PAYCHEX

Forms – Short-term employment (3 months or 70 working days per year) P6004 V 2020.2

Personal details

P6000 must also be filled out

Surname, First name	Date of birth
Street, Number	Postal code, City
Name and place of health insurance ☐ Own Membership ☐ Family insured ☐ Statutory insured ☐ Private	Social security number

Employed as	Start of employment	Date of termination (if terminated)

Status at the start of this employment

- ☐ Student __school class;
- ☐ My studies are expected to end on _____
- ☐ Graduated with intention for vocational training
- ☐ Student, studies expected to end on _____
- ☐ Employed only during the holidays?
  - ☐ Yes ☐ No
- ☐ Seeking Work / Training
- ☐ Federal voluntary service /Conscripts
- ☐ Other: _____
- ☐ Unemployed
- ☐ Employee on unpaid Leave
- ☐ Employee
- ☐ Pensioner; Type of pension _____
- ☐ Old age pensioner before reaching the statutory retirement age
- ☐ Old age pensioner after reaching the statutory retirement age
- ☐ Employee on parental leave
- ☐ Civil Servant
- ☐ Apprentice
- ☐ Self-employed

Information about the registration as seeking employment

Is the worker unemployed at the beginning of employment and registered with their local job centre as seeking employment?

- ☐ yes, at the job centre ☐ no
- ☐ with eligibility for benefits
- ☐ without eligibility for benefits

Information about other employments

☐ In the current calendar year I did not exercise any further short-term jobs.

☐ In the current calendar year I have already exercised the following short-term jobs.

from	to	Number of working days	Employer (voluntary)
from	to	Number of working days	Employer (voluntary)

Note:
A short-term – for the employee and employer social security free – employment exists within a calendar year when the employment is limited to three months or 70 working days, by their nature or limited in advance by contract and is not "professionally" exercised. Several short-term jobs in the current calendar year are summed up.
I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I undertake to inform my employer about any changes, in particular the start of additional activities, without delay. For inaccurate or untruthful information any claims of compensation go at my expense.

_____ _____
Place, Date Signature employee

Employer

_____ _____
Place, Date Signature employer