

Information for Newly Hired Employees on Questions about Salary

This information sheet provides important notes for a better understanding of the applicable determination and settlement of the salary due to you. However, no claim can be derived from this information.

1. Basis of the Salary Payment

Basis for the determination of the salary for tariff employees is the Collective Agreement on Länder (TV-L), and corresponding amendments and replacements.

2. Composition of Salary

2.1 Regular Monthly Salary

- Collectively agreed salary, which is determined by your pay group and the pay level applicable to you
- Supplementary allowances according to collective agreements
- Capital accumulation benefits of the employer pursuant to collective agreements and the Fifth Capital Formation Act on the employee's request

2.2 One-time Salary

- Supplementary allowances (depending on the incident, paid as a single payment due to the notification of the institution/department according to TV-L)
- Annual bonus

3. Calculation of Salary

The HR Department performs the salary calculation based on the pay group specified in the work contract and the personal documents provided by the employee.

Your gross salary will be determined based on the salary components listed under section 2 and any further salary components that only affect you (e.g. deferred compensation scheme). Statutory deductions and other mandatory deductions will be withheld from that amount and transferred to the respective offices.

3.1 Statutory Deductions

Pursuant to applicable legal regulation, the university as the employer is obliged to calculate the income tax, the solidarity surcharge, church tax (if applicable) and social security contributions based on the gross salary and withhold those deductions. The deductions will be directly transferred to your employer's local tax office¹ or health insurance companies.

A) *Income Tax, Solidarity Surcharge and Church Tax (if applicable)*

Usually, the university retrieves your individual income tax deduction characteristics at the respective finance authority electronically (*Ger.: elektronische Lohnsteuerabzugsmerkmale – ELStAM*) and takes it as a basis for the taxation of your salary. You can ask for your currently stored ELStAM data at your finance authority.

¹ Finance Authority/Tax Office at the place of employment

For retrieving your ELStAM data, you need your personal **tax ID number**. If you already received a tax ID number, but cannot find it anymore, please contact your local tax office². If no tax ID number was assigned to you, you can contact the Federal Central Tax Office in Bonn or you can ask for your tax ID number using the entry form on the website of the Federal Central Tax Office:

(https://www.bzst.de/EN/Service/Kontakt_BZSt/BZSt_Kontakt_node.html)

Please check if the listed ELStAM data on your pay slip is correct (tax category, number of child tax allowance, allowance (tax-exempt amount), additional amount, religious affiliation, and factor). **If your income tax deduction characteristics should not be correct, please contact your finance authority.** The finance authority will correct your income tax deduction characteristics and electronically transfer the data to the university. In case of deviations of your income tax deduction characteristics in your favour, you are obliged to inform your finance authority immediately.

Please note:

If you request amendments to your income tax deduction characteristics at the finance authority (e.g. entry of a tax-free amount, changes of the tax category or religious affiliation/denomination etc.), the university will be electronically notified about the amendments by the beginning of the following month. Only then can the changed income tax deduction characteristics be taken into account in the payroll accounting as of the notified validity (that is, often with retroactive effect).

B) Social Security Insurance

For employees who are subject to compulsory health insurance, the employee's contribution for health, nursing care, pension and unemployment insurance will be withheld by the HR Department and directly transferred to the responsible health insurance company together with the employer's contribution.

For employees who are not subject to compulsory health insurance, only the employee's contribution for pension and unemployment insurance will be withheld and directly transferred to the responsible health insurance company together with the employer's contribution. In addition to the voluntary statutory or private health insurance, the employer will pay a subsidy according to § 257 Social Security Code V and § 61 Social Security Code XI.

C) Supplementary Insurance

Under the premises of the Collective Agreement Pension Scheme, employees are subject to the compulsory insurance of the Pension Institution of the Federal State and the Länder (VBL). The levy and contributions that must be paid to the supplementary insurance company are partially exempt from taxation under certain premises. Depending on the tax treatment, a part of these expenditures is added on the salary liable to social security insurance. Further information on the supplementary insurance: **Informationsblatt zur betrieblichen Altersversorgung bei der Versorgungsanstalt des Bundes und der Länder (VBL) für neu eingestellte Beschäftigte.** (German version only)

3.2 Other deductions

Among others, these include attachments, cessions and payments of the university (e.g. capital accumulation benefits etc.).

