

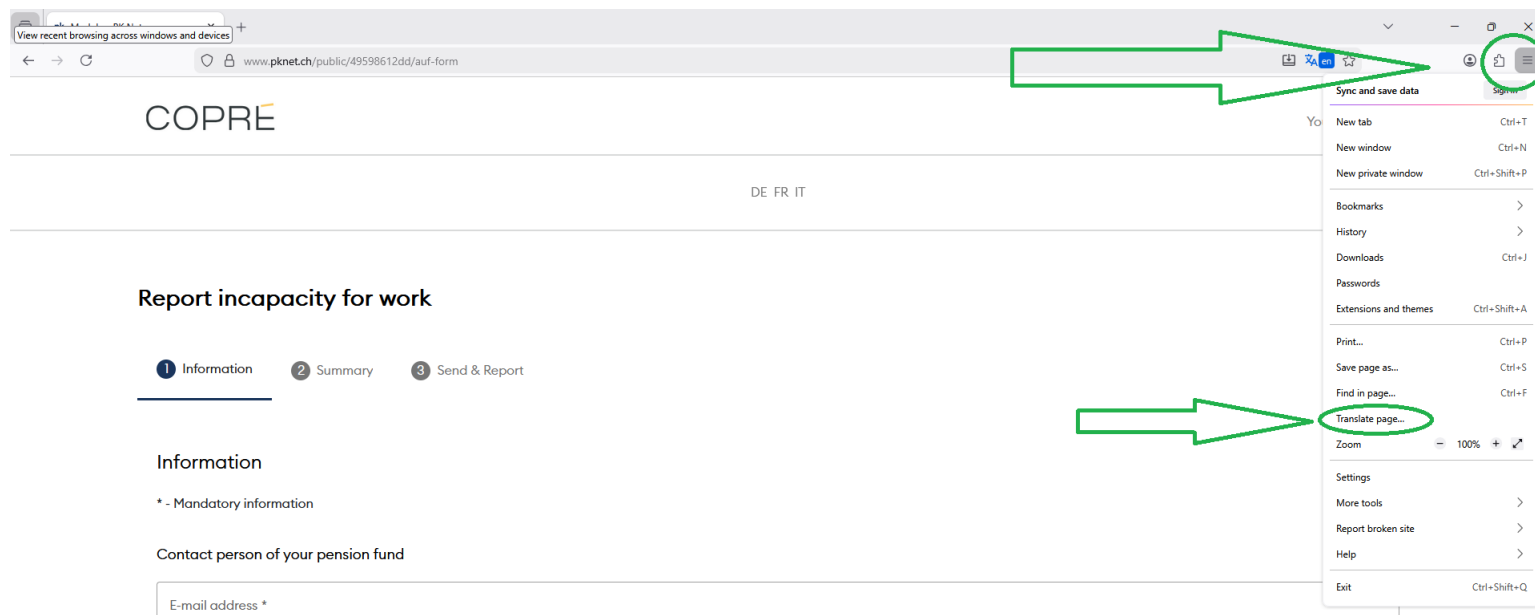
# **Online reporting of Incapacity for Work and Deaths – Handbook**

# Handbook

- Please visit the website <https://pkrueck.com/fr/annonces/> and select the type of notification (incapacity for work or death):
  - Incapacity for work: <https://www.pknet.ch/public/fb4a057ed3/auf-form>
  - Death: <https://www.pknet.ch/public/fb4a057ed3/tdf-form>

