Managing your employment

- Submit an employment request in the Smart Portal
- View your employment and find documents
- Requesting changes
- Ending your employment

Submit an employment request in the Smart Portal

You'd like to be employed by Smart and you already have orders? Then go ahead and submit a new employment request in the Smart Portal.

> Do you already have a contract with Smart and want to prolong it or make a change? Then read further how to request a change.

1) **Select the budget** for your employment. Here you can choose between the Smart eG and the Smart Bildungswerk, depending on the acitivities you are processing.

> Please note that your employment request can only be confirmed if you have sufficient available budget to cover the employment costs for your first month of employment. Your available budget consists of confirmed order forms and paid invoices.

> Smart eG and Smart Bildungswerk are two separate legal entities. Orders processed via one entitity can only be used to be employed by that company. If you process some orders via Smart eG and other via Smart Bildungswerk, you can request two separate employment contracts to pay out your budget.

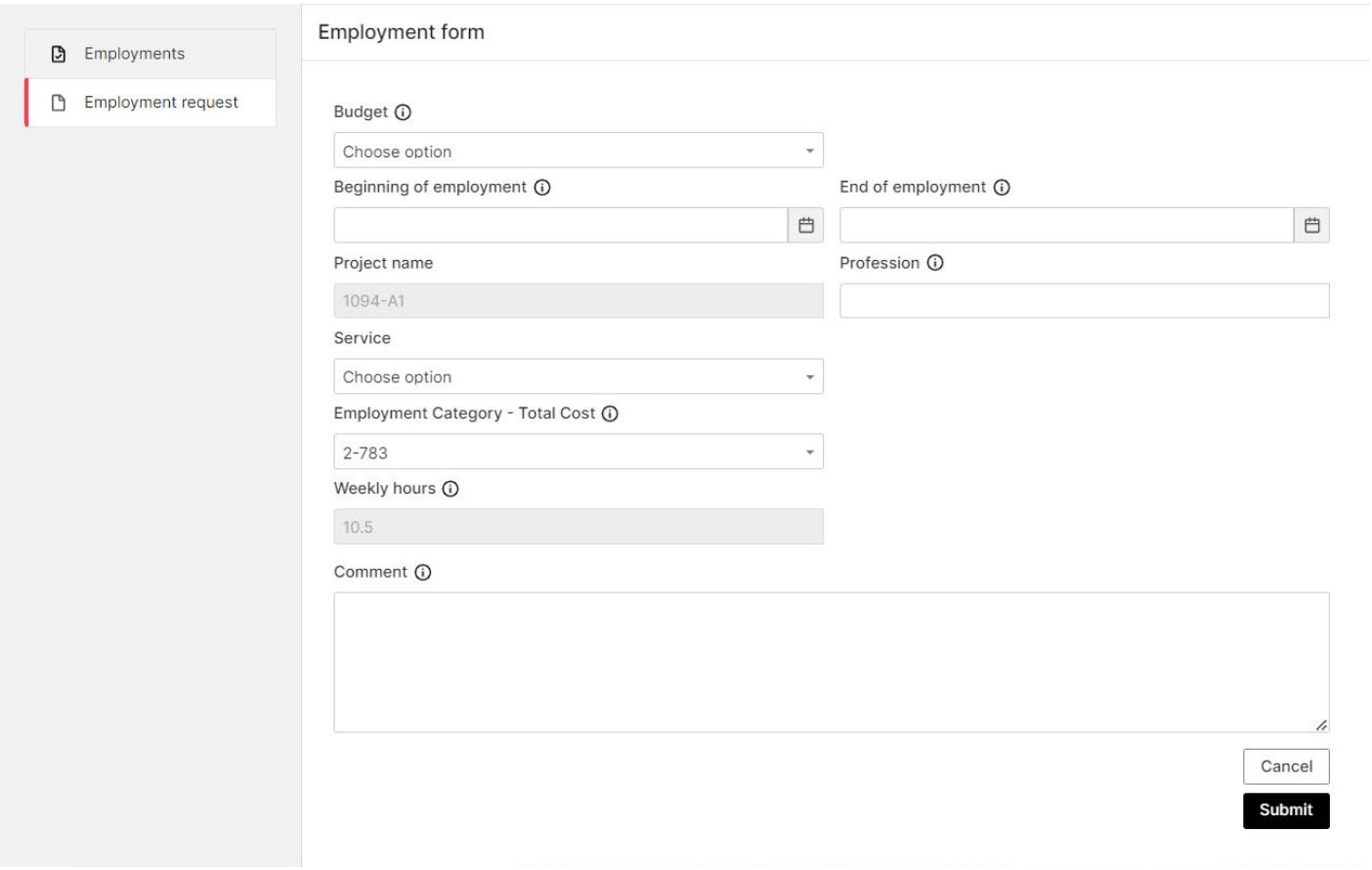
2) Choose the **start and end date** of your employment.

