

99107065104000

Register employees with social security

Heruntergeladen am 06.06.2025

<https://fimportal.de/xzufi-services/545/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99107065104000
Leistungsbezeichnung I	Register employees with social security
Leistungsbezeichnung II	Register employees with social security
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul	Sachverhalt
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	Viertes Buch Sozialgesetzbuch (SGB IV) • §§ 28a bis 28r Meldepflicht des Arbeitgebers, Gesamtsozialversicherungsbeitrag Datenerfassungs- und Datenübermittlungsverordnung (DEÜV)
Teaser	If you employ staff, you must register them for social insurance when the employment relationship begins. The registration includes
Volltext	If you employ staff, you must register them for social insurance when the employment relationship begins. The registration includes • Health insurance, • Nursing care insurance, • Pension insurance and • Unemployment insurance. Note: The statutory health insurance funds (collection centres) collect the total social security contribution and forward the respective contributions to the responsible offices. You should therefore contact your employee's health insurance fund and register him or her there. In the case of marginal or short-term employment, the mini-job centre at the Deutsche Rentenversicherung Knappschaft-Bahn-See as the pension insurance provider is the collection agency.
Erforderliche Unterlagen	none
Voraussetzungen	You employ workers.
Kosten	none
Verfahrensablauf	You may only transmit the social security notifications

Modul

Sachverhalt

and contribution statements of your employees to the data collection centres of the health insurance funds by means of secure and encrypted data transmission using system-tested programmes or machine-generated completion aids.

Electronic data transmission can be carried out using a tested and approved payroll accounting programme or - if you do not use a system-tested payroll accounting programme - using an approved completion aid.

To register employees, you must provide the following information, among others:

- Insurance number issued by the pension insurance provider

Note: Employees who do not yet have a social insurance number will automatically receive one from their health insurance provider when they register for social insurance for the first time.

- personal data of the employee, such as name and address
- Reason for registration (e.g. registration due to start of employment or periods of employment)
- Your company number

You will receive this from the employment agency.

- Details of
 - Contribution groups
 - Type of activity
 - Nationality

Note: Please note that you deduct the employee's share of the social security contribution from the gross salary and pay it to the relevant collection centre together with your employer's share.

Bearbeitungsdauer

Frist

- for the notification of the start of an employment relationship:
 - within six weeks of taking up employment
 - immediately, but no later than the start of employment for persons you employ in the following economic sectors:
 - Construction
 - Catering

Modul	Sachverhalt
	and accommodation industry • Passenger transport industry • Freight forwarding, transport and related logistics industry • Show business • Forestry companies • Building cleaning industry • Companies involved in the construction and dismantling of trade fairs and exhibitions • Meat industry • Prostitution industry • in the guard and security industry • for the complete notification: within six weeks of taking up employment
weiterführende Informationen	
Hinweise	none
Rechtsbehelf	None
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	