

99006047261000, 99006047261000

Notify employment of persons working from home

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/489167806/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99006047261000, 99006047261000
Leistungsbezeichnung I	Notify employment of persons working from home
Leistungsbezeichnung II	
Typisierung	2 - Bundesauftragsverwaltung: Regelung
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
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,

Modul	Sachverhalt
	Gesundheitskontrollen, Beendigung von Verträgen, Kündigung oder Entlassungen)
Lagen Portalverbund	Arbeitgeber sein (2030000), Mitarbeiterbezogene Meldepflichten (2030400)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	08.03.2023
Fachlich freigegeben durch	Lower Saxony Ministry for Social Affairs, Labor, Health and Equality
Handlungsgrundlage	https://www.gesetze-im-internet.de/hag/_7.html https://www.gesetze-im-internet.de/hag/_7.html
Teaser	Would you like to employ people to work from home for the first time? You can submit the required advance notification to the authorities here.
Volltext	Companies that assign home-based work for the first time must inform the competent authority in advance. This also applies if only irregular or minor activities are planned. Home-based work includes, for example, product testing or translation work. The basis for this is the Home Work Act (HAG). It protects people who work in their own home or in a place of business of their own choosing for companies or intermediaries. The law is intended to prevent discrimination compared to conventional workplaces. The protective regulations for people working from home are non-negotiable. Individual agreements that violate them are invalid. Companies are bound by labor law and collective bargaining agreements when it comes to remuneration for working from home.
Erforderliche Unterlagen	List of activities according to binding determination
Voraussetzungen	You run a company in Germany that outsources work from home or distributes work from home via others.
Kosten	Gebühr: Es fallen keine Kosten an
Verfahrensablauf	You can send the home office list to the Göttingen State Trade Supervisory Office by post or online.

Modul
Sachverhalt

Written procedure:

- You create a notification in which you state your company name, address, registered office of the company and the type of employment.
- You must send the notification by post to the Göttingen State Trade Supervisory Office.
- Once the notification has been received, the authority will check your notification.
- As a rule, you have fulfilled your notification obligation and no further action is required on your part. You will not receive a confirmation of receipt
- You will only be contacted if there are any queries or if a rectification needs to be carried out.

Online procedure:

- You log in to the online service and create your report.
- The responsibility is automatically determined and the report is automatically sent to the responsible authority after processing.
- The remaining steps are the same as for written processing.

Bearbeitungsdauer
Frist

The notification must be submitted to the competent authority before the work from home is assigned.

weiterführende Informationen
Hinweise

An online service has been developed for Hamburg. This will soon also be available in Lower Saxony.

Rechtsbehelf
Kurztext

- First-time employment working from home Acceptance
- A company must notify the competent authority of the first-time performance of work from home.
- It is important that the notification is made before the start of work.
- The data can be submitted in writing or online.
- Competent authority in Lower Saxony: State Trade

Modul	Sachverhalt
	Supervisory Office Göttingen
Ansprechpunkt	
Zuständige Stelle	
Formulare	Forms available: No Written form required: No Informal application possible: Yes Personal appearance necessary: No
Ursprungsportal	Beschäftigung von Personen in Heimarbeit mitteilen, Notify employment of persons working from home