

APPLICATION GUIDE

JOB ADMINISTRATION APPLICATION

Version 2.0

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1 Accessing the application

There are three possible types of user for every company: administrator, agent and accountant.

Administrators are able to:

- **submit the supply/agency contracts and service contracts¹**;
- **communicate the remunerations** for the service contracts submitted by every agency/branch of the temporary recruitment company;
- **create new agencies**/branches of the temporary recruitment company;
- **create new users** (administrators, agents and accountants), again in relation to their own company and its associated agencies/branches.

Agents are able to:

- **submit**, on behalf of their own agency/branch, **the supply/agency and service contracts**;
- **communicate** any **changes** which may be made to service contracts previously forwarded by the Ministry of Labour and Social Policies with "Unisomm" files, but which were not accepted by Inail when it obtained them because they contained errors.

Accountants are able to:

- **check Inail's files** to obtain the identifying information and tariff classification information of the hiring companies to which the agency workers have been sent (for example, to provide quotes).

When issuing authorisations, Inail provides the temporary recruitment company (supplier) with two accounts:

- one for administrator users
- one for agent users

Both accounts are operational for the agency/branch marked number 1, which is considered the company's registered office.

Each **administrator** user is responsible for adding agencies/branches and creating additional users for the temporary recruitment company in complete autonomy.

¹ In the event that the hiring company does not have a PAT or an employee policy, the temporary recruitment company must nonetheless submit the service contract by selecting the "Company with no Territorial Insurance Position" option in the "Agency Work" procedure, and must promptly contact the competent Inail office so that it can proceed to classify the work.

In the event that the tariff item matching the work actually carried out by the agency worker is not present under the PAT of the hiring company, the temporary recruitment company must nonetheless enter the service contract, selecting one of the items which are already present, and promptly contact the competent office for correct classification.

2 Online procedures for submitting supply/agency contracts

To submit supply/agency contracts online, temporary recruitment companies must access the "Job administration" application and then select the "Supply/Agency Contracts" menu, "Declaration" sub-menu, "Standard" option.

Using the online procedure gives the user the advantage of receiving pre-compiled data for the hiring company and for the agency worker from the application, sometimes with the ability to edit them.

2.1 Offline procedures for submitting supply/agency contracts

To submit supply/agency contracts offline, the temporary recruitment company must select the "Services" menu, "Offline" sub-menu, "Submit INAIL forms Offline" option, then select "Upload contract files".

When uploading the file, the application immediately checks the formal validity of the data and then carries out checks to ensure the consistency of the data present in the file submitted.

3 Submitting service contracts

Work agencies authorised by the Ministry of Labour and Social Policies are obliged to notify the competent Service within whose jurisdiction their headquarters are located of any hiring, extension or termination of temporary workers hired in the previous month², via electronic means, by the twentieth day of the next month after the date of hire (using the dedicated "Unificato Somm ML-09-01" form). The Ministry of Labour and Social Policies shall forward the reports to Inail electronically.

However, the service contracts forwarded by the Ministry of Labour and Social Policies may be "rejected" by the system if they are inconsistent with Inail's files. For example: if the tax code of the hiring company is not present, an incorrect PAT has been given, the tax code and PAT of the hiring company are incompatible, the tariff item indicated is not present in the files, etc.

In such cases, Inail sends a notification to the email address of the temporary recruitment company (indicated when requesting the access credentials) regarding the negative outcome of obtaining the contract from the Ministry of Labour and Social Policies.

The temporary recruitment company may, in any case, also see this outcome through the "Job administration" application, "Services" menu, "Offline" sub-menu, "Unisomm submission processing outcome" option.

The temporary recruitment company must then re-submit the service contracts previously sent to the Ministry of Labour and Social Policies with the Unisomm form, which met with a negative outcome from Inail.

There are three ways to do this:

- using the UniSommINAIL.xsd file
- online, using the "declaration" option
- offline, using the "Submit INAIL forms Offline" option and downloading

² Decree-Law No. 510 of 01 October 1996, converted with modifications by Law No. 608 of 28 November 1996, article 9-bis, paragraph 2, fourth sentence.

3.1 Submitting service contracts with UniSommINAIL.xsd file

In the "Job administration" application, select the "Services" menu, "Offline" sub-menu and "Submit UniSomm forms Offline" option, then download the "UniSommINAIL.xsd" file. The xsd file enables verification of whether all the necessary information has been entered, and entered correctly, within the xml file³.

Changes to the value in the "Voce Tariffa 1" (Tariff Item 1) and "Voce Tariffa 2" (Tariff Item 2) fields are shown in red. Such changes may be made to manage the cases in which one of the tariff items approved with Italian Ministerial Decree 12/12/2000 (in force from 01/01/2000 to 31/12/2018) applies to a service contract which began prior to 2019 for that period; while a tariff item approved with Italian Ministerial Decree 27/02/2019 (in force from 01/01/2019) applies to the contract for the period following 2019.

The xml file must be filled out with the following data:

TEMPORARY RECRUITMENT AGENCY

- *Dati agenzia di somministrazione (temporary recruitment agency data):*
 - **Codice fiscale (Tax code)** - enter the tax code of the temporary recruitment agency.
 - **Denominazione (Name)** - enter the name of the temporary recruitment agency.
 - **Agenzia estera (Foreign agency)** - enter "SI" (YES) or "NO".
 - **Numero iscrizione all'Albo (Register enrolment number)** - enter the number of enrolment on the register.
- *Dati anagrafici del datore di lavoro (employer's identifying details):*
 - **Cognome (Surname)** - enter the employer's surname.
 - **Nome (Name)** - enter the employer's name.
 - **Cittadinanza (Citizenship)** - enter the employer's citizenship.
 - **Sesso (Sex)** - enter the sex of the employer.
 - **Comune di nascita (Municipality of birth)** - enter the code for the municipality where the employer was born.
 - **Data di nascita (Date of birth)** - enter the employer's date of birth.
- *Dati della sede di lavoro (work site details):*
 - **Comune (Municipality)** - enter the code for the municipality of the work site.
 - **Cap (Postcode)** - enter the postcode for the work site.
 - **Indirizzo (Address)** - enter the address for the work site.
 - **E-mail (Email address)** - enter the email address for the work site.
 - **Telefono (Telephone number)** - enter the telephone number for the work site.
 - **Fax** - enter the fax number for the work site.
- *Dati della sede legale (registered office details):*
 - **Comune (Municipality)** - enter the code for the municipality of the registered office.
 - **Cap (Postcode)** - enter the postcode for the registered office.
 - **Indirizzo (Address)** - enter the address for the registered office.

³ An "XML Schema Definition" (XSD) defines an XML document's type in terms of constraints: which elements and attributes can appear, in what relation to each other, and what type of data may be contained. It is also used with a validation programme in order to determine the type to which a given XML document belongs.

- **Telefono (Telephone number)** - enter the telephone number for the registered office.
- **Dati del Rapporto Agenzia di Somministrazione (Details of the Temporary Recruitment Agency Relationship):**
 - **Data Inizio Somministrazione (Agency Work start date)** - enter the date on which the agency work starts.
 - **Data Fine Somministrazione (Agency Work end date)** - enter the date on which the agency work ends.
 - **Ente Previdenziale (Social Security Body)** - enter the code for the Social Security Body.
 - **Tipologia Contrattuale (Contract Type)** - enter the code for the type of contract.
 - **Lavoro in Mobilità (Mobile Working)** - enter "SI"(YES) or "NO".
 - **Numero Agenzia Somministrazione (Recruitment Agency Number)** - enter the number of the recruitment agency.
 - **Numero Matricola (Enrolment Number)** - enter the enrolment number.

WORKER

- **Dati anagrafici del lavoratore (Worker's identifying details):**
 - **Cognome (Surname)** - enter the worker's surname.
 - **Nome (Name)** - enter the worker's name.
 - **Codice fiscale (Tax code)** - enter the worker's tax code.
 - **Cittadinanza (Citizenship)** - enter the worker's citizenship.
 - **Sesso (Sex)** - enter the sex of the worker.
 - **Comune di nascita (Municipality of birth)** - enter the code for the municipality where the worker was born.
 - **Data di nascita (Date of birth)** - enter the worker's date of birth.
- **Indirizzo del lavoratore (Worker's address):**
 - **Comune (Municipality)** - enter the code for the worker's municipality.
 - **Cap (Postcode)** - enter the worker's postcode.
 - **Indirizzo (Address)** - enter the worker's address.
- **Livello di istruzione del lavoratore (Worker's level of education):**
 - **Livello di istruzione (Level of education)** - enter the code for the worker's level of education.

HIRING COMPANY

- **Dati ditta utilizzatrice (hiring company details):**
 - **Codice fiscale (Tax code)** - enter the tax code of the hiring company.
 - **Denominazione (Name)** - enter the name of the hiring company.
 - **Numero Contratto Somministrazione (Agency Contract Number)** - enter the number of the agency contract.
 - **Data Inizio Contratto Somministrazione (Agency Contract Start Date)** - enter the date on which the agency contract starts.
 - **Data Fine Contratto Somministrazione (Agency Contract End Date)** - enter the date on which the agency contract ends.
- **Sede di lavoro della ditta utilizzatrice (hiring company work site):**
 - **Comune (Municipality)** - enter the code for the municipality of the hiring.

- **Cap (Postcode)** - enter the postcode for the hiring company.
- **Indirizzo (Address)** - enter the address for the hiring company.
- **Telefono (Telephone number)** - enter the telephone number for the hiring company.
- **Fax** - enter the fax number for the hiring company.
- **Sede legale della ditta utilizzatrice (hiring company registered office):**
 - **Comune (Municipality)** - enter the code for the municipality of the hiring.
 - **Cap (Postcode)** - enter the postcode for the hiring company.
 - **Indirizzo (Address)** - enter the address for the hiring company.
 - **Telefono (Telephone number)** - enter the telephone number for the hiring company.
 - **Fax** - enter the fax number for the hiring company.
- **Settore della ditta utilizzatrice (hiring company sector):**
 - **Settore (Sector)** - enter the code for the hiring company's sector.
- **Indicazione se Pubblica Amministrazione (Public Administration Indication):**
 - **Pubblica Amministrazione (Public Administration)** - enter "SI"(YES) or "NO".
- **Dati relativi all'inizio del contratto (Contract start data):**
 - **Data inizio missione (Temp work start date)** - enter the date on which the temp work starts.
 - **Data fine missione (Temp work end date)** - enter the date on which the temp work ends.
 - **Descrizione attività (Description of activity)** - enter a description of the activity.
 - **Rischio asbestosi silicosi (Silicosis asbestosis risk)** - enter "SI" (YES) or "NO".

For contracts beginning prior to 2019 and finishing in 2019 or during later years, it is necessary to fill out both of the following fields:

- **Voce Tariffa 1 (Tariff Item 1)** -for periods pre-2019, enter the tariff code (item) pursuant to the tariffs approved with Italian Ministerial Decree 12/12/2000 (in force from 01/01/2000 to 31/12/2018).
- **Voce Tariffa 2 (Tariff Item 2)** -for periods from 2019 onwards, enter the tariff code (item) pursuant to the tariffs approved with Italian Ministerial Decree 27/02/2019 (in force from 01/01/2019).

For contracts beginning in 2019 and finishing in 2019 or during later years, it is necessary to fill out only the following field:

- **Voce Tariffa 1 (Tariff Item 1)** - for periods from 2019 onwards, enter the tariff code (item) pursuant to the tariffs approved with Italian Ministerial Decree 27/02/2019 (in force from 01/01/2019).
- **Lavoro in agricoltura (Agricultural work)** - enter "SI"(YES) or "NO".
- **Assunzione obbligatoria (Mandatory Hire)** - enter "SI"(YES) or "NO".
- **PAT INAIL (INAIL Territorial Insurance Position)** - enter the INAIL PAT code.
- **Tipo orario (Schedule type)** - enter the schedule type.
- **Qualifica professionale (Professional qualification)** - enter the professional qualification.
- **Ccnl (National Collective Bargaining Agreement)** - enter the National Collective Bargaining Agreement.
- **Livello inquadramento (Management level)** - enter the management level.
- **Tipo comunicazione della ditta utilizzatrice (Hiring company communication type):**

- o **Tipo di comunicazione (Communication type)** - enter the code for the communication type.

Once all the data have been inserted, select "Upload dei file UniSomm" (Upload UniSomm files) and click "Invia" (Submit).

3.2 Online procedures for submitting service contracts

To submit service contracts online, the temporary recruitment company must select "Contratti di prestazione" (Service Contracts) from the menu, the "Missione" (Temp work) sub-menu, then the "Dichiarazione" (Declaration) option.

For contracts with a start date prior to 2019 and an end date in 2019, it is necessary to enter one of the tariff items pursuant to the tariffs approved with Italian Ministerial Decree 12/12/2000 (in force from 01/01/2000 to 31/12/2018), and one of the tariff items pursuant to the tariffs approved with Italian Ministerial Decree 27/02/2019 (in force from 01/01/2019).

Using the online procedure gives the user the advantage of receiving pre-compiled data for the hiring company and for the agency worker from the application, sometimes with the ability to edit them.

3.3 Offline procedures for submitting service contracts

To submit service contracts offline, the temporary recruitment company must select the "Services" menu, "Offline" sub-menu, "Submit INAIL forms Offline" option, and download the "InvioContratti.xsd" (SubmitContracts) file (only for the first use).

