

Quick guide for the Digital Reporting System of the Workers' Posting Scheme (EMAEV)

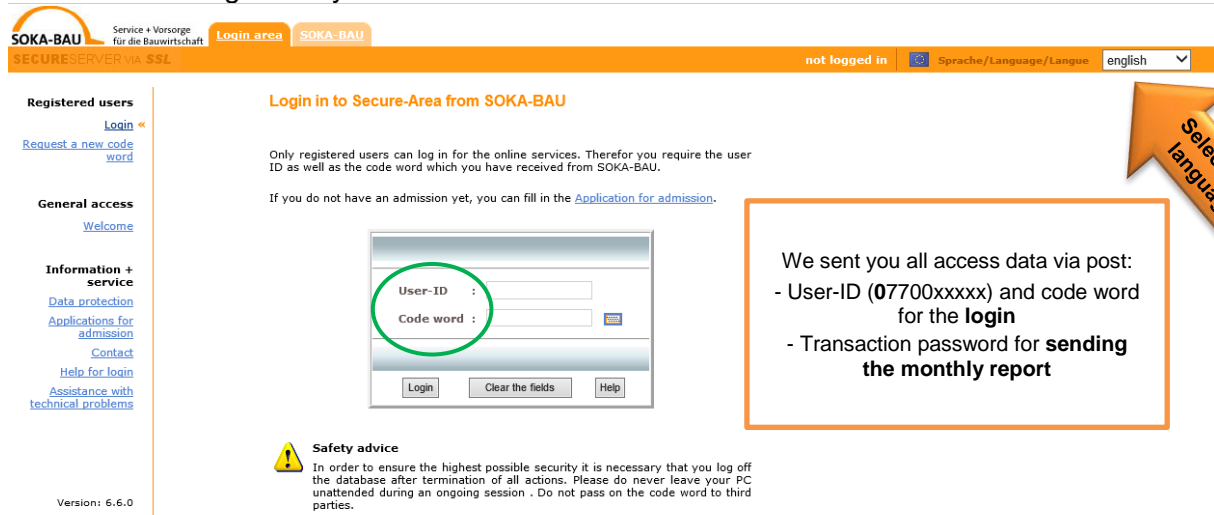
1. Web address

https://secure.soka-bau.de/onlinedienste_inter/

or via SOKA-BAU-online LOGIN FÜR INTERNATIONALE ARBEITGEBER

2. Login

Please login with your User ID and Code word:



Registered users
[Login](#) «
[Request a new code word](#)

General access
[Welcome](#)

Information + service
[Data protection](#)
[Applications for admission](#)
[Contact](#)
[Help for login](#)
[Assistance with technical problems](#)

Login in to Secure-Area from SOKA-BAU

Only registered users can log in for the online services. Therefore you require the user ID as well as the code word which you have received from SOKA-BAU.

If you do not have an admission yet, you can fill in the [Application for admission](#).

User-ID :
Code word :

Safety advice
 In order to ensure the highest possible security it is necessary that you log off the database after termination of all actions. Please do never leave your PC unattended during an ongoing session. Do not pass on the code word to third parties.

We sent you all access data via post:
 - User-ID (07700xxxxx) and code word for the **login**
 - Transaction password for **sending the monthly report**

Sprache/Language/Langue: english

Version: 6.6.0

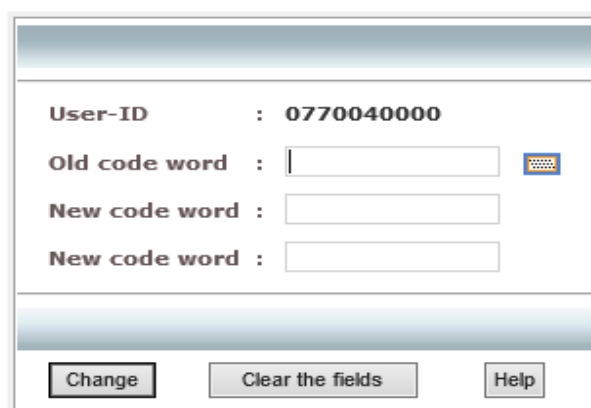
3. Change your code word

Change your code word after having logged in for the first time:

Change code word



On this page you can change your code word at any time. You should use this possibility in particular after having received a new code word from SOKA-BAU (for first use of this procedure or if you have forgotten your code word). The code word will be transmitted via a secure Internet connection and will be filed encrypted in the database so a notice by third parties is excluded.



