

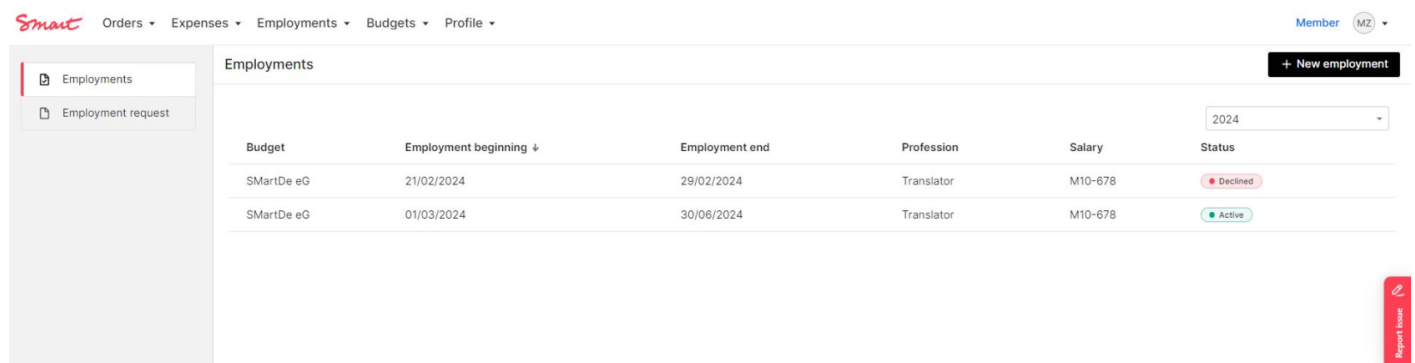
# Managing your employment

- [View your employment and find documents](#)
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# View your employment and find documents

## List of employments

In the list of employments you will see all your current and past employment contracts with Smart.





Employments						+ New employment
Budget	Employment beginning	Employment end	Profession	Salary	Status	2024
SMartDe eG	21/02/2024	29/02/2024	Translator	M10-678	Declined	
SMartDe eG	01/03/2024	30/06/2024	Translator	M10-678	Active	

## View of employment and documents

An employment can be opened from the employment list. The overview shows the start and end date of the employment, the employment category, the profession as given in the contract and the weekly working hours.

Your current contract, your pay slips and all other relevant documents regarding this employment can be found under **Documents**. Please choose the correct category from the drop-down list.

 Employments Employment requestCurrent Employment Contract Smart Genossenschaft 03/2024 - 06/2024 Active

### Current Employment Contract

Beginning of employment	01.03.2024
End of employment	30.06.2024
Profession	Translator
Employment Category - Total Cost	M10-678
Weekly hours	8

### Documents

Please choose the type of documents

Choose option ▾

Contract

Other

If you have several employments at Smart (e.g. at Smart eG and Smart Bildungswerk, or if you had a longer break between two jobs, you will find the relevant documents in the respective contract period in the list)

## Employment contract

- after you sign your employment contract it will appear here
- you can view a template of an employment contract with Smart [here](#).

For legal reasons the employment contract is only available in German.

## Addendum

- Amendments to the employment contract

Please note that the contract amendments (Addendum) cannot (yet) be uploaded to the Portal and should currently be sent to Smart by e-mail. We will upload these documents for you in the Portal. We are working on enabling this function from the member perspective as well.

