

APPLICATION GUIDE
NEW TEMPORARY JOB REPORT
Manual for Companies

Version 2.0

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1 Introduction

The New Temporary Job Report service allows users to report a New Temporary Job, or to send a Job Extension or Job Suspension request for a report already received by the company's competent office, pursuant to article 15, Methods for applying the tariffs - MD 27 February 2019.

Below is the operating manual for using the service.

2 Accessing the Service

Companies and other insuring parties must first access the INAIL Portal using their SPID, CNS or CIE credentials, then select the **Reports - New Temporary Job Report (Denunce – Nuova DNL Temp)** card from the page My Inail/Servizi and access the initial page (Figure 2.1).



Figure 2.1 - New Temporary Job Report - Initial page

3 New Temporary Job Report - Reports

The side menu provides access to the following options (Figure 3.1):

- **Reports:** allows the user to compile and submit a report concerning a new temporary job or the extension or suspension of jobs pertaining to a report that has already been received;
- **Reports being processed:** grants access to the list of new temporary job reports in draft status and not yet submitted;
- **Reports submitted:** grants access to the list of submitted reports.

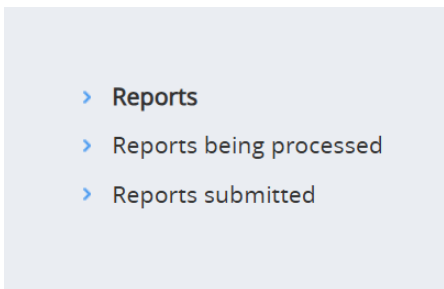


Figure 3.1 - Side menu - Available options

3.1 SELECTING TERRITORIAL INSURANCE POSITION AND TYPE OF REPORT

Within the **Reports** function the user can access the page where he/she must select the Territorial Insurance Position (PAT) and type of report to begin compiling the report for submission (Figure 3.2).

NEW TEMPORARY JOB REPORT
Territorial Insurance Position (PAT) Selection

COMPANY IDENTIFYING DETAILS

Company Code Company Name

Tax Code Company Control Code

Competent Office Address

INDICATE THE TYPE OF REPORT YOU WISH TO FILL OUT AND SELECT THE TERRITORIAL INSURANCE POSITION (PAT) TO SUBMIT IT

*Type of report

N.B.: The fields marked with * are mandatory

TERRITORIAL INSURANCE POSITION (PAT) LIST

Territorial Insurance Position (PAT) PAT Worksite Address PAT Control Code [Select >](#)

Figure 3.2 - Selecting the Territorial Insurance Position and type of report

It is mandatory to fill in the fields marked * in order to proceed with compilation.

If the company has discontinued, it is not possible to send a report and the user shall be alerted to this by means of a message (Figure 3.6).

NEW TEMPORARY JOB REPORT

Reports

✘ It is not possible to send an Application for a New Temporary Job Exemption, as the company has discontinued

Figure 3.3 - Error: discontinued company

If the user wishes to send a report regarding a job extension or suspension, but the office has not previously received reports regarding the new temporary job to be extended or suspended for the selected PAT, the user shall be alerted to this by means of the following messages (Figure 3.4 and Figure 3.5).

✘ There are no reports received for which to submit an Extension.

Figure 3.4 - Error: no reports present for extension

✘ There are no reports received for which to submit a Suspension.

Figure 3.5 - Error: no reports present for suspension

Once the type of report and the PAT for which it is being submitted have been selected, it is possible to proceed with the compilation of the preselected report.

3.2 NEW TEMPORARY JOB REPORT

The page for the compilation of a new report contains the company identifying details, the competent office and the PAT for which the user intends to submit a *New Temporary Job Report*. The user must compile the sections present on the page (Figure 3.6).

- > Reports
- > Reports being processed
- > Reports submitted

NEW TEMPORARY JOB REPORT

New Job Report

COMPANY IDENTIFYING DETAILS

Company code <input type="text"/>	Company name <input type="text"/>
Tax code <input type="text"/>	Company control code <input type="text"/>
Competent office <input type="text"/>	Address <input type="text"/>
Territorial Insurance Position (PAT) code <input type="text"/>	Territorial Insurance Position (PAT) control code <input type="text"/>

LOCATION AND DURATION OF JOB
▼

DESCRIPTION OF JOB
▼

CONTRACTING PARTY
▼

INDIVIDUALS COVERED BY COMPULSORY INSURANCE
▼

N.B.: The fields marked with * are mandatory

BACK
Reset data

SAVE DRAFT
CONTINUE >

Figure 3.6 - New Temporary Job Report

It is mandatory to fill in the fields marked * in order to proceed with sending the report.