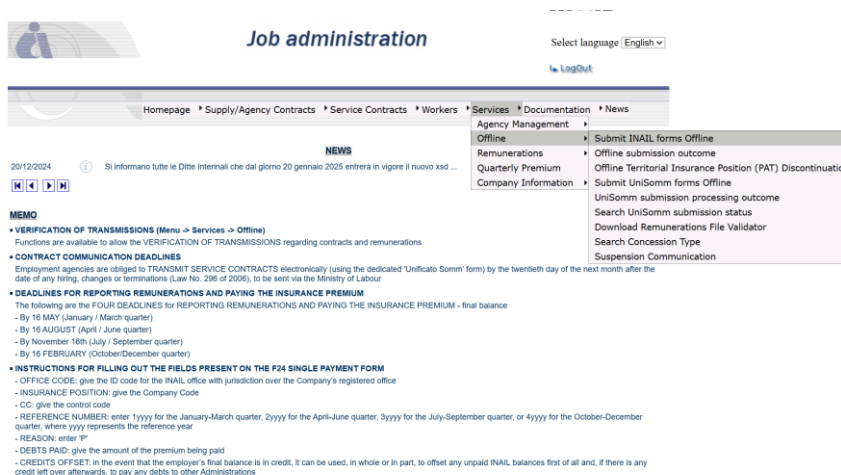


Figure 1 – Submit INAIL forms Offline

Fill out the xml file. Changes to the value in the "Voce Tariffa" (Tariff Item) and "Voce Tariffa 2019" (Tariff Item 2019) fields are shown in red. Such changes may be made to manage the cases in which one of the tariff items approved with Italian Ministerial Decree 12/12/2000 (in force from 01/01/2000 to 31/12/2018) applies to a service contract which began prior to 2019 for that period; while a tariff item approved with Italian Ministerial Decree 27/02/2019 (in force

from 01/01/2019) applies to the contract for the period following 2019.

The xml file must be filled out with the following data:

WORKER

- *Dati anagrafici del lavoratore (Worker's identifying details):*
 - **Codice fiscale (Tax code)** - enter the worker's tax code.
 - **Cittadinanza (Citizenship)** - enter the worker's citizenship.
 - **Cognome (Surname)** - enter the worker's surname.
 - **Nome (Name)** - enter the worker's name.
 - **Sesso (Sex)** - enter the sex of the worker.
 - **Comune di nascita (Municipality of birth)** - enter the code for the municipality where the worker was born.
 - **Data di nascita (Date of birth)** - enter the worker's date of birth.
 - **Scadenza PS (Residence Permit expiry)** - if necessary, enter the residence permit expiry date
- *Indirizzo del lavoratore (Worker's address):*
 - **Indirizzo (Address)** - enter the worker's address.
 - **Cap (Postcode)** - enter the worker's postcode.
 - **Comune (Municipality)** - enter the code for the worker's municipality.

HIRING COMPANY

- *Dati ditta utilizzatrice (hiring company details):*
 - **Codice fiscale (Tax code)** - enter the tax code of the hiring company.
 - **PAT Ditta Utilizzatrice (Hiring Company Territorial Insurance Position)** - enter the INAIL PAT code for the hiring company

SUPPLY CONTRACT

- *Dati relativi al contratto di fornitura (supply contract data):*
 - **Numero contratto fornitura (Supply contract number)** - enter the number of the supply contract.
 - **Data inizio (Start date)** - enter the contract start date.
 - **Data fine (End date)** - enter the contract end date.
 - **Agenzia (Agency)** - enter the agency code.

SERVICE CONTRACT

- *Dati relativi al contratto di prestazione (service contract data):*
 - **Numero contratto prestazione (Service Contract Number)** - enter the number of the service contract.
 - **Data inizio (Start date)** - enter the contract start date.
 - **Data fine (End date)** - enter the contract end date.
 - **Agenzia (Agency)** - enter the agency code.
 - **Voce tariffa (Tariff Item)** -for periods pre-2019, enter the tariff item pursuant to the tariffs approved with Italian Ministerial Decree 12/12/2000 (in force from 01/01/2000 to 31/12/2018).
 - **Voce tariffa 2019 (Tariff Item 2019)** -for periods from 2019 onwards, enter the tariff item pursuant to the tariffs approved with Italian Ministerial Decree

27/02/2019 (in force from 01/01/2019).

- o **Settore Attività (Sector of Activities)** – enter the relevant sector.
- o **Orario Settimanale (Weekly Hours)** – enter the total number of weekly hours.
- o **Full Time** – enter the type of contract (part-time or full-time).

For contracts with a start date prior to 2019 and an end date in 2019 or later years, it is necessary to enter one of the tariff items pursuant to the tariffs approved with Italian Ministerial Decree 12/12/2000 (in force from 01/01/2000 to 31/12/2018), and one of the tariff items pursuant to the tariffs approved with Italian Ministerial Decree 27/02/2019 (in force from 01/01/2019).

The "Voce Tariffa 2019" (Tariff Item 2019) field is obligatory for contracts with a start date in 2019.

Once all the data have been inserted, select "Upload contracts".

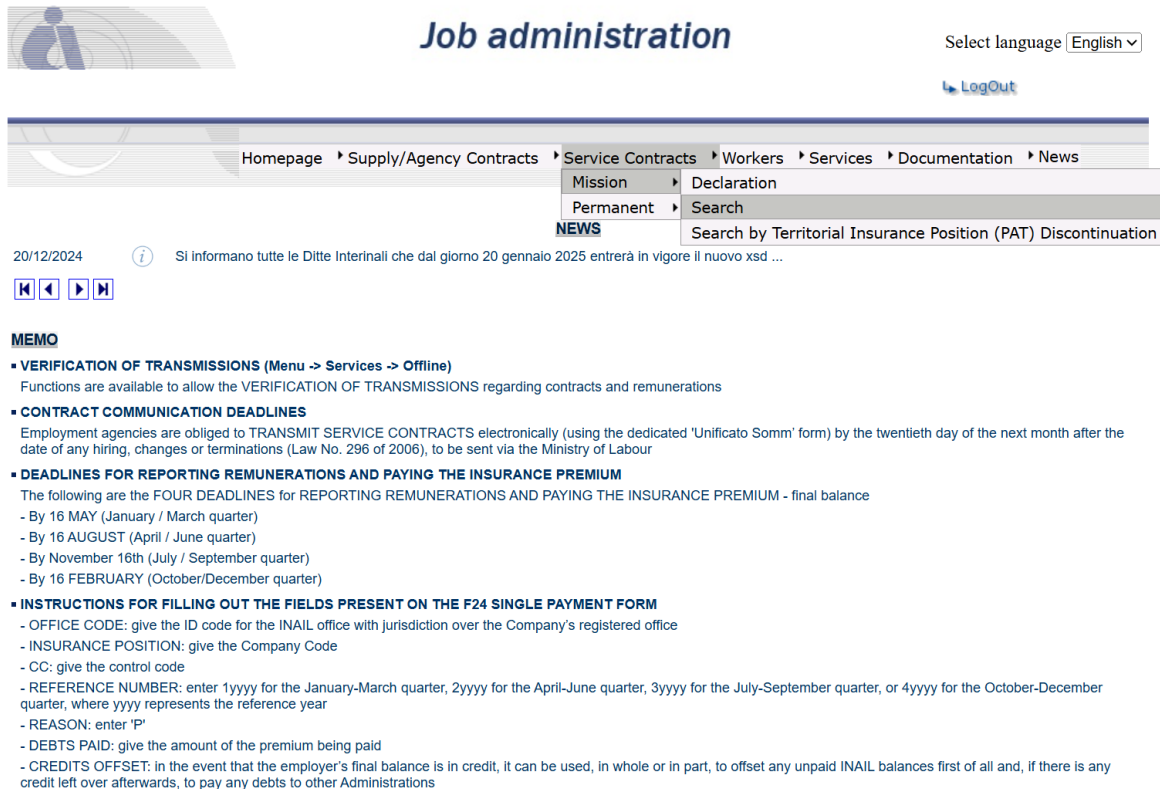
When uploading the file, the application immediately checks the formal validity of the data and then carries out checks to ensure the consistency of the data present in the file submitted.

4 Procedures for submitting the remunerations

Temporary recruitment companies must submit the quarterly remunerations for agency workers. This task may only be carried out by authorised users with the **"administrator"** profile.

4.1 Online procedures for submitting the quarterly remunerations

After accessing the "Job Administration" application, select "Service Contracts" from the menu, the "Mission" sub-menu, then activate the "Search" function.



The screenshot shows the "Job administration" application interface. At the top, there is a logo on the left, the title "Job administration" in the center, and a language selection dropdown set to "English" on the right. Below the title is a "Logout" button. A navigation menu is visible, with "Service Contracts" expanded to show sub-menus: "Mission", "Declaration", "Permanent", and "Search". The "Search" option is highlighted. Below the menu, there is a date "20/12/2024" and a notification: "Si informano tutte le Ditte Interinali che dal giorno 20 gennaio 2025 entrerà in vigore il nuovo xsd ...". There are also navigation icons (back, forward, search) and a "MEMO" section with the following content:

MEMO

- **VERIFICATION OF TRANSMISSIONS (Menu -> Services -> Offline)**
Functions are available to allow the VERIFICATION OF TRANSMISSIONS regarding contracts and remunerations
- **CONTRACT COMMUNICATION DEADLINES**
Employment agencies are obliged to TRANSMIT SERVICE CONTRACTS electronically (using the dedicated 'Unificato Somm' form) by the twentieth day of the next month after the date of any hiring, changes or terminations (Law No. 296 of 2006), to be sent via the Ministry of Labour
- **DEADLINES FOR REPORTING REMUNERATIONS AND PAYING THE INSURANCE PREMIUM**
The following are the FOUR DEADLINES for REPORTING REMUNERATIONS AND PAYING THE INSURANCE PREMIUM - final balance
 - By 16 MAY (January / March quarter)
 - By 16 AUGUST (April / June quarter)
 - By November 16th (July / September quarter)
 - By 16 FEBRUARY (October/December quarter)
- **INSTRUCTIONS FOR FILLING OUT THE FIELDS PRESENT ON THE F24 SINGLE PAYMENT FORM**
 - OFFICE CODE: give the ID code for the INAIL office with jurisdiction over the Company's registered office
 - INSURANCE POSITION: give the Company Code
 - CC: give the control code
 - REFERENCE NUMBER: enter 1yyyy for the January-March quarter, 2yyyy for the April-June quarter, 3yyyy for the July-September quarter, or 4yyyy for the October-December quarter, where yyyy represents the reference year
 - REASON: enter 'P'
 - DEBTS PAID: give the amount of the premium being paid
 - CREDITS OFFSET: in the event that the employer's final balance is in credit, it can be used, in whole or in part, to offset any unpaid INAIL balances first of all and, if there is any credit left over afterwards, to pay any debts to other Administrations

Figure 2 – Search function

A window opens from which it is possible to search for:

- agency contracts;
- agency contracts by supply contract number;
- agency contracts by service contract number.

The screenshot displays the 'Job administration' interface with the INAIL logo and a navigation menu. The main content area is titled 'Search Agency Contracts' and contains several search filters:

- Agency: All (dropdown menu)
- Hiring Company Territorial Insurance Position (PAT): [text input]
- Worker Tax Code: [text input]
- Service Contract Number (Enrolment): [text input]
- Job Start Date (dd/mm/yyyy): [text input] with radio button options:
 - equal to
 - less than
 - greater than

Below the filters, a message states: 'The first 100 contracts meeting the requirements will be listed. Please apply criteria for a detailed selection'. Buttons for 'Count', 'Search', and 'Cancel' are visible.

Below this section, there are two more search options:

- Search Agency Contracts by Supply Contract Number**: Includes a 'Supply Contract Number' input field and 'Search'/'Cancel' buttons.
- Search Agency Contracts by Service Contract Number**: Includes a 'Service Contract Number' input field and 'Search'/'Cancel' buttons.

Figure 3 – Search Agency contracts

In relation to the first section, "Search Agency Contracts", it is possible to search using the following filters:

- ✓ the relevant Agency;
- ✓ the PAT of the hiring company;
- ✓ the worker's tax code;
- ✓ the service contract number (enrolment);
- ✓ the job start date, with the option of deciding whether to select, in relation to the date entered, one of the following descriptions:
 - uqual to;
 - less than;
 - greater than.

Once the criteria have been entered and the "Search" button has been clicked, a window opens with the list of agency contracts broken down by enrolment number and worker's tax code.

Figure 4 – List of Agency Contracts

The "View" button in the last column of the table can be selected to view the details of the agency contract.

Figure 5 – Details of Service Contracts

From this screen, the "Remunerations" button in the bottom right can be selected to bring up another table in which the agency contract(s) are broken down by worker's tax code and quarter;

Job administration

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List of quarters covered by the staffing contract

Enrolment number	Worker TC	Start Date	End Date	Quarter	Remuneration	Tariff	Rate	Validity Start	Validity End	Division into instalments	Suspension	Details
100001		11/02/2010	31/07/2010	012010	1912	6222	73.00	11/02/2010	31/07/2010			Remuneration
100001		11/02/2010	31/07/2010	022010	0	6222	73.00	11/02/2010	31/07/2010			Remuneration
100001		11/02/2010	31/07/2010	032010	0	6222	73.00	11/02/2010	31/07/2010			Remuneration

[Back](#)

Figure 6 – List of quarters covered by the staffing contract

Choose the quarter of interest and press “Remunerations”. The application will display the screen shown below.

