

## Mandatory Communication

With the new portal you can send recruitment communications to the Ministry of Labor and Social Policies (MLPS) and quickly find the mandatory communications already present.

Once the last communication sent of an employment relationship has been identified, enter and send the update communication (extension, termination, transfer, transformation) to MLPS or proceed with sending the cancellation or correction.

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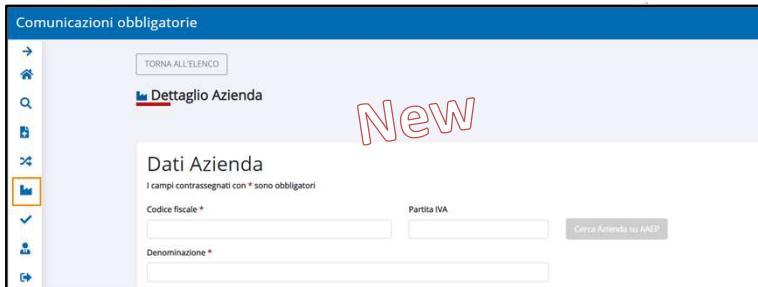
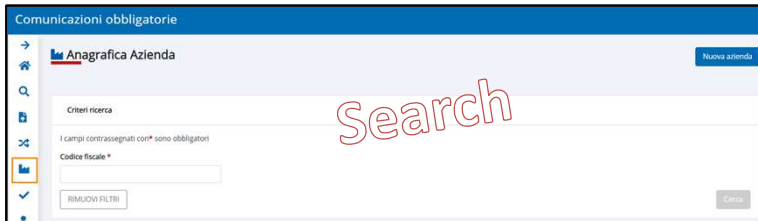
The **Employment relationship** is represented by the set of mandatory communications of a worker who works for a company starting from a given date; it begins with the recruitment communication, ends with the termination communication and contains possible update (transfers, transformations, extensions).



# Sending a notice of employment

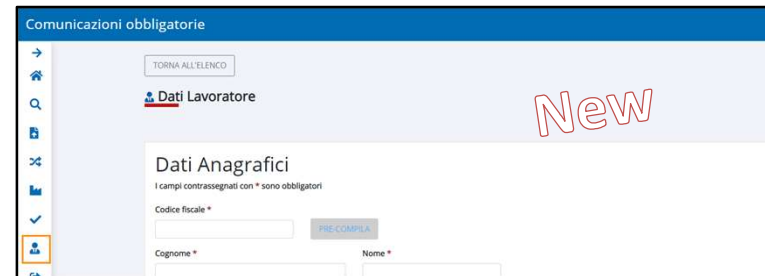
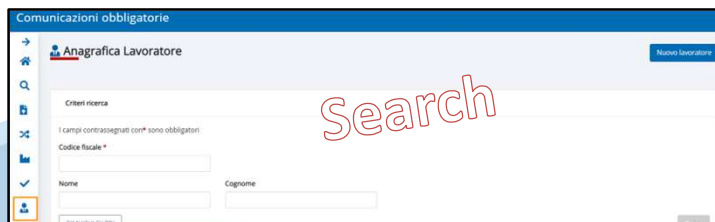
## 1. Check employer data

In the event of a mission in Italy, data of user company must be verified. If the data is incorrect or insert it. Not necessary for emergency communications.



## 2. Check employee data

If the data is incorrect or insert it. Not necessary for emergency communications.



## 3. Entry of recruitment data

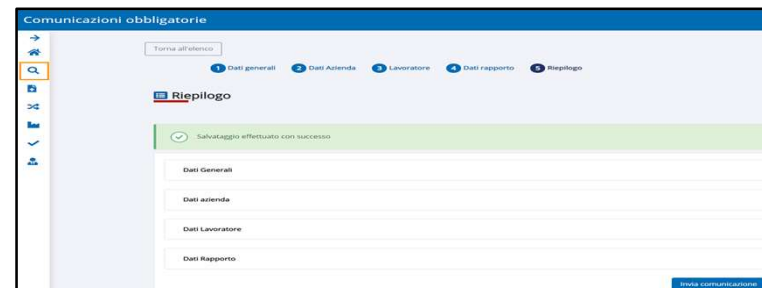
To select «Nuova comunicazione».