The LOCATION AND DURATION OF JOB section requires the insertion of the time period and information about the place where the job for which the report is being presented will be carried out (Figure 3.7).

LOCATION AND DURATION OF JOB ^

*Street/Square <input type="text" value="- select option -"/>	*Address ? <input type="text"/>	*Number <input type="text"/>
*Postcode <input type="text"/>	*Municipality ? <input type="text"/>	*Province <input type="text"/>
*Start date <input type="text" value=""/>	*End date <input type="text" value=""/>	*Nation <input type="text" value="- select option -"/>

Figure 3.7 – Location and duration of job

Information on the Postcode/Municipality/Province can be looked up using the function available by clicking on the icon (Figure 3.8).

Figure 3.8 – Postcode/Municipality/Province look-up

The DESCRIPTION OF JOB section requires the insertion of a range of information to describe the job to be carried out (Figure 3.9).

Figure 3.9 – Description of job

It is also possible to indicate the machinery used for the job in this section, by means of the *Add Machinery* link (Figure 3.10).

The screenshot shows a form titled "Add Machinery". It contains two input fields: one for "*Description" with a help icon (question mark) and another for "*Number". At the bottom right of the form is a button labeled "ENTER MACHINERY".

Figure 3.10 – Entering the machinery

In addition, if the box asking "Does the company carry out preparation stages on structural elements..." is checked, it will be mandatory to fill in the following field, *Provide information*.

The COMMISSIONING PARTY section requires the insertion of data regarding the party commissioning the job: if the *Foreign company* option has been selected, it is only mandatory to fill in the *Tax code/VAT number* and *Name/company name* fields; if it has not been selected, it is mandatory to fill in all fields (Figure 3.11).

The screenshot shows a form titled "CONTRACTING PARTY". It includes the following fields and options:

- Tax code/VAT number: A text input field.
- Foreign company: A checked checkbox.
- Name/company name: A text input field with a help icon.
- Street/Square: A dropdown menu with "- select option -".
- Address: A text input field with a help icon.
- Number: A text input field.
- Postcode: A text input field.
- Municipality: A text input field with a help icon.
- Province: A text input field.
- Nation: A dropdown menu with "- select option -".

Figure 3.11 – Commissioning party

The INDIVIDUALS COVERED BY COMPULSORY INSURANCE section requires the insertion of information regarding those individuals who are covered by insurance on the job site (Figure 3.12).

INDIVIDUALS COVERED BY COMPULSORY INSURANCE ^

WORKERS EMPLOYED ON THE JOB SITE **

Company employees (No.)	of whom apprentices (No.)	temporary workers (No.)
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Presumed remunerations

CRAFT BUSINESS OWNERS, FAMILY ASSISTANTS AND ASSOCIATES OF CRAFT BUSINESSES EMPLOYED ON THE JOB SITE **
(Section to be filled in only if the Territorial Insurance Position (PAT) is classified in the craft business sector)

Type of insured party	Craft business owner tax code	Remunerations
<input style="border-bottom: none; border-top: none; border-left: none; border-right: none;" type="text" value="Craft business owner"/> v	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="0,00 €"/>

[+ Add Insured Party](#)

FAMILY ASSISTANTS AND ASSOCIATES OF NON-CRAFT BUSINESSES EMPLOYED ON THE JOB SITE **

[+ Add Insured Party](#)

At least one of the sections marked with ** must be completed

N.B.: The fields marked with * are mandatory

Figure 3.12 – Individuals covered by compulsory insurance

In this section, it is mandatory that at least one of the following three sub-sections be filled out:

- Workers employed on the job site
- Craft business owners, family assistants and associates of craft businesses employed on the job site
- Family assistants and associates of non-craft businesses employed on the job site

The section on *Craft business owners, family assistants and associates of craft businesses employed on the job site* must only be filled in if the PAT is classified within the craft sector.

