

99107065104000

Meldung zur Sozialversicherung für Beschäftigte Anmeldung

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/102690917/B100019>

Modul	Sachverhalt
Leistungsschlüssel	99107065104000
Leistungsbezeichnung I	Meldung zur Sozialversicherung für Beschäftigte Anmeldung
Leistungsbezeichnung II	Register employees for social insurance
Typisierung	1 - Bund: Regelung und Vollzug
Quellredaktion	Bund
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	
Verrichtungskennung	Anmeldung (104)
SDG-Informationsbereich	Rechte und Pflichten im Bereich der sozialen Sicherheit in der Union (Registrierung als Arbeitgeber, Registrierung von Beschäftigten, Mitteilung über das Ende eines Vertrags eines Beschäftigten, Zahlung von

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	Sozialbeiträgen, Rechte und Pflichten im Zusammenhang mit Renten)
Lagen Portalverbund	Mitarbeiterbezogene Meldepflichten (2030400)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	15.04.2024
Fachlich freigegeben durch	Federal Ministry of Labor and Social Affairs (BMAS)
Handlungsgrundlage	https://www.gesetze-im-internet.de/sgb_4/_28a.html https://www.gesetze-im-internet.de/de_v/
Teaser	As an employer, you are obliged to register your employees with social insurance.
Volltext	If you take on new employees, you must register them with the social security authorities. This obligation to register applies to all your employees. This means that you not only have to register your employees who are subject to social insurance contributions, but also, for example • marginally employed or short-term employees, • trainees, • trainees and interns, • working students or • pensioners with social insurance. With the exception of mini-jobs in private households, the registration procedure is the same for all employees. For mini-jobs in private households, you must use the household check procedure at the mini-job center. You must submit social security notifications electronically. If you use a system-checked payroll accounting program in your company, submit the notifications using this program. This is largely automated. Alternatively, you can transmit the data to the social insurance authorities using a system-checked completion aid, for example the social insurance reporting portal.

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System-tested payroll accounting programs and completion aids also contain the necessary modules for all other electronic notifications to social insurance, which you are obliged to submit as an employer. In addition to the registration, the monthly contribution statement and the annual report are particularly important. In some sectors, you must submit an immediate notification in addition to the registration.

To register employees, you must provide the following information, among others:

- Personal data
- Social security number

The responsible collection agency is usually the employee's statutory health insurance fund; for marginal part-time employees, it is the Minijob-Zentrale. To prepare the registration, you can use the "Information portal for employers" of the Informationstechnische Servicestelle der gesetzlichen Krankenversicherung (ITSG). This information portal helps you to classify the employment relationship under social insurance law and to compile all the necessary data.

Erforderliche Unterlagen

none

Voraussetzungen

If you are hiring staff for the first time, you will need a company number. You can obtain this from the company number service (BNS) of the Federal Employment Agency.

Kosten

The service is generally free of charge. If you use the SV-Meldeportal, the following user fees apply:

A three-year use of the SV-Meldeportal costs:

- EUR 36.00 excluding VAT if you report for your own company number,
- EUR 99.00 excluding VAT if you report for several company numbers.

Verfahrensablauf

Depending on whether you carry out payroll accounting in your own company or have outsourced

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it, you can create the declaration yourself or have it created by your external service provider, such as a tax consultancy, a payroll office or a service data center.

- If you use a system-checked payroll accounting program, you can submit the declaration from this program with the notification reason "10".
- If you do not use a system-checked payroll accounting program, you can submit the registration using a system-checked completion aid such as the SV-Meldeportal.
- If you use the SV-Meldeportal, proceed as follows: Go to the SV registration portal website. If you do not yet have a user account, register for the first time. Log in with your login details, your ELSTER organization certificate and your company number. Under "Forms", select the "SI notification" tile and then the "Registration" form. Select the element "10 Start of employment". Complete the form. All fields are provided with help texts. A manual is also available. You will find messages and feedback in your mailbox there. Save all relevant documents electronically or print them out for safekeeping and add them to the remuneration documents.

Bearbeitungsdauer

Acceptance and processing of the transmitted data: The acceptance and processing of your data takes approximately 15 minutes.

Frist

You must register your employees for social insurance with the next payslip, at the latest 6 weeks after the start of employment. Immediate notification must be made by the start of employment at the latest.

weiterführende Informationen

<https://www.arbeitsagentur.de/unternehmen/betriebsnummern-service>
https://www.minijob-zentrale.de/DE/01_minijobs/02_gewerblich/03_infos_fuer_arbeitgeber_und_entgeltabrechner/091_arbeitgeberservice/node.html
<https://www.itsg.de/produkte/sv-net/>
https://www.gkv-datenaustausch.de/arbeitgeber/deuerv/gemeinsame_rundschreiben/gemeinsame_rundschreiben.jsp
<https://www.informationsportal.de>

Hinweise

- If you do not register employees, or do not register

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	them correctly or on time, you are committing an offense and may face a fine of up to 25,000 euros. This also applies to immediate notification.
Rechtsbehelf	Appeal: If you receive a fine notice because you have not complied with the obligation to register, you can lodge an appeal within 2 weeks.
Kurztext	• Social security registration for employees Registration • Employers must register their employees with the social security authorities • Employers need the respective company number for registration • Notifications electronically with the help of system-tested programs or fill-in aids • Registration with the first payslip, at the latest within 6 weeks • Registration of employees requires the following information, among others personal data social security number • Other reporting obligations, for example proof of contributions annual registration • Different procedure for mini-jobs in private households with the household check procedure • Responsible: respective health insurance fund or mini-job center
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	Meldung zur Sozialversicherung für Beschäftigte Anmeldung, Meldung zur Sozialversicherung für Beschäftigte Anmeldung