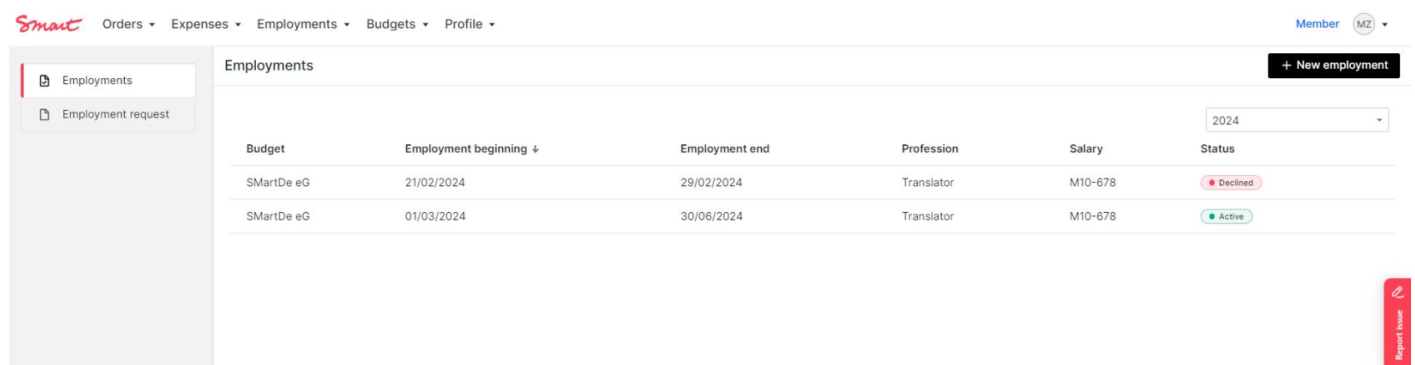


View your employment and find documents

List of employments

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





The screenshot shows the 'Smart' app interface. At the top, there is a navigation bar with the 'Smart' logo and menu items: 'Orders', 'Expenses', 'Employments', 'Budgets', and 'Profile'. On the right side of the navigation bar, it says 'Member' with a circular profile icon labeled 'MZ'. Below the navigation bar, there is a sidebar on the left with two options: 'Employments' (selected) and 'Employment request'. The main content area is titled 'Employments' and features a '+ New employment' button in the top right corner. Below this, there is a table with columns: 'Budget', 'Employment beginning', 'Employment end', 'Profession', 'Salary', and 'Status'. A year selector dropdown is set to '2024'. The table contains two rows of employment data. The first row shows a 'Declined' status, and the second row shows an 'Active' status. A red 'Report issue' button is located at the bottom right of the table area.

Budget	Employment beginning	Employment end	Profession	Salary	Status
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

Revision #9

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