3) Describe the **job title** as it should appear in your employment contract.

4) Choose a **service category** that comes closest to your profession.

5) Choose an **employment category**. Here you can see the name of the employment category and the total employment costs per month.

6) The **working hours per week** is a maximum value to guarantee the minimum wage. Make sure that you do not exceed the weekly number of hours. If your working hours per week differ, you can enter this in the comments.

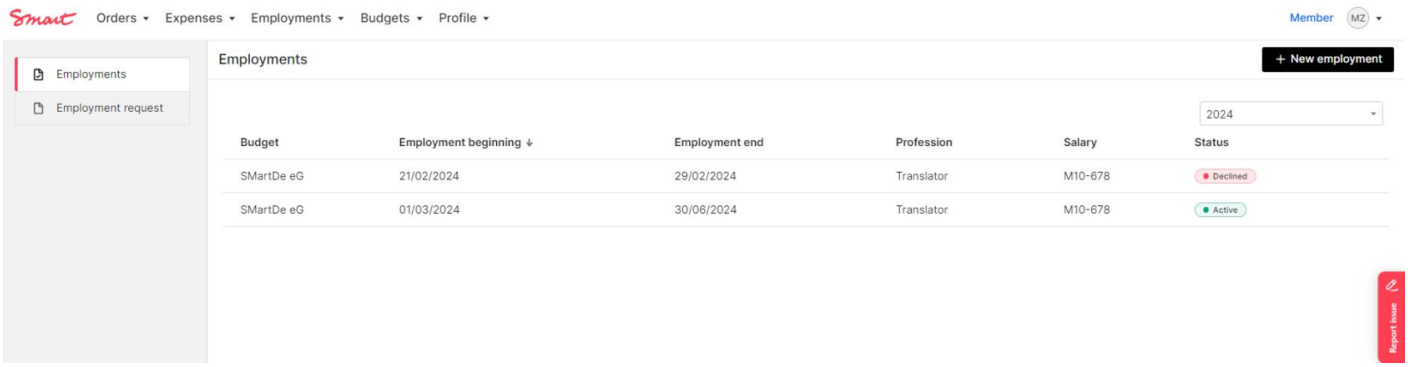


Send your employment request. You will receive a notification by e-mail as soon as we have processed your request.