User-ID : 0770040000

Old code word :

New code word :

New code word :

You have blocked your account? Or forgotten your code word? Then please contact your customer advisor or write an e-mail to aev@soka-bau.de. We will be glad to unblock your account or give you a new code word.



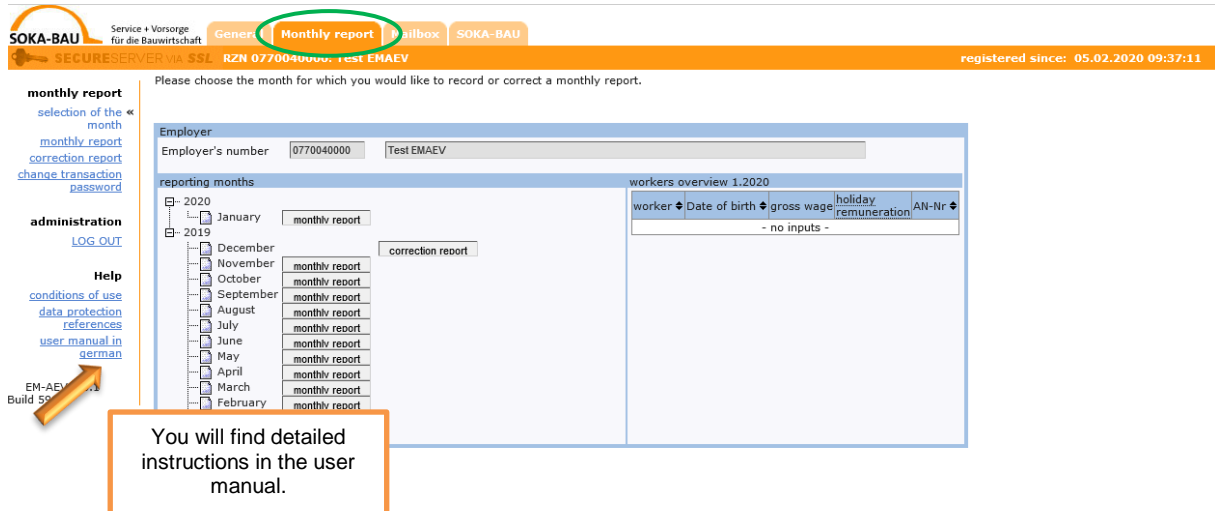
Security advice

Choose a password which is at least 7-digit and contains at least one letter and one number. First names of partners or children as well as the words code word, password and the like should not be used for your own security. Protect your new password against unauthorised notice. Do not pass on the password to third parties!

4. Monthly report – Open mask

You can open the monthly overview by using the tab „Monthly report“.
 Select the requested month and click on **monthly report**. If you want to send a correction, click on **correction report**.

Note: You can enter a correction only after having entered a monthly report before.



Please choose the month for which you would like to record or correct a monthly report.

