

99006048261000, 99006048261000

Carry out semi-annual reporting of the employment of persons working from home

Heruntergeladen am 14.07.2025

<https://fimportal.de/xzufi-services/489274478/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99006048261000, 99006048261000
Leistungsbezeichnung I	Carry out semi-annual reporting of the 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

Modul	Sachverhalt
	Arbeitnehmer — (einschließlich Informationen über Arbeitsstunden, bezahlten Urlaub, Urlaubsansprüche, Rechte und Pflichten bei Überstunden, Gesundheitskontrollen, Beendigung von Verträgen, Kündigung oder Entlassungen)
Lagen Portalverbund	Mitarbeiterbezogene Meldepflichten (2030400)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	06.03.2023
Fachlich freigegeben durch	Lower Saxony Ministry for Social Affairs, Labor, Health and Equality
Handlungsgrundlage	https://www.gesetze-im-internet.de/hag/_6.html https://www.gesetze-im-internet.de/hag/_6.html
Teaser	Anyone who employs people to work from home must keep a list of all persons who are employed to work from home or to pass on their work.
Volltext	As a company, you are obliged to identify people who you employ in home office work or through whom you pass on home office work in lists. Home-based work includes, for example, the performance of product tests and translation work. In the list you must: • the name of the person, • the address details of the place of work • the type of employment and • state the duration of the employment. You must submit the list (in triplicate if submitted in writing) to the competent authority every six months within the submission deadline. You must observe and comply with the provisions of 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	Gebühr: Es fallen keine Kosten an

Modul

Sachverhalt

Verfahrensablauf

You can send the home office list to the Göttingen State Trade Supervisory Office by post, e-mail or online. Written procedure:

- You draw up a list of all persons working from home that you employ or through whom you assign work from home.
- You must send three copies of the notification by post to the Göttingen State Trade Supervisory Office.
- Upon receipt, the authority will check the documents for completeness and accuracy. If corrections are necessary, the authority will contact you and ask for them to be rectified.
- You must make the corrections and submit an update.
- After a successful check, the authority will file your data on a company-related basis. As a rule, there is no confirmation of receipt.

Online procedure:

- You log in to the online service and upload a homework list or create the list in the online service.
- The responsibility is automatically determined and the notification is automatically sent to the responsible authority after processing.
- The remaining steps are the same as for written processing.

Bearbeitungsdauer

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

Modul	Sachverhalt
Kurztext	• A company must identify persons it employs in home office work or through whom it passes on home office work in lists. The list must contain the following information: The name of the person, the address details of his/her place of work the type of employment an indication of the duration of the employment. • The list must be submitted to the competent authority every six months within a specified period. • The submission can be made in writing or online. • Competent authority in Lower Saxony: State Trade Supervisory Office Göttingen
Ansprechpunkt	
Zuständige Stelle	
Formulare	Forms available: yes Written form required: yes Informal application possible: Personal appearance required: no
Ursprungsportal	Carry out semi-annual reporting of the employment of persons working from home, Halbjährliche Übermittlung der Beschäftigung von Personen in Heimarbeit durchführen