² Finance Authority/Tax Office at the place of residence

With consideration of the legal provisions, these other deductions are withheld from the net salary and transferred to the respective offices.

4. Salary Payment

The monthly salary is calculated for the calendar month and paid out by the last day of each month (payday) for the current month. The amount is transferred to the bank account stated by the employee. If the payday falls on a Saturday or an official holiday during the week, the previous weekday qualifies as payday. If the payday falls on a Sunday, the second previous weekday qualifies as payday.

Since the salaries are usually available to the banks and credit institutes, prior to the due date, the HR Department can recall the salary payments completely or partially up to the banking day of the bank, if necessary. If a possible overpayment became known (e.g. attachment claims, late notification about the termination of an employment), the HR Department may correct or cancel the transfer of the salary through a recall.

5. Salary Statement / Pay Roll

Upon receipt of the first salary payment, changes in the composition and amount of your salary, or in the case of single payments, you will receive a salary statement, which you can use as a certificate proving current income.

It is recommended to check this salary statement thoroughly and to store it carefully. Please contact your pay roll administrator immediately if

- You should find or suspect discrepancies,
- The amount stated on the salary statement was not transferred to your bank account,
- Changes you reported to the HR Department (e.g. change of address or bank account details), were not processed within an appropriate time (the month after the next pay month).

In the upper section of the salary statement, the name and **telephone number of the pay roll administrator** who is responsible for you is shown. Also, you can find your **staff ID number** in this section. You should state this data with inquiries and when sending documents.

You will receive a sample statement incl. respective explanation together with your employment documents. The sample statement is also available here: <https://intern.uni-goettingen.de/infocenter/persinf/Documents/E/Erlaeuterungen-zur-Entgeltabrechnung-Englisch.pdf>.

In this context, please note the limitation periods pursuant to § 37 TV-L.

6. Changes of Personal and Official Circumstances

Generally, changes can only be considered in the next salary payment, when they are reported soon. Therefore, please put the reference number of the caseworker, who is responsible for you on the notification letter, as well as your **staff ID number**, so that the distribution of your letter can be made immediately. Please, also enclose the corresponding proofs and documents (certificates, official copies, notifications).

The HR Department must be informed especially about the following:

- Birth/adoption of the **first** child (effects on the level of contributions to nursing care insurance),
- Change of address (also change of postal code after amalgamation),
- Changes of bank account details (to prevent misdirected transfers, it is advisable to keep the previous bank account until the salary is transferred to the new bank account),
- Changes of contracts according to the Fifth Capital Formation,
- Changes regarding your health insurance (e.g. change of health insurance company, issuance of an exemption certificate, changes of contributions to private health and nursing care insurance),
- Commencement or termination of further employments with other employers,
- Receiving pension from the statutory pension insurance scheme or pension benefits according to civil service regulations.

The superior will report changes of the employment contract, such as a higher pay group, relocation, part-time employment, leave of absence or disciplinary leave, maternity leave etc. to the HR Department.

7. Duty of Notification of Incapacity for Work

7.1. General Incapacity for Work

Generally, the notification of each incapacity for work is necessarily required pursuant to the obligation to report and produce proof of the Continued Payment of Wages and Salaries Act. Forms are available at the Form Centre: <https://intern.uni-goettingen.de/services/Documents/M/Mitteilung-ueber-Dienst-Arbeitsunfaehigkeit-ENGLISCH-11-2018.pdf>.

7.2 Incapacity for Work Caused by a Third Party

When you become incapable of working because of an accident caused by a third party, your consequent claims for damages against the perpetrator shall be transferred to the employer (university) up to the amount of the salary paid during the period of incapacity for work.

Therefore, you are obliged to inform the HR Department immediately when you are incapable of working due to an accident which other persons were involved in. It does not matter, whether the accident occurred in connection with your employment at the university or only at your private sphere.

8. Organisational Notes

A timely payment of the salary can only be made if the HR Department will be informed sufficiently in advance.

As far as pre-printed forms are required for changes, you will receive those from your department/institution, at the Employee Portal (MaP) (<https://intern.uni-goettingen.de/Seiten/default.aspx>) or at the HR Department.

For questions regarding the claim and payment of the salary, please contact the pay roll administrator. For queries by phone, please use the telephone number stated on your salary statement and mention your staff ID number.