monthly report
 selection of the month
 monthly report
 correction report
 change transaction
 password

administration
 LOG OUT

Help
 conditions of use
 data protection
 references
 user manual in german

EM-AEV 4.0.1
 Build 596

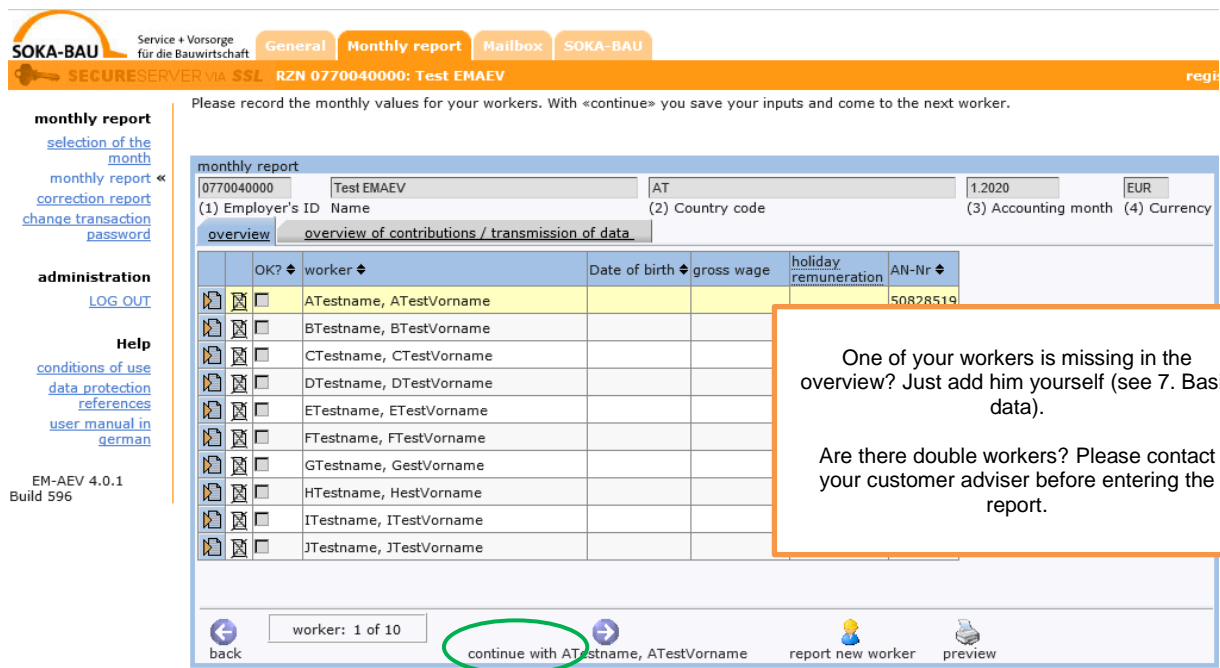
Employer: 0770040000 Test EMAEV

reporting months: 2020 January monthly report, 2019 December, November, October, September, August, July, June, May, April, March, February

workers overview 1.2020
 worker Date of birth gross wage holiday remuneration AN-Nr
 - no inputs -

You will find detailed instructions in the user manual.

All workers who have been registered with the customs for this month (Notification pursuant to Sect. 18 Workers' Posting Act) are already in the overview: Click on „continue with...“.



Please record the monthly values for your workers. With «continue» you save your inputs and come to the next worker.

monthly report
 selection of the month
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EM-AEV 4.0.1
 Build 596

0770040000 Test EMAEV AT 1.2020 EUR
 (1) Employer's ID Name (2) Country code (3) Accounting month (4) Currency

OK?	worker	Date of birth	gross wage	holiday remuneration	AN-Nr
<input type="checkbox"/>	ATestname, ATestVorname				50828519
<input type="checkbox"/>	BTestname, BTestVorname				
<input type="checkbox"/>	CTestname, CTestVorname				
<input type="checkbox"/>	DTestname, DTestVorname				
<input type="checkbox"/>	ETestname, ETestVorname				
<input type="checkbox"/>	FTestname, FTestVorname				
<input type="checkbox"/>	GTestname, GestVorname				
<input type="checkbox"/>	HTestname, HestVorname				
<input type="checkbox"/>	ITestname, ITestVorname				
<input type="checkbox"/>	JTestname, JTestVorname				


worker: 1 of 10
 back continue with ATestname, ATestVorname report new worker preview

One of your workers is missing in the overview? Just add him yourself (see 7. Basic data).
 Are there double workers? Please contact your customer adviser before entering the report.

