

Adecco

Welcome my dear!

Have fun with The #1 in
Luxembourg.



Welcome to the Adecco Group family

world's leading provider of HR solutions

With more than 33,000 employees and over 5,100 branches in 60 countries and territories around the world, the Adecco Group offer fall into the broad categories of temporary staffing, permanent placement, career transition and talent development, as well as outsourcing and consulting. The Group places an average of nearly 700,000 men and women on assignments with its clients every day.

Adecco **Temporary Staffing**, which has been operating for more than 30 years, is the leading temping agency in the Grand-Duchy of Luxembourg (Luxembourg, Esch-sur-Alzette and Pommerloch). More than 1,500 temporary associates trust us every single day.

And now, it's you!

We would like to help you build your career and to that end we will provide you with personal career monitoring and advice. Our extensive network of clients enables us to offer you assignments in a wide variety of areas, be it with local companies or multinational corporations.

Documents & Administrative steps

Summary

1. Affiliation with Luxembourg's Social Security



Request of administrative documents

Email : pool@adecco.lu
Tel : +352 48 25 51 236

2. Registration with the tax authorities

Questions about salary

Email : salaire@adecco.lu
Tel : +352 48 25 51 290

3. myAdecco

Affiliation with Social Security

Email : affiliationCCSS@adecco.lu
Tel : +352 48 25 51 211

4. Medical examination



myAdecco

Your ensured and personal account

5. Absences – Illness – Accidents

6. Timesheets

7. Your incomes

1. Affiliation to Luxembourg's Social Security

You will automatically be affiliated with Caisse de Maladie Luxembourgeoise [the Luxembourg public health insurance fund] throughout the duration of your assignment. You will not receive a direct confirmation from Caisse de Maladie Luxembourgeoise, as your contract will act as evidence of your affiliation.

If you have already worked in Luxembourg or you are a resident of Luxembourg

You will already be registered with Luxembourg's Social Security. Please let us have your Social Security number.

If you have never worked in Luxembourg before

To facilitate the process of registration with the social security, we need a copy of your valid passport or identity card a front and back copy of the document on one page. Luxembourg's Social Security will then allocate you a Social Security number, which is a unique number that will remain assigned to you for life. The number always begins with your year, month and date of birth, followed by five figures.

2. Registration to the tax authorities

Your withholding tax form will be issued automatically by the Tax Authorities, whether you are resident or not. To receive a tax form, you must be affiliated to the Social Security system.

From 1 January 2022, you will no longer receive a tax form if your gross hourly wage is less than or equal to 25EUR.

Salaries will now be taxed at a flat rate of 10%.

However, you will continue to benefit from the Social Tax Credit (CIS) and the Minimum Wage Tax Credit (CISSM).

If your gross hourly wage is more than €25, we will require a tax form for you.

3. myAdecco

Your administrative documents are available on your ensured and personal myAdecco portal.

You will receive an email that confirms you are registered and will contain your ID. Check your myAdecco account to reach to your updated files.

For each new document available you will receive an email. You can access to your files by clicking on "my files", left on your screen.

Your assignment contract will be systematically sent out to you by post. **Please return one signed copy to us within two days of receiving it** at Adecco Service Administratif, 5 Place Count Basie, L-4367 BELVAL

Once you have signed your contract and the trial period has expired, you are effectively committing yourself to working through your assignment until its end.

For any administrative question, consult our FAQ on www.adecco.lu/en-gb/faqs

For specific requests, please send us preferably an email : pool@adecco.lu.

You can contact us on the phone +352 48 25 51 23, from Monday to Friday : 10:00 to 12:00 and 14:00 to 18:00.

4. Medical examination

Luxembourg's law requires that any person who signs a contract of employment must have a medical examination. If you don't have yet such an examination, an appointment will be made and you will be notified of this in good time. If you have already a medical examination for another company, please could you let us have a copy of your medical certificate?

Please note!

Should you fail to turn up for your first appointment without cancelling at least 48 hours in advance, a penalty of **115 euros** will be deducted from your wages.

Should you fail to turn up for your second appointment, you will be fined another **115 euros** and your contract of employment may be terminated for **gross misconduct** (cf §14.1 of the temporary workers collective agreement.)



5. Absences – Illness – Accidents

Absences - Diseases - Accidents

Sickness ? Breakdown ? Accident ? it happens !

