

# Carry out half-yearly reporting of the employment of persons working from home

You must identify all persons you employ in home-based work in accordance with the (HAG) and those persons through whom you pass on home-based work in lists and submit these lists to the competent authority every six months.

## Competent Department

- [Senatorin für Arbeit, Soziales, Jugend und Integration | Referat 41 Arbeitsmarktpolitik, Grundsicherung für Arbeitssuchende und Arbeitsrecht](#)

## Basic information

As a company, you are obliged to identify persons who you employ in home-based work in accordance with the Home Work Act (HAG) or through whom you pass on home-based work in lists.

You must provide at least the following data in the list:

- the first and last name of the employees,
- the date of birth
- the exact address of the home or business premises
- the type of employment
- the date of first employment
- if applicable, the date of final departure.

You must submit the list to the competent authority every six months within the submission deadline.

You must observe and comply with the provisions of the Home Work Act when assigning and performing home work.

## Requirements

- You run a company in Germany that outsources work from home or distributes work from home via others.

## What documents do I need?

- Home office list

# Procedure

Entries can be made in the following ways:

- By e-mail to [heimarbeit@arbeit.bremen.de](mailto:heimarbeit@arbeit.bremen.de)
- By upload link (will be sent by e-mail on request)
- In writing by post to: P.O. Box 101580, 28015 Bremen

## Legal bases

- [§ 6 Heimarbeitsgesetz \(HAG\)](#)

## What deadlines must be paid attention to?

Deadline for submission of the home office list:

Submission of the home office list for the 1st half-year (01.01. to 30.06.): by 31.07. of the calendar year

Submission of the home office list for the 2nd half-year (01.07. to 31.12.): by 31.01. of the following calendar year

## How long does it take to process

If the application is submitted correctly, there is usually no feedback from the responsible office.

## What are the costs?

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