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Service contract data

Service Contract No.:	100001	Hiring Company Insurance Position (PA):	8850589
Supplying Company Insurance Position (PA):	23000114	Contract Start Date:	11/02/2010
Contract End Date:	31/07/2010	Activity Code:	1
Agency:	2		
Work Schedule:	Full-Time	Average Weekly Schedule:	0,00
Division into instalments	NO		

Classification data

Tariff:	6222	Asbestosis/Silicosis rate	0
Accident Rate:	73		

Overall Remuneration

Remuneration description

Note that this contract is eligible for contribution relief

L.92/2012 d.lgs 151/2001

Remuneration subject to Relief

Remuneration of the staffing contract

Period Code 012010	Remuneration for the period	<input type="text" value="1912"/>	
Reason for change: EFFETTUATO IN TEMPO	Calculate Premium	Save	Back

*does not apply as of 1/1/2019

Premium	
Accident Premium	139.58
Division into instalments	NO
Suspension	
Silicosis Premium*	0.00
Ex ANMIL supplement 1%	1.40
Relief Amount	0
Total Premium Requested	140.97
<small>do not apply as of 1/1/2019 *</small>	

Figure 7 – Remunerations

Enter the amount of the worker’s quarterly remunerations into the "Total Remunerations" field (decimal places are not allowed).

CONCESSIONS

If contributions concessions are applicable, select "I declare that contributions concessions apply to this contract" and choose between the options:


- Law 92/2012: provisions regarding the reform of the labour market with a view to growth (Fornero reform).
- Legislative Decree 151/2001: incentives for maternity and paternity support and to replace workers on leave.

If the " Law 92/2012" option is selected, it is necessary to choose the type of concession from those provided for in the screen shown below.


The screenshot displays a web interface for selecting a concession type. A dropdown menu is open, listing various options such as 'H-Hiring over-fifties on a fixed-term basis', 'I-Extending the employment of over-fifties', etc. Below the list, there is a 'Remuneration subject to Relief' field with the value '0'. At the bottom, a 'Remuneration of the staffing contract' section includes a 'Period Code' (012010), a 'Remuneration for the period' field (20000), and buttons for 'Calculate Premium', 'Save', and 'Back'. To the right, a 'Premium' table shows values for Accident Premium (1460.00), Division into instalments (NO), Suspension, Silicosis Premium* (0.00), Ex ANMIL supplement 1% (14.60), Relief Amount (0.00), and Total Premium Requested (1474.60). A note at the bottom of the table states 'do not apply as of 1/1/2019 *'.

Figure 8 – Type of concession

If, on the other hand, the " Legislative Decree 151/2001" option is selected, the following message is shown: "Legislative Decree 151/2001 Concession - Incentives for maternity and paternity support and to replace workers on leave (art. 4, para. 3, Italian Legislative Decree No. 151/2001)".



Job administration



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Service contract data			
Service Contract No.:	100002	Hiring Company Insurance Position (PA):	8850589
Supplying Company Insurance Position (PA):	23000114	Contract Start Date:	11/02/2010
Contract End Date	27/05/2010	Activity Code:	1
Agency:	2		
Work Schedule:	Part time	Average Weekly Schedule:	30,00
Division into instalments	NO		

Classification data		
Tariff:	6222	Asbestosis/Silicosis rate
Accident Rate:	73	0

Overall Remuneration

Remuneration description

Note that this contract is eligible for contribution relief

L.92/2012 d.lgs 151/2001

Relief Leg. Dec. 151/2001

Remuneration subject to Relief

Remuneration of the staffing contract	
Period Code 012010	Remuneration for the period <input type="text" value="20000"/>
Reason for change: EFFETTUATO IN TEMPO <input type="text" value=""/>	<input type="button" value="Calculate Premium"/> <input type="button" value="Save"/> <input type="button" value="Back"/>
<small>*does not apply as of 1/1/2019</small>	

Premium	
Accident Premium	1460.00
Division into instalments	NO
Suspension	
Silicosis Premium*	0.00
Ex ANMIL supplement 1%	14.60
Relief Amount	0.00
Total Premium Requested	1474.60
<small>do not apply as of 1/1/2019 *</small>	

Figure 9 - Legislative Decree 151/2001 Concession

Once the type of concession has been selected, enter the "Remunerations subject to Concessions". This value must be less than 50% + €1 of the "Total Remunerations".

Confirm the operation with the "Save" button.

Using the online procedure gives the user the advantage of receiving pre-compiled data for the hiring company and for the worker from the application, sometimes with the ability to edit them.

4.2 Offline procedures for submitting the quarterly remunerations

After accessing the "Job Administrations" application, select "Services" from the menu, the "Offline" sub-menu, then select "Submit Inail forms Offline".



Figure 10 – Submit INAIL forms office option

The following screen opens.

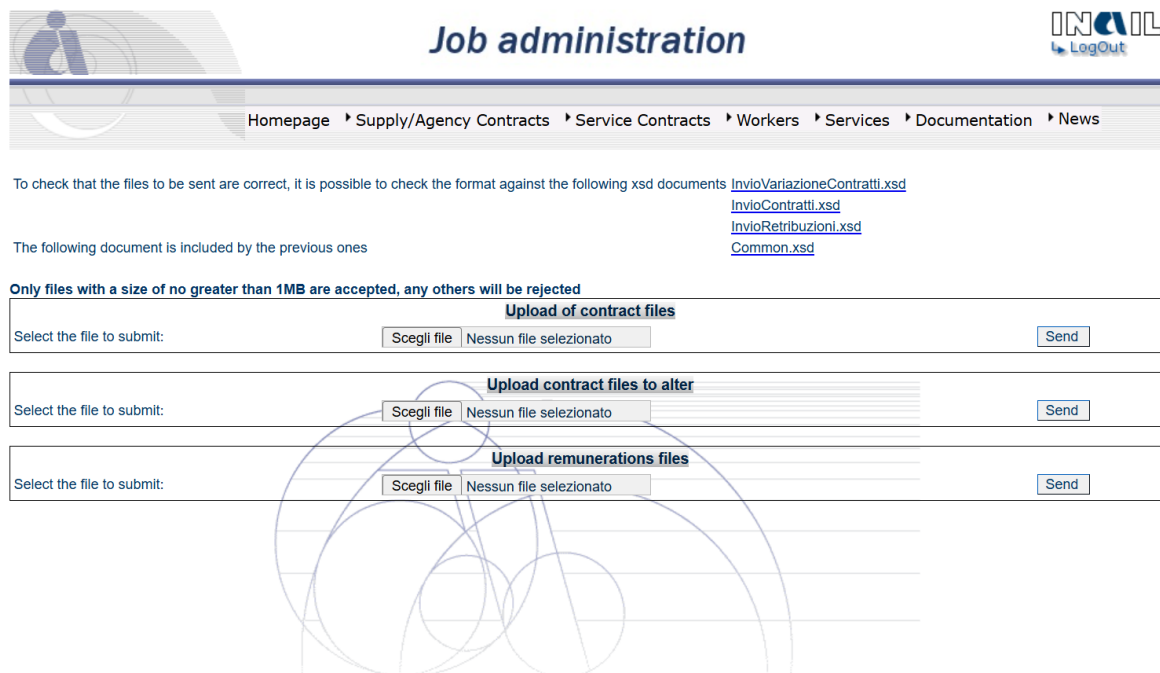


Figure 11 – Submit INAIL forms office

Download the "InvioRetribuzioni.xsd" (SubmitRemunerations) file. Fill out the xml file. The xml file must be filled out with the following data:

CONTRACT DATA

- o **Agenzia (Agency)** – enter the agency code.
- o **Numero contratto prestazione (Service Contract Number)** - enter the number of the service contract.
- o **Codice fiscale (Tax code)** - enter the worker's tax code.
- o **Data inizio (Start date)** - enter the service contract start date.
- o **Numero contratto di fornitura (Supply contract number)** - enter the number of the supply contract.

REMUNERATION DATA

- o **Codice periodo (Period Code)** - enter the relevant quarter.
- o **Retribuzione complessiva (Total Remunerations)** - enter the value for the total remunerations paid out to the agency worker, with no decimal places.
- o **Causale Fuori Periodo (Reason for Out-of-Period change)** - enter the correct reason:
 - 0 NESSUN VALORE (NO VALUE (only for submission of remunerations))
 - 1 STRAORDINARIO (EXTRAORDINARY)
 - 2 TREDICESIMA (THIRTEENTH SALARY)
 - 3 QUATTORDICESIMA (FOURTEENTH SALARY)
 - 4 RICALCOLO BUSTA PAGA (PAYROLL RECALCULATION)
 - 5 CONGUAGLIO FINE LAVORO (SEVERANCE INDEMNITY)
 - 6 ELEMENTI RETRIBUTIVI AGGIUNTIVI (ADDITIONAL ELEMENTS FOR REMUNERATION)
 - 7 CONTINGENZA (COST OF LIVING)
 - 8 PREMIO PRODUZIONE MENSILE (MONTHLY PRODUCTION PREMIUM)
 - 9 INDENNITA DI TURNO (COMPENSATION FOR SHIFTWORK)
 - 10 INDENNITA DI TRASFERTA (COMPENSATION FOR TRAVEL)
 - 11 TICKET
 - 12 ASSEGNI FAMILIARI (FAMILY ALLOWANCE)
 - 13 MOBILITA (MOBILITY)
 - 14 ALTRO (OTHER)
 - 15 EFFETTUATO IN TEMPO (MADE IN TIME)
 - 16 APPRENDISTATO (APPRENTICE)
 - 17 TIS SENZA ORE (WAGE SUBSIDIES WITHOUT HOURS)
 - 18 TIS CON ORE (WAGE SUBSIDIES WITH HOURS)
 - 19 RETTIFICA RETRIBUZIONI ERRATE (RECTIFYING INCORRECT REMUNERATIONS)
- o **Causale Retribuzione (Reason for Remunerations)** - enter a value for the reason for remunerations:
 - 1 LAVORATORE CON CONTRATTO DI APPRENDISTATO (WORKER WITH APPRENTICE CONTRACT)
 - 2 LAVORATORE CON TRATTAMENTO DI INTEGRAZIONE SALARIALE A ZERO ORE (WORKER ON WAGE SUBSIDIES WITH ZERO HOURS)
 - 3 LAVORATORE CON TRATTAMENTO DI INTEGRAZIONE SALARIALE CON ORE LAVORATE (WORKER ON WAGE SUBSIDIES WITH HOURS WORKED)
- o **Data inizio (Start date)** - enter the start date for the wage subsidy period during the relevant quarter.
- o **Data fine (End date)** - enter the end date for the wage subsidy period during the relevant quarter.
- o **Ore (Hours)** - enter the total number of hours worked during the wage subsidy period of the relevant quarter.

- o **Retribuzione sgravio (Remunerations concessions)** - if no contributions concessions apply, enter a value of "0" (Zero); if one of the two possible contributions concessions apply, enter the value of the remunerations on which the concessions must be calculated. For both concessions which are currently applicable, the reduction is in the amount of 50%. Therefore, the "remunerations concessions" entered must be less than 50% + €1 of the total remunerations.
- o **Tipo sgravio (Type of concession)** - enter "1" if a concession pursuant to Legislative Decree 151/2001 applies; enter "2" if a concession pursuant to Law 92/2012 applies.
- o **Codice sgravio (Concession code)** - exclusively in the presence of a concession pursuant to Law 92/2012, enter one of the codes from "H" to "Y" into the field (see the "Sgravi applicabili" (Applicable concessions) list in "Servizi" (Services) – Offline). Do not enter anything in this field if concession type 1 (Legislative Decree 151/2001) has been entered in the previous field.
- o **Causale fuori periodo (Reason for Out-of-Period change)** - enter a reason for the out-of-period change.

CLASSIFICATION DATA

- o **Tariffa (Tariff)** - enter the tariff code.
- o **Data inizio (Start date)** - enter the contract start date.

At this point, select "Upload remunerations files" and then click "Submit".

5 Summary lists

Users registered with an "administrator" profile can access the "List of remunerations" by selecting the "Remunerations" sub-menu from the "Services" menu.

This option allows the following to be sent to the email address registered in the Inail files:

- a list of the service contracts for which the actual quarterly remunerations of the agency workers has not been communicated
- a list of the service contracts for which the temporary recruitment company has communicated the actual quarterly remunerations of the agency workers (the data are expressed by quarter).

This option allows temporary recruitment companies to be notified of the contracts for which remunerations have not been communicated, while at the same time they can verify the accuracy of the remunerations figures previously communicated.

LIST OF CONCESSIONS

The "Applicable concessions" list is available from the "Services" menu, "Offline" sub-menu. This allows users to check which of the concessions regarding Inail insurance premiums are currently applicable and the rate thereof.

After selecting the "Search Concession Type" sub-menu, the user will see the following window (currently only two concessions are provided for):



Figure 12 – Search Concession type

Select the concession of interest and click the "Search Concessions" button to see further details.