The system opens a form composed of a set of steps

- 1 Dati generali
- 2 Dati Azienda
- 3 Lavoratore
- 4 Dati rapporto
- 5 Riepilogo

## 4. Check the data and submit



# Send an update communication

## 1. Search for the latest communication

Set up a search, for example worker data.  
*If it isn't present, proceed as explained for the communication of recruitment.*

Comunicazioni obbligatorie

Inserimento e ricerca comunicazioni

Criteri ricerca

I campi contrassegnati con \* sono obbligatori

Codice fiscale azienda Denominazione azienda

Codice fiscale lavoratore Cognome lavoratore Nome lavoratore

Data invio / inserimento comunicazione\* Stato comunicazione

Codice regionale Tipo comunicazione Rettifica / Annullamento

Protocollo: Provincia Anno Numero

RICERCA

## 2. Locate communication and enter the data

Select + and update communication.

Comunicazioni obbligatorie

Comunicazioni

Azienda	Lavoratore	Data invio / ins.	Data assunz.	Data evento	Tipo comunicazione	Stato	Cod. comunic.	Azioni
00028340057	FRNDGN80H02E290L							
00028340057	FRNDGN80H02E290L							
0000044111	FRNDGN80H02E290L							
00028340057	FRNDGN80H02E290L							
0129582034	FRNDGN80H02E290L							
1115552266	FRNDGN80H02E290L							

Seleziona Comunicazione

Amministrazione  SI  No

Comunicazione

CESSAZIONE

PROROGA

TRASFERIMENTO / DISTACCO

TRASFORMAZIONE

The system opens a form composed of a set of steps (different depending on the communication selected) with prefilled data, to submit.

It is necessary to specify the specific data of the selected update communication, for example the extension data.

- 1 Dati generali
- 2 Dati Azienda
- 3 Lavoratore
- 4 Dati rapporto
- 5 Proroga
- 6 Riepilogo

## 3. Summary data control and sending

Select «invia comunicazione».

Comunicazioni obbligatorie

Torna all'elenco

- 1 Dati generali
- 2 Dati Azienda
- 3 Lavoratore
- 4 Dati rapporto
- 5 Proroga
- 6 Riepilogo

Riepilogo

Dati Generali

Dati azienda

Dati Lavoratore

Dati Rapporto

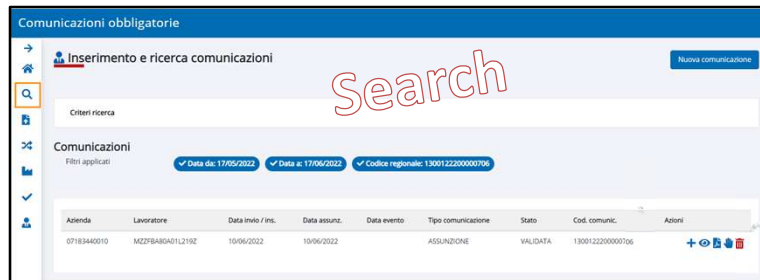
Dati Proroga

Invia comunicazione

# Mandatory communication cancellation

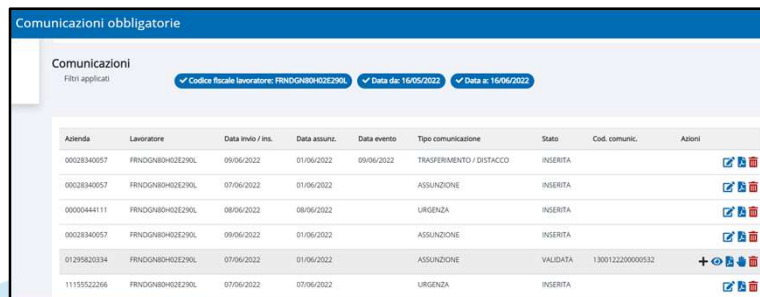
## 1. Search communication

Set up a search, for example regional code. If the last communication sent is not present, it's not possible to proceed with the cancellation.



