

Deadlines

Here you can find all deadlines and dates relevant to your employment.

Request new employment / changes to employment	by the 10th of the current month
Register for / cancel the Jobticket	by the 6th of the previous month
Register for Urban Sports Club	by the 15th of the current month
Salary payment	on the 28th of the current month
Submit expense reimbursements and travel expenses from the previous year	by the end of February of the current year
Termination of the employment contract	two weeks before the end of employment **

* If you want to start during the current month, no reimbursement for part of the month is possible. More information can be found under [Urban Sports Club](#).

** Please let us know as soon as possible if you want to end your employment and would also like to have your remaining budget paid out. In this case, we may need more time to discuss your situation and make the necessary calculations.

Revision #1

Created 2026-09-09 11:35:40 UTC by Marie

Updated 2026-09-09 11:38:49 UTC by Marie