



## Solution Sheet A1 Certificates of Coverage

### Automation from process initiation to document distribution

Manual and unintegrated processing of business travel compliance generally is slow-going, error-prone, and often incomplete. Proper automation of compliance scenarios is the only way to forgo these drawbacks and guarantee a minimization of induced time and effort.

### Key Features

- ✓ Electronical process initiation via transfer of data from online booking engine (OBE) or travel request.
- ✓ Collection of additional data from traveler helps to reduce HR department's workload.
- ✓ Process automation from entry of additional data to distribution of documents in the standard case.
- ✓ Support by competence center only for more complex cases (possibly via external service provider).
- ✓ Automated consistent change and cancellation management.
- ✓ Option to easily incorporate customized rules and process routing.
- ✓ Archiving compliant to auditing requirements and permanent ESS access to all documents via TCC.
- ✓ Traveler is provided with direct and transparent ongoing information regarding the process.

# A1 Certificates of Coverage

## Automate Your Process of Obtaining A1 Certificates of Coverage for Posted Workers

### Challenge for Employers

Workers sent to carry out work or provide services in another EU/EEA country have to provide evidence that their employer continues to pay social security system contributions in their home country. This is generally done via an **A1 Certificate of Coverage**. The A1 Certificate has to be applied for prior to the posting and must be carried along by the traveler. The necessity for A1 Certificates holds for all postings even including short-term one-day trips. Violation of these regulations may result in the employer being sanctioned and fined. The traveler can be refused entry to the host country or access to the planned place of work without an A1 Certificate.

Starting 01 July 2019, A1 Certificates of Coverage have to be **requested electronically** from the responsible social security agencies in Germany.

### Central Advantages of Managing A1 Certificates via TCC



Automated data transfer from travel request or booking



Mobile as well as portal-based access including transparent monitoring



Automated check for relevance, completeness and consistency



Low costs due to a high degree of automation



Automated involvement of traveler for collection of additional data



Automated 100% coverage and validation of travels



Automated process management and involvement of service center as needed



A1 Certificate delivered automatically to traveler

Fig. 1: Features A1 Management via TCC



## Travel Compliance Companion (TCC)

The conovum Travel Compliance Companion (TCC) allows for a convenient management of all compliance-related aspects of a business trip abroad. In the case of A1 Certificates, the process is started immediately after a travel request, booking of travel means or manual (possibly mobile) travel notification. As all relevant data is automatically passed on to the TCC, background checks directly determine whether trip duration and planned activity demand for an A1 Certificate. Flawed or missing data needed for a successful process is requested from the traveler and can be entered within the TCC app. If necessary, the TCC offers the opportunity for an in-house or external service center to provide support and assistance.

The overall process is transparent for both traveler and service center alike and can be monitored easily. The A1 Certificate obtained is archived according to auditing requirements and made available to the traveler for download as well as via e-mail.

### Technical requirements

By default, the conovum **Travel Compliance Companion (TCC)** is set up as **SAP add-on** on the client's SAP-HCM system, but can also be implemented into distributed system environments on any SAP system (on-premises).

The TCC integrates the direct link to the German social security systems provided within SAP HR (Infotype 700).

User interfaces are based on SAP UI5 and can be integrated via SAP Fiori Launchpad or alternative portals. The TCC is also available on mobile devices.

## A1 Certificates of Coverage: TCC Automation

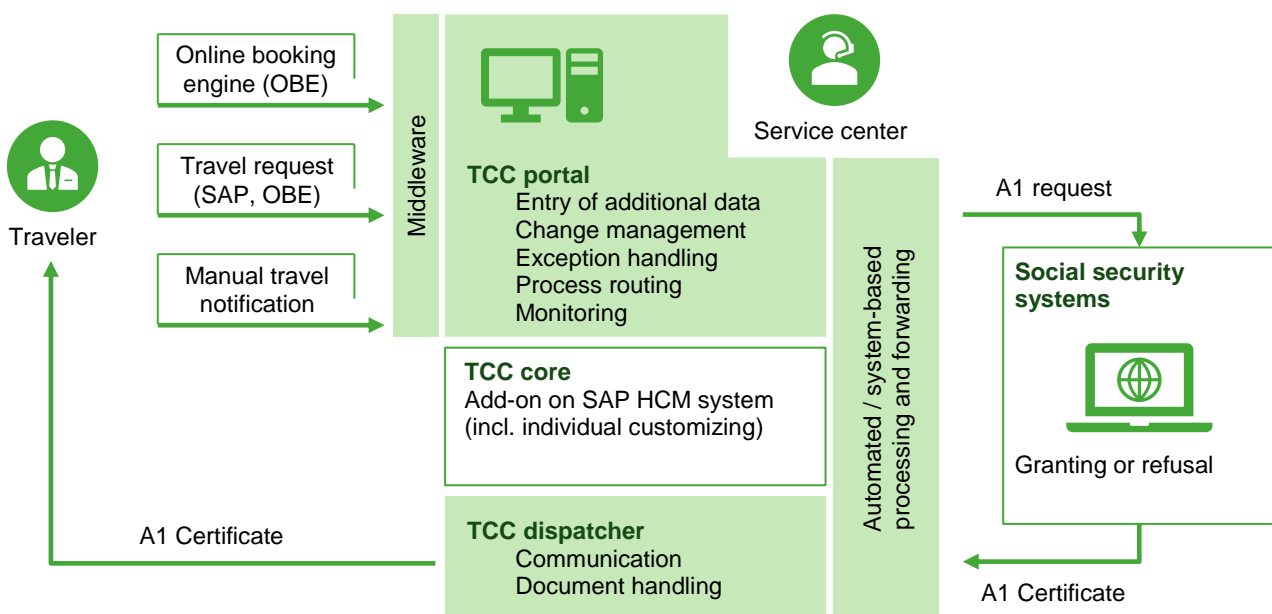


Fig. 2: System architecture TCC

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