5. Monthly report – Enter data

You can now enter the report for the first worker in the list. All mandatory fields are marked red. You can also skip the application and continue later. Your data will be saved and not get lost:

6. Correction report

You want to correct a monthly report? Click on „correction report“ and select the worker or workers with the symbol . Set the check at „correction“. Then you can enter your changes.

Please record the corrections for your workers. For this purpose choose the workers which have to be corrected directly from the table.

correction report

0770040000 Test EMAEV AT 12.2019 EUR

(1) Employer's ID Name (2) Country code (3) Accounting month (4) Currency

overview correction report overview of contributions / transmission of data

worker's data

50828519

(5) Worker ID (6) Date of birth (7) left company

ATestname
(8) Surname
ATestVorname
(9) First name(s)

pattern of remarks

remcheck
 correction

Employment and leave data in December 2019

from	till	working hours	payment	from	till	leave
(10) employment				(13)		
		(10b) Deficit hours (Illness without payment)				
		(11)unpaid leave days				
(10) further		(12) other days without payment		(13) further		
		(13) granted paid leave days	(14) granted holiday remuneration	(15) gross wage liable to contribution incl. holiday remuneration (14)		

OK?	worker	Date of birth	gross wage	holiday remuneration	AN-Nr
<input checked="" type="checkbox"/>	ATestname, ATestVorname				50828519
<input checked="" type="checkbox"/>	BTestname, BTestVorname				50828520
<input checked="" type="checkbox"/>	CTestname, CTestVorname				50828521
<input checked="" type="checkbox"/>	DTestname, DTestVorname				50828522
<input checked="" type="checkbox"/>	ETestname, ETestVorname				50828523
<input checked="" type="checkbox"/>	FTestname, FTestVorname				50828524
<input checked="" type="checkbox"/>	GTestname, GestVorname				50828525
<input checked="" type="checkbox"/>	HTestname, HestVorname				50828526
<input checked="" type="checkbox"/>	ITestname, ITestVorname				50828527
<input checked="" type="checkbox"/>	JTestname, JTestVorname				50828528

(18) Total amount of the gross wages liable to contribution * 15,4% contribution rate 0,00 EUR

(19) due holiday fund contribution 0,00 EUR

(20) sum of the holiday remuneration 0,00 EUR

Worker table on/off

worker: 1 of 10

back to overview check input next report new worker preview

EM-AEV 4.0.1 Build 596

For correction reports, please consider the deadlines of the collective agreements.

Note: Already reported gross pays can't be deleted. For this, please contact your customer advisor.

