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Social security registration

Heruntergeladen am 06.07.2025

<https://fimportal.de/xzufi-services/101698336/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99107001104000, 99107001104000
Leistungsbezeichnung I	Social security registration
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Sozialleistungen (107)
Verrichtungskennung	Anmeldung (104)
SDG-Informationsbereich	
Lagen Portalverbund	Sozialabgaben (1060300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	29.03.2019

Modul	Sachverhalt
Fachlich freigegeben durch	Ministry of Labor, Social Affairs, Health, Women and Family
Handlungsgrundlage	https://www.gesetze-im-internet.de/sgb_4/_28a.html
Teaser	Where do I register my employees for social insurance?
Volltext	If you employ staff, you must register them for social insurance when the employment relationship begins. The registration includes • health insurance, • nursing care insurance, • pension insurance and • unemployment insurance Note: The statutory health insurance funds (collection agencies) collect the total social security contribution and forward the individual parts to the responsible agencies. In the case of marginal employment, the Minijob-Zentrale at the Deutsche Rentenversicherung Knappschaft-Bahn-See is the collecting agency. You must register employees who are legally insured under health, long-term care or pension insurance or under employment promotion law. However, you must also register employees who are exempt from insurance due to marginal employment. These are short-term employees who work for you for a maximum of three months or 70 working days per year, as well as marginally paid employees. Amended by the Qualification Opportunities Act of 18.12.2018
Erforderliche Unterlagen	You will need the following information to register: • Social insurance number (issued by the pension insurance institution); employees who do not yet have a social insurance number will automatically receive one from the health insurance fund when they register for social insurance for the first time • Employee data, such as name and address • Reason for registration • Your company number

Modul	Sachverhalt
	• Company number of the responsible collection agency / health insurance fund • Information on contribution groups, type of activity and nationality • Certificate for encrypted data transmission
Voraussetzungen	
Kosten	none
Verfahrensablauf	You may only transmit the social security notifications and contribution statements of your employees to the data acceptance offices of the health insurance funds / collection agency by means of secure and encrypted data transmission using system-tested programs or automatically generated completion aids.
Bearbeitungsdauer	
Frist	• within 6 weeks of taking up employment • immediately, but at the latest upon commencement of employment for activities in certain economic sectors (construction industry, catering and accommodation industry, passenger transportation industry, forwarding, transport and related logistics industry, showmen's trade, forestry companies, building cleaning industry, companies involved in the construction and dismantling of trade fairs and exhibitions, meat industry, prostitution industry); this immediate notification is transmitted directly to the pension insurance data office (DSRV) and does not replace the registration within six weeks
weiterführende Informationen	An overview of the approved programs can be found on the website of the Informationstechnische Servicestelle der gesetzlichen Krankenversicherung (ITSG). If you do not use payroll accounting software, sv.net offers the option of transmitting reports in encrypted form via the prescribed electronic channel. You can find more details on this and further information on data exchange on the website of the ITSG or at Data exchange .

Modul	Sachverhalt
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	• Statutory health insurance fund with which the employee is insured • Minijob center at the German pension insurance Knappschaft-Bahn-See for marginal employment relationships
Zuständige Stelle	
Formulare	
Ursprungsportal	Social security registration, Sozialversicherung Anmeldung