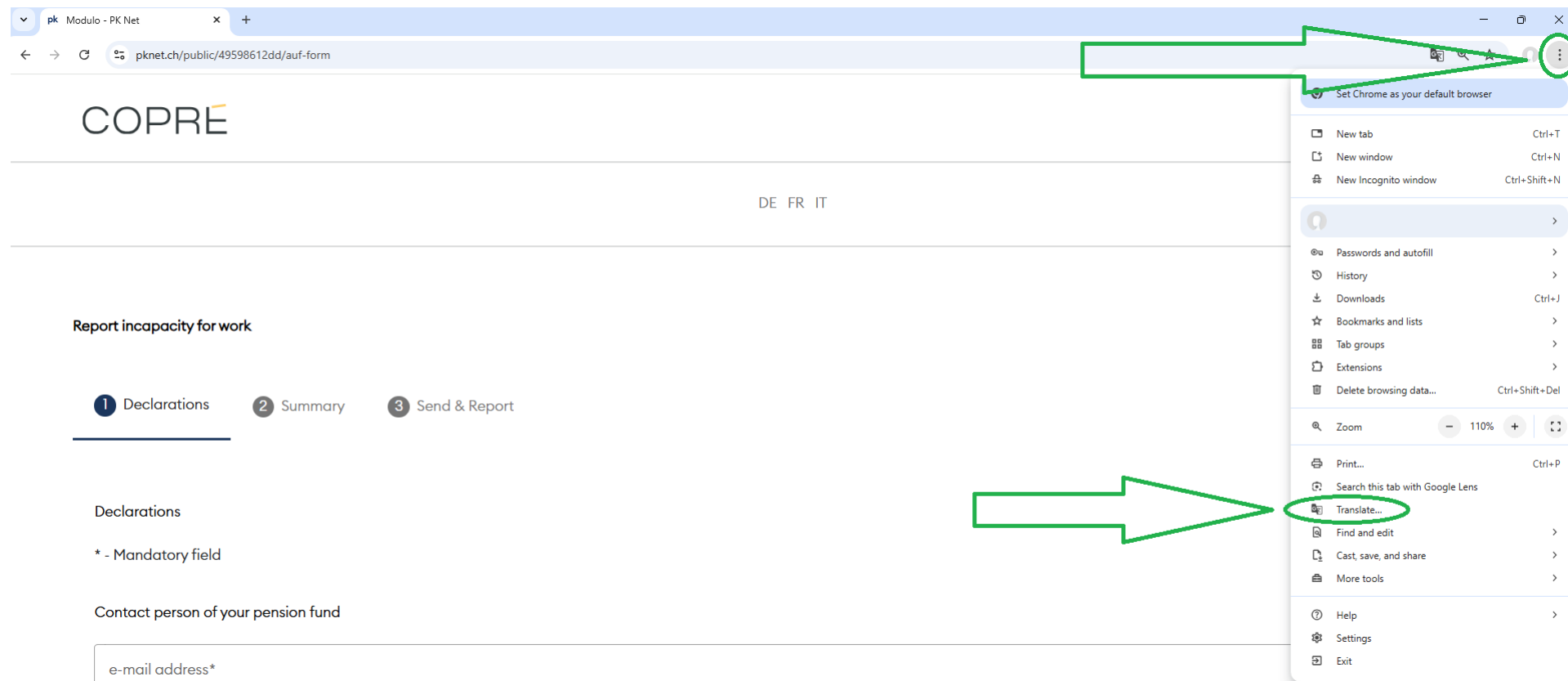
# Handbook

- We are currently working on an English version of PK Net. In the meantime, we recommend you to use the translator built into your browser:
- Firefox : please go to the menu bar in the top right of the browser and activate the translation



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- Google Chrome: please go to the menu bar in the top right of the browser and activate the translation:



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- If you have access to the COPRÉ business web portal , please log in to the customer portal and submit your report using the PK Net link available in your business web portal. If applicable, please go directly to page 11 for the rest of the submission procedure:

The screenshot shows the COPRE business web portal interface. At the top left is the COPRE logo. On the right side, there is a 'PK Net' section with the text 'Your online service' and 'Technical Support'. Below the logo, there is a 'View:' dropdown menu. In the center, there are three navigation icons: 'Cases' (list icon), 'PK Tel' (phone icon), and 'Evaluations' (pie chart icon). On the right side, there is a user profile icon. Below the navigation bar, there is a section titled 'Report a new case' with two buttons: 'Incapacity for work' and 'Death'.

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- Enter the e-mail address of the contact person at the pension fund and press the confirmation button:

The screenshot shows the COPRE online service interface. At the top left is the COPRE logo, and at the top right is the text "PK Net Your online service Technical support". Below this is a horizontal line with "DE FR IT" in the center. The main heading is "Report incapacity for work". Below this is a progress indicator with three steps: "1 Declarations", "2 Summary", and "3 Send & Report". The "1 Declarations" step is currently active. Under "Declarations", there is a note "\* - Mandatory field". Below this is the label "Contact person of your pension fund" and a text input field with the placeholder "e-mail address". Below the input field is a dark blue button labeled "Confirmation".