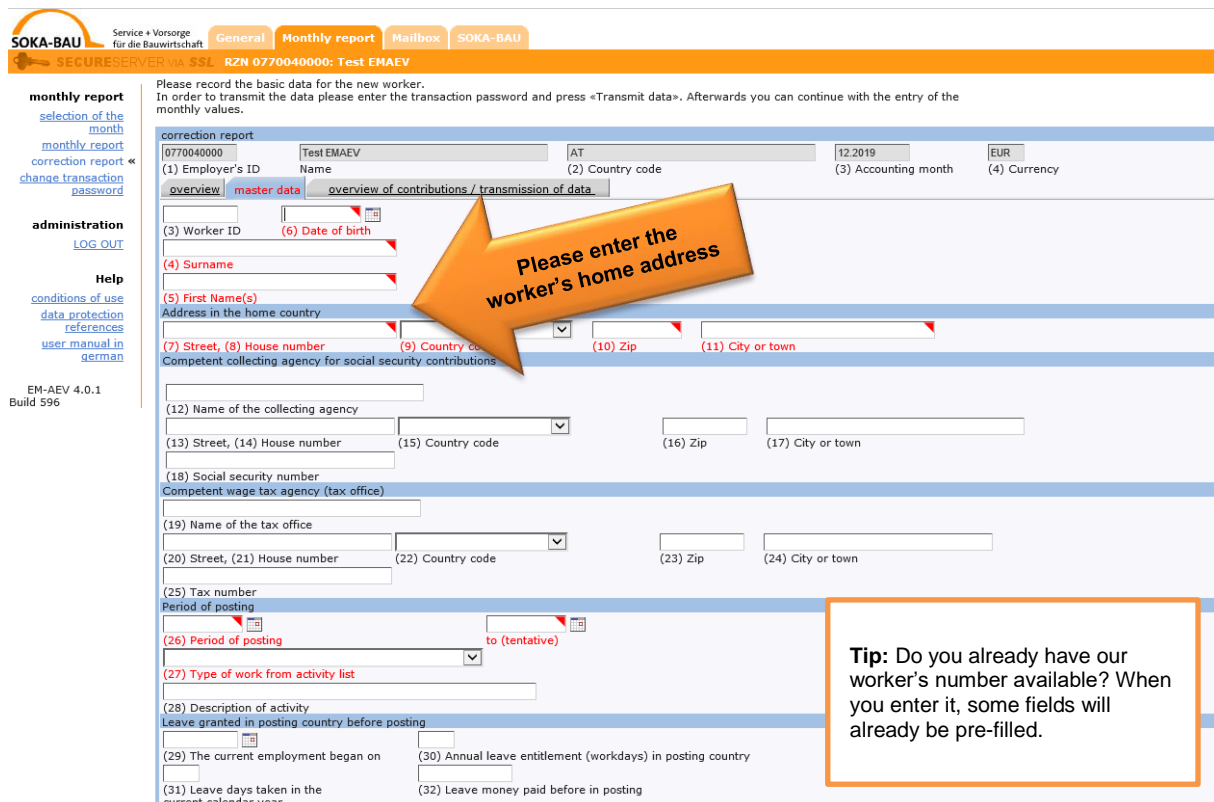
Please always report the full corrected gross pay – not only the difference to the original report.

7. Basic data – report new worker

If one of the workers is missing in the overview, click on „report new worker“ and add him.

By clicking on „Alter workers‘ basic data“, you can change or complete the basic data for every worker.

Note: You can report workers‘ basic data online only for those workers, for whom you convey a monthly report. If you want to send further basic data, please use our form „Worker’s Basic data“. You will find it on our website <https://www.soka-bau.de/europa/de/hilfe-service/formulare-downloads/>.



Please fill all red marked mandatory fields.

Please use Latin letters only. The system can't process foreign special characters.

After having filled everything, you can send us the data. Click on „continue with transaction password“. On the bottom of the screen, a field opens, in which you enter your password. Then click on „transmit basic data“.

You will automatically get back to the mask „Monthly report“ and can enter the reporting data for the additional worker.

8. Monthly report – Sending

After having entered all data for the monthly report, click on „continue with data transmission“. If all data are registered correctly, you can enter your transaction password. Otherwise, the field will be gray. If everything is okay, click on „transmit data“.

monthly report

0770040000 Test EMAEV AT 1.2020 EUR

(1) Employer's ID Name (2) Country code (3) Accounting month (4) Currency

overview overview of contributions / transmission of data

(18) Total amount of the gross wages liable to contribution * 15,4% contribution rate	22000,00 EUR
(19) due holiday fund contribution	3388,00 EUR
(20) sum of the holiday remuneration	0,00 EUR

With the transference of the monthly report to SOKA-BAU and with the entry of the transaction password I confirm the completeness and the correctness of the monthly report. Therewith I also confirm, that the employer has paid the specified holiday remuneration and has granted the leave days.

transaction password

back to overview transmit data preview

 hint Your inputs were saved.

9. Some further remarks

In the tab „Mailbox“, you will see all monthly reports and workers‘ basic data you have sent us within the last 90 days. You can download and print them as PDF file any number of times.

Please note that we do not create a separate invoice. The payable amount is at the end of the filled monthly report.

Changes will be registered overnight. They are viewable on the next work day (Monday till Friday).

In case of questions, please contact your customer advisor.