

PRACTICAL GUIDE

REGISTRATION, ADMISSION AND CESSATION OF ACTIVITY OF AN EMPLOYEE / A TRAINEE

INSTITUTO DA SEGURANÇA SOCIAL, I.P



SEGURANÇA SOCIAL



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The information in this practical guide does not waive the consultation of the law.

A – Registration, admission and cessation of activity of an employee/a trainee - What is it?

The workers engaged in paid professional activities under an employment contract, in accordance with the provisions of the Labour Code, are covered by the Social Security general scheme for employees.

Trainees who sign internship contracts, namely those concluded with the support of the Institute of Employment and Professional Training, P.I. (*IEFP – Instituto do Emprego e Formação Profissional. I.P.*), are covered by the Social Security general scheme, in a situation similar to that of employees, in terms of the legal relationship with the Social Security system.

Note: Trainees with a professional traineeship contract, concluded in accordance with Decree-Law no. 66/2011 of 1 June, may optionally register in the Voluntary Social Insurance Scheme (please consult the [Guia Prático - Inscrição, Alteração e Cessação do Seguro Social Voluntário](#) - Practical Guide – Registration, change of elements and end of coverage by the Voluntary Social Insurance Scheme).

Young people attending official or authorized educational establishments, who perform an activity in accordance with the labour legislation, during the school vacation period, are also covered by the Social Security general scheme, with some particularities.

Crew members of ships or vessels, for which it is applied the special scheme for determining the tax base according to the tonnage of ships and vessels (tonnage tax) are also covered by the Social Security general scheme.

Note: Crew members of ships that provide regular passenger services between ports in the European Economic Area can only benefit from the scheme provided for in Article 5(4) of Decree-Law no. 92/2018 of 13 November, if they are citizens of a Member State of the European Union or a State party of the Agreement on the European Economic Area.

Duties of the employee/trainee and of the company that hires him/her

Admission of new employees or trainees/beginning of activity

The employer or its representative, with powers for such action, asks the employee/trainee to provide the necessary information to be communicated to the Social Security institution of the employee's/trainee's workplace area, so that the employee/trainee may be registered in and covered by the Social Security system.

Registration

When the employee/trainee starts working for the first time, he/she must be registered in the Social Security system.

Cessation/suspension of activity

Whenever the employee/trainee ceases or suspends his/her activity, the respective employer or its representative, with powers for such action, must inform the Social Security Institute of that fact.

Change of the employment contract modality

The employer or its representative, with powers for such action, must declare to the Social Security Institute the modality of the employment contract concluded with the employee/trainee, as well as the respective changes.

B1 – What are the employer’s duties? What happens if the employer does not fulfil the respective duties?

Communication of the admission of new employees or trainees/beginning of activity

When does the communication take place?

Where to make the communication

Communication of the admission of employees/trainees through the Social Security Online Service

Communication of the admission of workers with very short-term employment contracts, through the Social Security Online Service

Contribution base

How to apply for a special rate for an employee, through the Social Security Online Service

Communication of intermittent employment contracts

Communication of young people working under an employment contract during school holidays

Contribution base

How to apply for a tax reduction under the Special Scheme of Tax Base Determination Applicable to Maritime Transport Activities

Necessary documents

How to apply for hiring incentives through the Social Security Online Service

Communication of employees subject to contributory rates not available in the Social Security Online Service

What happens if the communications are not made to the Social Security Institute?

Fines

Communication of the admission of new employees or trainees/beginning of activity

When the employee/trainee starts working for the first time in a company, the employer or its representative, with powers for such action, is required to report this fact to the Social Security institution of the employee's/ trainee's workplace area.

When does the communication take place?

The employer or its representative, with powers for such action, must communicate the hiring (admission) of the new employee/trainee within the twenty-four hours prior to the beginning of the activity (Example: the employee/trainee started working in the company on 01 September at 9:00 a.m.; in this case, the

employer or similar entity has until 8:59 a.m. of that 01 September to make the communication) or, exceptionally, in the twenty-four hours following the beginning of the activity, but only in cases of very short-term contracts or in shift work situations.

Where to make the communication

The employer or its representative, with powers for such action, must communicate the admission of the new employee/trainee through the Social Security Online Service, available at www.seg-social.pt. This can only be done if the employer or its representative already has a Password to access this service.

If you do not have a password yet, you must register in the Social Security Online Service, in order to get the password that will give you access to all services available in it.

Note: For more information on how to request the password to access the Social Security Online Service, please consult the *Guia Prático - Segurança Social Direta* (Practical Guide - Social Security Online Service) also available at www.seg-social.pt; in the **Documentos e Formulários** (Documents and Forms) menu, click on **Guias Práticos** (Practical Guides).

If you are already registered in the Social Security Online Service, but have lost your password, you must select the option **Pedir a palavra-chave** (Request password) and insert the necessary information for this purpose in the corresponding fields.

Communication of the admission of employees/trainees through the Social Security Online Service

1. Access the **Segurança Social Direta** (Social Security Online Service), inserting your **NISS** (Social Security Identification Number) and your password.
2. Select the **Emprego** (Employment) menu and then the option **Admissão e Cessação de Trabalhadores** (Employees admission and cessation of activity).
3. Click on **Admitir trabalhador** (Admit employee)
 - a) If you are representing an employer:
 - Select the option **Indicar a entidade/cidadão a representar** (Indicate the entity/citizen you are representing);
 - Insert the **NISS** (Social Security Identification Number);
 - Click on **Seguinte** (Next).
4. Complete the fields **Dados Pessoais do Trabalhador** (Personal data of the employee) and **Prestação de Trabalho** (Type of Work) and click on **Seguinte** (Next).
5. Complete the fields **Estabelecimento** (Establishment) and **Enquadramento da Prestação de Trabalho** (scheme coverage of the work provided) and click on **Seguinte** (Next).
6. Check the information and click on **Vincular** (Admit).
7. After confirming the employee's data, the proof of the employee's admission appears on the

screen.

