

99006048261000, 99006048261000

Carry out half-yearly reporting of the employment of persons working from home

Heruntergeladen am 17.07.2025

<https://fimportal.de/xzufi-services/126024464/L100027>

Modul	Sachverhalt
Leistungsschlüssel	99006048261000, 99006048261000
Leistungsbezeichnung I	Carry out half-yearly reporting of the employment of persons working from home
Leistungsbezeichnung II	Carry out half-yearly reporting of the employment of persons working from home
Typisierung	2a - Bundesauftragsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Mecklenburg-Vorpommern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Arbeitsschutz (006)
Verrichtungskennung	Entgegennahme (261)

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SDG-Informationsbereich	Gesetzlich oder durch Rechtsverordnung geregelte Beschäftigungsbedingungen — auch für entsandte Arbeitnehmer — (einschließlich Informationen über Arbeitsstunden, bezahlten Urlaub, Urlaubsansprüche, Rechte und Pflichten bei Überstunden, Gesundheitskontrollen, Beendigung von Verträgen, Kündigung oder Entlassungen)
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	08.03.2023
Fachlich freigegeben durch	Federal Ministry of Labor and Social Affairs (BMAS)
Handlungsgrundlage	https://www.gesetze-im-internet.de/hag/_6.html https://www.gesetze-im-internet.de/hag/_6.html
Teaser	You must identify all persons you employ in home-based work in accordance with the (HAG) and those persons through whom you pass on home-based work in lists and submit these lists to the competent authority every six months.
Volltext	As a company, you are obliged to identify persons who you employ in home-based work in accordance with the Home Work Act (HAG) or through whom you pass on home-based work in lists. You must provide at least the following data in the list: • the first and last name of the employees, • the date of birth • the exact address of the home or business premises • the type of employment • the date of first employment • if applicable, the date of final departure. You must submit the list every six months to the competent authority) within the submission deadline. The competent authority is usually the supreme labor authority of the country. You must observe and comply with the provisions of

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	the Home Work Act when assigning and performing home work.
Erforderliche Unterlagen	• Home office list
Voraussetzungen	• You run a company in Germany that outsources work from home or distributes work from home via others.
Kosten	free of charge
Verfahrensablauf	
Bearbeitungsdauer	none
Frist	Deadline for submission of the home office list: • Submission of the home office list for the 1st half-year (01.01. to 30.06.): by 31.07. of the calendar year • Submission of the home office list for the 2nd half of the year (01.07. to 31.12.): by 31.01. of the following calendar year
weiterführende Informationen	
Hinweise	
Rechtsbehelf	none
Kurztext	• Half-yearly notification of receipt of homework • A company must identify persons it employs in home-based work in accordance with the Home Work Act (HAG) or through whom it passes on home-based work in lists • The list must contain at least the following information: the first name and surname of the employees the date of birth the exact address of the home or business premises the type of employment the date of first employment if applicable, the date of final departure • The list must be submitted to the competent authorities every six months within a specified deadline • Competent authority: • Occupational health and safety authorities of the federal states
Ansprechpunkt	

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Zuständige Stelle	State Office for Health and Social Affairs Occupational Safety and Health Department Friedrich-Engels-Platz 5-8 18055 Rostock https://www.lagus.mv-regierung.de/Arbeitsschutz/Standorte-und-Kontakt https://www.lagus.mv-regierung.de/Arbeitsschutz/Standorte-und-Kontakt
Formulare	
Ursprungsportal	Carry out half-yearly reporting of the employment of persons working from home, Halbjährige Übermittlung der Beschäftigung von Personen in Heimarbeit durchführen