



Stimati colaboratori,

**Ordinul Ministerului Muncii si Protectiei Sociale nr. 1140/2020 pentru aprobarea Metodologiei de intocmire si transmitere a Registrului electronic de evidenta a zilierilor, precum si inregistrarile care se efectueaza in acesta**

In vigoare de la 25 iulie 2020

Va prezentam mai jos Metodologia de intocmire si transmitere a Registrului electronic de evidenta a zilierilor, precum si inregistrarile care se efectueaza in acesta

1. Beneficiarul de lucrari (persoana juridica, persoana fizica autorizata, intreprinderea individuala, intreprinderea familiala) pentru care zilierul desfasoara activitati necalificate cu caracter ocazional, are obligatia de a infiinta, completa si transmite Registrul electronic de evidenta a zilierilor ("Registrul").
2. Pentru infiintarea Registrului, Beneficiarul obtine numele de utilizator si parola de la inspectoratul teritorial de munca in a carui raza teritoriala isi are sediul, dupa ce va depune la sediul ITM sau va transmite prin e-mail catre acesta, o cerere insotita de urmatoarele documente:

Dear collaborators,

**Order of the Ministry of Labor and Social Protection no. 1140/2020 for the approval of the Methodology for drawing up and transmitting the Electronic Register of day laborers' records, as well as the registrations made in it**

In force since July 25<sup>th</sup>, 2020

We present below the Methodology for drawing up and transmitting the Electronic Register of day laborers' records, as well as the registrations that are made in it

1. The beneficiary of the works (legal entity, authorized natural person, individual enterprise, family enterprise) for which the day laborer carries out unskilled activities on an occasional basis, has the obligation to establish, complete and submit the Electronic Register of day laborers ("Register").
2. In order to establish the Register, the Beneficiary obtains the username and password from the territorial labor inspectorate in whose territorial area it has its headquarters, after which it will submit to the Territorial labor inspectorate headquarters or will send by e-mail to it, a request with the following documents:



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| <p>a) cerere scrisa pentru eliberarea numelui de utilizator și a parolei, prevazuta in anexa nr. 1 la prezenta metodologie;</p> <p>b) imputernicire semnata de Beneficiar, in cazul in care persoana care solicita obținerea numelui de utilizator si a parolei este alta decat reprezentantul legal al Beneficiarului;</p> <p>c) copie de pe actul de identitate al reprezentantului legal al Beneficiarului sau, dupa caz, al persoanei imputernicite de catre acesta;</p> <p>d) copie de pe certificatul de inmatriculare la Oficiul National al Registrului Comertului/certificatul de inregistrare fiscala;</p> <p>e) copie de pe actul de infiintare sau actul constitutiv/statutul Beneficiarului, din care sa rezulte codurile CAEN aferente domeniilor de activitate economica prevazute la art. 13 alin. (1) din Legea nr. 52/2011, republicata, cu modificarile si completarile ulterioare;</p> <p>f) declaratie pe propria raspundere prevazuta in anexa nr. 2 la prezenta metodologie, prin care se atesta calitatea de reprezentant legal al Beneficiarului sau, dupa caz, de imputernicit al acestuia, in cazul in care documentele prevazute la lit. a) -e) se transmit prin e-mail.</p> | <p>a) a written request for the user name and password, as set out in appendix 1 to this methodology;</p> <p>b) power of attorney signed by the Beneficiary, if the person requesting the username and password is other than the legal representative of the Beneficiary;</p> <p>c) copy of the identity document of the legal representative of the Beneficiary or, as the case may be, of the person empowered by him;</p> <p>d) copy of the registration certificate at the National Office of the Trade Register/fiscal registration certificate;</p> <p>e) copy of the founding act or the constitutive act/statute of the Beneficiary, from which to result the CANE codes for the economic activity areas set out in art. 13 para. (1) of Law no. 52/2011, republished, with subsequent amendments and completions;</p> <p>f) statement on one's own responsibility provided in annex no. 2 to this methodology, which certifies the quality of legal representative of the Beneficiary or, as the case may be, of his proxy, in case the documents provided at let. a) -e) are sent by e-mail.</p> |
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| <p>3. Numele de utilizator si parola obtinute de catre angajatori pentru accesarea spatiului privat al angajatorului din portalul Inspectiei Muncii (<a href="https://www.inspectiamuncii.ro/">https://www.inspectiamuncii.ro/</a>) pot fi utilizate si pentru accesarea Registrului, in cazul in care acestia au calitatea de</p> | <p>3. The username and password obtained by the employers for accessing the private space of the employer from the Labor Inspection portal (<a href="https://www.inspectiamuncii.ro/">https://www.inspectiamuncii.ro/</a>) can also be used for accessing the Register, if they</p> |
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- Beneficiar si utilizeaza zilieri, in conditiile legii.
4. Registrul se completeaza de catre Beneficiar sau de catre una sau mai multe persoane imputernicite cu ajutorul aplicatiei informatice pentru dispozitive mobile "Inspectia Muncii", in conformitate cu instructiunile de utilizare obtinute de pe pagina de internet a inspectiei Muncii. Aplicatia informatica este distribuita in mod gratuit de catre Inspectia Muncii si este disponibila, in functie de sistemul de operare al dispozitivului mobil, prin accesarea aplicatiilor PlayStore sau AppStore.
  5. In vederea completarii si transmiterii Registrului prin aplicatia "Inspectia Muncii", persoana imputernicita trebuie sa solicite electronic si sa obtin autorizarea accesului din partea Beneficiarului. Autorizarea accesului persoanei imputernicite care a completat si transmis solicitarea electronica de autorizare se realizeaza de catre Beneficiar din portalul Inspectiei Muncii (<https://www.inspectiamuncii.ro/>), unde se autentifica cu numele de utilizator si parola obtinute de la ITM competent.
  6. Autorizarea electronica se obtine dupa descarcarea si instalarea aplicatiei "Inspectia Muncii", prin transmiterea cererii de autorizare, denumita "Autorizare Acces", completata, in prealabil, cu urmatoarele date:
    - a) CUI/CIF Beneficiar;
- Beneficiary shall use days, in accordance with the law.
4. The register shall be completed by the Beneficiary or by one or more persons empowered by means of the computer application for mobile devices "Labor Inspection", in accordance with the instructions for use obtained from the website of the Labor Inspectorate. The computer application is distributed free of charge by the Labor Inspectorate and is available, depending on the operating system of the mobile device, by accessing the PlayStore or AppStore applications.
  5. In order to complete and transmit the Register through the "Labor Inspection" application, the authorized person must request electronically and obtain the access authorization from the Beneficiary. The authorization of the access of the authorized person who completed and sent the electronic authorization request is made by the Beneficiary from the Labor Inspection portal (<https://www.inspectiamuncii.ro/>), where he authenticates with the username and password obtained from the competent Territorial labor inspectorate.
  6. The electronic authorization is obtained after downloading and installing the application "Labor Inspection", by sending the authorization request, called "Access Authorization", completed, in advance, with the following data:
    - a) Beneficiary's unique registration code/tax registration code;