## 2. Locate communication and enter the date

Select the trash button 🗑️

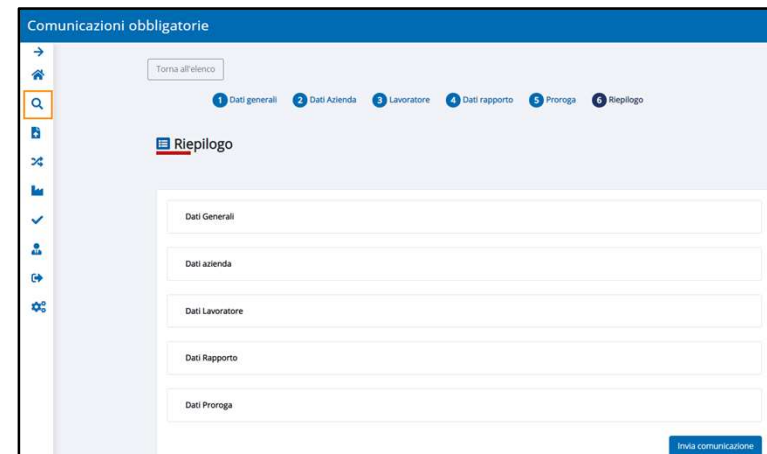


System opens a form made up of a set of steps (different according to the employment relationship) with the cancellation communication data, to be confirmed.

- 1 Dati generali
- 2 Dati Azienda
- 3 Lavoratore
- 4 Dati rapporto
- 5 Proroga
- 6 Riepilogo

## 3. Summary data control and sending

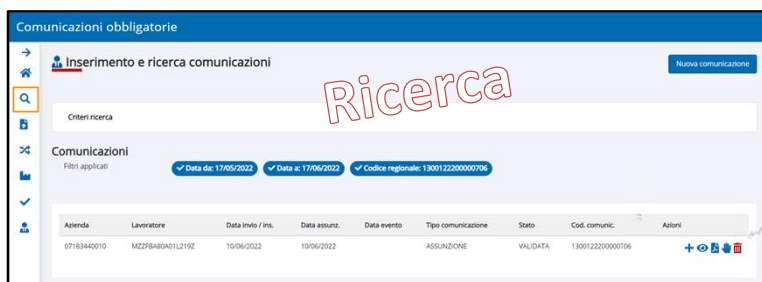
Select «invia comunicazione».



# Rectify a mandatory communication

## 1. Search communication

Set up a search, for example regional code. If the last communication sent is not present, it's not possible to proceed with the rectify.

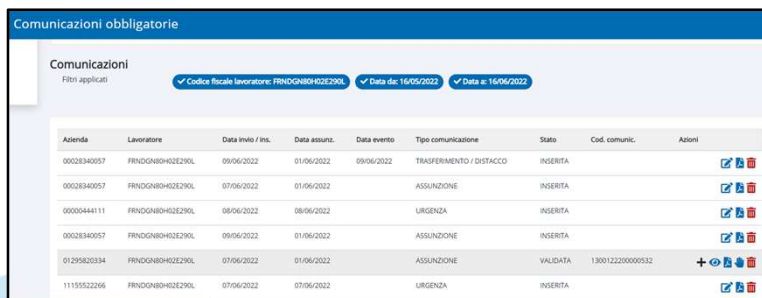


System opens a form made up of a set of steps (different according to the employment relationship) with the cancellation communication data, to be confirmed.



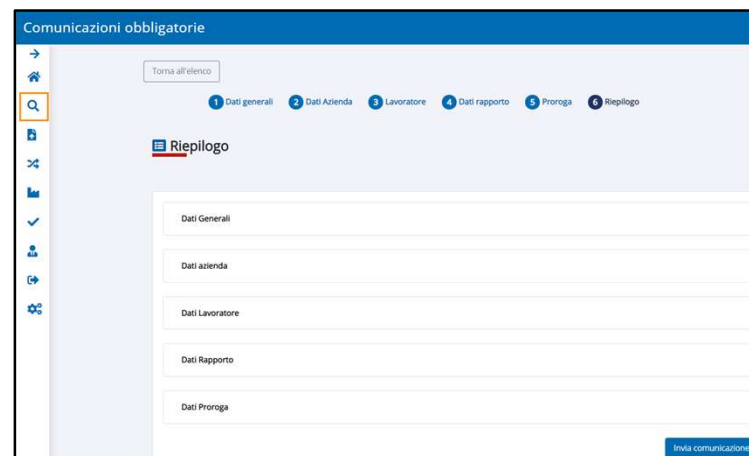
## 2. Locate communication and enter the date

Select the button «Rettifica». 