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- The company name must exactly match the entry in the **Swiss Business Register (UID)**. You can verify the name via the [UID search portal](#). To use the search function, enter the first few letters and select the correct entity from the drop-down menu:

Company name

Confirmation

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- Please type in the name of the company's contact person:

Company contact person

name*	First name*
phone +41 79 123 45 67	
e-mail address*	
<b>Confirmation</b>	

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- Note: Please review all details carefully (including pension fund and contact persons) before proceeding, as this information cannot be modified once submitted:

Are the details you entered correct? You will not be able to change them later.

Reset

Further

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- Please enter the Social Security Number and the Date of Birth, then press the confirmation button:

Insured person's details

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- The insured person's details (address, marital status, etc.) can be entered during the following step. Should you have access to the COPRÉ business web portal, please select the insured person and fill in the missing fields:

Last name *		
First name *		
Gender *		
Marital status *		
Street and number *		
Postcode *		
Location *		
country *		
Language Correspondence *		
* Knowledge of the local language		
Limited	Medium	Good
e-mail		
phone +41 79 123 45 67		
📅	Entry into operation *	
📅	Exit	

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- Information regarding incapacity for work can be added during this step:

Details of the benefit claim

 Start of incapacity for work (Exact date!)\*

% Employment level before incapacity for work\*

Quit \*

No	Yes
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Has a report been submitted to the Federal Disability Insurance? (Early detection) \*

No	Yes
----	-----

Registration was completed at... \*

No	KTG	UVG	Military insurance
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Is a case manager from another insurance company already involved? \*

No	Yes
----	-----

Are there any relocation options within your company? \*

No	Yes
----	-----

We are interested in receiving support from experts at PK Rück during the audit.

No	Yes
----	-----

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- If you report a death case, you will be asked to provide additional information (name of partner, number of children, etc.):

Partner\*

Unknown	Yeah, yeah	No
---------	------------	----

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Contact person (If not partner) \*

Unknown	Yeah, yeah	No
---------	------------	----


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Number of children

-	0	+	<input type="checkbox"/> not known
---	---	---	------------------------------------

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Information Performance case

 Death Date\* ▼


% Employment level before death\*

Cause of death\*

Unknown	Illness	Accident	Freedom
---------	---------	----------	---------

Insists before death an incapacity to work\*

Unknown	Yeah, yeah	No
---------	------------	----

 Reduction of wages (gem. Art. 338 paras 2 OR) by operation up to\* ▼

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- Supporting Documents: You may upload supporting documentation (such as sick leave certificates or statements regarding loss of earnings) prior to submitting your declaration:

Documents

No documents available

or drag file into it

Further comments

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- Please use the 'Further comments' field to provide other information to the Pension Fund (e.g. pregnancy, date of return to work, etc.):

Further comments

- Mandatory Fields: If you are unable to proceed after clicking "Continue," please ensure all fields marked with an asterisk (\*) have been completed. Once resolved, click "Continue" again to advance.

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- Prior to finalizing your submission, please review the data summary provided. Should you identify any errors, use the 'Back' button to make corrections. By selecting 'Next/Further,' you will proceed to the final stage of the declaration.

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No documents available.

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Further comments

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# Handbook

- The authorization form will be generated during the final step. Please select the method of delivery and click on “Report case”. The authorization form has to be sent to the insured person by the employer. Email delivery is only available if the insured person’s email address has been provided (see page 11). This step concludes the Reporting process.

Report incapacity for work

1 Declarations 2 Summary 3 Send & Report

Send & Report

Please select the method of delivery of the power of attorney form to the insured person.

Delivery via email  
The power of attorney form will be automatically sent to the email address of the insured person.

Delivery by post  
The authorization form will be downloaded automatically. It must be printed by the employer and given or sent to the insured person.

By clicking the "Report case" button: - You confirm the accuracy of all information. - The case will be reported to the pension fund. - The power of attorney form will be downloaded.

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- Documentation: Upon successful completion of the Reporting process, a PDF version of the reporting and the authorization forms will be available for download via your browser. We recommend saving this file for your internal records.

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- Technical Support PK Net:

For technical questions, please contact support.

Monday - Friday 8:00 - 12:00 / 13:30 - 17:00

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 support@pkruECK.com >

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