Communication of the admission of workers with very short-term employment contracts, through the Social Security Online Service

1. Access the **Segurança Social Direta** (Social Security Online Service), inserting your **NISS** (Social Security Identification Number) and your password.
2. Select the **Emprego** (Employment) menu and then the option **Admissão e Cessação de Trabalhadores** (Employee's admission and cessation of activity).
3. Click on **Admitir trabalhador** (Admit employee).
 - a) If you are representing an employer:
 - Select the option **Indicar a entidade/cidadão a representar** (Indicate the entity/citizen you are representing);
 - Insert the **NISS** (Social Security Identification Number);
 - Click on **Seguinte** (Next)
4. Complete the fields **Dados Pessoais do Trabalhador** (Personal data of the employee) and **Prestação de Trabalho** (Type of Work); in the **Modalidade de Contrato de Trabalho** (Employment contract modality) menu, click on **Trabalho Muito Curta Duração** (Very short-term employment contract) and fill in the **Data de Início** (Start date) and **Data Fim** (End date) of the employment contract. Finally, click on **Seguinte** (Next).
5. Check the information in the fields **Estabelecimento** (Establishment) and **Enquadramento da Prestação de Trabalho** (scheme coverage of the work provided) and click on **Seguinte** (Next).
6. Check the information and click on **Vincular** (Admit).
7. After confirming the employee's data, the proof of the employee's admission appears on the screen. You can print this document by selecting the **Imprimir** (Print) option and/or you can make a new employee's admission by selecting the **Nova Admissão** (New admission) option.

The very short-term employment contracts cannot exceed **35 days** and is allowed for seasonal agricultural activities or tourist events; these contracts do not need to be in writing.

When a very short-term employment contract becomes a fixed-term employment contract, the total duration of the contract with the same employer cannot exceed 70 working days in a calendar year.

Please note: In case of non-compliance with the very short-term employment contract, it shall be considered a fixed-term employment contract for a period of six months.

Contribution base

The contribution base is determined according to the conventional remuneration (a predefined value based on the Social Support Index – *IAS – Indexante dos Apoios Sociais*), taking into account the number of hours worked and the established hourly remuneration.

IAS – Indexante dos Apoios Sociais = Social Support Index (in 2020, the value is 438,81€).

Rh - Remuneração Horária = Hourly remuneration

$$Rh = (IAS \times 12) / (52 \times 40).$$

The value resulting from this formula is subject to a rate of 26,1% (which corresponds only to the employer's contribution).

Note: Exceptionally, if the employer or its representative, with powers for such action, when communicating the hiring (admission) of the new employee/trainee through the Social Security Online Service, receives a message stating that the service is temporarily unavailable, and only in cases where the time limit for the communication is expiring, may communicate the admission of the new employee/trainee by submitting the form Mod. RV 1009 - DGSS at the Social Security services.

Communication of the admission of young people working under an employment contract during school holidays

The communication of admission is made at the Social Security services of the area that covers the employer's headquarters, by submitting the form Mod. RV 1009-DGSS, available at www.seg-social; in the **Documentos e Formulários** (Documents and Forms) menu. This form includes the following elements in point 5:

- Name of the educational establishment;
- School year;
- Duration of the school vacation period;
- Duration of the employment contract;
- Start date of the employment contract;
- Workplace address.

Contribution base

The contribution base is determined according to the conventional remuneration (a predefined value based on the Social Support Index – *IAS – Indexante dos Apoios Sociais*), taking into account the number of hours worked and the established hourly remuneration.

IAS – Indexante de Apoios Sociais = Social Support Index (in 2020, the value is 438,81€).

Rh - Remuneração Horária = Hourly remuneration

$$Rh = (IAS \times 12) / (52 \times 40).$$

The value resulting from this formula is subject to a rate of 26,1% (which corresponds only to the employer's contribution).

How to apply for a tax reduction under the Special Scheme of Tax Base Determination Applicable to Maritime Transport Activities

To benefit from this measure, the entrepreneurs of ships and vessels who wish to apply for the special scheme of tax base determination applicable to maritime transport activities, must submit the following application forms to the Social Security services:

Mod. GTE 103 – DGSS, - *Adesão ao Regime Especial Contributivo dos Tripulantes de navios ou embarcações* (Application for the Special Contributory Scheme for Crews of ships or vessels). This form is available for printing on the Internet, at www.seg-social.pt; in the **Documentos e Formulários** (Documents and Forms) menu, click on the **Formulários** (Forms) option.

Mod. GTE 103/1 – DGSS - *Folha de continuação do requerimento* (Continuation sheet of the form)
- MOD. GTE 103-DGSS *Adesão ao Regime Especial Contributivo dos Tripulantes de navios ou embarcações* (Application for the Special Contributory Scheme for Crews of ships or vessels). This form is available for printing on the Internet, at www.seg-social.pt; in the **Documentos e Formulários** (Documents and Forms) menu, click on the **Formulários** (Forms) option.

Necessary documents

- Proof of admission in the special scheme of tax base determination applicable to maritime transport activities;
- Documentation proving that the crews of ships or vessels are composed of at least 50% of crew members with Portuguese nationality, from a country of the European Union, of the European Economic Area or a Portuguese speaking country.

How to apply for hiring incentives through the Social Security Online Service

The application is submitted as follows:

1. Access the **Segurança Social Direta** (Social Security Online Service), inserting your **NISS** (Social Security Identification Number) and your password.
2. Select the **Emprego** (Employment) menu and then the option **Medidas de incentivo ao emprego** (Employment incentive measures).
3. Click on **Posteriores a 31 de julho de 2017** (After 31 July 2017):
 - Click on **Efetuar pedidos de incentivos ao emprego após 31 de julho de 2017** (Apply for employment incentives after 31 July 2017)
 - Click on **Novo Pedido** (New application)
4. Check if the employee's admission to the company has already been communicated:
 - Insert the **NISS** (Social Security Identification Number) or **NIF** (Portuguese Taxpayer Number) of the employee and click on the magnifying glass to search(if the employee's admission to the company has not yet been communicated, this must be

done before taking the next step).

5. Click on **Próximo passo: Tipo de Medida** (Next step: Type of measure)
6. Select the option **Medida a que se Candidata** (Measure you are applying for)
7. Complete the field **Dados do Contrato** (Employment contract data) and click on **Próximo Passo: Meios de Prova** (Next step: supporting documents)
8. Select the option **Medida para Jovens à procura de 1.º emprego** (Measure for young people looking for their first job)

In the **Meios de Prova** (Supporting documents) menu:

- Click on **Termos e condições** (Terms and conditions);
- Click on **Tem em atraso pagamento de retribuições?** (Do you have late remuneration payments?);
- Click on **Tem a declaração do trabalhador comprovando a inexistência de contrato de trabalho anterior sem termo?** (Do you have the worker's statement indicating the inexistence of a previous employment contract of indefinite duration?).