Users may add an insured party, such as a family member or associate of a craft or non-craft business, using the *Add Insured Party* link (Figure 3.13).

[- Add Insured Party](#)

*Type of insured party	*Tax code	*Remunerations
<input style="border-bottom: none; border-top: none; border-left: none; border-right: none;" type="text" value="Family member"/> v	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="0,00 €"/>

Figure 3.13 - Entering insured parties

The information entered can be saved using the **SAVE DRAFT** button. The **CONTINUE** button, in addition to saving the data, brings up the next page with the summary and submission of the report. The *Reset data* link, if clicked before saving, updates the data entry page with the last saved data. Finally, the **BACK** button returns the user to the page where the type of report and PAT are selected (Figure 3.14).



Figure 3.14 - Buttons

To proceed to the summary and submission of the report, it is necessary for all mandatory fields to have been filled in. Otherwise, the fields which remain to be filled in will be highlight in red (Figure 3.15).

A screenshot of two form fields. The left field is labeled '*Description' with a question mark icon. Below the input box is the text 'ERROR: Required field'. The right field is labeled '*Number'. Below its input box is the text 'ERROR: Required field'. Both fields have a red border around the input area.

Figure 3.15 - Error: mandatory field

Moreover, the application checks that the dates entered are compatible. If not, the user will receive an error message (Figure 3.16).

NEW TEMPORARY JOB REPORT
New Job Report

✘ Enter a job end date later than the start date.

Figure 3.16 - Error: date incompatibility

3.2.1 Summary and submission

The summary and submission page displays all the information entered, which can be viewed by selecting each individual section present. These can also be downloaded using the **DOWNLOAD THE SUMMARY (PDF)** button (Figure 3.17 and Figure 3.18).

- > Reports
- > Reports being processed
- > Reports submitted

NEW TEMPORARY JOB REPORT
New Job Report

COMPANY IDENTIFYING DETAILS

Company code	Company name
<input type="text"/>	<input type="text"/>
Tax code	Company control code
<input type="text"/>	<input type="text"/>
Competent office	Address
<input type="text"/>	<input type="text"/>
Territorial Insurance Position (PAT) code	Territorial Insurance Position (PAT) control code
<input type="text"/>	<input type="text"/>

LOCATION AND DURATION OF JOB ▼

DESCRIPTION OF JOB ▼

CONTRACTING PARTY ▼

INDIVIDUALS COVERED BY COMPULSORY INSURANCE ▼

[DOWNLOAD THE SUMMARY \(PDF\)](#)

Figure 3.17 - Summary and submission

LOCATION AND DURATION OF JOB ^

*Street/Square	*Address ?	*Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Postcode	*Municipality ?	*Province
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Start date	*End date	*Nation
<input type="text"/>	<input type="text"/>	<input type="text"/>

DESCRIPTION OF JOB ▼

CONTRACTING PARTY ▼

INDIVIDUALS COVERED BY COMPULSORY INSURANCE ▼

[DOWNLOAD THE SUMMARY \(PDF\)](#)

Figure 3.18 - Details of data entered

To proceed with the submission, the user must confirm the self-certification and enter a valid email address for any communication (Figure 3.19).

The undersigned [redacted] declares under his/her own responsibility:

- to have a mandate, to carry out INAIL obligations on behalf of and in the name of the company, as required by the applicable provisions of law and undertakes to exhibit it at the request of the Institute;
- to have a mandate to process all data for the company in compliance with privacy laws (Italian Legislative Decree 196/2003) and undertakes to exhibit it at the request of the Institute;
- to be available to show a copy of the receipt at the request of the Institute;
- to be available for any clarifications at the addresses below;

Moreover, the undersigned undertakes to keep a copy of the receipt and to present it to any INAIL office which may request it, and agrees to be available for any clarifications needed using the following contact details:

Surname Name

Address Telephone

Certified Email (PEC)

*Email

* I confirm the above declarations, under my own responsibility

N.B.: The fields marked with * are mandatory

BACK

SUBMIT

Figure 3.19 - Self-certification

The **SUBMIT** button allows the report to be sent following confirmation of the operation by the user (Figure 3.20).

CONFIRMING PART

Confirm Submission ×

Confirm submission of the report?