If the *Incentives for maternity and paternity support and to replace workers on leave (art. 4, para. 3, Italian Legislative Decree No. 151/2001)* concession is selected, the rate of the concession is displayed beside its description:

Job administration

Home [▶](#) Supply/Agency Contracts [▶](#) Service Contracts [▶](#) Workers [▶](#) Services [▶](#) Documentation [▶](#) News

Applicable Concessions

Incentives for maternity and paternity support and to replace workers on leave (art. 4, para. 3, Italian Legislative Decree No. 151/2001) Incentives for hires as per Law 92/2012, art. 4 paragraphs 8-11

Code	Description	Measure
	Incentives for maternity and paternity support and to replace workers on leave (art. 4, para. 3, Italian Legislative Decree No. 151/2001)	50%

Figure 13 - Legislative Decree 151/2001 Concession

If the *Incentives for hires as per Law 92/2012, art. 4, paragraphs 8-11* concession is selected, the list of codes from H to Y is shown, identifying the relevant circumstances along with descriptions and the concession rate:

Job administration

Home [▶](#) Supply/Agency Contracts [▶](#) Service Contracts [▶](#) Workers [▶](#) Services [▶](#) Documentation [▶](#) News

Applicable Concessions

Incentives for maternity and paternity support and to replace workers on leave (art. 4, para. 3, Italian Legislative Decree No. 151/2001) Incentives for hires as per Law 92/2012, art. 4 paragraphs 8-11

Code	Description	Measure
H	H-Hiring over-fifties on a fixed-term basis, art. 4, para. 8, Law 92/2012	50 %
I	I-Extending the employment of over-fifties, art. 4, para. 4 and 13, Law 92/2012	50 %
J	J-Retaining over-fifties, switching to employment on a permanent basis, art. 4, para. 9, Law 92/2012	50 %
K	K-Hiring over-fifties on a permanent basis, art. 4, para. 10, Law 92/2012	50 %
L	L-Extending non-subsidised employments, art. 4, para. 8 and 13, Law 92/2012	50 %
M	M-Switching non-subsidised employment contracts to a permanent basis, art. 4, para. 9, Law 92/2012	50 %
N	N-Hiring, on a fixed-term basis, women of any age without regular paid employment, art. 4, para. 11, Law 92/2012	50 %
O	O-Extending the work contract with women of any age without regular paid employment, art. 4, para. 11, Law 92/2012	50 %
P	P-Switching the work contract with women of any age without regular paid employment to a permanent basis, art. 4, para. 11, Law 92/2012	50 %
Q	Q-Hiring, on a permanent basis, women of any age without regular paid employment, art. 4, para. 11, Law 92/2012	50 %
R	R-Hiring, on a fixed-term basis, women of any age residing in regions eligible for EU funding, art. 4, para. 11, Law 92/2012	50 %
S	S-Extending the work contract with women of any age residing in regions eligible for EU funding, art. 4, para. 11, Law 92/2012	50 %
T	T-Switching the work contract with women of any age residing in regions eligible for EU funding to a permanent basis, art. 4, para. 11, Law 92/2012	50 %
U	U-Hiring, on a permanent basis, women of any age residing in regions eligible for EU funding, art. 4, para. 11, Law 92/2012	50 %
V	V-Hiring, on a fixed-term basis, women of any age without employment for 24 months, art. 4, para. 11, Law 92/2012	50 %
W	W-Extending the work contract with women of any age without employment for 24 months, art. 4, para. 11, Law 92/2012	50 %
X	X-Switching the work contract with women of any age without employment for 24 months to a permanent basis, art. 4, para. 11, Law 92/2012	50 %
Y	Y-Hiring, on a permanent basis, women of any age without employment for 24 months, art. 4, para. 11, Law 92/2012	50 %

Figure 14 – Law 92/2012 concession

6 Searching the identifying and classification details of hiring companies

Using the "Companies Register" option, "administrator", "agent" and "accountant" users can access the "Job Administration" application and view the identifying and classification details of the hiring companies to which the agency workers are to be sent.

To access the function in question, select the "Companies Register" sub-menu from the "Services" menu, then choose between the following search methods:

- search by tax code
- search by client code (the company code held by the hiring company)
- search by Territorial Insurance Position (PAT).

After performing the search, it is possible to see:

- the company name, tax code and address of the registered office of the hiring company
- the list of tariff items per PAT, with the relevant average rate
- the list of the hiring company's offices.

To allow temporary recruitment companies to calculate the insurance premium due to Inail for coverage of the risk of accidents to agency workers, select the "Quarterly Premium" sub-menu from the "Services" menu, then select the relevant quarter and year.

7 Terminations, extensions and transformations

Temporary recruitment companies must notify the Employment Services of any terminations, extensions or transformations of employment relationships using the "Unificato Somm ML-12-01", "Unificato Somm ML-60-01" and "Unificato Somm MI-07-01" forms. The Ministry of Labour and Social Policies shall forward them to Inail electronically.

Such notifications forwarded by the Ministry of Labour and Social Policies may also be "rejected" by the Inail system; for example, if the service contract was not entered. In this case, the contract must first be entered and then the relevant change made.

The temporary recruitment company may use online procedures to communicate any terminations, extensions and transformations of employment relationships, by selecting the service contract to be changed from the "Service Contracts" menu, "Mission" sub-menu, "Search" option.

At this point, select the service contract to be changed and click the "Termination", "Transformation" or "Extension" button on the detailed window.

The termination, extension or transformation of the contract can be communicated at any time, even if the worker's actual remunerations have already been reported.

8 Quarterly premium

Users registered with an “administrator” profile can access the “Quarterly Premium” option by selecting it from the “Services” menu.

The information provided is based on the data present in the application. As a result, if remunerations have not been submitted for all contracts for a given quarter, the amount of the premiums will be partial.

The application informs the user if there are any incomplete contracts to be remunerated (situations which have been suspended or are yet to be completed).

The insurance premiums which temporary recruitment companies must pay for agency workers fall due every quarter. They are determined in relation to the average rate (or weighted average, eliminated from 01/01/2019) established for the activity carried out by the hiring company under which the work performed by the agency workers can be classified; or based on the average rate for the tariff item matching the work actually carried out by the agency worker, if that work is not already insured within the company⁴.

The following are the four deadlines for **reporting remunerations and paying the insurance premiums**⁵:

- By **16 May** for the January/March quarter;
- By **20 August**⁶ for the April/June quarter;
- By **16 November** for the July/September quarter;
- By **16 February** for the October/December quarter.

If the deadline of the 16th falls on a Saturday or national holiday, the payment is on time if it is made on the next working day (art. 18, paragraph 1, Legislative Decree 241/1997).

⁴ Article 37, paragraph 3, Italian Legislative Decree No. 81 of 15 June 2015.

⁵ Board of Directors Rulings No. 585 of 30 July 1998 and No. 827 of 18 November 1998.

⁶ Article 3 quater, Italian Law No. 44 of 26 April 2012.

Numero di riferimento (Reference number): indicate the number which identifies the premiums of the reference quarter, which always consists of **six digits**, with the first **two** identifying **the quarter** and the **other four** identifying the **year**.

e.g.:

- first quarter January – March 2019, premium to be paid by 16 May 2019, enter 012019;
- second quarter April – June 2019, premium to be paid by 20 August 2019, enter 022019;
- third quarter July – September 2019, premium to be paid by 16 November 2019, enter 032019;
- fourth quarter October – December 2019, premium to be paid by 16 February 2020, enter 042019;

Causale (Reason): always enter "P".

Importi a debito versati (Debts paid): give the amount of the (quarterly) premiums being paid.

Importi a credito compensati (Credits offset): indicate the amount of any premium in credit which is to be used to pay off the amount owed for the quarter, in whole or in part (debt).

For offsetting, two or more lines of the Inail section in form F24 must be filled in:

- **First line:** indicate the request number for the premium in credit and the relative amount in the "credits offset" field;
- **Next line:** indicate the request number for the debt and the relative amount in the "debts paid" field.

There must be a reference number corresponding to every amount.

Attention: before using a presumed credit, the temporary recruitment company must check with the competent Inail office whether or not the credit actually exists. In fact, if the credit is found to be completely or partly non-existent, the civil sanctions provided for by the law shall apply. If the debt remains outstanding, Inail shall register the outstanding amount for enforced recovery through the Revenue Agency-Collections.

10 Communication of suspensions

The "Job Administration" application allows all insuring parties which have suspended obligations and payments as provided for by the legislation on the COVID-19 pandemic to notify Inail of the suspensions in question through those of their officials with an "administrator" profile; specifying the legislative provisions applied and also declaring themselves to be in possession of the conditions imposed by the same provisions in order to avail of the benefit.

The legislative provisions which provided for such suspensions are the following:

- suspension as per art. 62, paragraph 2, DL 18/2020, converted by law 27/2020;
- suspension as per art. 18, paragraphs 1 and 2, DL 23/2020, converted by law 40/2020;
- suspension as per art. 18, paragraphs 3 and 4, DL 23/2020, converted by law 40/2020;
- suspension as per art. 18, paragraph 5, first sentence, DL 23/2020, converted by law 40/2020.

The Communication of Suspensions service is accessed from the menu "Services" > Offline (see the figure below).

The screenshot displays the 'Job administration' web application. At the top, there is a header with the logo, the title 'Job administration', a language selector set to 'English', and a 'LogOut' button. Below the header is a navigation bar with the following items: 'Homepage', 'Supply/Agency Contracts', 'Service Contracts', 'Workers', 'Services', 'Documentation', and 'News'. The 'Services' menu is expanded, showing a sub-menu with the following options: 'Agency Management', 'Offline', 'Remunerations', 'Quarterly Premium', and 'Company Information'. The 'Offline' option is further expanded, showing a list of services: 'Submit INAIL forms Offline', 'Offline submission outcome', 'Offline Territorial Insurance Position (PAT) Discontinuation', 'Submit UniSomm forms Offline', 'UniSomm submission processing outcome', 'Search UniSomm submission status', 'Download Remunerations File Validator', 'Search Concession Type', and 'Suspension Communication', which is highlighted in grey. Below the navigation bar, the main content area shows a 'NEWS' section with a date of 20/12/2024 and a notice about the 2025 calendar. Below the news is a 'MEMO' section with several bullet points providing instructions and deadlines for reporting and paying insurance premiums.

Figure 15 – Suspension Communication

After accessing the service, the user is asked to select the REASON FOR SUSPENSION from the "Suspension" drop-down menu, which lists all the legal measures that provided for the suspension of obligations and payments following the COVID-19 pandemic (see the figure below).

The screenshot shows the 'Job administration' web application. At the top, there is a navigation menu with links: 'Homepage', 'Supply/Agency Contracts', 'Service Contracts', 'Workers', 'Services', 'Documentation', and 'News'. The main content area is titled 'Search Suspensions' and contains a form with two fields: 'Supplying Company' and 'Suspension'. The 'Suspension' field is open, displaying a dropdown menu with the following options:

- REASON FOR SUSPENSION (selected)
- Suspension as per art. 62, paragraph 2, DL 18/2020, converted by law 27/2020
- Suspension of payments as per art. 18, paragraphs 1 and 2, DL 23/2020, converted by law 40/2020
- Suspension of payments as per art. 18, paragraphs 3 and 4, DL 23/2020, converted by law 40/2020
- Suspension of payments as per art. 18, para. 5, first sentence, DL 23/2020, converted by law 40/2020

Figure 16 – Reason for suspension

The Search button allows the user to proceed with the notification.

A. Suspension as per art. 62, paragraph 2, DL 18/2020, converted by law 27/2020

This legislative provision establishes that: *For persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the State and who received revenues or remuneration not exceeding €2 million during the tax year prior to the one ongoing on the date when this decree-law entered into force, the self-settlement payments falling due in the period between 8 March 2020 and 31 March 2020 are suspended:*

(...)

c) in relation (...) to mandatory insurance premiums.

Please note that the suspension established by article 62, paragraph 2, letter c) of Decree-Law No. 18 dated 17 March 2020 also applies to the premiums due to Inail, regardless of whether or not they derive from the self-settlement for 2019/2020 (see Inail circular No. 21 dated 18 May 2020).

In the specific case of temporary recruitment companies, the suspension concerns the March 2020 monthly instalment, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989.

Temporary recruitment companies which have applied this legislative provision must give notice of it by selecting the check box and pressing the Save button.

Suspension Detail

Supplying Company

Suspension

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration not exceeding €2 million during the 2019 tax year (article 62, paragraph 2, letter c) of Decree-Law No. 18 of 17 March 2020, converted with modifications by law No. 27 of 24 April 2020)

8 marzo 2020 - 31 marzo 2020

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020

Figure 17 - Suspension as per art. 62, paragraph 2, DL 18/2020, converted by law 27/2020

The correct insertion of the information is confirmed by the following message: The insertion has been made correctly (see the figure below).

The insertion has been made correctly

Suspension Detail

Supplying Company

Suspension

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration not exceeding €2 million during the 2019 tax year (article 62, paragraph 2, letter c) of Decree-Law No. 18 of 17 March 2020, converted with modifications by law No. 27 of 24 April 2020)

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020

Figure 18 - Corrett insertion of the information

B. Suspensions as per art. 18, paragraphs 1 and 2, DL 23/2020

This legislative provision establishes that:

1. *For persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the State and who received revenues or remuneration not exceeding €50 million during the tax year prior to the one ongoing on the date when this decree entered into force, and who suffered a reduction in turnover or compensation of at least 33 percent during the month of March 2020 compared to the same month of the previous tax year, and during the month of April 2020 compared to the same month of the previous tax year, the terms for the relevant self-settlement payments are suspended, respectively, for the months of April and May 2020: (...)*

2. For the persons referenced in paragraph 1, the terms for the payments (...) of the mandatory insurance premiums are also suspended for the months of April and May 2020.

Temporary recruitment companies which have availed of the suspension of payment of the premium related to the first quarter of 2020, falling due on 16 May 2020, must select the option using the check box provided, which automatically opens a sub-section in which the means established by law for paying the suspended premiums is indicated (see the figure shown below).