In the field **Envio de documentos de prova** (Supporting documents submission), attach the following documents:

- Photocopy of the current employment contract;
- The worker's statement indicating the inexistence of a previous employment contract of indefinite duration;
- Document issued by the Tax Authorities proving that your tax situation is in order.

9. Select the option **Medida para desempregados de longa duração** (Measure for long-term unemployed persons)

In the **Meios de Prova** (Supporting documents) menu:

- Click on **Termos e condições** (Terms and conditions);
- Click on **Tem em atraso pagamento de retribuições?** (Do you have late remuneration payments?);
- Click on **Data Inscrição CE** (Job Centre registration date).

In the field **Envio de documentos de prova** (Supporting documents submission), attach the following documents:

- Photocopy of the current employment contract;
- Statement issued by the Job Centre;
- Document issued by the Tax Authorities proving that your tax situation is in order.

10. Select the option **Medida para desempregados de muito longa duração** (Measure for very long-term unemployed persons)

In the **Meios de Prova** (Supporting documents) menu:

- Click on **Termos e condições** (Terms and conditions);
- Click on **Tem em atraso pagamento de retribuições?** (Do you have late remuneration payments?);

In the field **Envio de documentos de prova** (Supporting documents submission), attach the photocopy of the current employment contract, a statement issued by the Job Centre and a document issued by the Tax Authorities proving that your tax situation is in order.

11. Next step: **Conclusão do Pedido** (End of the application).

For more information on hiring incentives, please consult the *Guia Prático – Dispensa Parcial ou Isenção Total do Pagamento de Contribuições – 1º Emprego, Desempregado de Longa Duração e Desempregado de Muito Longa Duração* (Practical Guide - Partial or Total Exemption from the Contributions Payment - 1st Employment, Long-Term Unemployed Persons and Very Long-Term Unemployed Persons), available at www.seg-social.pt; in the **Documentos e Formulários** (Documents and Forms) menu, click on **Guias Práticos** (Practical Guides).

Communication of intermittent employment contracts

An Intermittent work contract is concluded in situations where the work is performed for an employer whose activity is interspersed with one or more periods of inactivity (for example, workers in a Ballet or Theatre Company).

This employment contract must be written and must include the annual number of working hours or full-time working days, which cannot correspond to a total period of less than **5 months per year**, of which at least **3 months must be continuous**.

During periods of inactivity, i.e., when the employer does not have work to offer these workers, they are entitled to a compensation of 20% of the remuneration and may perform another activity.

The employer or its representative, with powers for such action, must send to the competent Social Security institution, a copy of the intermittent employment contract or contract establishing the provision of intermittent work in accordance with the conditions provided for in the labour law.

This document must be submitted within a period of 5 days from the date of communication of the employee's admission communication or the conversion of the respective contract.

During the inactivity period, the worker is entitled to the registration in the Social Security system of the difference between the basic salary and the compensation received (20% of his/her basic salary), i.e., 80% of his/her basic salary is registered by equivalence to the entry of contributions. This means that, although the worker is inactive, his/her contributions continue to be considered in the respective contributory career.

In case the worker performs another activity during the period of inactivity, the difference between the remuneration for the period of activity under the intermittent employment contract and the remuneration for the other activity performed will be registered by equivalence to the entry of contributions.

Examples:

- During the normal period of activity, the worker earns the gross monthly amount of €1.000,00.

During the months when the worker does not perform any activity, i.e., in the period of inactivity, it is declared the amount of €800,00.

However, the worker actually earns €200,00, i.e., 20% of his salary of €1.000,00.

The contribution rates are based on the amount of €1.000,00 or €200,00, depending on the periods of activity or inactivity.

- During the period of inactivity, the worker performs another activity.

The worker earns the gross monthly amount of €1.000,00.

From the other activity, he/she earns the gross amount of €700,00.

During the months when the worker is performing another activity, it is declared the amount of €300,00.

The contribution rates are based on the amounts of €700,00 and €200,00€ (inactivity).

Please note: It is mandatory that the employer delivers to the new employees a statement indicating the date of admission. This statement, which can be replaced by the employment contract, must always include:

- The date of admission of the employee/trainee;
- The employer's Social Security Identification Number (*N/SS*) and Taxpayer Number (*NIF*).

Communication of employees subject to contribution rates not available in the Social Security Online Service (with the exception of domestic service workers and young people working under an employment contract during school holidays):

1. In the **Perfil** (Profile) menu, click on the option **Documentos de Prova** (Supporting documents);
2. Click on **Enviar documento de prova** (Send supporting document);
3. Choose the subject **Comunicação admissão de trabalhadores** (Communication of the admission of employees)
4. Attach the form Mod. RV 1009 - DGSS, duly completed.

In the **Documentos e Formulários** (Documents and Forms) menu, click on **Formulários** (Forms) and in the search field insert the **name/designation** (full or partial) of the form or **template**.

What happens if the communications are not made to the Social Security Institute?

- If the admission of new employees/trainees is not communicated within the time limit established for that purpose, **it is assumed that** the employee/trainee started the activity on the 1st day of the 6th month prior to the one in which the situation was detected, i.e., for the purposes of Social Security, it is considered that the employee/trainee started working in the company since that date.

Example: An employee/trainee started working in a company on the 1st of June; the employer should have sent the communication to the Social Security Institute 24 hours before the employee/trainee started working. Having failed to do so and having the situation been detected on the 2nd of July, it is considered that the employee/trainee started working on the 2nd of January of that year, and the employer has to pay contributions to Social Security since that date.

- If the admission of workers receiving unemployment benefits is not communicated to the Social Security Institute, or if they are not included in the remuneration statements, in addition to the payment of a fine, the employer may be prevented from **accessing hiring support measures and special schemes of exemption or reduction in the overall contribution rate, during a period of two years;**
- If, on the date on which the employee/trainee started receiving sickness/unemployment benefits, he/she was working at the same time, the employer is required to pay contributions. In this case, it is mandatory that the employee/trainee returns the amount of the unduly received benefits and the employer is jointly and severally liable for that return, i.e., if the employee/trainee does not return the amount of the unduly received benefits, the employer must do the payment in his/her place (unless the employer proves that he/she did not know the situation, by submitting a written statement from the employee/trainee, or a statement issued by the Social Security services - these statements prove the employee's/trainee's situation with regard to Social Security and can be requested by the employer on the date on which the employee/trainee starts working for him/her).