## Pay slips

- Monthly pay slips
- Correction statements, if applicable

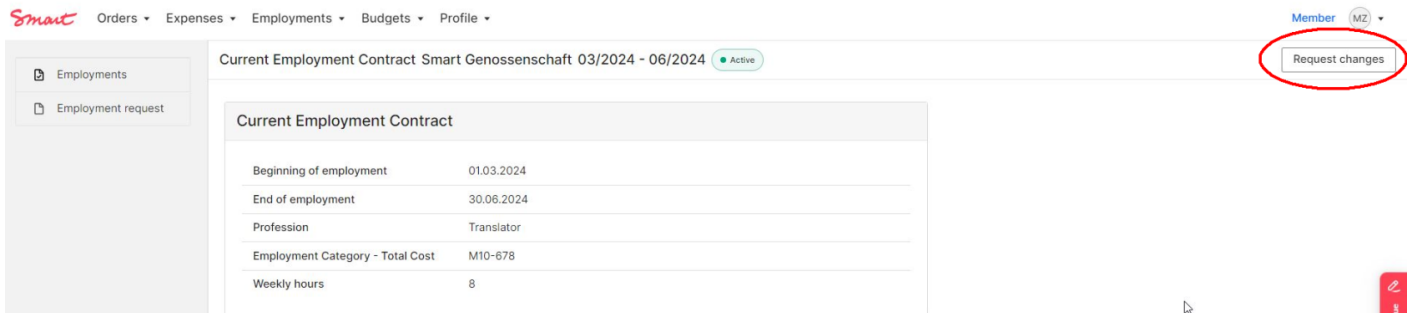
Payslips are official documents stating your income. Please find out more under [Payroll](#).

## Other

- Social security registrations and deregistrations
- Confirmations of employment for other authorities (e.g. *Arbeitsbescheinigung*, *Entgeltbescheinigung*)
- Sickness notifications
- Other documents

# Requesting changes

If you would like to make changes to your employment contract, you can do so by clicking on the **"Request change"** button in the employment detail view.



Click the checkmark in front of the respective change type to enter the desired data. Finally, you must send the form to the Smart Team by clicking the **"Send"** button. If the change is approved, you will receive an updated payslip with the corresponding changes with the next monthly payslip. The payslip is considered delivered when it is uploaded to the portal. You can view the adjusted changes in your budget overview immediately after confirmation.

☒ **Prolong employment date**



☐ **Change Category**

☐ **Add pause**

You can make following requests:

## Prolong employment contract or change end date

Choose the new end date and you will receive an addendum to your contract after confirmation by Smart.

Please always prolong your contract via the Portal BEFORE it's end date.

## Change salary / employment category

Once you have selected the category, please write in the **comment field**, when you would like to introduce this change. Please note that **changes for the next month** are only possible until **the last day of the previous month**.

You can find the employment categories here: [Employment categories](#)

## Register a leave

Following interruptions in your employment are possible. Please remember to submit a relevant proof.



Add pause

Choose option

Mutterschutz  
Elternzeit  
Krankheit  
Kind Krank  
Other  
Urlaub  
Unbezahlter Urlaub

To



No files

+ Add file

## Add special payment

A special payment will be paid out with the next payroll, provided there is enough budget available.

If you choose the 'Sachbezug' benefit (e.g. Urban Sports membership or Jobticket), then please write in the comment from when the benefit should be settled.

☒ Add special payment

Choose option



SV- und Steuerfreie Zahlung (IAP)

Sachbezug

Überstunden

Other

### Request correction to a previous month

# Ending your employment

If you want to terminate your contract (for example, because there is no budget or you have another job), a formal notice of termination with the following details is required:

- Date of the letter (at least two weeks before the end of the desired contract end date)
- Sentence "I hereby terminate my employment contract with effect from" (date: the last day of the last month of employment)
- Your registration address, first and last name and membership number
- Address of the cooperative: SMartDe eG **or** Smart Bildungswerk gGmbH, Wilhelmstraße 150, 10963 Berlin
- Signature (digital or original)

The original signed notice of termination can be sent to us by post plus e-mail or only by e-mail. The date of termination must be before the desired termination date.

**Example:** The employment contract runs until March 31. The employment contract is to be terminated in February. The notice of termination must be submitted two weeks before February 1. If your employment with Smart ends, you must ensure that you continue to have health insurance yourself. If you have any questions, you can of course contact us.

**Don't have any new orders?** Contact us, we will try to find an individual solution. For example, we can reduce your salary or offer you unpaid leave.

**Do you still have budget left after payment of the last salary?** Please let us know in time, if you want to get your total budget out till the end of your employment.

**Terminating your employment contract does not mean terminating your membership with Smart.** We recommend that you retain your membership of the cooperative so that you have the flexibility to resume your employment when you need to.