View your employment and find documents

List of employments

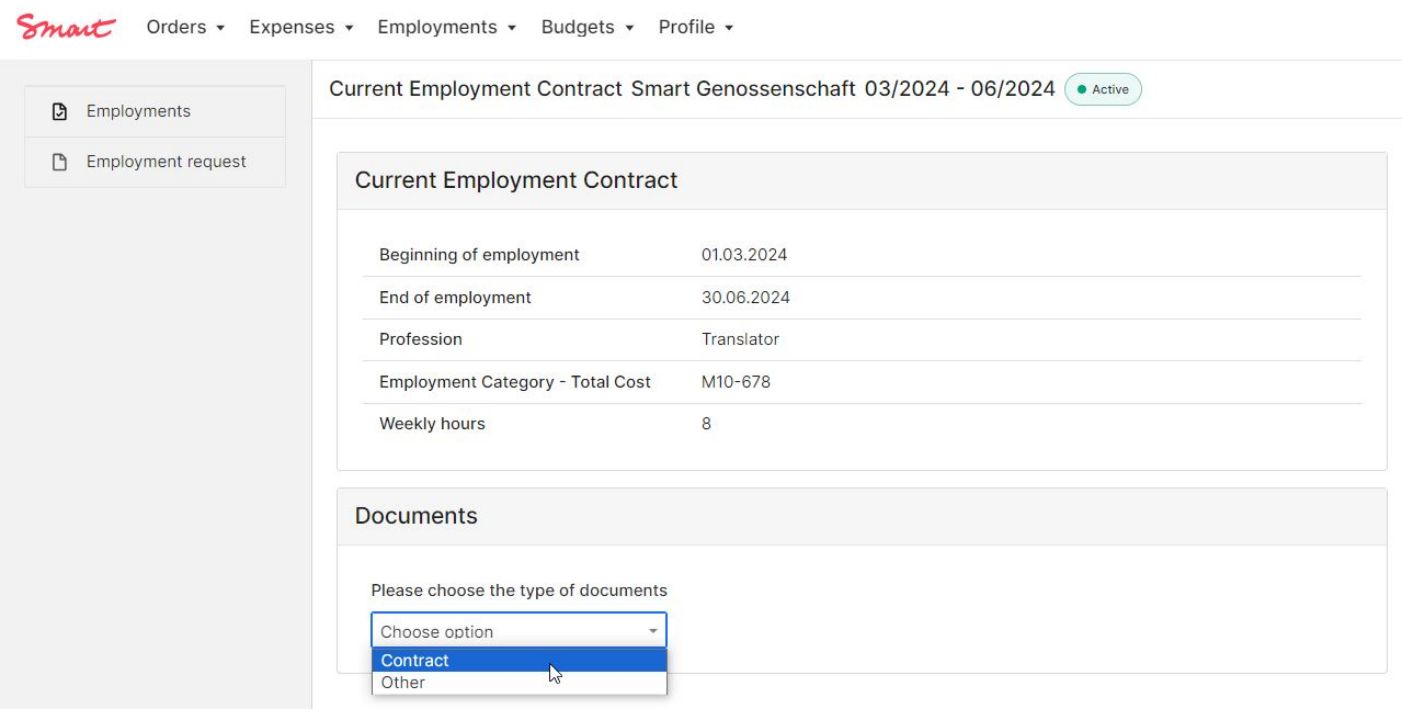
In the list of employments you will see all your current and past employment contracts with Smart. Please note that cancelled employment request are also listed.



View of employment and documents

The details of an employment period can be opened by double clicking on the relevant line in 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 and contract changes related to this employment can be found under **Documents**. Please choose the correct category from the drop-down list.



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

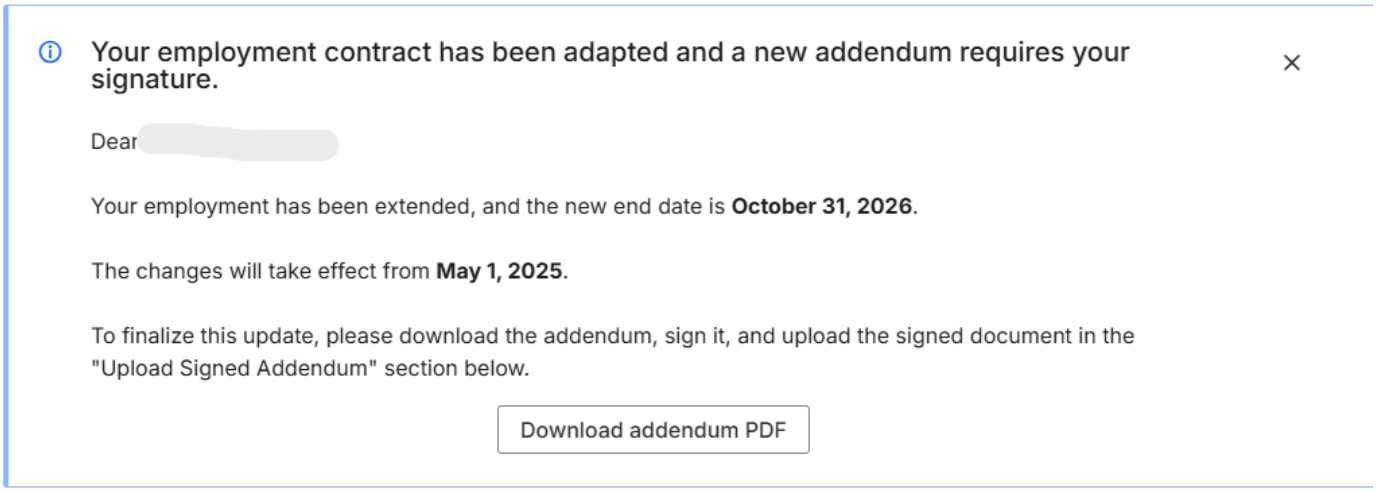
- after you sign your employment contract it will appear here