Note: In case of mistake on the date of admission/beginning of activity of the employee/trainee, or on the date of cessation of activity, this information cannot be amended through the Social Security Online Service. The employer must submit a written request through form Mod. RV 1009 - DGSS, available at the Social Security customer information services and for printing on the Internet, at www.seg-social.pt.

In the **Documentos e Formulários** (Documents and Forms) menu, click on **Formulários** (Forms) and in the search field insert the **name/designation** (full or partial) of the form or **template**.

Fines

If the employer does not communicate the admission of new employees/trainees within the time limit established for that purpose:

1. Natural Person:

- From €50,00 to €250,00, if caused by default;

- From €100,00 to €500,00, if caused with intent.

2. Legal Person with less than 50 employees:

- From €75,00 to €375,00, if caused by default;
- From €150,00 to €750,00, if caused with intent.

3. Legal Person with 50 or more employees:

- From €100,00 to €500,00, if caused by default;
- From €200,00 to €1.000,00, if caused with intent.

If the employer does not communicate the admission of new employees/trainees receiving unemployment or sickness benefits:

1. Natural Person:

- From €1.250,00€ to €6.250,00, if caused by default;
- From €2.500,00 to €12.500,00, if caused with intent.

2. Legal Person with less than 50 employees

- From €1.875,00€ to €9.375,00, if caused by default;
- From €3.750,00 to €18.750,00, if caused with intent.

3. Legal Person with 50 or more employees

- From €2.500,00€ to €12.500,00, if caused by default;
- From €5.000,00 to €25.000,00, if caused with intent.

If the employer proves that he/she did not know that the employee/trainee was receiving these benefits, the amount of the fine is reduced by half.

In order to prove this, the employer must submit:

- a written statement from the employee/trainee; or
- a statement issued by the Social Security services.

B2 – What are the duties of the employee/trainee? What happens if the employee/trainee does not fulfil the respective duties?

Communication of admission by the employee or trainee/beginning of activity

When to make the communication

What happens if the communication is not made to the Social Security Institute?

Fines

Communication of admission by the employee or trainee/beginning of activity

The employee/trainee must communicate to the Social Security institution of his/her workplace area the beginning of activity or his/her link to a new employer.

The communication may be done together with the communication from the employer, by submitting the form Mod. RV 1009 - DGSS. This statement must have the employee's/trainee's full name, his/her Social Security Identification Number (NISS) (if he/she has one), the date of the activity beginning and the Social Security Identification Number (NISS) of the employer.

When to make the communication

If the employee/trainee did not send the communication together with the one from the employer, he/she must do it between the date on which the employment contract is concluded and the end of the second day of work, by submitting the form Mod. RV 1009 - DGSS.

What happens if the communication is not made to the Social Security Institute?

- If the employee/trainee submits the statement of beginning of activity after the time limit established for that purpose, the period between the beginning of the activity and the date on which the statement is submitted to the Social Security Institute will not be considered for the entitlement or calculation of Social Security benefits, i.e., this period does not count for the qualifying period and the amounts received are not considered in the calculation of the benefits amount.
- If the employee/trainee did not submit the statement of beginning of activity and was receiving sickness or unemployment benefits, it is considered that the work started on the date he/she started receiving benefits, i.e., for the purposes of Social Security, it is considered that the employee/trainee was receiving earnings from employment and Social Security benefits, simultaneously.

In this case, the employer and the employee/trainee must return the total amount of benefits received by the employee/trainee.

- If the Social Security Institute has not received a statement of beginning of activity from the employee/trainee, nor a communication of admission of new workers or an earnings statement from the employer, the periods of undeclared professional activity are not considered for the entitlement or calculation of Social Security benefits (unless the respective contributions have been paid at a later stage).

Please note: It is always the employee's/trainee's responsibility to prove that he/she has submitted the statement of beginning of activity or link to a new employer or similar entity.

Fines

If the employee/trainee makes false statements about his/her situation with regard to Social Security:

- Act committed by default (carelessness, neglect): from €1.250,00 to €6.250,00
- Act committed with intent (bad faith): from €2.500,00 to €12.500,00

B3 – How can an employer consult information about the respective employees?

To consult information about only one employee in the Social Security Online Service

To consult information by workplace and contribution rate, in the case of an employer with less than 50 employees

To consult information by workplace and contribution rate, in the case of an employer with 50 employees or more

The employer or its representative, with powers for such action, may consult information on the respective employees. The consultation may be done per:

- a) Employee.
- b) Workplace and contribution rate.

To consult information about only one employee in the Social Security Online Service

You may consult not accepted admissions and communications. In order to do this, you must:

1. Access the **Segurança Social Direta** (Social Security Online Service), inserting your **NISS** (Social Security Identification Number) and your password.
2. Select the **Emprego** (Employment) menu and then the option **Admissão e Cessação de Trabalhadores** (Employees' admission and cessation of activity).
3. Click on **Consultar trabalhadores** (Consult employees).
4. If you are representing an employer, you must indicate the name of the entity/citizen you are representing and then fill in the search criteria and click on **Pesquisar** (Search).
5. To consult the **Admissões** (Admissions) menu, click on **Detalhe de Admissão** (Admission detail). In this menu, you may consult the communications that are being processed and the active admissions of employees in your company.
6. To consult the **Comunicações não aceites** (not accepted communications) menu, select the respective tab.

Please note: The information on both the **Admissões** (Admissions) menu and the **Comunicações não aceites** (Not accepted communications) menu may be transferred to a file by selecting the button **Tipo de ficheiro a transferir** (Type of file to transfer).

To consult information by workplace and contribution rate, in the case of an employer with less than 50 employees

1. Access the **Segurança Social Direta** (Social Security Online Service), inserting your **NISS** (Social Security Identification Number) and your password.