## 3. Summary data control and sending

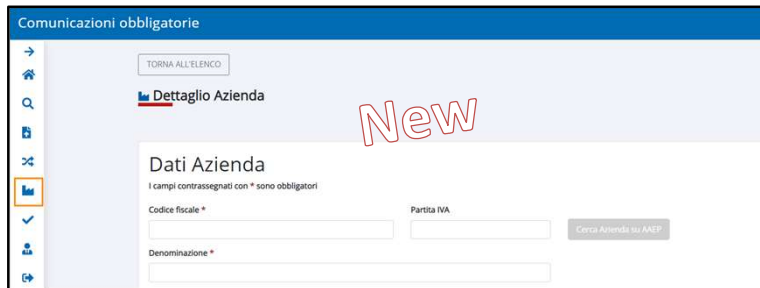
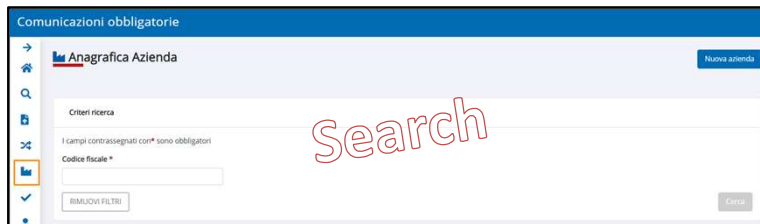
Select «invia comunicazione».



# Sending Vardatori

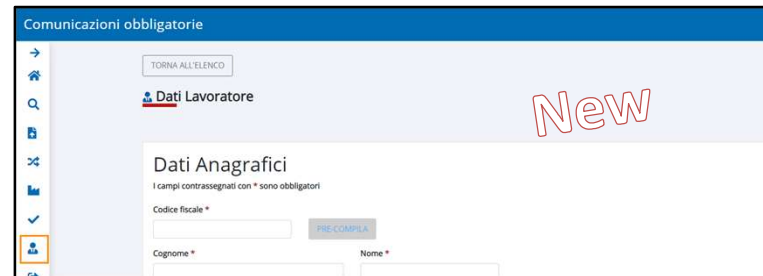
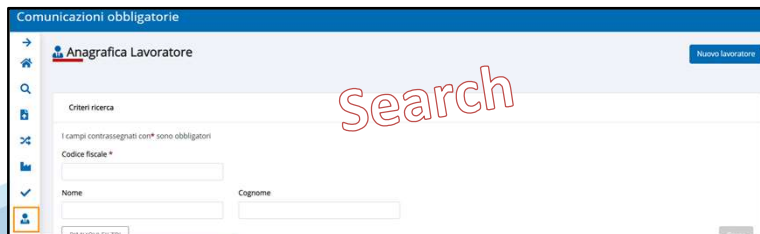
## 1. Check data employer and corporate offices

Update incorrect data, insert absent data.



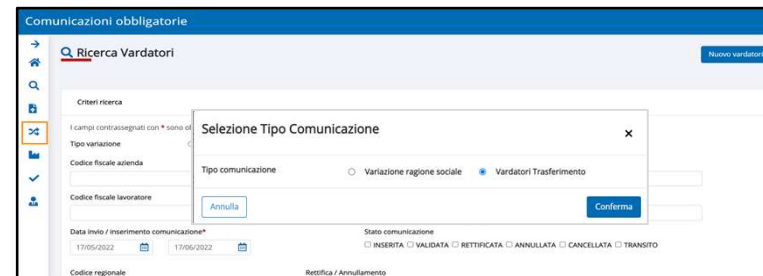
## 2. Check employee data

Update incorrect data, insert absent data. *Not necessary if the company changes its name.*



## 3. Insert data of Vardatori

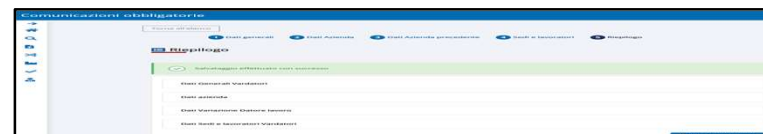
Select «Nuova vardatori».



System opens a form made up of a set of steps (different according to the communication)

- 1 Dati generali
- 2 Dati Azienda
- 3 Dati Azienda precedente
- 4 Sedi e lavoratori
- 5 Riepilogo

## 4. Summary data control and send



# Cancellation of Vardatori

## 1. Search communication

Set up a search, for example regional code.