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

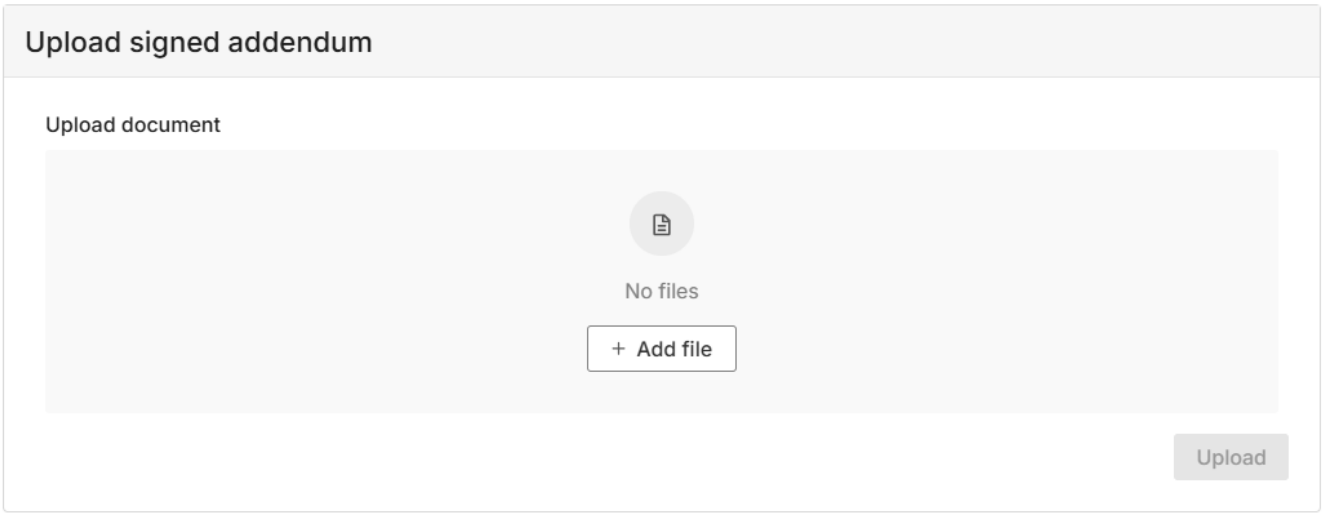
Addendum

- Amendments to the employment contract

After the Smart confirmation of your employment change, you can find and download your addendum in the portal:



You can upload the signed contract directly in the portal:



Pay slips

- Monthly and yearly payslips as well as other documents related to the payroll are saved in your Mein Smart folder, not in the Portal.
- Additionally, your monthly payslip will be e-mailed to you at the end of each month of employment.

> Payslips are official documents stating your income. Please find out more under Payroll.