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| <p>b) datele de identitate ale persoanei care solicita autorizarea: CNP, nume, prenume, adresa e-mail.</p> <p>7. Beneficiarul si/sau persoanele imputernicite de catre acesta completeaza in Registrul, in ordine cronologica, in termenii prevazute de lege, toti zilierii care presteaza pentru acesta activitati necalificate, cu caracter ocazional;</p> <ul style="list-style-type: none"> <li>- date cu caracter general privind profilul Beneficiarului (CUI/CIF, denumire, lista coduri CAEN, sediu social etc);</li> <li>- date privind zilierii (CNP, nume, prenume, cetatenie/apatrid etc);</li> <li>- date privind activitatea desfasurata de zilieri</li> </ul> <p>8. Registrul se transmite on-line de catre Beneficiar sau de catre persoanele imputernicite de acesta, prin aplicatia informatica "Inspectia Muncii", dupa completarea acestuia in cadrul aceleiasi aplicatii.</p> <p>9. Termenii de completare si transmitere a Registrului sunt:</p> <ul style="list-style-type: none"> <li>- zilnic, inainte de inceperea activitatii fiecarei persoane care urmeaza sa se afle intr-un raport de munca cu Beneficiarul;</li> <li>- lunar, pentru situatiile prevazute la art. 8 alin. (2) si art. 1311 din Legea nr. 52/2011.</li> </ul> <p>10. Corectarea inregistrarilor eronate, ulterior transmiterii Registrului, se realizeaza de catre Beneficiar sau imputernicitul acestuia, la data constatarii acestora.</p> | <p>b) the identity data of the person requesting the authorization: personal identity code, name, surname, e-mail address.</p> <p>7. The Beneficiary and/or the persons empowered by him shall complete in the Register, in chronological order, within the terms provided by law, all day laborers who perform for him unskilled activities, on an occasional basis;</p> <ul style="list-style-type: none"> <li>- general data regarding the profile of the Beneficiary (unique registration code/tax registration code, name, list of CANE codes, registered office, etc.);</li> <li>- data on day laborers (personal identity code, name, surname, citizenship/stateless person, etc.);</li> <li>- data regarding the activity carried out by day laborers</li> </ul> <p>8. The register is sent online by the Beneficiary or by the persons empowered by him, through the computer application "Labor Inspection", after completing it within the same application.</p> <p>9. The terms for completing and transmitting the Register are:</p> <ul style="list-style-type: none"> <li>- daily, before the start of the activity of each person to be in an employment relationship with the Beneficiary;</li> <li>- monthly, for the situations provided in art. 8 para. (2) and art. 13<sup>11</sup> of Law no. 52/2011.</li> </ul> <p>10. The correction of the erroneous entries following the submission of the Register shall be made by the beneficiary or his authorized representative at the time of their finding.</p> |
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11. Beneficiarul si/sau imputernicitul au/are obligatia de a pastra Registrul electronic de evidenta a zilierilor, prin arhivarea extraselor de Registru completate si transmise anterior. Extrasele sunt furnizate de sistemul informatic aferent Registrului electronic de evidenta a zilierilor, prin e-mail, dupa fiecare transmitere de Registru efectuata.

11. The beneficiary and/or the authorized person is/are required to keep the electronic register of day-records by archiving previously completed and submitted statements of record. The extracts are provided by the computer system of the electronic register of day-to-day records, by e-mail, after each record transmission made.

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