

## Fact Sheet for Staff Leasing Companies

Approved by the SPKP on 04/16/2026, valid from 04/16/2026.

temptraining's latest conditions always apply to the use of the training fund. These are published on the [temptraining](https://www.temptraining.com) website.

The information below supplements these provisions and seeks to enable staff leasing companies to use the online portal as smoothly and easily as possible.

### Using email addresses to register for the temptraining online portal

#### Registering staff leasing companies

A business email address must be used to register staff leasing companies on the online portal. This email address serves as a personal username and is a central identifier for access to the system.

Using a business email address ensures that:

- access rights can be clearly assigned to an organization,
- access can be transparently adjusted if people change roles or leave the company,
- no undesired or unauthorized activities are conducted on behalf of the company.

Given this, a business email address with a clearly identifiable company domain name should be used when registering.

#### Registering temporary workers

A private email address must be used to register temporary workers on the online portal. This email address serves as a personal username for access to the temptraining portal and is linked to the individual's identity on the system.

A business email address is not suitable for this because:

- it is not permanently attached to a person, but rather assigned by their employer,
- if a person changes role or employer, access could be lost and the link within the system broken,
- changing the email address at a later date triggers a new identity check and therefore additional work.

Temporary workers should only register using a private email address that contains the person's name and is available to them on a long-term basis.

## CBA Staff Leasing applicability check and registering for the temptraining online portal

Registering for and using the temptraining online portal requires you to complete an applicability check.

The applicability check is performed by the CBA Staff Leasing implementation office (tempcontrol). temptraining is not involved in this step so cannot offer any preliminary checks or applicability assessments.

It is important for you to know that:

- completing this applicability check is a requirement in order to register for temptraining.
- once you have completed the check, you can register for the online portal.
- the duration, process and outcome of the applicability check is down entirely to tempcontrol.
- you should contact [tempcontrol](#) directly if you have any questions about the applicability check.

You can only register for the temptraining online portal once the applicability check is complete.

## Mapping corporate structure in temptraining

How your corporate structure is mapped in temptraining reflects how it is recorded in the Swiss Commercial Register (ZEFIX).

The key points are listed below:

- The staff leasing company's head office as listed in ZEFIX is definitive.
- All branch offices listed in ZEFIX will be hierarchically assigned to the head office in temptraining.
- The corporate structure in temptraining is automatically entered based on ZEFIX data and is continually updated.
- Staff leasing companies have no control over how the organizational structure of the head office and branch offices is mapped in temptraining.

We therefore ensure that all staff leasing companies' corporate structures are organized in a consistent, transparent, and legally compliant manner.

No different organizational mapping is permissible.

## Administrator rights for staff leasing companies

Administrator rights in temptraining are based on the corporate structure mapped in the system as per ZEFIX.

The following conditions apply:

- Only employees allocated to the staff leasing company's head office as specified in ZEFIX may be awarded administrator rights.
- Employees at branch offices will not be granted administrator rights.
- Administrator rights allow administrative tasks to be performed on behalf of the entire staff leasing company (including all branch offices) within the system limits defined by temptraining.
- There are no plans to enable individual branch offices to be administered separately.

This regulation applies equally to all staff leasing companies. It helps to ensure that:

- administrative rights are clearly assigned to a legally defined organizational unit,
- administrative activities remain transparent and traceable,
- organizational and security-related risks are avoided as far as possible.

No exceptions to this regulation are permitted.

## Evidence to enable compensation for loss of earnings

Suitable evidence of loss of earnings is required to allow temptraining to review and pay out compensation to cover this.

We generally accept the following as evidence:

- A **certificate of loss of earnings** (or certificate confirming hours missed) from the staff leasing company / hiring company,
- A **payslip** clearly showing the loss of earnings or a corresponding item (e.g., 'compensation for loss of earnings').

To ensure that the review goes as quickly and smoothly as possible, the certificate of loss of earnings must contain the following information as a minimum:

- The temporary worker's full name and OASI number or personal ID number (if available)
- A description of the course, the location, and the provider (if known)
- The duration of the training (start and end dates) and number of days or hours missed

- Confirmation that no hours were worked and/or no wages paid during the indicated period (due to attendance of the course)
- The sender (company), contact details, date, and the signature and name/role of the person issuing it

If any of this information is missing or the loss of earnings is not clearly evident, additional documents may be requested on a case-by-case basis.

### Submitting payslips

To reduce the manual work required and make processing as efficient and error-free as possible, we recommend that staff leasing companies submit payslips via an automated interface where possible.

Automated transfer will particularly help you to:

- minimize manual data entry,
- avoid transcription errors,
- reduce processing times.

Contact temptraining directly for more information on the interfaces available and their technical and organizational requirements.

Information can still be entered manually, but this is a secondary option designed for situations where technical integration cannot be implemented.