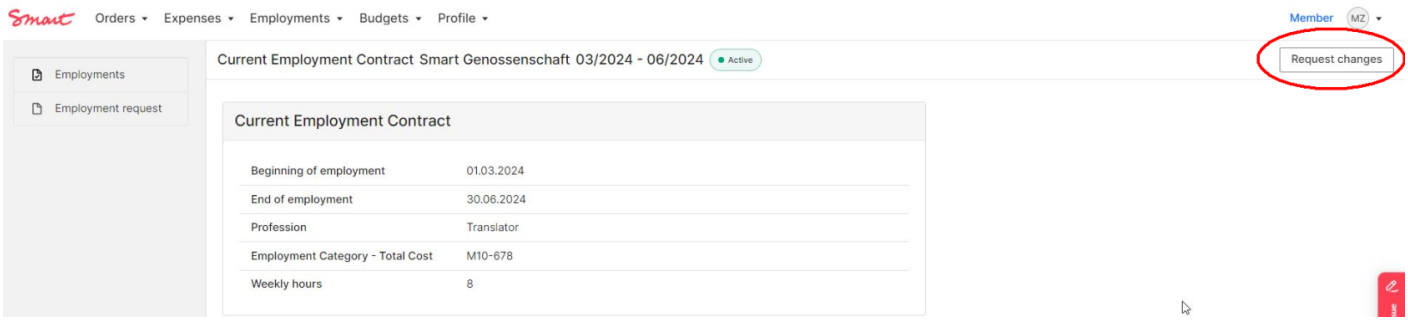
Other

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

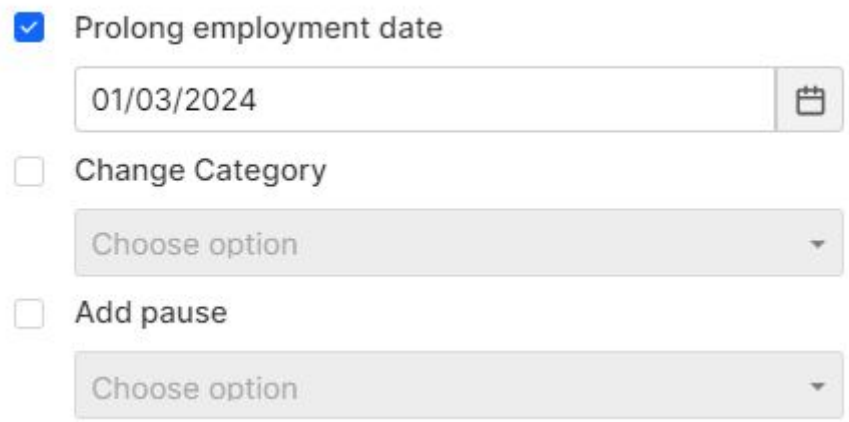
All of these documents are saved in your Mein.Smart folder, not in the Portal.

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 your contract change ("Addendum") per e-mail. You'll also find the contract change in your Documents. You can view the adjusted changes in your budget overview immediately after confirmation.



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.

