

99006048261000, 99006048261000

Keeping and sending home work lists

Heruntergeladen am 17.07.2025

<https://fimportal.de/xzufi-services/219291759/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99006048261000, 99006048261000
Leistungsbezeichnung I	Keeping and sending home work lists
Leistungsbezeichnung II	
Typisierung	2 - Bundesauftragsverwaltung: Regelung
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Arbeitsschutz (006)
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	Gesetzlich oder durch Rechtsverordnung geregelte Beschäftigungsbedingungen — auch für entsandte Arbeitnehmer — (einschließlich Informationen über Arbeitsstunden, bezahlten Urlaub, Urlaubsansprüche, Rechte und Pflichten bei Überstunden,

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	Gesundheitskontrollen, Beendigung von Verträgen, Kündigung oder Entlassungen)
Lagen Portalverbund	Mitarbeiterbezogene Meldepflichten (2030400), Arbeitssicherheit (2030500)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	23.10.2023
Fachlich freigegeben durch	Thuringian Ministry of Labor, Social Affairs, Health, Women and Family
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 office work and those persons through whom you pass on home office work in lists and submit these lists to the competent authority every six months.
Volltext	If you outsource or subcontract homework, you must keep homework lists at your own expense in which you enter all employed homeworkers and home-based tradespeople, intermediate foremen and persons of equal status. You must update the lists on an ongoing basis.
Erforderliche Unterlagen	The home office list must contain the following information: • Full address of the company (company stamp) • Employee • Telephone, e-mail • Details of the half-year • Surname and first name of the home worker (HA), home tradesman (HGW), intermediate foreman (ZM) or equivalent (GL) • Notification of the employment relationship (HA, HGW, ZM, GL) • Gender • Date of birth • Address of place of work (home/place of business) • Type of employment (exact description of the assigned work or part of the work, e.g. "sewing

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	aprons") • Employed since (exact date) • Finally left on (exact date)
Voraussetzungen	You must spend or pass on home work.
Kosten	Gebühr: Es fallen keine Kosten an
Verfahrensablauf	• The home office list can be sent in writing or online. • You can send the home office list in writing: To do this, send the required information in tabular form. • If you would like to send the home office list online, the following steps must be carried out: Call up the online service Complete the fields of the online service in full and send the homeworking list to the Thuringian State Office for Consumer Protection, Regional Inspection South Thuringia.
Bearbeitungsdauer	
Frist	For each calendar half-year: • for the 1st half of the calendar year (January 1 to June 30) by July 31 of the current year, • the lists for the second half of the calendar year (July 1 to December 31) by January 31 of the following year.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	• Half-yearly notification of receipt of homework • Anyone who issues or passes on homework must keep homework lists at their own expense, in which all employed homeworkers and home-based tradespeople, intermediate foremen and equivalent persons must be entered. • The lists must be updated on an ongoing basis. • A homeworking list must be sent for each calendar half-year: for the 1st half of the calendar year (January 1 to June 30) by July 31 of the current year, the lists for the second half of the calendar year (July 1 to December 31) by January 31 of the following year. • The home office list can be sent in writing or online. • Prerequisites: You issue or pass on home work.

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	• Responsible: Regional Inspectorate South Thuringia of the Thuringian State Office for Consumer Protection (TLV) Occupational Health and Safety Department
Ansprechpunkt	Please contact the Regional Inspection South Thuringia of the Thuringian State Office for Consumer Protection (TLV) Occupational Health and Safety Department.
Zuständige Stelle	
Formulare	
Ursprungsportal	Heimarbeitslisten führen und übersenden, Keeping and sending home work lists