CANCEL CONFIRM

Figure 3.20 - Confirmation of submission

The **BACK** button returns the user to the previous data entry page.

3.3 TEMPORARY JOB EXTENSION

If the user has chosen to submit a *Temporary Job Extension*, he/she must choose the job site for the extension (*New Temp. Job Reports made*) from those on the list which have previously been received by the competent office, before proceeding with compilation and submission (Figure 3.21).

COMPANY IDENTIFYING DETAILS

Company Code	Company Name
<input type="text"/>	<input type="text"/>
Tax Code	Company Control Code
<input type="text"/>	<input type="text"/>
Competent Office	Address
<input type="text"/>	<input type="text"/>
Territorial Insurance Position (PAT) Code	Territorial Insurance Position (PAT) Control Code
<input type="text"/>	<input type="text"/>

Filter by: ^

Worksite Address

Select Job Start Date

Job Start Date

From To

Select Job End Date

Job End Date

From To

Cancel FILTER

NEW TEMPORARY JOB REPORTS MADE

Elements Per Page
10

Worksite Address	Job Start	Job End	
<input type="text"/>	17/03/2025	23/01/2027	<input type="checkbox"/>
<input type="text"/>	10/03/2025	10/03/2026	<input type="checkbox"/>
<input type="text"/>	03/03/2025	03/10/2025	<input type="checkbox"/>
<input type="text"/>	03/03/2025	03/06/2026	<input type="checkbox"/>

Figure 3.21 – Choosing the report

Reports received by the office for which it is possible to send an extension report can be filtered by:

- Job Site Address
- Job Start Date
- Job End Date

To search using the *Job Site Address* filter, it is sufficient to type in the place name (via/piazza) and/or the address alone (without the street number or job location).

The two *Job Start Date* and *Job End Date* filters are provided as alternatives to each other. Additionally, it is possible to sort the list in ascending or descending order by clicking on the arrow beside the heading of each column.

On the page for the compilation and submission of the extension report, the details of the selected report are displayed but cannot be altered (Figure 3.22).

NEW TEMPORARY JOB REPORT
Job Extension

COMPANY IDENTIFYING DETAILS

Company code	Company name
<input type="text"/>	<input type="text"/>
Tax code	Company control code
<input type="text"/>	<input type="text"/>
Competent office	Address
<input type="text"/>	<input type="text"/>
Territorial Insurance Position (PAT) code	Territorial Insurance Position (PAT) control code
<input type="text"/>	<input type="text"/>

LOCATION AND DURATION OF JOB

Street/Square	Address	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode	Municipality	Province
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nation		
<input type="text"/>		
Start date	End date	
<input type="text" value="17/03/2025"/>	<input type="text" value="23/01/2027"/>	

DESCRIPTION OF JOB

CONTRACTING PARTY

Figure 3.22 - Extension report

Specifically, it shows any extensions and/or suspensions previously sent for the selected report (Figure 3.23).

PREVIOUS EXTENSIONS ^	
There are no previous job extensions	
PREVIOUS SUSPENSIONS ^	
There are no previous job suspensions	
*Job extension start date	*Job extension end date
<input type="text" value="24/01/2027"/> 📅	<input type="text"/> 📅

Figure 3.23 - Previous extensions and suspensions

It is mandatory to set the extension start date as the day following the job end date, or the day following the end date of the most recent of any extensions present; this cannot be altered.

The user enters the extension end date, which must be later than the extension start date. If not, the user shall be alerted to this by means of a message (Figure 3.27).

NEW TEMPORARY JOB REPORT

Job Extension

✘ The extension end date must be greater than or equal to the extension start date

Figure 3.24 - Error: extension end date

To proceed with the submission, the user must confirm the self-certification and enter a valid email address for any communication (Figure 3.25).

The undersigned [redacted] declares under his/her own responsibility:

- to have a mandate, to carry out INAIL obligations on behalf of and in the name of the company, as required by the applicable provisions of law and undertakes to exhibit it at the request of the Institute;
- to have a mandate to process all data for the company in compliance with privacy laws (Italian Legislative Decree 196/2003) and undertakes to exhibit it at the request of the Institute;
- to be available to show a copy of the receipt at the request of the Institute;
- to be available for any clarifications at the addresses below;

Moreover, the undersigned undertakes to keep a copy of the receipt and to present it to any INAIL office which may request it, and agrees to be available for any clarifications needed using the following contact details:

Surname Name

Address Telephone

Certified Email (PEC)

*Email

* I confirm the above declarations, under my own responsibility

N.B.: The fields marked with * are mandatory

BACK

SUBMIT

Figure 3.25 – Self-certification

Next, the **SUBMIT** button allows the report to be sent following confirmation of the operation by the user (Figure 3.26).

