AUTONOME PROVINZ BOZEN - SÜDTIROL

Arbeitsmarktservice
Amt für Arbeitsmarktbeobachtung

PROVINCIA AUTONOMA DI BOLZANO - ALTO ADIGE

Servizio Mercato del lavoro
Ufficio Osservazione mercato del lavoro

Mandatory *Begin-of-* and *End-of-Employment* Notifications
Information Ex. Art.10, Regulation (EU) 2018/1724 on the procedure

The service:
The service "ProNotel2" allows the notification of begin, extension, transformation, and end of employment contracts. The service is completely and exclusively online and is free of charge. Access to the service is granted only through following means of authentication: *eIDAS / SPID / CIE / CNS*. The service is offered in Italian or German.

Competent authority:
Amt für Arbeitsmarktbeobachtung / Ufficio Osservazione mercato del lavoro e-mail: amb@provinz.bz.it telephone: +39 0471 418510

Procedure:
The user logs in using a certified digital identity among those available at: https://www.pronotel2.civis.bz.it/ The user follows a guided procedure ("*Richiesta di delega / Antrag auf Vertretung*" – transl. "Delegation request") to be associated with the employer he/she represents. Once the request has been approved by the competent authority (usually within 1-2 working days), the user can send notifications on behalf of that employer. The system automatically generates a sending confirmation for each successfully sent notification - no further response is to be expected from the competent authority.

Timeframe for begin-of-employement notifications:
Notifications must be sent by midnight (23:59:59) of the day before the start of employment. For private educational institutions, the deadline is set within ten days from the event. For 'contratti di somministrazione' (staff leasing contracts – to be notificated through UniSomm model), as well as for communications from the Public Administration (including public educational institutions), the deadline expires on the 20th of the following month.

Timeframe for end-of-employement notifications:
Notifications must be sent within 5 days of the event. For private educational institutions, the deadline is set within ten days from the event. For 'contratti di somministrazione' (staff leasing contracts – to be notificated through UniSomm model), as well as for communications from the Public Administration (including public educational institutions), the deadline expires on the 20th of the following month.

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