Suspension Detail

Supplying Company: _____

Suspension: Suspension of payments as per art. 18, paragraphs 1 and 2, DL 23/2020, converted by law 40/2020

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration not exceeding €50 million during the tax year prior to the one ongoing as at 09 April 2020, the date on which Decree-Law No. 23 of 08 April 2020 entered into force, and who suffered a reduction in revenues or remuneration of at least 33 percent during the month of March 2020 compared to the same month of the previous tax year, and during the month of April 2020 compared to the same month of the previous tax year (art. 18, paragraphs 1 and 2, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:

with regard to the payments outstanding since:

1 maggio 2020 - 31 maggio 2020

that I intend to pay the amount owed, subject to suspension, of _____ euro,

that I intend to pay the amount owed, subject to suspension, of _____

in a single lump sum without the application of fines or interest by 16 September 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

_____ euro in no. _____ monthly instalments

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), paying the first instalment by 16 September, the second by 16 October, the third by 16 November and the fourth by 16 December 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

that I intend to pay the amount owed, subject to suspension, of _____ euro,

for an amount equal to 50 percent in a single lump sum by 16 September 2020, without the application of fines or interest,

and the remaining 50 percent in no. _____

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

that I intend to pay the amount owed, subject to suspension, of _____ euro, for an amount equal to 50 percent in no. _____ monthly instalments

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 September 2020, the second by 16 October, the third by 16 November and the fourth by 16 December 2020,

and the remaining 50 percent in no. _____ monthly instalments

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.

1 aprile 2020 - 30 aprile 2020

1 maggio 2020 - 31 maggio 2020

Figure 19.a - Suspensions as per art. 18, paragraphs 1 and 2, DL 23/2020

If payment has also been suspended for the monthly instalments for April and/or May 2020, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, notice of this suspension must be given by selecting the check box provided (see the figure shown below).

Suspension Detail

Supplying Company

Suspension

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration not exceeding €50 million during the tax year prior to the one ongoing as at 09 April 2020, the date on which Decree-Law No. 23 of 08 April 2020 entered into force, and who suffered a reduction in revenues or remuneration of at least 33 percent during the month of March 2020 compared to the same month of the previous tax year, and during the month of April 2020 compared to the same month of the previous tax year (art. 18, paragraphs 1 and 2, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:

with regard to the payments outstanding since:

1 maggio 2020 - 31 maggio 2020

that I intend to pay the amount owed, subject to suspension, of euro,

that I intend to pay the amount owed, subject to suspension, of

in a single lump sum without the application of fines or interest by 16 September 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), paying the first instalment by 16 September, the second by 16 October, the third by 16 November and the fourth by 16 December 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

that I intend to pay the amount owed, subject to suspension, of euro,

for an amount equal to 50 percent in a single lump sum by 16 September 2020, without the application of fines or interest,

???

sospensioni.msg0??? and the remaining 50 percent in no.

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

that I intend to pay the amount owed, subject to suspension, of

euro, for an amount equal to 50 percent in no. monthly instalments

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 September 2020, the second by 16 October, the third by 16 November and the fourth by 16 December 2020,

and the remaining 50 percent in no. monthly instalments

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.

1 aprile 2020 - 30 aprile 2020

1 maggio 2020 - 31 maggio 2020

Figure 19.b - Suspensions as per art. 18, paragraphs 1 and 2, DL 23/2020

When finished compiling the information, select the Save button to receive this message from the service: The insertion has been made correctly (see the figure below).

The insertion has been made correctly

Suspension Detail

Supplying Company

Suspension

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration not exceeding €50 million during the tax year prior to the one ongoing as at 09 April 2020, the date on which Decree-Law No. 23 of 08 April 2020 entered into force, and who suffered a reduction in revenues or remuneration of at least 33 percent during the month of March 2020 compared to the same month of the previous tax year, and during the month of April 2020 compared to the same month of the previous tax year (art. 18, paragraphs 1 and 2, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:

with regard to the payments outstanding since:

1 maggio 2020 - 31 maggio 2020

that I intend to pay the amount owed, subject to suspension, of euro,

that I intend to pay the amount owed, subject to suspension, of

in a single lump sum without the application of fines or interest euro monthly instalments

by 16 September 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020),

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), paying the first instalment by 16 September, the second by 16 October, the third by 16 November and the fourth by 16 December 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

that I intend to pay the amount owed, subject to suspension, of euro,

for an amount equal to 50 percent in a single lump sum by 16 September 2020, without the application of fines or interest,

and the remaining 50 percent in no.

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

that I intend to pay the amount owed, subject to suspension, of

euro, for an amount equal to 50 percent in no. monthly instalments

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 September 2020, the second by 16 October, the third by 16 November and the fourth by 16 December 2020,

and the remaining 50 percent in no. monthly instalments

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.

1 aprile 2020 - 30 aprile 2020

1 maggio 2020 - 31 maggio 2020

Figure 20 – Correct insertion of information

It is always possible to download a communication receipt by clicking on the icon present in the bottom left.

C. Suspensions as per art. 18, paragraphs 3 and 4, DL 23/2020

This legislative provision establishes that:

3. *For persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the State and who received revenues or remuneration exceeding €50 million during the tax year prior to the one ongoing on the date when this decree entered into force, and who suffered a reduction in turnover or compensation of at least 50 percent during the month of March 2020 compared to the same month of the previous tax year, and during the month of April 2020 compared to the same month of the previous tax year, the terms for the relevant self-settlement payments are suspended, respectively, for the months of April and May 2020: (...)*

4. For the persons referenced in paragraph 3, the terms for the payments (...) of the mandatory insurance premiums are also suspended for the months of April and May 2020.

Temporary recruitment companies which have availed of the suspension of payment of the premium related to the first quarter of 2020, falling due on 16 May 2020, must select the option using the check box provided, which automatically opens a sub-section in which the means established by law for paying the suspended premiums is indicated (see the figure shown below).

Suspension Detail

Supplying Company

Suspension

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration exceeding €50 million during the tax year prior to the one ongoing as at 09 April 2020, the date on which Decree-Law No. 23 of 08 April 2020 entered into force, and who suffered a reduction in revenues or remuneration of at least 50 percent during the month of March 2020 compared to the same month of the previous tax year, and during the month of April 2020 compared to the same month of the previous tax year (art. 18, paragraphs 3 and 4, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:

with regard to the payments outstanding since:

1 maggio 2020 - 31 maggio 2020

that I intend to pay the amount owed, subject to suspension, of euro,

that I intend to pay the amount owed, subject to suspension, of

in a single lump sum without the application of fines or interest euro monthly instalments by 16 September 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), paying the first instalment by 16 September, the second by 16 October, the third by 16 November and the fourth by 16 December 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

that I intend to pay the amount owed, subject to suspension, of euro,

for an amount equal to 50 percent in a single lump sum by 16 September 2020, without the application of fines or interest,

and the remaining 50 percent in no.

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

that I intend to pay the amount owed, subject to suspension, of euro, for an amount equal to 50 percent in no. monthly instalments

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 September 2020, the second by 16 October, the third by 16 November and the fourth by 16 December 2020,

and the remaining 50 percent in no. monthly instalments

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.

1 aprile 2020 - 30 aprile 2020

1 maggio 2020 - 31 maggio 2020

Figure 21.a - Suspensions as per art. 18, paragraphs 3 and 4, DL 23/2020

If payment has also been suspended for the monthly instalments for April and/or May 2020, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, notice of this suspension must be given by selecting the check box provided (see the figure shown below).

Suspension Detail

Supplying Company: _____

Suspension: Suspension of payments as per art. 18, paragraphs 3 and 4, DL 23/2020, converted by law 40/2020

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration exceeding €50 million during the tax year prior to the one ongoing as at 09 April 2020, the date on which Decree-Law No. 23 of 08 April 2020 entered into force, and who suffered a reduction in revenues or remuneration of at least 50 percent during the month of March 2020 compared to the same month of the previous tax year, and during the month of April 2020 compared to the same month of the previous tax year (art. 18, paragraphs 3 and 4, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:

with regard to the payments outstanding since:

1 maggio 2020 - 31 maggio 2020

that I intend to pay the amount owed, subject to suspension, of _____ euro,
that I intend to pay the amount owed, subject to suspension, of _____
in a single lump sum without the application of fines or interest

by 16 September 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020), _____ euro in no. _____ monthly instalments
of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), paying the first instalment by 16 September, the second by 16 October, the third by 16 November and the fourth by 16 December 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

that I intend to pay the amount owed, subject to suspension, of 1000 _____ euro,
for an amount equal to 50 percent in a single lump sum by 16 September 2020, without the application of fines or interest,
and the remaining 50 percent in no. _____
of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

that I intend to pay the amount owed, subject to suspension, of _____ euro, for an amount equal to 50 percent in no. _____ monthly instalments
of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 September 2020, the second by 16 October, the third by 16 November and the fourth by 16 December 2020,
and the remaining 50 percent in no. _____ monthly instalments
of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.

1 aprile 2020 - 30 aprile 2020

1 maggio 2020 - 31 maggio 2020

Figure 21.b - Suspensions as per art. 18, paragraphs 3 and 4, DL 23/2020

When finished compiling the information, select the Save button to receive this message from the service: The insertion has been made correctly (see the figure below).

The insertion has been made correctly

Suspension Detail	
Supplying Company	<input type="text"/>
Suspension	Suspension of payments as per art. 18, paragraphs 3 and 4, DL 23/2020, converted by law 40/2020
I HEREBY COMMUNICATE	
<p>that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration exceeding €50 million during the tax year prior to the one ongoing as at 09 April 2020, the date on which Decree-Law No. 23 of 08 April 2020 entered into force, and who suffered a reduction in revenues or remuneration of at least 50 percent during the month of March 2020 compared to the same month of the previous tax year, and during the month of April 2020 compared to the same month of the previous tax year (art. 18, paragraphs 3 and 4, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:</p> <p>with regard to the payments outstanding since:</p> <p><input checked="" type="checkbox"/> 1 maggio 2020 - 31 maggio 2020</p> <p><input type="checkbox"/> that I intend to pay the amount owed, subject to suspension, of <input type="text"/> euro, that I intend to pay the amount owed, subject to suspension, of <input type="text"/> in a single lump sum without the application of fines or interest</p> <p><input type="checkbox"/> by 16 September 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020), <input type="text"/> euro in no. <input type="text"/> monthly instalments of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), paying the first instalment by 16 September, the second by 16 October, the third by 16 November and the fourth by 16 December 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).</p> <p><input checked="" type="checkbox"/> that I intend to pay the amount owed, subject to suspension, of 1000 <input type="text"/> euro, for an amount equal to 50 percent in a single lump sum by 16 September 2020, without the application of fines or interest, ??? and the remaining 50 percent in no. <input type="text"/> sospensionI.msg0??? <input type="text"/> of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).</p> <p><input type="checkbox"/> that I intend to pay the amount owed, subject to suspension, of <input type="text"/> euro, for an amount equal to 50 percent in no. <input type="text"/> monthly instalments of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 September 2020, the second by 16 October, the third by 16 November and the fourth by 16 December 2020, and the remaining 50 percent in no. <input type="text"/> monthly instalments of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).</p> <p>The monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.</p> <p><input checked="" type="checkbox"/> 1 aprile 2020 - 30 aprile 2020 <input checked="" type="checkbox"/> 1 maggio 2020 - 31 maggio 2020</p>	

Figure 22 – Correct insertion of information

It is possible to download a communication receipt by clicking on the icon present in the bottom left.

D. Suspensions as per art. 18, paragraph 5, first sentence, DL 23/2020

This legislative provision establishes that:

5. *The payments pursuant to paragraphs 1 to 4 have also been suspended for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the State and who began said business, artistic or professional activities after 31 March 2019.*

Temporary recruitment companies which have availed of the suspension of payment of the premium related to the first quarter of 2020, falling due on 16 May 2020, must select the option using the check box provided, which automatically opens a sub-section in which the means established by law for paying the suspended premiums is indicated (see the figure shown below).

Suspension Detail

Supplying Company: _____

Suspension: Suspension of payments as per art. 18, para. 5, first sentence, DL 23/2020, converted by law 40/2020

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who began said business, artistic or professional activities after 31 March 2019 (art. 18, paragraph 5, first sentence, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:

with regard to the payments outstanding since:

1 maggio 2020 - 31 maggio 2020

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.

1 aprile 2020 - 30 aprile 2020

1 maggio 2020 - 31 maggio 2020

Figure 23.a - Suspensions as per art. 18, paragraph 5, first sentence, DL 23/2020

If payment has also been suspended for the monthly instalments for April and/or May 2020, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, notice of this suspension must be given by selecting the check box provided (see the figure shown below).

Suspension Detail

Supplying Company: _____

Suspension: Suspension of payments as per art. 18, para. 5, first sentence, DL 23/2020, converted by law 40/2020

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who began said business, artistic or professional activities after 31 March 2019 (art. 18, paragraph 5, first sentence, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:

with regard to the payments outstanding since:

1 maggio 2020 - 31 maggio 2020

that I intend to pay the amount owed, subject to suspension, of _____ euro,

that I intend to pay the amount owed, subject to suspension, of _____

in a single lump sum without the application of fines or interest by 16 September 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020). _____ euro in no. _____ monthly instalments

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), paying the first instalment by 16 September, the second by 16 October, the third by 16 November and the fourth by 16 December 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

that I intend to pay the amount owed, subject to suspension, of _____ euro,

for an amount equal to 50 percent in a single lump sum by 16 September 2020, without the application of fines or interest,

and the remaining 50 percent in no. _____

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

that I intend to pay the amount owed, subject to suspension, of _____ euro, for an amount equal to 50 percent in no. _____ monthly instalments

of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 September 2020, the second by 16 October, the third by 16 November and the fourth by 16 December 2020,

and the remaining 50 percent in no. _____ monthly instalments

of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.

