

If you intend to enter into an employment relationship as an employer, you must notify the relevant bodies.

By using the **information system for sending compulsory communications** (online compulsory notification service), managed by the **Ministry of Labour and Social Policy**, you can fulfil all the information requirements relating to the recruitment of the worker and the subsequent events that occur during the relationship by submitting a single notification from time to time. The **compulsory notification of the establishment, extension, conversion and termination of employment relationships** sent to the Ministry of Labour is multi-purpose and can be used to fulfil reporting requirements regarding other competent institutions.

The [Ministry of Labour and Social Policy](#) manages the flow of information and shares it with the National Social Security Institution (INPS) and the National Institute for Insurance against Accidents at Work (INAIL), with other social security bodies/funds and with the Prefecture.

The data is sent electronically via the IT services made available by the competent services.

The main users of the Compulsory Notification Information Service are obliged entities and authorised entities.

The data is sent using the IT services made available by the Ministry of Labour in accordance with specific standards and by completing the appropriate forms (see Interministerial Decree of 30 October 2007). The main forms are the unified employment form ('UniLav') and the unified supply form ('UniSomm').

When an employment relationship ends, the employer must submit the **UniLav form**, completing the 'Termination' section, within 5 days of the date on which the employment relationship ends. If the fifth day is a public holiday, this period is extended to the next working day.

The 'Termination' section must be completed to report the termination of a permanent employment relationship or the termination of a temporary employment relationship, if this occurs before the date on which the employment relationship was entered into, extended or converted.

In particular, the reason for termination must be indicated in the 'Reason Code' box. In addition, the welfare fund to which the social security contributions due to the worker are paid and to which the notification is to be transferred must be entered in the appropriate box.

## What is the UniLav form?

If you are an employer, you can use the 'UniLav' form to comply with the obligation to report the following direction, either directly or through the authorised entities:

- establishment of an employment relationship
- extension of an employment relationship
- conversion of an employment relationship
- secondments
- transfer of the worker
- end of an employment relationship

In detail, the UniLav form consists of eight sections or 'boxes'.

The 'Start' box, in particular, gives details of the employment relationship that is being established.

The following information must be entered in the appropriate boxes:

- start date
- end date (for all non-permanent contracts)
- type of contract
- working hours
- collective agreement applied
- remuneration
- welfare fund to which welfare contributions are paid and to which the notification is to be sent.

## What is the UniSomm form?

The 'UniSomm' document is the form with which work agencies comply with their obligation to provide information relating to all types of staff supply relationships. Staff supply is the agreement under which a company ('user') contacts the authorised agency ('temp agency') to utilise the labour of staff who are not hired directly but are employees of the agency.

Therefore, the contributions, social security, insurance, and welfare payments required under current legislative provisions are the responsibility of the agency.

The Unificato Somm form enables the management of communications relating to:

- the start of the employment relationship not concomitant to the assignment;
- the concomitant start of the employment relationship and of the assignment;
- the extension of the employment relationship and of the assignment;
- the transformation of the employment relationship;
- the transfer of the worker;
- the termination of the employment relationship and of the assignment.

## Relevant legislation

- [Interministerial Decree of 30 October 2007.](#)

## Compulsory communications for domestic workers

For domestic workers only, communications relating to hiring, transformation, extension, and termination of the employment relationship are made via the special system set up by INPS, which is the authority responsible for the procedure (contact details: Dc.entrata@postacert.inps.gov.it; Phone 0659051).

As an employer of a domestic worker, you must send the **hiring notice to INPS (the Italian National Social Security Institution) within 24 hours of the day prior** (even if a holiday) to that of the establishment of the employment relationship. The notice also has effect in relation to the authorised departments, the Ministry of Labour and Social Policy, the Ministry of Health, the *Istituto nazionale per l'assicurazione contro gli infortuni sul lavoro* (INAIL, National Institute for Insurance against Accidents at Work), and the Government's prefecture/regional office. To send the mandatory hiring, extension, transformation, and termination of employment contract notices you must authenticate yourself by logging in with your SPID (2nd level) personal login details or with the Electronic identity card 3.0 (CIE) or with the National Service Card (CNS) or with the INPS device PIN, the '[Domestic Workers](#)' service.

Once authenticated, you must select '**Employment relationship registration**' from the menu to communicate the recruitment and, after having identified the pre-chosen type of employment relationship, you must enter your data, that of the domestic worker (including details of the residence permit in the case of non-EU workers), data relating to the employment relationship (start/end date, weekly hours, hourly/monthly pay); lastly you must fill in the questionnaire to provide additional details on the domestic employment relationship. Having completed all the fields and sent the communication online, you display the receipt with the Employment relationship number in the title, which you can download in PDF format and print. To certify the validity of the employment relationship, INPS then sends you a letter within 30 days.

Remember to use the 'Domestic workers' service to communicate any change in the employment relationship and any termination online. In the service, you will also find a tool for calculating contributions, the contributions account statement of the employer and of the worker. Below, you will find the list of functions available in the 'Domestic workers' service menu.

- Useful information
- Domestic work social security box
- Start of employment relationship
- Change to employment relationship
- Referral of employment relationship
- Notification-request
- Employer contribution statement
- Worker contribution statement
- Repayment request
- Suspension of contributions obligations

An application can be submitted to the INPS Regional Committee to respond to a rejection order. In case of rejection, following the cancellation of the employment relationship due to the inspection of minutes, application can be submitted to the Regional Committee for employment relationships (Article 17 of Legislative Decree No. 124/2004), in compliance with what is set forth in the Circular letter No. 1 of 14 January 2019 of the National Labour Inspectorate.

## Relevant legislation

- Decree-Law No. 185 of 29 November 2008 converted, with amendments, by Law No. 2 of 28 January 2009.

### [Contact Assistance Services](#)