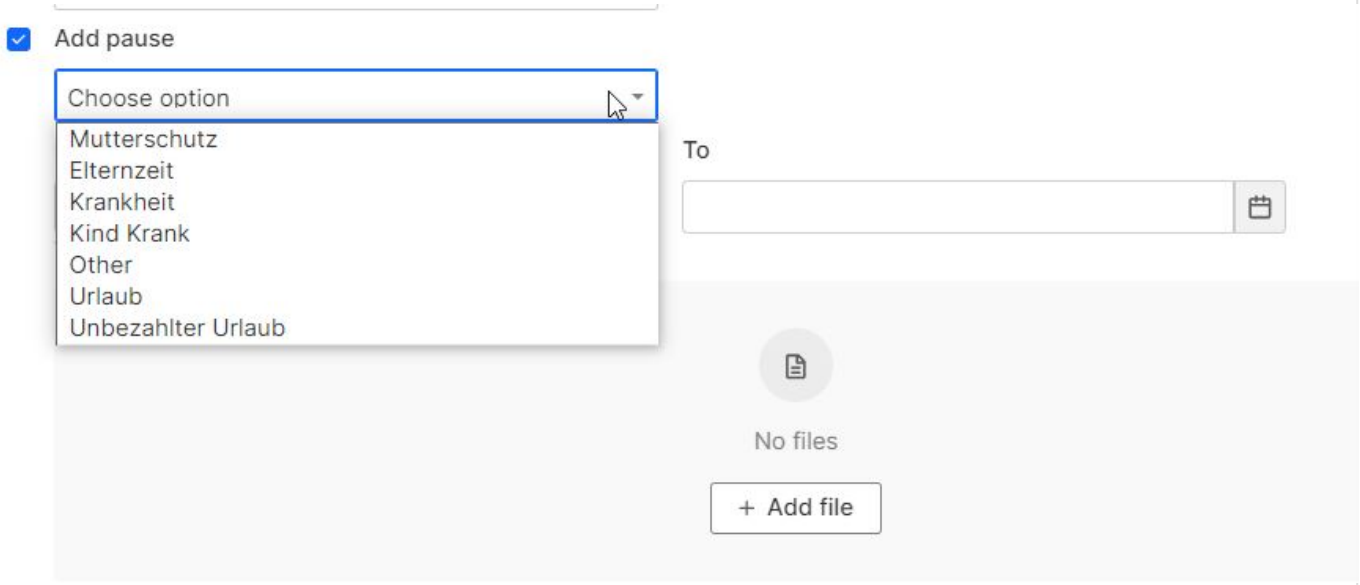
Change salary / employment category

> Once you have selected the category, please indicate in the **comment field** from which date the change should take effect. Please note that **changes for the current month** must be submitted **by the 10th of the month at the latest**.

You can find the employment categories here: Employment categories

Register a leave

If you're planning a longer leave, please let us know. Details regarding the different types of leave can be found here.



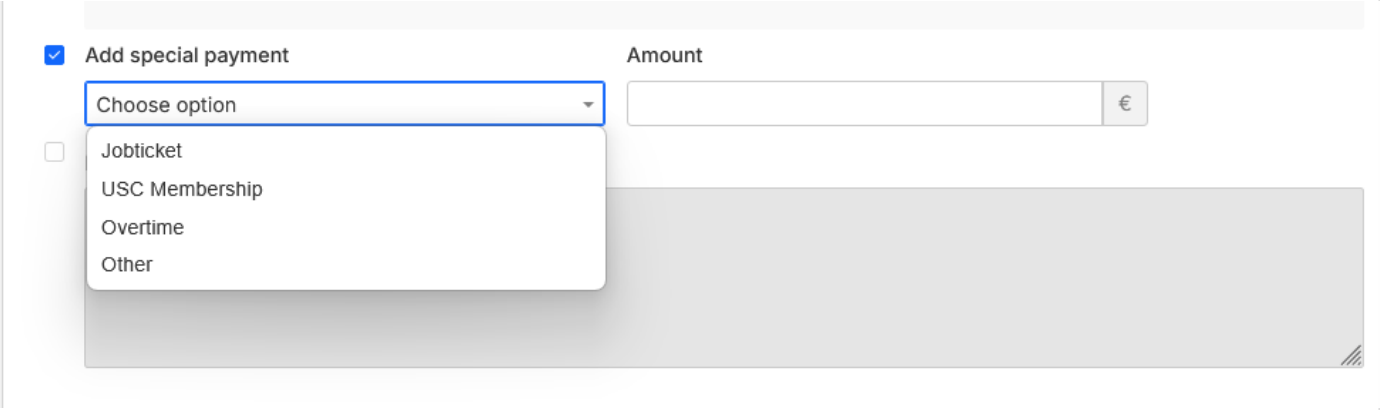
Add special payment

The special payment will be included in your next payroll, provided there is enough budget available. Special payments can include (partial) reimbursement for a Jobticket or Urban Sports Club membership, as well as overtime.

Overtime is treated like regular salary, so social security contributions and taxes will be deducted according to your employment category.

If you want to receive a bonus with your salary, select **“Other”**. Under **“Amount”**, enter the total amount you want to use from your budget. This amount will be added to your employment costs for the month. As social security contributions and taxes will be deducted, the resulting net salary will be lower than the amount entered.

If you're adding a Jobticket or USC Membership, please let us know in the comment section when it's starting. Also, don't forget to actively request the Jobticket and USC Membership (details about how do that are right here).



Request adaptation to a previous month

Did something go wrong in the past month? Maybe you selected the wrong category or were on sick leave but forgot to mention it? Let us know!

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 should be sent 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 on February 28th. The notice of termination must be submitted two weeks before February 28th. 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 planned?** Contact us, and we'll try to find an individual solution. For example, we could reduce your salary or offer you unpaid leave.

> **Do you still have any budget remaining after the payment of your last salary?** Please let us know in good time if you would like to use your full remaining budget before the end of your employment.

> **Ending your employment contract does not mean terminating your membership with Smart.** We recommend keeping your membership in the cooperative so that you have the flexibility to resume your employment when you need to.