2. Select the **Emprego** (Employment) menu and then the option **Admissão e Cessação de Trabalhadores** (Employees' admission and cessation of activity).
3. Click on **Consultar trabalhadores** (Consult employees).
4. If you are representing an employer, you must indicate the name of the entity/citizen you are representing.
5. Fill in the search criteria concerning the “**Local de Trabalho e Taxa**” (Workplace and contribution rate) and click on **Pesquisar** (Search).
6. To consult the **Admissões** (Admissions) menu, click on **Detalhe de Admissão** (Admission detail). In this menu, you may consult the communications that are being processed and the active admissions of employees in your company.
7. To consult the **Comunicações não aceites** (not accepted communications) menu, select the respective tab.

Please note: The information on both the **Admissões** (Admissions) menu and the **Comunicações não aceites** (Not accepted communications) menu may be transferred to a file by selecting the button **Tipo de ficheiro a transferir** (Type of file to transfer).

In this case, you may choose a file with the data in spreadsheet or pdf format.

To consult information by workplace and contribution rate, in the case of an employer with 50 employees or more

1. Access the **Segurança Social Direta** (Social Security Online Service), inserting your **NISS** (Social Security Identification Number) and your password.
2. Select the **Emprego** (Employment) menu and then the option **Admissão e Cessação de Trabalhadores** (Employees' admission and cessation of activity).
3. Click on **Consultar trabalhadores** (Consult employees)
4. If you are representing an employer, you must indicate the name of the entity/citizen you are representing.
5. Fill in the search criteria concerning the “**Local de Trabalho e Taxa**” (Workplace and contribution rate).
6. Select the file type you want for the workers list.
7. A message appears indicating that the requested information will be sent to your message area in the Social Security Online Service. Click on **Confirma Transferência** (Confirm transfer).
8. Click on **OK**.
9. Access the area of messages sent by the Social Security services, clicking on **Mensagens** (Mensagens).
10. Open the message received, which should have the subject **Informação de vínculos de**

trabalhadores já disponível, (The information on admitted employees is already available) and click on the attached document.

C1 – Registration of the employee/trainee. Who may provide for the registration of the employee/trainee?

Registration of the employee/trainee in the Social Security system
Who may provide for the registration of the employee/trainee?

Registration of the employee/trainee in the Social Security System

The allocation of a Social Security Identification Number (NISS) to an employee/trainee, who is not yet registered in the Social Security system, is made after the employee's/trainee's personal information is communicated to the Social Security Institute by the employer or its representative, with powers for such action.

It is mandatory that the employer delivers to the new hired employees/trainees, a statement indicating:

- The date of admission of the employee/trainee;
- The Social Security Identification Number (*NISS*) and the Taxpayer Number (*NIF*) of the employer or similar entity.

Who may provide for the registration of the employee/trainee?

If the employer or the employee/trainee does not fulfil his/her obligations, who may provide for the registration/coverage of the employee/trainee in/by the Social Security system?

This may be done:

- by the competent Social Security institution, based on data registered in the Social Security information system (SISS), on tax information systems, or on data collected by the Social Security inspection services;
- at the request of a family member, for the entitlement of benefits, in case the employee/trainee is unable to do so, provided that the family member submits the following documents:
 - A document proving the impediment of the employee/trainee;
 - A copy of the employment contract or traineeship contract;
 - A payslip or other valid document proving that there was an employment relationship between the employee/trainee and the employer.

C2 – What forms and documents are required for the employee's/trainee's registration?

Forms

- Mod. RV 1009 - DGSS - *Inscrição/Enquadramento de Trabalhador por Conta de Outrem/Comunicação de Admissão de trabalhador/estagiário profissional/jovem contratado em férias escolares Início da atividade do trabalhador ou do estagiário profissional / Vínculo a nova entidade empregadora ou equiparada Cessação / Suspensão da atividade do trabalhador ou do estagiário profissional* (Registration/Coverage of an Employee/Communication of Admission of an Employee/Trainee/Young Person Hired on School Holidays/Beginning of activity of an employee or trainee/Link to a new employer or similar entity/Cessation/Suspension of activity of an employee or trainee).

In the **Documentos e Formulários** (Documents and Forms) menu, click on **Formulários** (Forms) and in the search field insert the **name/designation** (full or partial) of the form or **template**.

Necessary documents

Portuguese employee:

- Valid ID document ⁽¹⁾ and Taxpayer document:

⁽¹⁾ Citizen Card or Identity Card, Civil Registration Certificate, Birth Certificate.

C3 – What are the employee’s rights?

From the moment a person is registered in the Social Security System as an employee (with an employment contract) he/she is entitled to Social Security benefits.

Situation	Examples of Social Security benefits
Family benefits	<ul style="list-style-type: none">▪ Prenatal family benefit▪ Family benefit for children and young people▪ Funeral allowance
Unemployment	<ul style="list-style-type: none">▪ Unemployment benefit▪ Initial or subsequent unemployment social benefit▪ Partial unemployment benefit
Death	<ul style="list-style-type: none">▪ Survivor's pension▪ Long-term care supplement▪ Death grant▪ Reimbursement of funeral expenses
Sickness	<ul style="list-style-type: none">▪ Sickness benefit▪ Compensation benefits for holiday, Christmas or similar allowances
Invalidity	<ul style="list-style-type: none">▪ Invalidity pension▪ Long-term care supplement▪ Pension supplement for dependent spouse
Occupational diseases	<ul style="list-style-type: none">▪ Guaranteed protection in occupational disease situations

Situation	Examples of Social Security benefits
Parenting	<ul style="list-style-type: none"> ▪ Allowance for clinical risk during pregnancy ▪ Pregnancy termination allowance ▪ Parental allowance (initial parental allowance, initial parental allowance granted exclusively to the father, initial parental allowance granted exclusively to the mother and initial parental allowance granted to one parent if the other is unable to take the initial parental leave) ▪ Extended parental allowance ▪ Adoption allowance ▪ Childcare allowance ▪ Childcare allowance for children with disabilities or chronic illness ▪ Grandchild care allowance ▪ Allowance for the care of sick children under the age of twelve or disabled children ▪ Special allowance for grandparental leave
Old age	<ul style="list-style-type: none"> ▪ Old-age pension ▪ Long-term care supplement ▪ Pension supplement for dependent spouse

C4 – What are the employer’s duties?

Employers are responsible for the payment of the respective contributions to Social Security and the contributions of the employees or trainees at their service.

For most employees, the applicable contribution rate is 34,75%, from which 23,75% is paid by the employer and 11% by the employee. These values may vary: in some situations, a reduction or exemption of the contribution rate payment is granted, for example, to support employers for job creation and non-profit employers.

