenses cannot be reimbursed tax-free, so the related receipts will not be considered for the reimbursement of expenses.