

99006047261000

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/2987/L100042>

Modul	Sachverhalt
Leistungsschlüssel	99006047261000
Leistungsbezeichnung I	
Leistungsbezeichnung II	Home workers; transmission of the list of home workers
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Bayern
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	13.01.2025
Fachlich freigegeben durch	Bayerisches Staatsministerium für Familie, Arbeit und Soziales (Bavarian Bavarian State Ministry for Family, Labour and Social Affairs)
Handlungsgrundlage	<a href="http://www.gesetze-im-internet.de/hag/BJNR001910951.html#BJNR001910951BJNG000300311">http://www.gesetze-im-internet.de/hag/BJNR001910951.html#BJNR001910951BJNG000300311</a> <a href="http://www.gesetze-im-internet.de/hag/BJNR001910951.html#BJNR001910951BJNG000300311">http://www.gesetze-im-internet.de/hag/BJNR001910951.html#BJNR001910951BJNG000300311</a>
Teaser	Companies providing home-based work are obliged to keep lists of home-based workers. The lists must be submitted to the competent authority.
Volltext	<p>Homeworkers and home-based tradespeople within the meaning of the Homeworking Act as well as persons who, due to their need for protection, are treated in the same way as employees working from home, are subject to special statutory protection regulations.</p> <p>Companies providing home-based work are obliged to keep lists of home-based workers. The lists must be sent to the responsible supervisory authority (Trade Supervisory Office) every six months.</p> <p>Companies wishing to employ people to work from home for the first time must also notify the competent supervisory authority.</p>
Erforderliche Unterlagen	
Voraussetzungen	Your company provides work from home.
Kosten	
Verfahrensablauf	<p>All persons who are employed to work from home or to pass on their work must be entered in the home office list.</p> <p>A new home office list must be created for each calendar half-year and updated on an ongoing basis.</p> <p>If you submit the home work list online to the responsible trade supervisory office:</p>

## Modul

## Sachverhalt

- Complete the form step by step online and submit it online at the end. The form wizard provides you with help texts to explain the individual form fields. Your details are checked online for plausibility and completeness.
- You will receive a confirmation and a completed PDF form for your records. You can save your form data and upload it as a template for future home office lists. This saves you having to fill in unchanged form fields again, e.g. details of your company, continuing home workers, etc.

## Bearbeitungsdauer

### Frist

The lists for the first half of the calendar year (January 1 to June 30) must be submitted to the responsible supervisory authority (Trade Supervisory Office) by July 31 of the current year and the lists for the second half of the calendar year (July 1 to December 31) must be submitted by January 31 of the following year. These deadlines must be strictly adhered to, as the lists are essential for proper monitoring of charges and timely statistics. Violations of the regulations on list management can be punished with a fine of up to EUR 2,500.

### weiterführende Informationen

[https://www.stmas.bayern.de/imperia/md/content/stmas/stmas\\_inet/merkblatt\\_heimarbeit\\_stand\\_15-11-2020\\_barrierefrei.pdf](https://www.stmas.bayern.de/imperia/md/content/stmas/stmas_inet/merkblatt_heimarbeit_stand_15-11-2020_barrierefrei.pdf)  
[https://www.stmas.bayern.de/imperia/md/content/stmas/stmas\\_inet/merkblatt\\_heimarbeit\\_stand\\_15-11-2020\\_barrierefrei.pdf](https://www.stmas.bayern.de/imperia/md/content/stmas/stmas_inet/merkblatt_heimarbeit_stand_15-11-2020_barrierefrei.pdf)  
<https://www.gewerbeaufsicht.bayern.de/>  
<https://www.gewerbeaufsicht.bayern.de/>

### Hinweise

For more detailed information on the allocation of work from home, please refer to the information sheet on the issue and acceptance of work from home in Bavaria from the Bavarian State Ministry for Family, Labor and Social Affairs under "Further links".

### Rechtsbehelf

Action before the labor court

### Kurztext

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	BayernPortal, BayernPortal