1 aprile 2020 - 30 aprile 2020

1 maggio 2020 - 31 maggio 2020

Figure 23.b - Suspensions as per art. 18, paragraph 5, first sentence, DL 23/2020

When finished compiling the information, select the Save button to receive this message from the service: The insertion has been made correctly (see the figure below).

The insertion has been made correctly

Suspension Detail

Supplying Company

Suspension

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who began said business, artistic or professional activities after 31 March 2019 (art. 18, paragraph 5, first sentence, Decree-Law No. 23 of 08 April 2020, converted with modifications by law No. 40 of 05 June 2020), in relation to:

with regard to the payments outstanding since:

1 maggio 2020 - 31 maggio 2020

that I intend to pay the amount owed, subject to suspension, of euro,
that I intend to pay the amount owed, subject to suspension, of
in a single lump sum without the application of fines or interest euro monthly
 by 16 September 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020). in no. instalments
of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), paying the first instalment by 16 September, the second by 16 October, the third by 16 November and the fourth by 16 December 2020 (article 126, paragraph 1 of Italian Decree-Law No. 34 of 19 May 2020).

that I intend to pay the amount owed, subject to suspension, of euro,
for an amount equal to 50 percent in a single lump sum by 16 September 2020, without the application of fines or interest,
??? and the
sospensioni.msg0??? remaining 50
percent in no.
of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

that I intend to pay the amount owed, subject to suspension, of
 euro, for an amount equal to 50 monthly
percent in no. instalments
of equal amounts (in a maximum of 4 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 September 2020, the second by 16 October, the third by 16 November and the fourth by 16 December 2020,
and the remaining 50 monthly
percent in no.. instalments
of equal amounts (in a maximum of 24 instalments; the amount of each instalment cannot be less than €50.00), without the application of fines or interest, paying the first instalment by 16 January 2021 (article 97, paragraph 1 of Italian Decree-Law No. 104 of 14 August 2020).

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020.

1 aprile 2020 - 30 aprile 2020
 1 maggio 2020 - 31 maggio 2020

Figure 24 – Correct insertion of information

E. Errors in compiling the communication

In the event that errors are detected in the communication submitted, whether or not it has been received by Inail, the following message will be displayed when the "Search" button is selected (as shown in the figure below): ATTENTION the suspension communication selected was already transmitted on the date 17/07/2020 at 15:12:00.

ATTENTION the suspension communication selected was already transmitted on the date 17/07/2020 at 15:12:00

Suspension Detail

Supplying Company

Suspension

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration not exceeding €2 million during the 2019 tax year (article 62, paragraph 2, letter c) of Decree-Law No. 18 of 17 March 2020, converted with modifications by law No. 27 of 24 April 2020)

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020

Figure 25.a – Errors in compiling the communication

It will be necessary to contact the competent Inail office, which will “delete” the communication to enable a new submission. A single communication may be sent for each suspension measure. After the Office intervenes, the following message will be displayed: ATTENTION the suspension communication selected was already transmitted on the date 17/07/2020 at 15:12:00 and was deleted on the date 17/07/2020 at 15:12:00 (see the figure below).

ATTENTION the suspension communication selected was already transmitted on the date 17/07/2020 at 15:12:00 and was deleted on the date 17/07/2020 at 15:12:00

Suspension Detail

Supplying Company

Suspension

I HEREBY COMMUNICATE

that, being in possession of the requirements, I have availed of the suspension put in place for persons carrying out business, artistic or professional activities who have their tax residence, registered office or headquarters in the territory of the Italian State and who received revenues or remuneration not exceeding €2 million during the 2019 tax year (article 62, paragraph 2, letter c) of Decree-Law No. 18 of 17 March 2020, converted with modifications by law No. 27 of 24 April 2020)

the monthly instalments, including the first, deriving from the provisions allowing payment in instalments as per article 2, paragraph 11 of Decree-Law No. 338 of 09 October 1989, converted with modifications by law No. 389 of 07 December 1989, which fall due during the period of suspension, undertaking to pay the suspended instalments by 16 September 2020

Figure 25.b – Errors in compiling the communication

F. Compatibility between legal measures

The service verifies the compatibility of the selected suspension measure with any other communications which may have been sent previously.

In the event that the selected legal measure is not compatible with one of the previous suspension communications already sent, a specific message is displayed:

Job administration

[Homepage](#) ▶ [Supply/Agency Contracts](#) ▶ [Service Contracts](#) ▶ [Workers](#) ▶ [Services](#) ▶ [Documentation](#) ▶ [News](#)

It is not possible to notify Suspension as per art.62, paragraph 2, DL 18/2020, converted by law 27/2020

Search Suspensions

Supplying Company

Suspension

Figure 26 – Compatibility between legal measures

For clarification, please see the following table illustrating compatibility between legal measures.

	A. Suspension as per art. 62, paragraph 2, DL 18/2020, converted by law 27/2020	B. Suspension as per art. 18, paragraphs 1 and 2, DL 23/2020	C. Suspension as per art. 18, paragraphs 3 and 4, DL 23/2020	D. Suspension as per art. 18, paragraph 5, first sentence, DL 23/2020
A. Suspension as per art. 62, paragraph 2, DL 18/2020, converted by law 27/2020				
B. Suspension as per art. 18, paragraphs 1 and 2, DL 23/2020				
C. Suspension as per art. 18, paragraphs 3 and 4, DL 23/2020				
D. Suspension as per art. 18, paragraph 5, first sentence, DL 23/2020				

Red boxes indicate incompatible measures.

If a suspension communication different from the suspension actually availed of has been submitted, it will be necessary to contact the competent Inail office, which will “delete” the communication to enable a new submission.

11 Viewing suspensions in agency contracts

It is possible to view the information regarding agency contracts.

From the "Service Contracts" menu, select the "Mission" sub-menu and choose the "Search" function.

The screenshot displays the 'Job administration' web application. At the top right, there is a language selection dropdown set to 'English' and a 'LogOut' button. The main navigation bar includes links for 'Homepage', 'Supply/Agency Contracts', 'Service Contracts', 'Workers', 'Services', 'Documentation', and 'News'. A dropdown menu is open under 'Service Contracts', showing sub-menus for 'Mission', 'Declaration', 'Permanent', and 'Search'. The 'Search' option is highlighted. Below the navigation bar, a news item is visible, dated 20/12/2024, with the text: 'Si informano tutte le Ditte Interinali che dal giorno 20 gennaio 2025 entrerà in vigore il nuovo xsd ...'. Below the news item are navigation icons and a 'MEMO' section. The 'MEMO' section contains several bullet points regarding transmission verification, contract communication deadlines, reporting deadlines, and instructions for filling out the F24 form.

Figure 27 – Viewing suspensions in agency contract

A window opens from which it is possible to search for:

- agency contracts;
- agency contracts by supply contract number;
- agency contracts by service contract number.

The screenshot displays the 'Job administration' web application interface. At the top, there is a navigation menu with links: 'Homepage', 'Supply/Agency Contracts', 'Service Contracts', 'Workers', 'Services', 'Documentation', and 'News'. The main content area is titled 'Search Agency Contracts' and contains several input fields and a search button. The fields are: 'Agency' (a dropdown menu set to 'All'), 'Hiring Company Territorial Insurance Position (PAT)', 'Worker Tax Code', 'Service Contract Number (Enrolment)', and 'Job Start Date (dd/mm/yyyy)'. A radio button group allows selecting the comparison operator: 'equal to' (selected), 'less than', and 'greater than'. Below the fields, a message states: 'The first 100 contracts meeting the requirements will be listed. Please apply criteria for a detailed selection'. A 'Count' button is visible. Below this section, there are two more search sections: 'Search Agency Contracts by Supply Contract Number' and 'Search Agency Contracts by Service Contract Number', each with a 'Supply Contract Number' or 'Service Contract Number' field and a 'Search' button. A 'LogOut' link is visible in the top right corner.

Figure 28 – Search Agency contracts

In relation to the first section, "Search Agency Contracts", it is possible to search using the following filters:

- ✓ the relevant Agency;
- ✓ the PAT of the hiring company;
- ✓ the worker's tax code;
- ✓ the service contract number (enrolment);
- ✓ the job start date, with the option of deciding whether to select, in relation to the date entered, one of the following descriptions:
 - equal to;
 - less than;
 - greater than.

Once the criteria have been entered, select the "Search" button.

A window opens with the list of agency contracts by enrolment number and worker's tax code.

Job administration

INAIL
LogOut

Homepage ▶ Supply/Agency Contracts ▶ Service Contracts ▶ Workers ▶ Services ▶ Documentation ▶ News

List of Agency Contracts

Enrolment number	Worker TC	Start Date	End Date	Communication Date	User	Agency	Details
100001		11/02/2010	31/07/2010	19/03/2010		2	View
100002		11/02/2010	27/05/2010	19/03/2010		2	View
100010		16/02/2010	16/07/2010	19/03/2010		2	View
100011		18/02/2010	18/06/2011	19/03/2010		2	View
100007		16/02/2010	16/02/2012	19/03/2010		2	View
100009		16/02/2010	16/02/2012	19/03/2010		2	View
100013		15/02/2010	02/08/2010	19/03/2010		2	View
100008		16/02/2010	16/02/2012	19/03/2010		2	View
100003		15/02/2010	15/07/2010	19/03/2010		2	View
100006		15/02/2010	15/05/2010	19/03/2010		2	View

Indicate the email address to which you want to have the list sent (the list will be limited to a maximum of 3,000 contracts)

Figure 29 – List of Agency contracts

The "View" button in the last column of the table can be selected to view the details of the agency contract.

Job administration

INAIL
LogOut

Homepage ▶ Supply/Agency Contracts ▶ Service Contracts ▶ Workers ▶ Services ▶ Documentation ▶ News

Details of Service Contracts

Service Contract	100001	Communication	online communication
Job Start Date	11/02/2010	Job End Date	31/07/2010
Supplying Company Insurance Position (PA)	23000114	Agency	2
Worker Tax Code:		Surname:	
Name:		Date of Birth:	
Municipality of Birth:	LANCIANO	Residence:	SCERNI
Address:		Postcode:	66020
Full time	<input checked="" type="checkbox"/>	Average Weekly Schedule	n/d

Figure 30 – Details of service contracts

From this screen, the "Remunerations" button in the bottom right can be selected to bring up another table in which the agency contract is broken down by worker's tax code and quarter; if a validated suspension is present, it is shown in the "Suspension" column in relation to each quarter (in the form of the word "SI" (YES)).

Job administration

INAIL
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[Homepage](#) ▸ [Supply/Agency Contracts](#) ▸ [Service Contracts](#) ▸ [Workers](#) ▸ [Services](#) ▸ [Documentation](#) ▸ [News](#)

List of quarters covered by the staffing contract

Enrolment number	Worker TC	Start Date	End Date	Quarter	Remuneration	Tariff	Rate	Validity Start	Validity End	Division into instalments	Suspension	Details
100001		11/02/2010	31/07/2010	012010	1912	6222	73.00	11/02/2010	31/07/2010			Remuneration
100001		11/02/2010	31/07/2010	022010	0	6222	73.00	11/02/2010	31/07/2010		YES	Remuneration
100001		11/02/2010	31/07/2010	032010	0	6222	73.00	11/02/2010	31/07/2010			Remuneration

[Back](#)

Figure 31 – Validated suspension present

Moreover, it is possible to select the "Remunerations" option present related to each individual quarter in the final column of the table to see further detailed information about this, broken down into the following sections:

- service contract data;
- classification data;
- remuneration for the agency contract;
- premium.

Job administration

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Service contract data

Service Contract No.: 100001 Hiring Company Insurance Position (PA): []

Supplying Company Insurance Position (PA): [] Contract Start Date: 11/02/2010

Contract End Date: 31/07/2010 Activity Code: 1

Agency: 2

Work Schedule: Full-Time Average Weekly Schedule: 0,00

Division into instalments: NO

Classification data

Tariff: 6222 Asbestosis/Silicosis rate: 0

Accident Rate: 73

Overall Remuneration 0

Remuneration description: []

Note that this contract is eligible for contribution relief

L.92/2012 d.lgs 151/2001

Remuneration subject to Relief: -1912

Remuneration of the staffing contract

Period Code 012010 Remuneration for the period: 1912

Reason for change: EFFETTUAO IN TEMPO [Calculate Premium](#) [Save](#) [Back](#)

*does not apply as of 1/1/2019

Premium

Accident Premium	139,58
Division into instalments	NO
Suspension	YES
Silicosis Premium*	0,00
Ex ANMIL supplement 1%	1,40
Relief Amount	0
Total Premium Requested	140,97
<small>do not apply as of 1/1/2019 *</small>	

Figure 32 – Remunerations

The "Premium" section also contains information related to the suspension.

12 Viewing instalments in agency contracts

It is possible to view the information regarding ordinary instalments for agency contracts.

From the "Service Contracts" menu, select the "Mission" sub-menu and choose the "Search" function.

The screenshot displays the 'Job administration' web application interface. At the top, there is a logo on the left, the title 'Job administration' in the center, and a language selection dropdown set to 'English' on the right. Below the title is a 'Logout' link. A horizontal navigation bar contains the following items: 'Homepage', 'Supply/Agency Contracts', 'Service Contracts', 'Workers', 'Services', 'Documentation', and 'News'. The 'Service Contracts' menu is expanded, showing sub-items: 'Mission', 'Declaration', 'Permanent', and 'Search'. The 'Search' option is highlighted. Below the navigation bar, a news item is displayed with the date '20/12/2024' and an information icon. The news text reads: 'Si informano tutte le Ditte Interinali che dal giorno 20 gennaio 2025 entrerà in vigore il nuovo xsd ...'. Below the news item are navigation icons (back, forward, search, etc.).

