

about sending

About manner of sending data...

ČSSZ unequivocally prefers an electronic submission preferably via the Portal of the Public Administration.

about Internet

Basic conditions for e – Submission...

To be able to transfer the information on insured persons electronically, **it is necessary:**

- 1. To charge a particular natural person**, who shall be responsible for all operations related to the electronic submission, whether it is a submission of applications, deregistrations or notification about a change of data. Employers can charge its employee or can choose their representative.
- 2. To have a payroll/personnel system, which allows for electronic transfer.** The condition for a successful e – Submission is an observance of the data record structure - XML record, electronically signed. All conditions of a successful e – Submission are available on the ČSSZ web sites at <http://www.cssz.cz/nemocenske/prihlasky/default.asp>.
- 3. It is necessary to be connected to the Internet** for e – Submission via the Portal of the Public Administration.
- 4. The worker authorised for e – Submission must own an electronic signature** (a qualified certificate) or a ČSSZ signature key* and must be registered at the locally competent OSSZ.

* For a verified and safe electronic communication with ČSSZ, it is necessary to supply a submission with an electronic signature issued by an accredited certification authority (so-called qualified certificate). Over a temporary period of three years, it is also possible to use a so-called ČSSZ signature key. It is issued by a locally competent social security administration. It also implements a registration for electronic submission and upon request, it shall also help with registration at the Portal of the Public Administration. If an organization uses a ČSSZ signature key, it must supplement the e – Submission with a confirmation of submission with a signature and stamp by an authorised person or with a verbal affidavit at the competent OSSZ within 3 days.

about advantages

For organizations that registered before...

If an organization charged a worker for electronic submission of Personal Records for Pension Insurance (ELDP) previously and the person authorised for e – Submission of applications for sickness insurance and deregistrations from insurance is the same worker, it is sufficient just to send "Notification on Authorization" of a worker for this purpose by post or deliver it in a different manner to locally competent social security administration. It is also necessary to extend the registration at the Portal of the Public Administration with the service „Sickness insurance“.

about information

About provision of information...

Czech Social Security Administration

Křížová 25, 225 08 Praha 5
tel.: 257 062 860 - 8, e-mail: posta@cssz.cz

<http://www.cssz.cz>

ČSSZ headquarters	KSSZ a OSSZ/PSSZ/MSSZ Brno
Mondays and Wednesdays 8.00 - 17.00 hod.	Mondays and Wednesdays 8.00 - 17.00 hod.
Tuesdays and Thursdays 9.00 - 14.30 hod.	Tuesdays and Thursdays 8.00 - 14.30 hod.
Fridays 9.00 - 14.00 hod.	Fridays 8.00 - 13.00 hod.

Call Centrum	tel.: 257 062 860 - 8
Apart from personal contact, you can also contact the ČSSZ Call Centrum, via telephone during the following hours:	Mondays and Wednesdays 8.00 - 17.00 h
	Tuesdays and Thursdays 8.00 - 14.30 h
	Fridays 8.00 - 14.00 h

Ministry of Informatics

Havelkova 2, 130 00 Praha 3
tel.: 221 008 111

e-mail: posta@micr.cz

<http://www.micr.cz>



Ministerstvo
informatiky
České republiky

Portal of the Public Administration

tel.: 800 202 122, e-mail: helpdesk@portal.gov.cz,

<http://www.portal.gov.cz>

The Portal of the Public Administration is the gateway to the official electronic site of the Czech Republic. You can find a full directory of the state administration, effective laws, instructions, how to proceed in particular life situations in relation with authorities and an array of other information guaranteed by the state at the address <http://www.portal.gov.cz>. The Portal of the Public Administration is also the site via which you can communicate with the state directly through electronic submissions. The operator of the Portal of the Public Administration is the Ministry of Informatics.



e - Podání



e – Submission

Registrations and Deregistrations of Employees for Sickness Insurance



Issued in July 2005

The Czech Social Security Administration (ČSSZ) is a governmental body, with the competence in the field of pension and sickness insurance in the Czech Republic. It is responsible for sickness and maternity benefits in cash and for old-age, disability, widow's, widower's and orphan's pensions. The ČSSZ is also in charge of collecting social security insurance contributions.

about insurance

About sickness insurance...

