

Pay certificate for the unemployment fund

INFO

- The pay certificate should be sent to the employee's own unemployment fund.
- Unemployment funds receive information from the Incomes Register reported after January 1st 2019. The information that can not be found from the Incomes Register should be filled to this certificate. If the employee's unemployment fund is not known, the employer will deliver the completed certificate to the employee.

1 Employer information

Employer's name

Business ID

2 Employee's personal details

First and last name

Personal identity code

3 Employment details

Valid until further notice

Temporary

Employment start date

Collective agreement

Employment has terminated, date

Temporarily laid off, start date

Working hours agreed in the employment contract
hours:

per week per month per year periodic work

Maximum working hours specified for the industry in the collective agreement (statutory teaching hours for teachers)

hours:

per week per month per year periodic work

INFO

- This refers to the working hours of a person employed full-time in the position in question.

Pay structure

Monthly pay (including benefits):

€/month

Taxable value of benefits €/month

Hourly pay:

€/hour

Commission

Fixed salary:

€/month + commission

Contract pay

Other, please specify:

4 Pay details

INFO

- If the employee has been on a part-time pension, job-alternation leave or partial child care leave, or if his/her pay has been temporarily reduced due to reasons related to production or finances during the 26 weeks, report the pay details for the period immediately preceding the beginning of these circumstances. If the employee has received a partial sickness allowance or reduced sick pay, report the duration and earnings in section 7, since this period will not be included in the 26 weeks.
- If the employee is working in a company owned by his/her family, the information should be filled for 52 calendar weeks.

	Accrued pay for 26 calendar weeks, during which the employee has worked for a minimum of 18 hours. If the period of 26 weeks includes unpaid periods, extend the period for the pay certificate so it includes 26 calendar weeks during which the employee has worked (or has been paid for) at least 18 hours.
4.1 Earned for the period (dd.mm.yyyy - dd.mm.yyyy)	
4.2 Total taxable accrued pay (€)	
4.3 Holiday pay (€)	
4.4 Holiday compensation (€)	
4.5 The taxable accrued pay (section 4.2) includes items not counted in the base salary, such as performance bonuses, production bonuses, dividends, bonuses for long service, etc. Specify items on the next page.	
<input type="checkbox"/> No <input type="checkbox"/> Yes	

Income type	Amount (€)	Date of payment (dd.mm.yyyy)	Earnings period (dd.mm.yyyy - dd.mm.yyyy)

INFO

– The unemployment fund requires an itemisation of the earnings periods, since the amount of the earnings-related unemployment allowance is based on the actual pay earned during the 26 calendar weeks.

4.6 Compensation equivalent to severance pay has been paid in relation to the termination of employment (included in section 4.2)

No Yes

Type of compensation

Amount (€)

4.7 The compensation specified under section 4.6. will be paid at a later date

No Yes

When

Type of compensation

Amount (€)

4.8 The employment pension contribution and unemployment insurance contribution have been deducted from the pay

No Yes

5 Unpaid absences

INFO

– Please indicate here any periods during which the employee has been absent from work without pay. The reasons for such absences may include sickness, child care, studies and personal reasons.

Period (dd.mm.yyyy - dd.mm.yyyy)	Reason

6 Work weeks under 18 hours

INFO

- Only enter the calendar weeks in which the employee has worked for less than 18 hours per week (or has been paid for less than 18 hours). Please also indicate the pay for these calendar weeks here.
- If working hours vary by week (e.g. 0-40 hours per week), the separate form "Working hours and pay by calendar week" should be completed as an attachment to the pay certificate.

The taxable pay accrual period reported in section 4.2 includes calendar weeks in which the employee has worked for less than 18 hours (8 hours for teachers)

No Yes

Week no.	Year	Working hours	Taxable earnings (without holiday pay/compensation)

7 Additional information

INFO

- In this section, report items such as changes in monthly pay during the accrual period, part-time retirement, termination of employment during a temporary lay-off, work time bank debt deducted from pay upon termination of employment, and partial sickness allowance or period for which the employee has received reduced sick pay.
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8 Provider of certificate

Details of outsourced payroll calculation

Name of service provider

Contact details for enquiries regarding the pay certificate

Contact person

Telephone number

Email address

Date and location

Signature and clarification of signature of provider of certificate