CONFIRMING REPORT

Confirm Submission ✕

Confirm submission of the report?

CANCEL CONFIRM

Figure 3.26 - Confirmation of submission

The **BACK** button returns the user to the previous page, for the selection of the report to submit the extension for.

3.4 TEMPORARY JOB SUSPENSION

If the user has chosen to submit a *Temporary Job Suspension*, he/she must choose the job site for the suspension (*New Temp. Job Reports made*) from those on the list which have previously been received by the competent office, before proceeding with compilation and submission (Figure 3.27).

COMPANY IDENTIFYING DETAILS

Company Code Company Name

Tax Code Company Control Code

Competent Office Address

Territorial Insurance Position (PAT) Code Territorial Insurance Position (PAT) Control Code

Filter by: ^

Worksite Address

Select Job Start Date

Job Start Date
From To

Select Job End Date

Job End Date
From To

Cancel FILTER

NEW TEMPORARY JOB REPORTS MADE

Elements Per Page
10

Worksite Address	Job Start	Job End	
<input type="text"/>	17/03/2025	23/01/2027	
<input type="text"/>	10/03/2025	10/03/2026	
<input type="text"/>	03/03/2025	03/10/2025	
<input type="text"/>	03/03/2025	03/06/2026	

Figure 3.27 - Choosing the report

Reports received by the office for which it is possible to send a suspension report can be filtered by:

- Job Site Address
- Job Start Date
- Job End Date

To search using the *Job Site Address* filter, it is sufficient to type in the place name (via/piazza) and/or the address alone (without the street number or job location).

The two *Job Start Date* and *Job End Date* filters are provided as alternatives to each other. Additionally, it is possible to sort the list in ascending or descending order by clicking on the arrow beside the heading of each column.

On the page for the compilation and submission of the suspension report, the details of the selected report are displayed but cannot be altered (Figure 3.28).

COMPANY IDENTIFYING DETAILS

Company code <input type="text"/>	Company name <input type="text"/>
Tax code <input type="text"/>	Company control code <input type="text"/>
Competent office <input type="text"/>	Address <input type="text"/>
Territorial Insurance Position (PAT) code <input type="text"/>	Territorial Insurance Position (PAT) control code <input type="text"/>

LOCATION AND DURATION OF JOB ^

Street/Square <input type="text"/>	Address ? <input type="text"/>	Number <input type="text"/>
Postcode <input type="text"/>	Municipality ? <input type="text"/>	Province <input type="text"/>
Nation <input type="text"/>		
Start date <input type="text" value="17/03/2025"/> 📅	End date <input type="text" value="23/01/2027"/> 📅	

DESCRIPTION OF JOB v

CONTRACTING PARTY v

Figure 3.28 - Suspension report

Specifically, it shows any suspensions and/or extensions previously sent for the selected report (Figure 3.29).





PREVIOUS EXTENSIONS 	
There are no previous job extensions	
PREVIOUS SUSPENSIONS 	
There are no previous job suspensions	
*Job extension start date	*Job extension end date
<input type="text" value="24/01/2027"/> 	<input type="text"/> 

Figure 3.29 - Previous suspensions and extensions

The user enters the suspension start and end dates, which must lie between the job start and end dates for the selected report (in the event that any extensions are present, the end date of the most recent extension is taken as the job end date). Otherwise, the user shall be alerted to the problem by means of a message

An error message also appears if the suspension period entered coincides with a suspension period previously sent to the competent office, or is included therein.

on

To proceed with the submission, the user must confirm the self-certification and enter a valid email address for any communication (Figure 3.30).

