



Provisions for entering information about an employment contract to the Unified System of Employment Contracts are introduced

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Briefly

The provisions for entering information about an employment contract (EC) to the Unified System of Employment Contracts (USOEC), were approved (Minister of Labor and Population Social Protection's Order #353 dated September 3, 2020). As of 18 September 2020, the employer must enter EC data to the USOEC within the deadlines prescribed.

As per the Law on "Amendments and additions to labour legislative acts" (May 4, 2020 No. 321-VI), the labour code introduced a requirement for the employer to conclude an EC in electronic form or to register the EC in the USOEC if the contract is concluded in writing, as of 15.05.2020.

In detail

As of 18 September 2020, the employer must enter into USOEC details about conclusion of / modifications to / termination of an EC within the following deadlines:

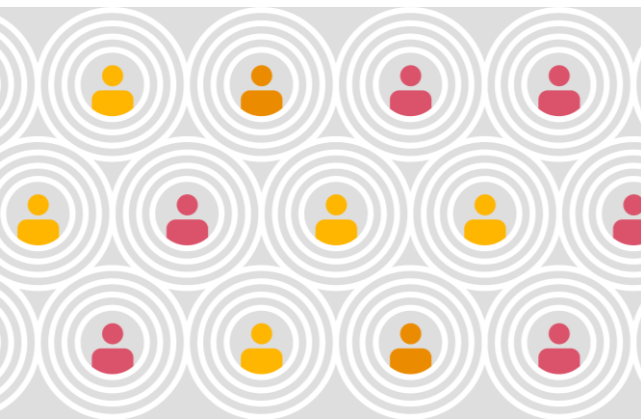
- information about existing ECs concluded before 18.09.2020: **before 19.09.2021**, where employee headcount is less than 1,999 inclusive;
- information about existing ECs concluded before 18.09.2020: **before 19.09.2022** where employees' headcount is 2,000 or more;
- conclusion of an EC on 18.09.2020 or later: within **5 working days** from the date of signing by both parties;
- modifications to an EC: within **15 calendar days** from the date of signing by both parties.

Within 30 calendar days the employer has the right to:

1. correct errors if information was entered incorrectly;
2. delete information if the employee's and/or employer's data was entered incorrectly.

Within 10 working days of an employees' reinstatement, the employer should enter the date/number of the internal resolution about reinstatement, and name of the authority that approved the reinstatement. The employee concerned should acknowledge this in the personal online cabinet on the e-government web portal using his/her personal e-key.

If you are interested in additional information, please contact us.



- EC termination: **within 3 working days** from the date of termination. Once registered in the USOEC, any further changes are entered by the authorities based on an application from the employer or employee.

How we can help

- one-off mass registration of all ECs and addendums valid as at 15 May 2020, to USOEC;
- outsourcing of compliance for individuals (immigration and HR compliance, payroll).
- review for compliance with labour law requirements including payroll and immigration if required;
- develop / review HR policies.