Examples of non-profit entities:

Churches, associations and religious bodies; Associations, foundations, special and cooperative commissions; Associations of employers, trade unions and employers’ unions, federations and confederations; Professional associations; Political parties; “Casas do Povo” (Social cooperation bodies); Mutual agricultural credit banks; Employers of domestic service personnel; Condominium management of urban buildings.

Global Contribution Rate
(with protection in all the contingencies)

Workers	Employer	Worker	Global Rate
Employees/trainees Workers under intermittent employment contracts Teleworking employees	23,75%	11%	34,75%
Insurance workers	Supplementary contribution rate for the purposes of a special Social Security fund 23,75%+1%= 24,75 %	11%	35,75%

Workers with reduced protection

Workers	Employer	Worker	Total
Members of the statutory bodies of legal persons (with protection in the contingencies of sickness, parenting, occupational diseases, invalidity, old age and death);	20,3%	9,3%	29,6%
Members of the statutory bodies of for-profit and non-profit legal persons – Insurance professionals (Supplementary contribution rate, for the purposes of a special Social Security fund).	21,3%	9,3%	30,6
Members of statutory bodies that perform management or administration duties, with protection in case of unemployment.	23,75%	11%	34,75%
Active workers who fulfil the conditions of access to full pension (65 years of age and 40 years of contributory career), with protection in the contingencies of sickness, parenting, occupational diseases, old age and death.	17,3%	8%	25,3%
Active pensioners - invalidity pension; - old-age pension.	19,3% 16,4%	8,9% 7,5%	28,2% 23,9%
Workers in a pre-retirement situation (covered until 31/12/2010, considered a closed group) - with a contributory career of not less than 37 years; - with a contributory career of less than 37 years.	7% 14,6 %	3% 7%	10% 21,6%
Workers in a pre-retirement situation, whose agreement establishes: - activity suspension; - activity reduction (in this case, it is applied the same rate that was applied before the pre-retirement situation).	18,3% -	8,6% -	26,9% -
Teachers from private and cooperative education institutions, hired until 31 December 2005. (Closed group): - covered by the Civil Servants Pension Fund (CGA – <i>Caixa Geral de Aposentações</i>); - foreigner teachers not covered by the Civil Servants Pension Fund (CGA).	7,8% 7,8%	- -	7,8% 7,8%
Teachers not covered by the Civil Servants Pension Fund (CGA), hired until 31 December 2005. (Closed group).	21%	8%	29%

Teachers from public education establishments, covered by the Civil Servants Pension Fund (CGA) until 31 December 2005 (Closed group).	4,9%	-	4,9%
Bank employees in for-profit entities, registered in the Family Allowance Fund (Caixa de Abono de Família).	23,6%	3%	26,6%
Bank employees in non-profit entities.	25,4%	3%	25,4%
Military staff operating on a voluntary basis or under an employment contract, until 12 December 2005 (Closed group).	3%	-	3%
Workers under a very short-term employment contract (with protection in the events of invalidity, old age and death).	26,1%	-	26,1%
Home workers	20,3%	9,3%	29,6%
Young people working during school holidays (with protection in the contingencies of invalidity, old age and death)	26,1 %	-	26,1 %

Non-profit entities

Workers	Employer	Worker	Total
Employees/trainees in non-profit entities, (See C4, non-profit entities) with protection in all the contingencies (unemployment, sickness, parenting, occupational diseases, invalidity, old age).			
As of January, 2014	22,3%	11%	33,3%
Staff and trainees of Social Solidarity Private Institutions (IPSS – Instituições Privadas de Solidariedade Social)			
As of January, 2017	22,3%	11%	33,3%
Domestic service workers			
-Without protection in case of unemployment	18,9%	9,4%	28,3%
-With protection in case of unemployment	22,3%	11%	33,3%

The crew and entrepreneurs of ships and vessels, who have applied for the special scheme of tax base determination, are entitled to a reduction in the contribution rate, according to the following table:

Global Contribution Rate (with protection in all the contingencies)

Workers	Employer	Worker	Global rate
Employees	4,1 %	1,9 %	6 %

Professional sports practitioners with a sports employment contract

This group includes professional sports practitioners who have signed a sports employment contract and, after the necessary technical training, practice a sport modality as an exclusive or main profession.

The contribution base corresponds to 1/5 (20%) of the effective monthly remuneration, with a minimum limit of €438.81 [value of the Social Support Index (IAS) in 2020]. However, in the case of an agreement between the employee and the employer, the contribution basis may correspond to the total amount (100%) of the effective monthly remuneration, provided that this amount is higher than €438.81.

For professional sports practitioners, the effective monthly remuneration includes the benefits in cash or in kind established in the sports employment contract, the amounts paid as contract signing bonuses, which are divided by the number of months of the contract duration, and the amounts established according to the club's Rules of Procedure or the current sports employment contract.

The concept of effective monthly remuneration does not include the amounts paid by the employer for health, personal accidents and life insurance that exclusively guarantee the protection of the employee in the risks of death, invalidity or retirement due to old age.

Note: A life insurance that ensures retirement due to old age may be included in the effective monthly remuneration, provided that the benefit is not guaranteed after the age of 55 and that it ensures the payment, namely by redemption or advance of any capital in life during the first 5 years.

Global Contribution Rate

Workers	Employer	Worker	Global rate
With protection in the contingencies of parenting, unemployment, occupational diseases, invalidity, old age and death	22,3€	11 %	33,3%

Members of churches, associations and religious bodies

This group includes members of churches, associations and religious bodies of employers. **The employers are:** Dioceses, Religious Institutes, Secular Institutes, Societies of Apostolic Life, Church Councils and Parish Centres of the Catholic Church, as well as other legally existing Religious bodies and associations.

The beneficiaries are: the members of the secular and religious clergy of the Catholic Church, members of religious institutes, apostolic societies and secular institutes of the Catholic Church, as well as all members of other legally existing churches, associations and religious bodies where the beneficiaries are included or on which they depend.

Note: The members of churches, associations and religious bodies, when registering with Social Security, using the form Mod. RV 1009 - DGSS, must submit a written agreement stating the option for the extended protection scheme and/or for a contribution base higher than one time the Social Support Index (IAS) value.