Azienda	Azienda precedente	Data invio / ins.	Data variaz. / traf.	Data evento	Tipo	Stato	Cod. comunic.	Azioni
07183440010	08784420013	14/06/2022	04/06/2020		VARIAZIONE DATORE	INSERITA		[Icone]
07183440010	08784420013	14/06/2022	11/06/2020		VARIAZIONE DATORE	INSERITA		[Icone]
00028340057	02710060019	17/06/2022	01/06/2022		VARIAZIONE DATORE	TRANSITO		[Icone]

## 2. Locate communication and enter the data

Select the trash button 

Azienda	Lavoratore	Data invio / ins.	Data assunt.	Data evento	Tipo comunicazione	Stato	Cod. comunic.	Azioni
00028340057	FRNDGN80H02E290L	09/06/2022	01/06/2022	09/06/2022	TRASFERIMENTO / DISTACCO	INSERITA		[Icone] [Icone] [Icone]
00028340057	FRNDGN80H02E290L	07/06/2022	01/06/2022		ASSUNZIONE	INSERITA		[Icone] [Icone] [Icone]
000044411	FRNDGN80H02E290L	08/06/2022	08/06/2022		URGENZA	INSERITA		[Icone] [Icone] [Icone]
00028340057	FRNDGN80H02E290L	09/06/2022	01/06/2022		ASSUNZIONE	INSERITA		[Icone] [Icone] [Icone]
01295820334	FRNDGN80H02E290L	07/06/2022	01/06/2022		ASSUNZIONE	VALIDATA	1300122200000532	[Icone] [Icone] [Icone] [Icone]
11155522266	FRNDGN80H02E290L	07/06/2022	07/06/2022		URGENZA	INSERITA		[Icone] [Icone] [Icone]

System opens a form made up of a set of steps (different according to the employment relationship) with the cancellation communication data, to be confirmed.

- 1 Dati generali
- 2 Dati Azienda
- 3 Dati Azienda precedente
- 4 Sedi e lavoratori
- 5 Riepilogo

## 3. Check the data and submit

Select «invia comunicazione».

Torna all'elenco

- 1 Dati generali
- 2 Dati Azienda
- 3 Dati Azienda precedente
- 4 Sedi e lavoratori
- 5 Riepilogo

**Riepilogo**

Salvataggio effettuato con successo

Dati Generali Vardatori

Dati azienda

Dati Variazione Datore lavoro

Dati Sedi e Lavoratori Vardatori

Invia comunicazione


# Rectify Vardatori

## 1. Search communication

Set up a search, for example regional code.

Azienda	Azienda precedente	Data invio / ins.	Data variaz. / transf.	Data evento	Tipo	Stato	Cod. comunic.	Azioni
07183440010	08784420013	14/06/2022	04/06/2020		VARIAZIONE DATORE	INSERITA		[Icone]
07183440010	08784420013	14/06/2022	11/06/2020		VARIAZIONE DATORE	INSERITA		[Icone]
00028340057	02710060019	17/06/2022	01/06/2022		VARIAZIONE DATORE	TRANSITO		[Icone]

## 2. Locate communication and enter the data

Select button «Rettifica» 

Azienda	Lavoratore	Data invio / ins.	Data assunt.	Data evento	Tipo comunicazione	Stato	Cod. comunic.	Azioni
00028340057	FRNDGN80H42E290L	09/06/2022	01/06/2022	09/06/2022	TRASFERIMENTO / DISTACCO	INSERITA		[Icone]
00028340057	FRNDGN80H42E290L	07/06/2022	01/06/2022		ASSUNZIONE	INSERITA		[Icone]
000044411	FRNDGN80H42E290L	08/06/2022	08/06/2022		URGENZA	INSERITA		[Icone]
00028340057	FRNDGN80H42E290L	09/06/2022	01/06/2022		ASSUNZIONE	INSERITA		[Icone]
01295620334	FRNDGN80H42E290L	07/06/2022	01/06/2022		ASSUNZIONE	VALIDATA	1300122200000532	[Icone]
1155522266	FRNDGN80H42E290L	07/06/2022	07/06/2022		URGENZA	INSERITA		[Icone]

System opens a form made up of a set of steps (different according to the employment relationship) with the rectify communication data, to be confirmed.

- 1 Dati generali
- 2 Dati Azienda
- 3 Dati Azienda precedente
- 4 Sedi e lavoratori
- 5 Riepilogo

## 3. Check data and send

Select «invia comunicazione».

Torna all'elenco

- 1 Dati generali
- 2 Dati Azienda
- 3 Dati Azienda precedente
- 4 Sedi e lavoratori
- 5 Riepilogo

**Riepilogo**

Salvataggio effettuato con successo

Dati Generali Vardatori

Dati azienda

Dati Variazione Datore lavoro

Dati Sedi e lavoratori Vardatori

Invia comunicazione