

Assertion of claims: handover work papers (payslips ...)

Sender

First name

Last name

Street

Postal code

Date

Receiver

Company

First name

Last name

Street

Postal code

Assertion of claims: handover work papers (payslips ...)

I demand the handover of the following work papers:

- Evidence of working conditions** according to the Evidence Act and EU Directive for more transparency and predictability in working conditions (minimum information see page 2)
- Declaration of employment relationship** to be submitted to the State Office for Immigration for the issuance / extension of a residence title
- Certificate of employment** in accordance with §312 SGBIII (on the form of the Federal Employment Agency)
- Employment reference** covering conduct and behaviour
- Holiday certificate** with total and remaining holiday (§ 6 BUrlG)
- Social security declaration** for the year
- Income tax certificate** for the year
- Payslips** for the months / years
- Accounting of one-off payments** for the months / years
- Duration and amount of continued remuneration** for the months / years
- Working time recording** for the months / years (With the data: Date, day of week, start of work, break, end of work, total working time for each day).
- Certificate of earnings** according to section 108 of the Trade Regulation Act (for employment office, immigration office, housing benefit, BAföG)

Fulfilment deadline

Today's date

Signature

Minimum information in the proof of working conditions

Pursuant to § 2 Evidence Act:

- Name and address of both contracting parties
- Commencement date of the employment relationship
- Expected duration of the employment relationship (in the case of fixed-term employment relationships)
- Place(s) of work
- Characterisation or description of the work to be performed
- Composition and amount of remuneration (including allowances, bonuses and other special payments and when they are due)
- Agreed hours of work
- Duration of annual leave
- Notice periods
- Collective agreements, company or service agreements (if applicable to the employment relationship)

According to EU Directive (RL 91/533/EEC) for more transparency and predictability of working conditions:

- Concrete end date for fixed-term employment contracts
- Reference to free choice of place of work by the employee (if agreed)
- Specific duration of probationary period (if agreed)
- Composition and amount of remuneration including all components such as supplements, bonuses or special payments as well as the due date and method of payment.
- Remuneration for overtime
- Agreed rest breaks and rest periods
- If shift work has been agreed: shift system, rhythm and the conditions for changes
- Entitlement to further training
- Details of work on call (if agreed)
- Name and address of the pension provider, if the employer provides for a company pension scheme
- Notice period and procedure (at least the requirement of the written form and the period for bringing an action for protection against dismissal)