MEMO

- **VERIFICATION OF TRANSMISSIONS (Menu -> Services -> Offline)**
Functions are available to allow the VERIFICATION OF TRANSMISSIONS regarding contracts and remunerations
- **CONTRACT COMMUNICATION DEADLINES**
Employment agencies are obliged to TRANSMIT SERVICE CONTRACTS electronically (using the dedicated 'Unificato Somm' form) by the twentieth day of the next month after the date of any hiring, changes or terminations (Law No. 296 of 2006), to be sent via the Ministry of Labour
- **DEADLINES FOR REPORTING REMUNERATIONS AND PAYING THE INSURANCE PREMIUM**
The following are the FOUR DEADLINES for REPORTING REMUNERATIONS AND PAYING THE INSURANCE PREMIUM - final balance
 - By 16 MAY (January / March quarter)
 - By 16 AUGUST (April / June quarter)
 - By November 16th (July / September quarter)
 - By 16 FEBRUARY (October/December quarter)
- **INSTRUCTIONS FOR FILLING OUT THE FIELDS PRESENT ON THE F24 SINGLE PAYMENT FORM**
 - OFFICE CODE: give the ID code for the INAIL office with jurisdiction over the Company's registered office
 - INSURANCE POSITION: give the Company Code
 - CC: give the control code
 - REFERENCE NUMBER: enter 1yyyy for the January-March quarter, 2yyyy for the April-June quarter, 3yyyy for the July-September quarter, or 4yyyy for the October-December quarter, where yyyy represents the reference year
 - REASON: enter 'P'
 - DEBTS PAID: give the amount of the premium being paid
 - CREDITS OFFSET: in the event that the employer's final balance is in credit, it can be used, in whole or in part, to offset any unpaid INAIL balances first of all and, if there is any credit left over afterwards, to pay any debts to other Administrations

Figure 33 – Viewing instalments in agency contract

A window opens from which it is possible to search for:

- agency contracts;
- agency contracts by supply contract number;
- agency contracts by service contract number.

The screenshot displays the 'Job administration' interface with a navigation menu and three search sections. The first section, 'Search Agency Contracts', includes filters for Agency (All), Hiring Company Territorial Insurance Position (PAT), Worker Tax Code, Service Contract Number (Enrolment), and Job Start Date (dd/mm/yyyy) with radio buttons for 'equal to', 'less than', and 'greater than'. Below these filters is a message: 'The first 100 contracts meeting the requirements will be listed. Please apply criteria for a detailed selection' and buttons for 'Count', 'Search', and 'Cancel'. The second section, 'Search Agency Contracts by Supply Contract Number', has a 'Supply Contract Number' filter and the same message and buttons. The third section, 'Search Agency Contracts by Service Contract Number', has a 'Service Contract Number' filter and the same message and buttons.

Figure 34 – Search Agency contracts

In relation to the first section, "Search Agency Contracts", it is possible to search using the following filters:

- ✓ the relevant Agency;
- ✓ the PAT of the hiring company;
- ✓ the worker's tax code;
- ✓ the service contract number (enrolment);
- ✓ the job start date, with the option of deciding whether to select, in relation to the date entered, one of the following descriptions:
 - equal to;
 - less than;
 - greater than.

Once the criteria have been entered, select the "Search" button.

A window opens with the list of agency contracts by enrolment number and worker's tax code.

Job administration

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Homepage ▸ Supply/Agency Contracts ▸ Service Contracts ▸ Workers ▸ Services ▸ Documentation ▸ News

List of Agency Contracts

Enrolment number	Worker TC	Start Date	End Date	Communication Date	User	Agency	Details
100001		11/02/2010	31/07/2010	19/03/2010		2	View
100002		11/02/2010	27/05/2010	19/03/2010		2	View
100010		16/02/2010	16/07/2010	19/03/2010		2	View
100011		18/02/2010	18/06/2011	19/03/2010		2	View
100007		16/02/2010	16/02/2012	19/03/2010		2	View
100009		16/02/2010	16/02/2012	19/03/2010		2	View
100013		15/02/2010	02/08/2010	19/03/2010		2	View
100008		16/02/2010	16/02/2012	19/03/2010		2	View
100003		15/02/2010	15/07/2010	19/03/2010		2	View
100006		15/02/2010	15/05/2010	19/03/2010		2	View

Search Supply Contracts Supply Contract Search

Indicate the email address to which you want to have the list sent (the list will be limited to a maximum of 3,000 contracts) Send request

Figure 35 – List of Agency contracts

The "View" button in the last column of the table can be selected to view the details of the agency contract.

Job administration

INAIL
LogOut

Homepage ▸ Supply/Agency Contracts ▸ Service Contracts ▸ Workers ▸ Services ▸ Documentation ▸ News

Details of Service Contracts

Service Contract	100001	Communication	online communication
Job Start Date	11/02/2010	Job End Date	31/07/2010
Supplying Company Insurance Position (PA)	23000114	Agency	2
Worker Tax Code:		Surname:	
Name:		Date of Birth:	
Municipality of Birth:	LANCIANO	Residence:	SCERNI
Address:		Postcode:	66020
Full time	<input checked="" type="checkbox"/>	Average Weekly Schedule	n/d

Back Supply Transformation Extension Discontinuation Classifications **Remunerations**

Figure 36 – Details of service contracts

From this screen, the "Remunerations" button in the bottom right can be selected to bring up another table in which the agency contract(s) are broken down by worker's tax code and quarter; the presence of any validated ordinary instalments are shown in relation to each semester, in the "Instalments" column (in the form of the word "SI" (YES)).



List of quarters covered by the staffing contract

Enrolment number	Worker TC	Start Date	End Date	Quarter	Remuneration	Tariff	Rate	Validity Start	Validity End	Division into instalments	Suspension	Details
100001		11/02/2010	31/07/2010	012010	1912	6222	73.00	11/02/2010	31/07/2010			Remuneration
100001		11/02/2010	31/07/2010	022010	0	6222	73.00	11/02/2010	31/07/2010	YES	YES	Remuneration
100001		11/02/2010	31/07/2010	032010	0	6222	73.00	11/02/2010	31/07/2010			Remuneration

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Figure 37 – Validated ordinary instalments present

Moreover, it is possible to select the "Remunerations" option present related to each individual quarter in the final column of the table to see further detailed information about this, broken down into the following sections:

- service contract data;
- classification data;
- remuneration for the agency contract;
- premium.

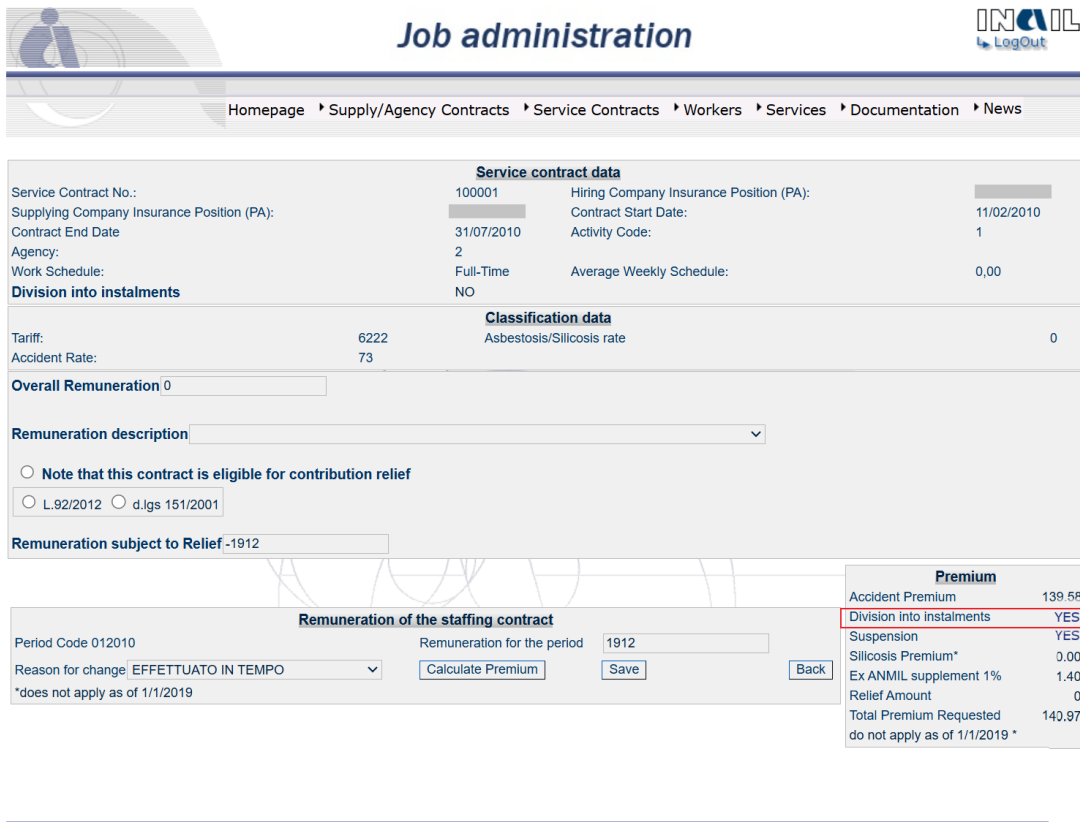


Figure 38 – Remunerations

The "Premium" section also contains information related to the instalments.

13 Entering and altering wage subsidy management

Temporary recruitment companies can enter and upload information regarding the suspension/reduction of the working activities of agency workers on wage subsidies.

This task may only be carried out by authorised users with the **"administrator"** profile.

From the "Service Contracts" menu, select the "Mission" sub-menu and choose the "Search" function.

Then, enter into the fields provided the details to view the contract or contracts for which you intend to communicate the remunerations.

A window opens with the list of agency contracts broken down by enrolment number and worker's tax code (see the figure shown below).

List of Agency Contracts

Enrolment number	Worker TC	Start Date	End Date	Communication Date	User	Agency	Details
100001		11/02/2010	31/07/2010	19/03/2010		2	View
100002		11/02/2010	27/05/2010	19/03/2010		2	View
100010		16/02/2010	16/07/2010	19/03/2010		2	View
100011		18/02/2010	18/06/2011	19/03/2010		2	View
100007		16/02/2010	16/02/2012	19/03/2010		2	View
100009		16/02/2010	16/02/2012	19/03/2010		2	View
100013		15/02/2010	02/08/2010	19/03/2010		2	View
100008		16/02/2010	16/02/2012	19/03/2010		2	View
100003		15/02/2010	15/07/2010	19/03/2010		2	View
100006		15/02/2010	15/05/2010	19/03/2010		2	View

Indicate the email address to which you want to have the list sent (the list will be limited to a maximum of 3,000 contracts)

Figure 39 – List of Agency contracts

Once the list of contracts is on display, select "View" from the "Details" column and press the "Remunerations" button in the window with the contract details.

Choose the quarter of interest and press "Remunerations". The system will display the screen shown below.



Job administration



[Homepage](#) | [Supply/Agency Contracts](#) | [Service Contracts](#) | [Workers](#) | [Services](#) | [Documentation](#) | [News](#)

Service contract data			
Service Contract No.:	100002	Hiring Company Insurance Position (PA):	
Supplying Company Insurance Position (PA):		Contract Start Date:	11/02/2010
Contract End Date	27/05/2010	Activity Code:	1
Agency:	2	Work Schedule:	Part time
Work Schedule:	Part time	Average Weekly Schedule:	30,00
Division into instalments	NO		

Classification data			
Tariff:	6222	Asbestosis/Silicosis rate	0
Accident Rate:	73		

Overall Remuneration

Remuneration description

Note that this contract is eligible for contribution relief

L.92/2012 d.lgs 151/2001

Remuneration subject to Relief

Remuneration of the staffing contract		Premium	
Period Code 012010	Remuneration for the period <input type="text" value="1364"/>	Accident Premium	99.57
Reason for change: <input type="text" value="EFFETTUATO IN TEMPO"/>	<input type="button" value="Calculate Premium"/> <input type="button" value="Save"/> <input type="button" value="Back"/>	Division into instalments	NO
<small>*does not apply as of 1/1/2019</small>		Suspension	
		Silicosis Premium*	0.00
		Ex ANMIL supplement 1%	1.00
		Relief Amount	0
		Total Premium Requested	100.57
		<small>do not apply as of 1/1/2019 *</small>	

Figure 40 – Classification data

In the "Classification data" section, it is possible to communicate the suspension/reduction of the working activities of agency workers on wage subsidies, selecting the relevant reason for remunerations from the drop-down box.