Applicable contribution rates according to the chosen social protection

Workers	Employer	Worker	Total
With protection in the contingencies of sickness, occupational diseases, invalidity, old age and death	19,7%	8,6%	28,3%
With protection in the contingencies of invalidity and old age	16,2%	7,6%	23,8%

How to choose a remuneration level:

<i>Members of churches, associations and religious bodies</i>		
Levels		Remuneration
1.º	1 X IAS	43 8,81€
2.º	1,5 X IAS	658,22€
3.º	2 X IAS	877,62€
4.º	2,5 X IAS	1.097,03€
5.º	3 X IAS	1.316,43€
6.º	4 X IAS	1.755,24€
7.º	5 X IAS	2.194,05€
8.º	6 X IAS	2.632,86€
9.º	7 X IAS	3.071,67€
10.º	8 X IAS	3.510,48€

How to change the remuneration level

The change to a lower remuneration level is always possible.

The change to a higher remuneration level is only possible if the beneficiary:

- has paid contributions for the same remuneration level during a period of at least 12 consecutive months;
- is aged up to 61 in 2020, advancing 6 months of age per year until reaching the age of 65 (according to the following table), up to the limit of the 5th remuneration level:

YEAR	AGE
2016	59
2017	59,5
2018	60
2019	60,5
2020	61
2021	61,5
2022	62
2023	62,5
2024	63
2025	63,5
2026	64
2027	64,5
2028	65

Economically weak activities

Workers	Employer	Worker	Total
<p>Farm workers registered until 31 December 2010 – Closed group. These workers are considered to be in a closed group in 2010, regardless of the number of working months, provided that in 2011 they return to the agricultural activity and between one period and another, they have not been covered by the Social Security general scheme.</p> <p>- Skilled workers - Unskilled workers</p>	<p>23% 21%</p>	<p>9,5% 8%</p>	<p>32,5% 29%</p>
<p>Farm workers registered as of 1 January 2011 (there is no longer the distinction between skilled and unskilled workers)</p>	22,3%	11%	33,3%
<p>Maritime workers, registered in Social Security, engaged in local and coastal fishing and who started the activity until 31 December 2010, even if they change their employer.</p>	21%	8 %	10% * 29%
<p>Maritime workers, registered in Social Security, engaged in local and coastal fishing and who started the activity as of 1 January of 2011. Note: this rate (33,3%) was only effective during 2011</p>	22,3% *	11 % *	3,3% *
<p>Workers engaged in local and coastal fishing, including owners of vessels that are part of the crew and carry out effective activity on these vessels, as well as marine species catchers and anglers, as of 1 January 2012.</p>	21%	8%	29%
<p>* The contribution rates are levied on 10% of the value of the fish product sold at the fish market</p>			

Initiatives to stimulate employment

Workers	Employer	Worker	Total
Disabled workers	11,9%	11%	22,9%
Young people looking for their first job	Reduction of 50% during a period of five years = 11,88%	11%	22,88%
Long-term unemployed persons	Reduction of 50% during a period of three years = 11,88%	11%	22,88%
Very long-term unemployed persons	Exemption for a period of three years	11%	11%

Initiatives to reintegrate prisoners

Workers	Employer	Worker	Total
Prisoners working outside the prison	Exemption in the first 3 years (open-ended contract)	11%	11%
	50% reduction for the duration of the employment contract (fixed-term employment contract) = 11,88%	11%	22,88€

D1 – Communication of termination/suspension of the employment contract/traineeship contract/Communication of change of the employment contract modality

Communication of termination and suspension of the employment contract/traineeship contract

How to communicate the cessation of activity of an employee/trainee/employee with a very short-term employment contract, through the Social Security Online Service

Cessation of activity of young people working during school holidays

What happens if the cessation of activity is not communicated?

Communication of change of the employment contract modality

Communication of termination and suspension of the employment contract/traineeship contract

The employer or its representative, with powers for such action, must communicate to the Social Security institution that the employee/trainee has ceased or suspended the employment contract and indicate the reason for the cessation or suspension, until the 10th day of the month following the cessation or suspension. This communication is made through the Social Security Online Service.

How to communicate the cessation of activity of an employee/trainee/employee with a very short-term employment contract, through the Social Security Online Service

Access the **Segurança Social Direta** (Social Security Online Service), inserting your **NISS** (Social Security Identification Number) and your password.

1. Select the **Emprego** (Employment) menu and then the option **Admissão e Cessação de Trabalhadores** (Employees' admission and cessation of activity).
2. Click on **Comunicar cessação de trabalhador** (Communicate the employee's cessation of activity)
 - a) If you are representing an employer:
 - Select the option **Indicar a entidade/cidadão a representar** (Indicate the entity/citizen you are representing)
 - Insert the **NISS** (Social Security Identification Number).
 - Click on **Seguinte** (Next).
3. Complete the fields **Dados Pessoais do Trabalhador** (Employee's personal data) and **Comunicação para efeito de Desemprego** (Communication for the purpose of unemployment benefits) and select the option **Sim** (Yes) or **Não** (No).

Then, click on **Seguinte** (Next).

If you selected the option **Não** (No), you must complete the fields **Data fim da Prestação de Trabalho** (Date of cessation of activity) and **Motivo de Cessação** (Reason for the cessation) and click on **Seguinte** (Next).

If you selected the option **Sim** (Yes), you must complete the fields **Data Cessação** (Date of

cessation) and **Motivo de Desemprego** (Reason for unemployment) and click on **Seguinte** (Next).

4. A summary of the information on the cessation of the worker's activity is displayed and you must check if this information is correct. Click on **Cessar** (Cease).
5. After confirming the cessation of activity, a summary of the elements entered is displayed and, at this point, you can print either the proof of cessation of activity or the Statement of Unemployment Situation, according to the option made in section 4, by clicking on **Imprimir** (Print) button.

Note: The suspension of the employment contract must always be communicated to the Social Security services, by submitting the form Mod. RV 1009 - DGSS, available on the Internet at www.seg.social.pt, since this option is not available on the Social Security Online Service.

Exceptionally, the employer or its representative, with powers for such action, who receives a message stating that the service is temporarily unavailable, when communicating the termination of the employee's/trainee's employment contract through the Social Security Online Service, and only in cases where the time limit for the communication is expiring, may communicate the termination of the employee's/trainee's employment contract by submitting the form Mod. RV 1009 - DGSS at the Social Security services.

Cessation of activity of young people working during school holidays

The coverage of young people, working under an employment contract during school holidays, ceases on the last day of the school holidays.

