

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.

Smart Orders ▾ Expenses ▾ Employments ▾ Budgets ▾ Profile ▾ Member MZ ▾

Employments + New employment

2024 ▾

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

Report issue

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 request

Current 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

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

 Your employment contract has been adapted and a new addendum requires your signature. ✕

Dear 

Your employment has been extended, and the new end date is **October 31, 2026**.

The changes will take effect from **May 1, 2025**.

To finalize this update, please download the addendum, sign it, and upload the signed document in the "Upload Signed Addendum" section below.

[Download addendum PDF](#)

You can upload the signed contract directly in the portal:

Upload signed addendum

Upload document



No files

[+ Add file](#)

[Upload](#)

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 #10

Created 23 January 2024 08:38:03

Updated 17 April 2026 11:34:09 by Valentina