The undersigned [redacted] declares under his/her own responsibility:

- to have a mandate, to carry out INAIL obligations on behalf of and in the name of the company, as required by the applicable provisions of law and undertakes to exhibit it at the request of the Institute;
- to have a mandate to process all data for the company in compliance with privacy laws (Italian Legislative Decree 196/2003) and undertakes to exhibit it at the request of the Institute;
- to be available to show a copy of the receipt at the request of the Institute;
- to be available for any clarifications at the addresses below;

Moreover, the undersigned undertakes to keep a copy of the receipt and to present it to any INAIL office which may request it, and agrees to be available for any clarifications needed using the following contact details:

Surname Name

Address Telephone

Certified Email (PEC)

*Email

* I confirm the above declarations, under my own responsibility

N.B.: The fields marked with * are mandatory

BACK

SUBMIT

Figure 3.30 - Self-certification

Next, the **SUBMIT** button allows the report to be sent following confirmation of the operation by the user (Figure 3.31).

CONFIRMING PART

Confirm Submission ✕

Confirm submission of the report?

CANCEL CONFIRM

Figure 3.31 - Confirmation of submission

The **BACK** button returns the user to the previous page, for the selection of the report to submit the suspension for.

4 Reports being Processed

By selecting the *Reports being processed* option from the side menu, it is possible to access the list of new temporary job reports still being processed (Figure 4.1).

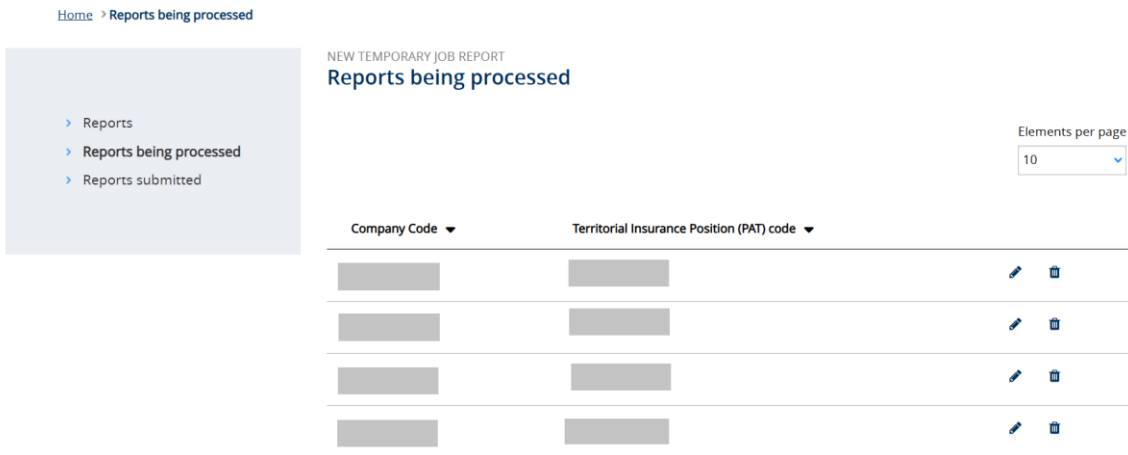


Figure 4.1 - Reports being processed

Select the pencil symbol to access the report for which you wish to finish entering the information. By selecting the dustbin image, instead, the report is deleted subject to confirmation (Figure 4.2).



Figure 4.2 – Deletion of report from processing

5 Reports Submitted

From the *Reports submitted* page, it is possible to search submitted reports by entering a number of parameters (Figure 5.1):

- Year
- Company Code
- Territorial Insurance Position (PAT) code
- Type of Report

Home > Reports submitted

NEW TEMPORARY JOB REPORT
Reports submitted

> Reports
> Reports being processed
> Reports submitted

Filter by:

Year [?] Company code [?]

Territorial Insurance Position (PAT) code [?] Type of report

Cancel

Elements per page
10

Company Code	PAT code	Submission date		
		30/06/2025 12:16	Report Suspension	Being registered <div style="width: 50%; background-color: yellow;"></div>
		08/04/2025 12:29	Report Extension	Sent <div style="width: 100%; background-color: green;"></div>

Figure 5.1 - Reports submitted

By selecting a submitted report from the list, it is possible to download the submission receipt (Figure 5.2).

Company Code	PAT code	Submission date		
		08/04/2025 12:29	Report Extension	Sent <div style="width: 100%; background-color: green;"></div>

Figure 5.2 - Download receipt