Quick guide

Basic overview

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Step 1 - Employer profile

Fill the employer profile.

Employer profile

| Legal person | Natural person |

I am legal person

Business name

City **Street** **Number** **Postal code**

Type of identification **Identification number, if assigned** **The register in which it is registered**

Please choose:

Country/Member state of the EU

Please choose:

Save

Step 2 - Workers

Fill the list of workers, that you want to post.

Create worker

Name **Forename**

City **Street** **Number** **Postal code**

Country **Date of birth** **Nationality**

Please choose: Date of birth Please choose:

The type of work performed by the posted worker in the course of posting

Save

Step 3 - Contact persons

Fill the list of contact persons, that you want to choose from on posting.

Create Contact Person

First name

Last name

City

Street

Number

Postal code

E-mail

Save

Step 4 - Create posting

Create a posting and fill in the necessary data. We choose employees and contact persons from the codebooks we have previously added.

When replacing an worker (employee), check the box **"the posted worker (employee) replaces another posted worker (employee)"** and fill in the data about the original employee.

👑 Host employer

Business name

Sample Bussines name

Name

Last name

Place of business

City

Sample city

Street

Sample street

Number

1

Postal code

1

Country (Member state of the EU)

Bulgaria ✕ ▾

Type of identification

Other registration number ▾

Identification number, if assigned

801

The register in which it is registered

Sample register

✈ Posting - service provided/project

The day of commencement of posting

📅 24.7.2020

The day of termination of posting

📅 24.7.2020

Instruction: The day of commencement of posting and the day of termination of posting limit the **total duration** of the posting/project /service provided

The place of work/service provided/project

Please choose:

Detailed description of working place (street, number)

Additional information

Instruction: In case of more than one place of work, state **all of them.**

Estimated number of posted workers (employees)

The name of the service or services that the host employer shall be providing through a posted employee in the Slovak Republic

Please choose:

✉ Contact person (The person in charge of the service of documents and to provide information to the National Labour Inspectorate and the Labour Inspectorate)

New contact person

First name

Last name

Postal address

City

Street

Number

Postal code

Instruction: During the posting, the contact person shall be located in the territory of the **Slovak Republic.**

Email address

👤 Posted workers (employees) within the provided service (project)

New worker ▾

First name
[   ]

Last name
[   ]

Place of residence

City
[   ]

Street
[   ]

Number
[   ]

Postal code
[   ]

Country
Please choose: ▾

Date of birth
📅 Date of birth

Nationality
Please choose: ▾

Instruction: If the posted worker (employee) replaces another posted worker (employee) who has performed the same work at the same place, for the duration of the posting, for the purposes of assessing the duration of the posting, it shall also take into account the duration of the posting of the replaced posted worker (employee).

Type of work in the course of posting
[   ]

Workplace of the posted worker
Please choose: ▾

The day of commencement of posting
📅 The day of commencement of posting

Expected end date of the posting
📅 Expected end date of the posting

Mark as needed:

☐ the expected duration of the posting is over 12 to 18 months

☐ the expected duration of the posting is over 18 months

☐ the posted worker (employee) replaces another posted worker (employee)

Add

Overview

Name and forename		Place of residence					Date of birth	Nationality	Nahrádzaný	#
First name	Last name	City	Street	Number	Postal code	Country				

👤 Statement of the host employer

☐
I declare, that I meet the conditions of employment laid down in the Act No. 311/2001 Coll. Labour Code and the Act No. 351/2015 Coll. on cross-border co-operation in the posting of workers for the performance of works in the provision of services and on the amendment of certain acts. I declare, that all the above information is true.

Save