What happens if the cessation of activity is not communicated?

If the termination of the employee's/trainee's employment contract is not communicated to the Social Security Institute within the time limit established for that purpose (until the 10th day of the month following the termination or suspension of the employment contract), the employer is required to pay the employee's contributions until the date of communication, even if the employee is no longer at his/her service.

Note: Although the employer must indicate the start and end dates of the employee's activity, at the Social Security Online Service, this does not mean that in case of renewal of the employment contract it is necessary to communicate a new admission of the same employee. However, the employer must continue to submit the earnings statements concerning that employee.

Communication of change of the employment contract modality

The employer or its representative, with powers for such action, must communicate the change of the employment contract modality to the Social Security Institute, until the 10th day of the following month in which the change occurred (for example: the worker changed from a fixed-term employment contract to an open-ended employment contract). The communication of change of the employment contract

modality is not yet available in the Social Security Online Service; however, the employer may send a written communication to the Social Security services.

Note: If the employee becomes unemployed, the employer is required to provide him/her a copy of the form Mod. RP 5044 - *Declaração de Situação de Desemprego* (Statement of Unemployment Situation) on paper, or proof of the communication made to Social Security through the Social Security Online Service.

Note: The reduction of 1% in the contribution rate paid by the employer in employment contracts of indefinite duration or the increase of 3% in fixed-term employment contracts, is subject to regulation, preceded by an assessment carried out at a meeting of the *Comissão Permanente de Concertação Social* (Standing Committee of Social Dialogue).

D2 – Under what conditions does the registration in the Social Security system end?

The registration in the Social Security system only needs to be done once and lasts a lifetime. Even if the person stops working, he/she remains registered in the Social Security system.

E1 – Applicable legislation

In the **Documentos e Formulários** (Documents and Forms) menu, select **Legislação** (Legislation) and in the search field enter the **number/year** of the Law or Decree.

Ministerial Order no. 27/2020 of 31 January

It updates the Social Support Index (IAS) amount to 438.81€ in 2020.

Law no. 93/2019 of 4 September

It amends the Labour Code, approved by Law no. 7/2009 of 12 February, and the respective regulations, and the Code of Contributory Schemes of the Social Security Welfare System, approved by Law no. 110/2009 of 16 September.

Decree-Law no. 92/2018 of 13 November

It establishes a special scheme for determining the tax base according to the tonnage of ships and vessels, a tax and contributory scheme applicable to crew members and a simplified registration of ships and vessels.

Regulatory Decree no. 6/2018 of 2 July

It establishes the sixth amendment to Regulatory Decree no. 1-A/2011 of 3 January, amended by Law no. 64 -B/2011 of 30 December, Regulatory Decrees no. 50/2012 of 25 September, no. 6/2013 of 15 October and no. 2/2017 of 22 March, and Decree-Law no. 93/2017 of 1 August, which regulates the Code of Contributory Schemes of the Social Security Welfare System.

Regulatory Decree no. 50/2012 of 25 September

It establishes the second amendment to Regulatory Decree no. 1-A/2011 of 3 January, which regulates the Code of Contributory Schemes of the Social Security Welfare System.

Order no. 5130/2011 of 24 March

Approval of the information systems foreseen in Regulatory Decree no.1-A/2011 of 3 January, which regulates the Code of Contributory Schemes of the Social Security Welfare System.

Regulatory Decree no. 1-A/2011 of 3 January

It regulates the Code of Contributory Schemes of the Social Security Welfare System.

Law no. 110/2009 of 16 September

It approves the Code of Contributory Schemes of the Social Security Welfare System.

Law no. 7/2009 of 12 February

It approves the amendment of the Labour Code.

Law no. 4/2007 of 16 January

The Social Security Framework Law.

Legislation applied to professional traineeships:

Ministerial Order no. 204-B/2013 of 18 June

It establishes the Traineeships Employment Measure (*Medida Estágios Emprego*), known as the Measure (*Medida*).

Decree-Law no. 66/2011 of 1 June

It establishes the rules for professional traineeships.

Ministerial Order no. 92/2011 of 28 February, as amended by Ministerial Orders no. 309/2012 of 9 October, no. 3-B/2013 of 4 January and no. 120/2013 of 26 March.

It regulates the Professional Traineeship Programme.

Ministerial Order no. 156/2013 of 18 April

It amends the Specific Regulation of Employment Passports 3i (*Regulamento Específico Passaportes Emprego 3i*), in the annex to Ministerial Order no. 408/2012 of 14 December – It implements the Measures Employment Industrialization Passport (*Passaporte Emprego Industrialização*), Employment Innovation Passport (*Passaporte Emprego Inovação*) and Employment Internationalization Passport

(*Passaporte Emprego Internacionalização*), and approves the Specific Regulation of Employment Passports 3i (*Regulamento Específico Passaportes Emprego 3i*).

Decree-Law no. 214/2012 of 28 September

It amends the Decree-Law no. 18/2010 of 19 March, which establishes the legal scheme of the Professional Traineeship Programme in Public Administration (*Programa de Estágios Profissionais na Administração Pública*).

E2 – Glossary

Qualifying period

It is the minimum period of work with payment of contributions to Social Security that is required for the entitlement to a Social Security benefit.

Home workers

Home workers are people who perform their activity at home, under service agreements similar to employment contracts, but without legal subordination (examples: services provided for companies, such as footwear or weaving services, or circulars folding).

Teleworking employees

Teleworking is considered to be the work performed with legal subordination, usually outside the company and through the use of information and communication technologies.

Frequently Asked Questions

I am an employee in a company and I will start working simultaneously in another company, also as an employee. Does my new company have to pay contributions to Social Security?

Yes, the contributions to Social Security for employees are paid as many times as the number of companies they are working for.

The company where I work does not pay my contributions to Social Security. What should I do?

You should try to find out what is going on at the company and then at the Social Security services.

If the contributions are not actually being paid, you may contact the Working Conditions Authority (*Autoridade para as condições de Trabalho*), through the Website **www.act.gov.pt**, the telephone line **300 069 300**, or go personally to the ACT services, whose contacts are available at [http://www.act.gov.pt/\(pt-PT\)/SobreACT/Contactos/Paginas/default.aspx](http://www.act.gov.pt/(pt-PT)/SobreACT/Contactos/Paginas/default.aspx).