13.1 Wage subsidies with suspension of working activities (0 hours worked during the quarter)


Job administration


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Service contract data			
Service Contract No.:	100002	Hiring Company Insurance Position (PA):	
Supplying Company Insurance Position (PA):		Contract Start Date:	11/02/2010
Contract End Date:	27/05/2010	Activity Code:	1
Agency:	2	Part time	Average Weekly Schedule: 30,00
Work Schedule:	Part time	Average Weekly Schedule:	30,00
Division into instalments	NO		

Classification data			
Tariff:	6222	Asbestosis/Silicosis rate	0
Accident Rate:	73		

Overall Remuneration 0

Remuneration description LAVORATORE CON TRATTAMENTO DI INTEGRAZIONE SALARIALE A ZERO ORE

Work activity suspension period from to

Note that this contract is eligible for contribution relief

L.92/2012 d.lgs 151/2001

Remuneration subject to Relief -1364

Remuneration of the staffing contract			
Period Code 012010	Remuneration for the period	1364	
Reason for change: EFFETTUATO IN TEMPO	<input type="button" value="Calculate Premium"/>	<input type="button" value="Save"/>	<input type="button" value="Back"/>
<small>*does not apply as of 1/1/2019</small>			

Premium	
Accident Premium	99.57
Division into instalments	NO
Suspension	
Silicosis Premium*	0.00
Ex ANMIL supplement 1%	1.00
Relief Amount	0
Total Premium Requested	100.57
<small>do not apply as of 1/1/2019 *</small>	

Figure 41 – Worker on wage subsidies with zero hours

When entering the reason "Lavoratore con trattamento di integrazione salariale a zero ore" (Worker on wage subsidies with zero hours), it is also necessary to indicate the period of the suspension of working activities.

The value of the total remunerations must be "zero".

Next, press "Save" in the "Remuneration for the agency contract" section.

13.2 Wage subsidies with reduction of working activities (presence of hours worked during the quarter)


Job administration


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Service contract data			
Service Contract No.:	100002	Hiring Company Insurance Position (PA):	
Supplying Company Insurance Position (PA):		Contract Start Date:	11/02/2010
Contract End Date	27/05/2010	Activity Code:	1
Agency:	2	Part time	Average Weekly Schedule: 30,00
Work Schedule:	Part time		
Division into instalments	NO		
Classification data			
Tariff:	6222	Asbestosis/Silicosis rate	0
Accident Rate:	73		

Overall Remuneration

Remuneration description

Work activity suspension period from **to**

Hours worked

Note that this contract is eligible for contribution relief

L.92/2012 d.lgs 151/2001

Remuneration subject to Relief -1364

Remuneration of the staffing contract		Premium	
Period Code 012010	Remuneration for the period	Accident Premium	99.57
Reason for change <input type="text" value="EFFETTUATO IN TEMPO"/>	<input type="text" value="1364"/>	Division into instalments	NO
<input type="button" value="Calculate Premium"/>	<input type="button" value="Save"/>	Suspension	
<input type="button" value="Back"/>		Silicosis Premium*	0.00
		Ex ANMIL supplement 1%	1.00
		Relief Amount	0
		Total Premium Requested	100.57
		do not apply as of 1/1/2019 *	

Figure 42 – Worker on wage subsidies with hours worked

After selecting the reason "Lavoratore con trattamento di integrazione salariale con ore lavorate" (Worker on wage subsidies with hours worked), it is necessary to indicate the period of the suspension of working activities, the number of hours worked, and the total remunerations, which must have a value above zero.

Next, press "Save" in the "Remuneration for the agency contract" section.

14 Rectifying remunerations

Temporary recruitment companies can increase or decrease remunerations for the current quarter (within 1 month and 15 days after the end of the quarter; e.g. for the first quarter, January-March 2020, with the premium to be paid by 16 May 2020, rectifications can be made up to 15 May 2020).

Log in as an Administrator, via "Service contracts / Mission / Search" and, after viewing the details of the contract, press the "Remunerations" button and choose the quarter in question.

Proceed to modify the total remunerations, indicating a reason for the change using the drop-down menu present in the "Remuneration for the agency contract" section.

Select the "Save" button.

Service contract data

Service Contract No.:	100002	Hiring Company Insurance Position (PA):	
Supplying Company Insurance Position (PA):		Contract Start Date:	11/02/2010
Contract End Date	27/05/2010	Activity Code:	1
Agency:	2		
Work Schedule:	Part time	Average Weekly Schedule:	30,00
Division into instalments	NO		

Classification data

Tariff:	6222	Asbestosis/Silicosis rate	0
Accident Rate:	73		

Remuneration of the staffing contract

Overall Remuneration: 444

Remuneration description:

Note that this contract is eligible for contribution relief

L.92/2012 d.lgs 151/2001

Remuneration subject to Relief: -1364

Remuneration for the period: 1364

Reason for change: -- Select a value --

*does not apply as of 1/1/2019

Buttons: Calculate Premium, Save, Back

Premium

Accident Premium	99.57
Division into instalments	NO
Suspension	
Silicosis Premium*	0.00
Ex ANMIL supplement 1%	1.00
Relief Amount	0
Total Premium Requested	100.57
do not apply as of 1/1/2019 *	

Figure 43 – Rectifying remunerations

The "Reason for change" field is displayed in the event that a change is being communicated to remunerations related to previous quarters (over 1 month and 15 days after the end of the quarter: e.g. first quarter, January-March 2020, premium to be paid by 16 May 2020).

14.1. Rectifying incorrect remunerations

In the event of increases or decreases to remunerations due to errors in the remuneration data indicated in previous quarters, a new reason has been entered: "Rettifica retribuzioni errate" (Rectifying incorrect remunerations)

The screenshot displays the INAIL Job Administration interface. At the top, there is a navigation menu with links: Homepage, Supply/Agency Contracts, Service Contracts, Workers, Services, Documentation, and News. The main content area is divided into several sections:

- Service contract data:** Includes fields for Service Contract No. (100002), Hiring Company Insurance Position (PA), Contract Start Date (11/02/2010), Contract End Date (27/05/2010), Activity Code (1), Agency (2), Work Schedule (Part time), Average Weekly Schedule (30,00), and Division into instalments (NO).
- Classification data:** Includes Tariff (6222), Accident Rate (73), and Asbestosis/Silicosis rate (0).
- Overall Remuneration:** 444
- Remuneration description:** A dropdown menu.
- Options:** Radio buttons for "Note that this contract is eligible for contribution relief", "L.92/2012", and "d.lgs 151/2001".
- Remuneration subject to Relief:** -1364
- Remuneration of the staffing contract (highlighted in red):**
 - Period Code: 012010
 - Remuneration for the period: 1364
 - Reason for change: RETTIFICA RETRIBUZIONI ERRATA (dropdown)
 - Buttons: Calculate Premium, Save, Back
 - Footnote: *does not apply as of 1/1/2019
- Premium:**
 - Accident Premium: 99.57
 - Division into instalments: NO
 - Suspension
 - Silicosis Premium*: 0.00
 - Ex ANMIL supplement 1%: 1.00
 - Relief Amount: 0
 - Total Premium Requested: 100.57
 - do not apply as of 1/1/2019 *

Figure 44 – Rectifying incorrect remunerations

To rectify the incorrect remunerations, it is necessary to change the remunerations in the "Total Remunerations" box and select "Rectifying incorrect remunerations" from "Reason for Change", then the "Save" button.

The "Reason for change" field is displayed in the event that a change is being communicated to remunerations related to previous quarters (over 1 month and 15 days after the end of the quarter: e.g. first quarter, January-March 2020, premium to be paid by 16 May 2020).

In the event that no reason has been indicated, the following warning message will appear.

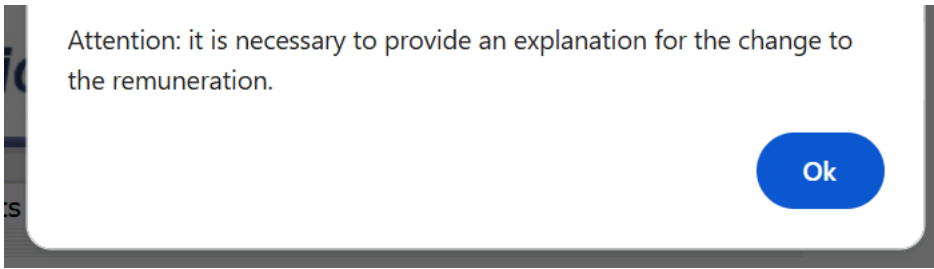


Figure 45 – Warning message

14.2. Rectifying remunerations: wage subsidies with hours worked


Job administration


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Service contract data			
Service Contract No.:	100002	Hiring Company Insurance Position (PA):	
Supplying Company Insurance Position (PA):		Contract Start Date:	11/02/2010
Contract End Date	27/05/2010	Activity Code:	1
Agency:	2		
Work Schedule:	Part time	Average Weekly Schedule:	30,00
Division into instalments	NO		
Classification data			
Tariff:	6222	Asbestosis/Silicosis rate	0
Accident Rate:	73		
Overall Remuneration	444		
Remuneration description	LAVORATORE CON TRATTAMENTO DI INTEGRAZIONE SALARIALE CON ORE LAVORATE ▼		
Work activity suspension period from		to	
Hours worked			
<input type="radio"/> Note that this contract is eligible for contribution relief			
<input type="radio"/> L.92/2012 <input type="radio"/> d.lgs 151/2001			
Remuneration subject to Relief	-1364		
Remuneration of the staffing contract			
Period Code 012010	Remuneration for the period	1364	
Reason for change: TIS CON ORE ▼	<input type="button" value="Calculate Premium"/>	<input type="button" value="Save"/>	<input type="button" value="Back"/>
*does not apply as of 1/1/2019			
Premium			
Accident Premium	99.57		
Division into instalments	NO		
Suspension			
Silicosis Premium*	0.00		
Ex ANMIL supplement 1%	1.00		
Relief Amount	0		
Total Premium Requested	100.57		
do not apply as of 1/1/2019 *			

Figure 46 – Rectifying remunerations wage subsidies with hours worked

To modify remunerations for the insertion of wage subsidies with hours, it is necessary to alter the value of the remunerations in the "Total Remunerations" box and select the "Wage subsidies with hours" option from the "Reason for Change" box.

In the "Classification data" section, the "Lavoratore con trattamento integrazione salariale con ore lavorate" (Worker on wage subsidies with hours worked) reason for remunerations will appear automatically. It will then be possible to insert the period of the suspension of working activities and the number of hours worked.

Select the "Save" button.

14.3. Rectifying remunerations: wage subsidies with zero hours

Service contract data			
Service Contract No.:	100002	Hiring Company Insurance Position (PA):	
Supplying Company Insurance Position (PA):		Contract Start Date:	11/02/2010
Contract End Date	27/05/2010	Activity Code:	1
Agency:	2		
Work Schedule:	Part time	Average Weekly Schedule:	30,00
Division into instalments	NO		

Classification data			
Tariff:	6222	Asbestosis/Silicosis rate	0
Accident Rate:	73		

Overall Remuneration 444	
Remuneration description	LAVORATORE CON TRATTAMENTO DI INTEGRAZIONE SALARIALE A ZERO ORE
Work activity suspension period from	to
<input type="radio"/> Note that this contract is eligible for contribution relief <input type="radio"/> L.92/2012 <input type="radio"/> d.lgs 151/2001	
Remuneration subject to Relief	-1364

Remuneration of the staffing contract	
Period Code 012010	Remuneration for the period 1364
Reason for change: TIS SENZA ORE	<input type="button" value="Calculate Premium"/> <input type="button" value="Save"/> <input type="button" value="Back"/>
*does not apply as of 1/1/2019	

Premium	
Accident Premium	99.57
Division into instalments	NO
Suspension	
Silicosis Premium*	0.00
Ex ANMIL supplement 1%	1.00
Relief Amount	0
Total Premium Requested	100.57
do not apply as of 1/1/2019 *	

Figure 47 – Rectifying remunerations wage subsidies with zero worked

To modify remunerations to insert wage subsidies with zero hours, it is necessary to alter the remunerations by entering a value of zero in the "Total Remunerations" box and selecting the TIS CON ORE ("Wage subsidies with zero hours") option from the "Reason for Change" box.

In the "Classification data" section, the "Lavoratore con trattamento integrazione salariale a zero ore" (Worker on wage subsidies with zero hours) reason for remunerations will appear automatically. It is then possible to insert the period of the suspension of working activities.

Select the "Save" button.

If a value other than zero has been entered into the "Total Remunerations" box, the following message will appear: "Attention: the worker on wage subsidies with zero hours may only have an overall remuneration of zero".

15 Inserting remunerations for a worker with apprentice contract

After selecting the "Worker with apprentice contract" reason, "Total Remunerations" of zero must be entered.

Press "Save" in the "Remuneration for the administration contract" section.

The screenshot displays the 'Job administration' web application interface. At the top, there is a navigation menu with links for 'Homepage', 'Supply/Agency Contracts', 'Service Contracts', 'Workers', 'Services', 'Documentation', and 'News'. The main content area is divided into several sections:

- Service contract data:** Includes fields for Service Contract No. (100002), Hiring Company Insurance Position (PA), Contract Start Date (11/02/2010), Contract End Date (27/05/2010), Agency (2), Work Schedule (Part time), and Average Weekly Schedule (30,00).
- Division into instalments:** Set to NO.
- Classification data:** Includes Tariff (6222) and Accident Rate (73).
- Remuneration entry section (highlighted with a red box):**
 - Overall Remuneration: 0
 - Remuneration description: LAVORATORE CON CONTRATTO DI APPRENDISTATO
 - Options for contribution relief: Note that this contract is eligible for contribution relief, L.92/2012, d.lgs 151/2001.
 - Remuneration subject to Relief: -1364
- Remuneration of the staffing contract:** Includes Period Code (012010), Reason for change (TIS SENZA ORE), and a field for Remuneration for the period (1364). Buttons for 'Calculate Premium', 'Save', and 'Back' are present.
- Premium summary table:**

Premium	
Accident Premium	99.57
Division into instalments	NO
Suspension	
Silicosis Premium*	0.00
Ex ANMIL supplement 1%	1.00
Relief Amount	0
Total Premium Requested	100.57
do not apply as of 1/1/2019 *	

Figure 48 – Worker with apprentice contract