

## Notification of workers posted to Italy



Mrs. Jitka Ryšavá, TG Single Market  
Centre of Regional Development of the Czech Republic  
May 2023



*An electronic version of this leaflet is available at [https://www.crr.cz/een/publikace-een/](https://www.crr.cz/een/publikace-<u>een/</u>). For more information, please contact Mrs. Jitka Ryšavá, [jitka.rysava@crr.cz](mailto:jitka.rysava@crr.cz).*

This leaflet was produced within the Enterprise Europe Network project co-funded by the European Union's Single Market Programme (contract number 101052765) and the Ministry of Industry and Trade of the Czech Republic; several small and medium-sized enterprises from the Czech Republic were also involved in its preparation.

Neither the European Commission nor the Ministry of Industry and Trade is responsible for the information published in this leaflet. The leaflet is for information purposes only and is not a substitute for expert consultancy. Therefore, the author accepts no liability for any eventual damage that might arise as a result of the practical application of the information and recommendations given herein.

Prepared by: Mrs. Jitka Ryšavá, Centre for Regional Development of the Czech Republic,  
2023

## Notification of workers posted to Italy:

Firstly, you need to get your login details. There should be multiple options for obtaining login credentials, the one described below is one that has been tested and currently (May 2023) working.

On the webpage


<https://servizi.lavoro.gov.it/Public/login?retUrl=https://servizi.lavoro.gov.it/&App=ServiziHome>, the option „Support Form“ should be chosen:

The screenshot shows the top navigation bar with 'Guide', 'Barometro del lavoro', and 'Concorsi'. Below are five login options: 'Accesso con SPID', 'Accesso con CIE', 'Accesso con eIDAS', 'Accesso Cittadino Estero no eIDAS', and 'Accesso PA'. Each option has a button and a link for more information. Below the login options is a notification box in Italian and English regarding a temporary unavailability of eIDAS login for foreign users from May 7, 2023, and a link to request a 'foreign user' accreditation. At the bottom, a blue box contains the text: 'Puoi chiedere supporto per l'accesso al sistema contattando l'URP Online attraverso il form di assistenza dedicato.' followed by 'Should you need support to access the system please fill in the "Support Form".' with a red arrow pointing to the right.

A form will appear where the categories ("**Categoria \ Category**") and categories ("**Sottocategoria \ Subcategory**") should be filled in as shown in the attached image below ("**Gestione Accessi**" and "**Accreditamento Utente Estero**"). All fields should be filled in and a copy of the identity card should be uploaded from both sides, in addition, this scanned copy must be manually signed by the holder of the identity card. Confirmation of not being a robot should be done and the form should be sent using the "**invia richesta**" button. In a few days, login username and password should arrive at the email address indicated on the form "**Support Form**". (The password must be changed during the first time of logging into the system.) The form looks like this:

Compila il Form sottostante Refresh

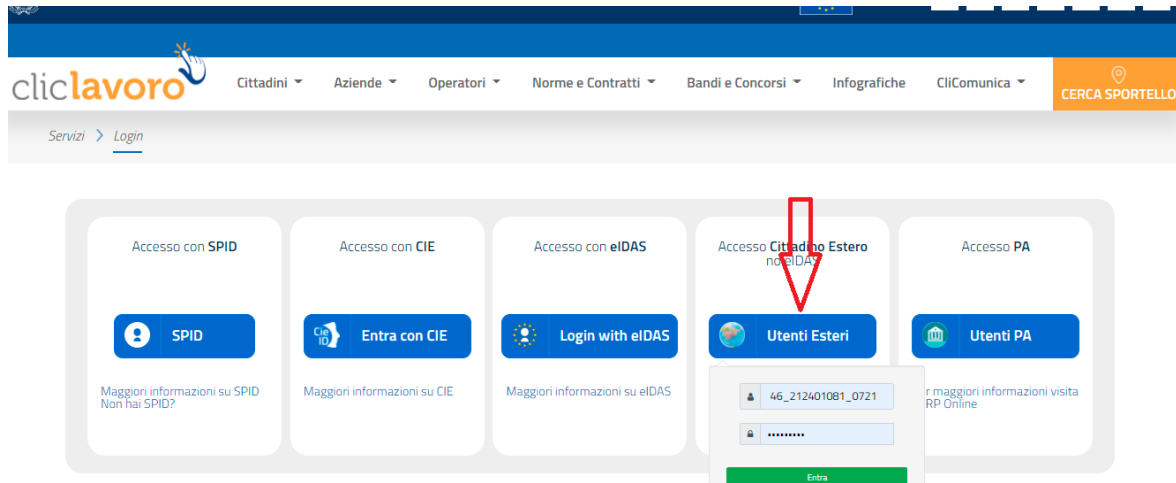
|   |  |
|---|--|
| <p>* Categoria\Category<br/><input type="text" value="Gestione Accessi"/></p> <p>* Nome\Name<br/><input type="text"/></p> <p>* Email<br/><input type="text"/></p> <p>PEC\Certified Email<br/><input type="text"/></p> <p>* Stato di nascita\State of birth<br/><input type="text"/></p> <p>* Codice identificativo\Identification code<br/><input type="text"/></p> <p>* Cittadinanza\Citizenship<br/><input type="text"/></p> <p>* Città, Indirizzo, Numero Civico\City, Address, Home number<br/><input type="text"/></p> <p><input type="checkbox"/> Consenso alla privacy\Privacy consent</p> | <p>* Sottocategoria\Subcategory<br/><input type="text" value="Accreditamento Utente Estero"/></p> <p>* Cognome\Surname<br/><input type="text"/></p> <p>* Telefono\Phone (+prefix number)<br/><input type="text"/></p> <p>Altro telefono\Other Phone (+prefix number)<br/><input type="text"/></p> <p>* Data di nascita\Date of birth<br/><input type="text"/></p> <p>* Sesso\Gender<br/><input type="text" value="-- None --"/></p> <p>* Stato di residenza\State of residence<br/><input type="text"/></p> <p>Carica Documento\Load file<br/>(PDF, JPEG, PNG, XLSX max 3Mb)<br/>Documento\File<br/><input type="button" value="Carica file"/> <input type="button" value="O rilascia file"/><br/><small>Nessun File Selezionato\ No file selected</small></p> |
|---|--|



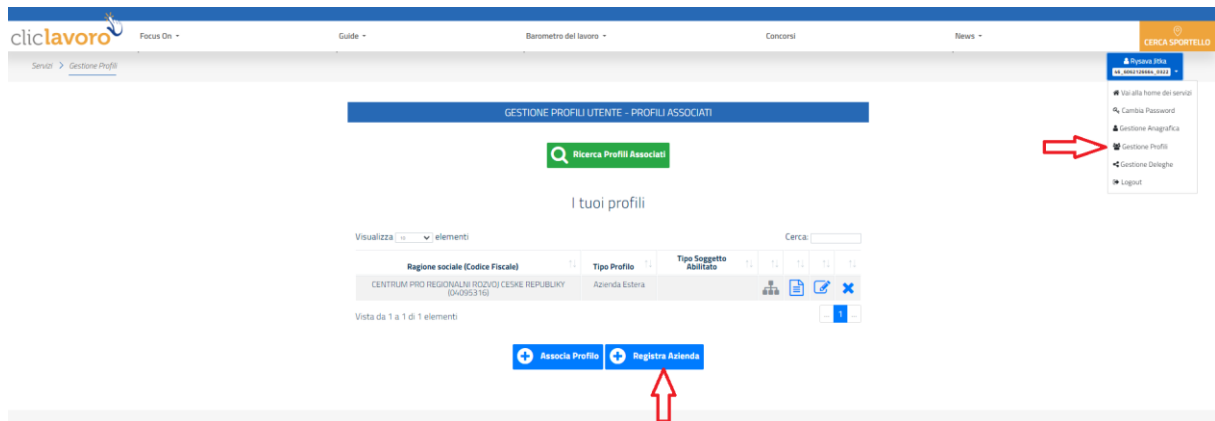
## The procedure for reporting itself:

On the webpage

<https://servizi.lavoro.gov.it/Public/login?retUrl=https://servizi.lavoro.gov.it/&App=ServiziHome>, a click on the "Utenti Esteri" field should be done and a box with login details will appear:



After entering the login details and confirming with "Entra", a new password must be set, firstly. Then a screen will appear, where "Gestione Profili" should be selected next to the arrow under the name on the top right:



If the company is not registered yet, the option **“Registra Azienda”** should be selected. Then next to the sentence at the top **“Sei in possesso Codice fiscale”**, option **“No”** should be ticked. The company details should be filled in and then confirmed with **“Salva”**:

Sei in possesso di Codice fiscale?  No

Creazione Anagrafica Azienda Estera

Codice identificativo\*      Ragione Sociale\*

Stato estero sede legale\*      Citta Sede Legale\*

Indirizzo Sede Legale\*      Cap Sede Legale

Email\*      Telefono

Fax

Salva    Torna Indietro    Torna ai miei profili

Then **“Gestione Profili”** should be selected below the arrow next to the name on the top right. A window will open - see below. The name of the company should be entered and the option **“Aziende estere”** selected. The registered company will appear and the blue pin should be clicked on:

Ragione Sociale (inserire almeno 3 caratteri)      Codice Fiscale      Tipo Profilo: Aziende estere

Ricerca Profili Da Associare

Aziende estere associabili

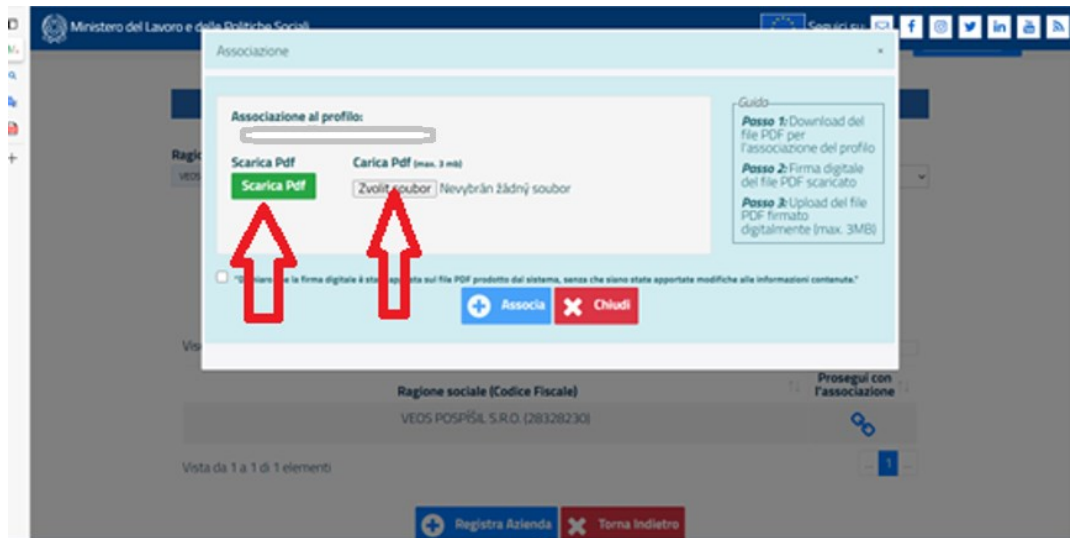
Visualizza: 1 elementi      Cerca:

Ragione sociale (Codice Fiscale)      Prosegui con l'associazione

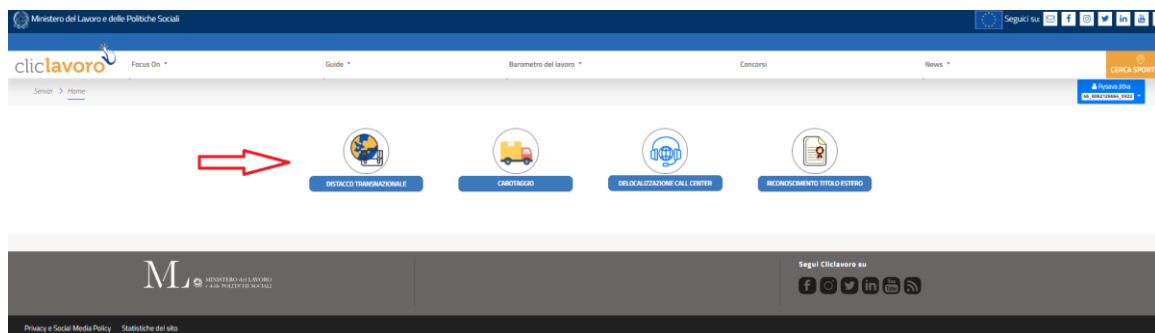
Vista da 1 a 1 di 1 elementi

Registra Azienda    Torna Indietro

The window below will appear and the document should be downloaded by clicking at **”Scarica Pdf”**. The filled in document should be electronically signed and uploaded back via **”Carica Pdf”**:

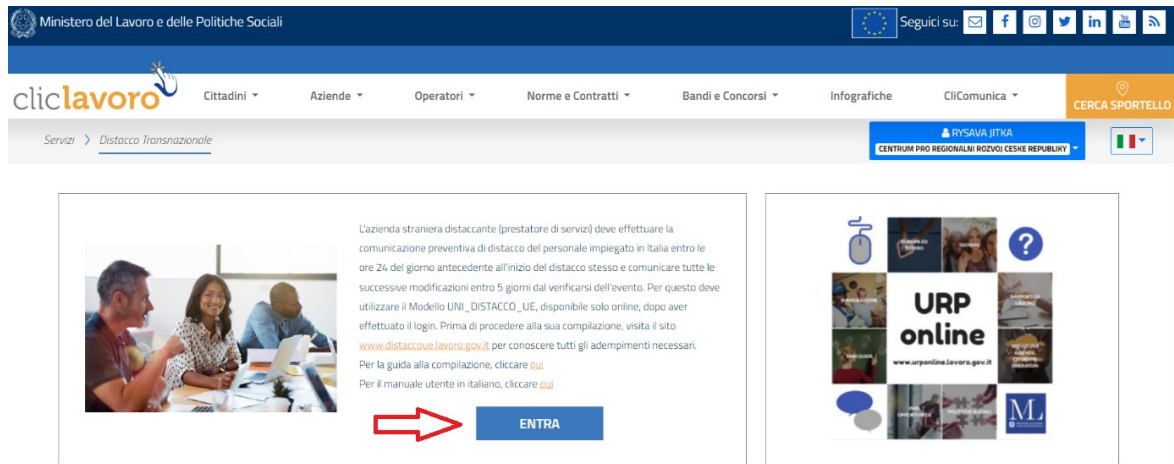


Then it is necessary to go back to the arrow next to the name and the option **”Vaia alla home dei servizi”** should be selected. All the necessary icons will appear, including the one for posting of workers. Option **”Distacco Transanzionale”** should be clicked on:

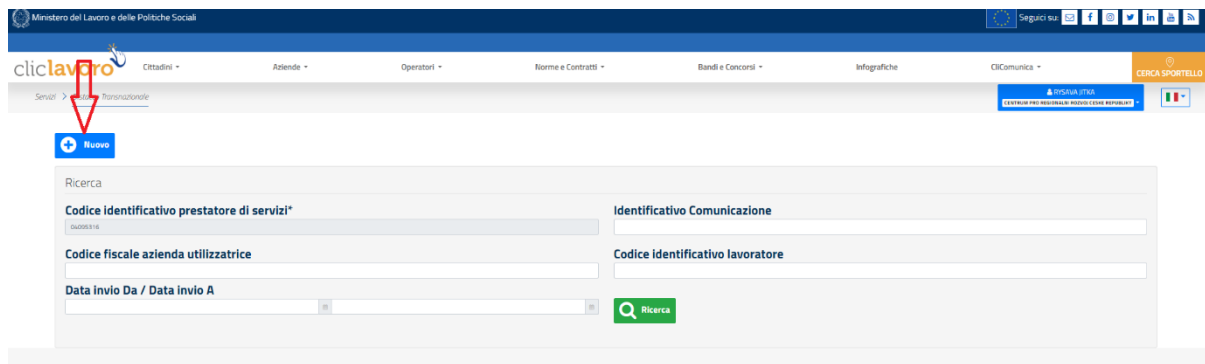




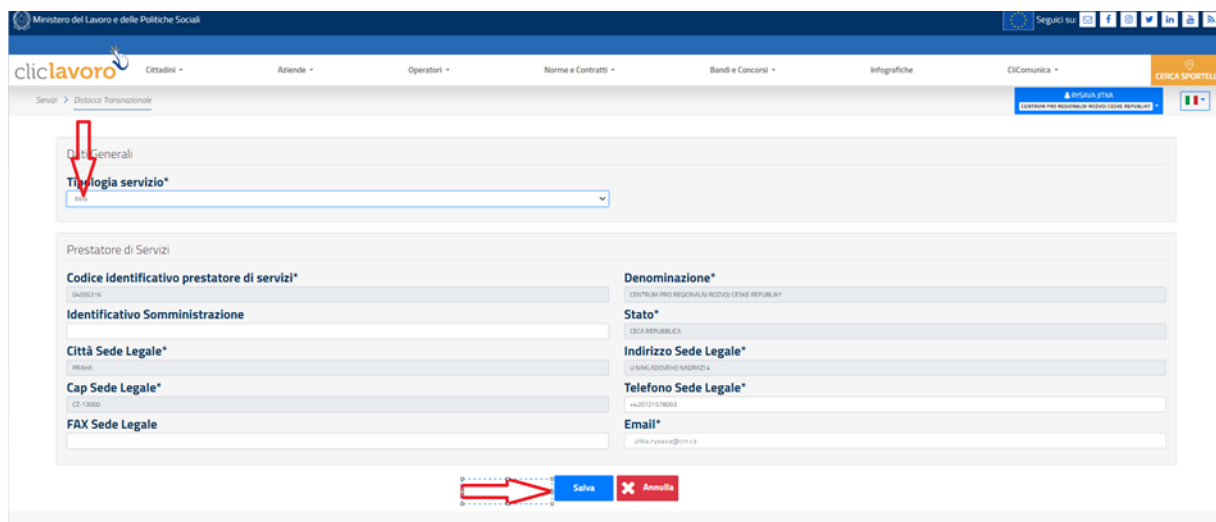
This following page will appear and the **notification of posted workers** should be completed as described below:



The process will continue via the option **“ENTRA,”** when the notification form of posted workers appears. Additional entries can be added by **“Nuovo”**:



The following part will appear:



The option “**Altro**” in the first window should be selected, then “**Salva**” should be clicked on, thereafter a longer form will appear to be filled in:

The screenshot shows the 'Distacco Transazionale' form. The 'Distacchi+' section is highlighted with a red arrow. The form includes fields for 'Tipologia servizio\*', 'Codice identificativo prestatore di servizi\*', 'Denominazione\*', 'Stato\*', 'Indirizzo Sede Legale\*', 'Telefono Sede Legale\*', 'Email\*', 'Codice Identificativo\*', 'Denominazione\*', 'Città Sede Legale\*', 'Cap Sede Legale\*', 'Fax Sede Legale\*', 'Email Sede Legale\*', and 'Eccedenza Lunga Durata'. The 'Distacchi+' section has a search bar and a table with the message 'Nessun dato presente nella tabella'. At the bottom, there are 'Salva' and 'Annulla' buttons.

Once completed, other employees can be added by using “**Distacchi+**”; the following screen will appear:

The screenshot shows the 'Distacco Transazionale' form with the 'Durata del distacco' section. The 'Lavoratore+' section is highlighted with a red arrow. The form includes fields for 'Data inizio distacco / Data fine distacco\*', 'Comune sede del distacco', 'Indirizzo sede del distacco\*', 'Eccedenza Lunga Durata', and 'Eccedenza Lunga Durata'. The 'Lavoratore+' section has a search bar and a table with the message 'Nessun dato presente nella tabella'. At the bottom, there are 'Salva' and 'Annulla' buttons.

After the clicking on “Lavoratore+”, the following screen will appear:

The screenshot shows a web interface for the 'Ministero del Lavoro e delle Politiche Sociali'. A modal window titled 'Lavoratore' is open, displaying a form for entering worker information. The form includes a search field for 'Codice Fiscale / Codice Identificativo', a 'Nuovo' button, and a 'Soggetto privo di Codice Fiscale' toggle. Below this are fields for 'Cognome', 'Nome', 'Data di nascita', 'Cittadinanza', 'Stato di nascita', 'Città di nascita', 'Mansione', and 'Comune di nascita'. There are also checkboxes for 'Notifica Lunga Durata', 'Eccedenza Lunga Durata', and 'Sostituzione', and a 'Motivazione Lunga Durata' text area. At the bottom of the form, there are 'Salva' and 'Chiudi' buttons. A red arrow points to the 'Salva' button. The background shows a sidebar with 'Lavoratore+' and a search bar.

This is the notification **form for posted workers**, which must be filled in and submitted using the “Salva” button. The worker is hereby notified.



**Mrs. Jitka Ryšavá** works as Head of the Enterprise Europe Network at the Centre for Regional Development of the Czech Republic. She has been dealing with provision of advisory services on cross-border provision of services and posting of workers for a long time. She is the co-author of the book “Employment of Foreigners and Posting of Workers Abroad” and author of other publications (e.g. the brochure “How to Provide Cross-border Services and Post Workers - 2023”). She also acts as a lecturer on this topic both in the Czech Republic and abroad.

[www.crr.cz/een](http://www.crr.cz/een)  
[www.een.cz](http://www.een.cz)  
[een.ec.europa.eu](http://een.ec.europa.eu)



**MINISTRY  
OF REGIONAL  
DEVELOPMENT CZ**