Sickness insurance benefits are to financially secure economically active citizens at a time of a short-term loss of income by the reason of sickness or maternity.

Sickness insurance benefits are: sickness, support during care for a family member, compensatory contribution in pregnancy and maternity and support in cash in maternity.

Organizations provide payment of benefits for their employees (i.e. with over 25 employees). With employees of small organizations (up to 25 employees) and self-employed persons, locally competent district social security administration executes sickness insurance including payment of benefits, in Prague, it is the regional office of the Prague Social Security Administration, in Brno then MSSZ Brno.

about register

About the register of insured persons...

The register of sickness and pension insurance insured persons serves for execution of social security and for fulfilment of tasks following from law of the European Communities and international treaties. It is kept by the Czech Social Security Administration and its origination was enabled by the Act No. 424/2003 Coll., which amended the Act No. 582/1991 Coll., on Organization and Implementation of Social Security. The act is applicable since 1st July 2005.

Information in the register

The register of insured persons contains data on persons, which participate on sickness and pension insurance. These are:

- name and present surname,
- maiden name and all other surnames before the present surname,
- date and place of birth,
- gender,
- birth certificate number,
- state citizenship,
- marital status,

- address of permanent residence; in case of foreign nationals, also the address of stay in the territory of the Czech Republic,
- origination and termination of participation on sickness and pension insurance,
- type of gainful activity, which establishes participation on sickness and pension insurance,
- name and registered office of the employer (organizations and small organizations),
- individual number of the employer,
- variable symbol of the payer of the premiums on social security and contribution on state policy of employment,
- name and address of foreign insurance holder,
- foreign insurance number,
- other data, if their records follow from requirements of the European Communities law and from international treaties on social security.

about obligations

of organizations until 31st July 2005...

Organizations are obliged to submit a list of their employees, whose participation on sickness insurance originated before 1st July 2005 and it continues also after 30th June 2005 to the competent OSSZ by 31st July 2005. They are obliged to provide data on employees within the extent, in which there are records in the register of insured persons.

The obligation to hand over a list of employees and to provide information on its employees to the competent OSSZ **have also small organizations.**

In this case, organizations must inform by 31st July 2005: name and present surname, maiden name, birth certificate number, state citizenship, name and address of foreign insurance holder, foreign insurance number.

Organizations and small organizations are obliged to inform data on possible **foreign and sickness, pension, or other insurances of their employees**, and all this even in case they are not their first employer after termination of this insurance abroad.

about regularity

of organizations...

Registering of employees for sickness insurance

An organization, i.e. a legal or physical entity that employs over 25 employees, or less; however, payroll records are kept by other legal or physical entity, which is an organization to that intent, is obliged to register its employees for insurance

within eight days after their entry into employment at the competent OSSZ in a prescribed form.

Deregistering of employees from sickness insurance

An organization is obliged to deregister employees with whom a labour relation was terminated in a prescribed form at the competent OSSZ within eight days after a termination of labour relation.

An organization can arrange in writing with the competent OSSZ different periods for registering employees for insurance and deregistering employees from insurance to the abovementioned periods for both, registering and deregistering of their employees. This is advantageous mainly for organizations with a large number of employees and a considerable movement of labour force.

Changes of data on employees

An organization is also obliged to notify the competent OSSZ in writing about a change, which occurred in data about an employee, within eight days from the date of finding out about the change.

Obligations of small organizations

The same obligations as stated above apply also to small organizations. However, the law does not allow them, differing from organizations, to arrange in writing a different period for fulfilment of obligations with the competent OSSZ. So small organizations have to observe the eight-day period for both, registering and deregistering of their employees for sickness insurance, and for notifying changes in the data about employees.

about forms

About obtaining forms...

The form („Application for Sickness Insurance – Deregistration”) is prescribed for registering employees for sickness insurance and their deregistration. The form is available in electronic form at the ČSSZ web sites, in printed version, it is available at all OSSZ.

about sending

About manner of sending data...

Organizations can send information for sickness insurance of their employees:

- by electronic submission of applications of employees via the Portal of the Public Administration,
- by electronic submission of applications of employees on a data medium (diskette 3.5"/1.44 MB, CD),
- on a prescribed form of ČSSZ.