Sickness

From the first day of absence, inform immediately and in priority company you are working for and then your Adecco branch. Outside of our opening hours, an answering machine is at your disposal, leave us your message indicating your absence and its foreseeable duration. Employer information is **mandatory!**

A medical certificate drawn up from the first day of your absence allows you to take charge of your incapacity for work at its beginning.

The employer part (original version) of the medical certificate of incapacity for work issued by the doctor **must** be given to Adecco at the latest on the **3rd day** of your absence from work. To the following address:

Adecco Service Administratif

5 Place Count Basie

L-4367 BELVAL

Do not forget to send the section dedicated to the **Caisse Nationale de Santé** (original version) indicating your Luxembourg social security number.

Your days of incapacity for work are covered only if the above procedure is followed and you have sent the supporting documents in time.

Work accident - commute

You must **immediately** and in priority prevent the company you are working for and then your Adecco Branch.

Adecco as an employer will be in charge of reporting the accident / work accident to the Accident Insurance Association (“AAA”) **the day after the accident**

6. Timesheets

You must forward all timesheets to us, otherwise **you will not receive your wages.**

Your timesheets must moreover be **signed** and **stamped** by the company to which you are seconded. Your timesheets must be handed in to salaire@adecco.lu.

Any overtime hours worked shall be paid in accordance with the prevailing and applicable laws.

7. Your incomes

We will pay your wages by bank transfer. If you already have a bank account, please remember to provide us with details of **your account number in IBAN format as well as your BIC code** by mail or email: pool@adecco.lu. We will not accept any banking details for accounts which are not held in your name. If you haven't worked with Adecco for the last 6 months, all your bank details are no more valid, therefore you will be asked to provide another RIB

If you do not yet have a bank account, we recommend that you open an account in Luxembourg as soon as possible.

We can make bank transfers to accounts in another European Union Member State. However, you will be responsible for bearing any charges associated with such bank transfers. Advances or wages shall be paid in proportion to the returned documents e.g. tax form, timesheets.

Wages

Your wages will be paid by bank transfer on the 6th working day of the following month into a bank account held in the European Union and identified by an IBAN code. The corresponding payslips will be sent out to you by post.

Paid leave

You must take your leave entitlement during your assignment (subject to securing Adecco's and the client's authorisation at least 48 hours in advance). Please don't forget to record any paid leave on your timesheets. Your days of paid leave are paid systematically and in advance in addition to your normal weekly wages, prorata based on the number of hours worked. Please ensure that any absence on your part is approved beforehand by your supervisor.

Luncheon vouchers

If you are entitled to luncheon vouchers, these should be picked up from your Adecco branch as of the 15th day of the following month. Please call your branch before going there in person to ensure that your luncheon vouchers have arrived.

Use your luncheon vouchers before they expire!

Advances

You may request an advance on wages which is limited to 60% of the standard working hours performed in the previous week. The request should be made by Tuesday at the latest in any given week to salaire@adecco.lu.

The payment is made on Wednesday. An advance on wages may only be paid once a week. No advance may be requested during the first week of each month Salaries payments.

Your payslip

Récapitulatif mensuel	: Novembre 2014
Sur la Session de	: Novembre 2014
Date	: 16/11/2014
Indice	: 775.17
Salarié / Jour imposables	: <input type="text"/>
No sécurité sociale	: <input type="text"/>

Reference period
Print date
(may be different from Reference period)
Salary index
Your references / Taxable days

ADECCO LUXEMBOURG SA	
177, rue du Luxembourg	
L-1322	ESCH-SUR-ALZETTE
No matricule	1990200000000
No téléphone	+352 66 66 66 6

1. Deductions		Impôt	
AS	Case 2 <input type="text"/>	Case 3 <input type="text"/>	Case 4 <input type="text"/>
CS	Congés	Mensuel	Annuel
PS	4. <input type="text"/>	5. <input type="text"/>	
FS	Fin		
FD	Base		

- Daily tax card reductions
- Tax card number
- Tax card classe
- Monthly holiday leave balance
- Annual holiday balance

Salaires de la période du 01/11/2014 au 30/11/2014				
Prêt	Designation	Qté	Valeur	Total
	Hourly rate			
	Gross salary items: hours, overtime, premiums...			
	TOTAL BRUT			
	Assurance dépendance (1.4%) Cotisation maladie (2.8%) Cotisation pension (8%) Cotisation Maladie Esp. (0.20%)	Social Security Contribution		
	TOTAL COTISATIONS			
	Supplément de nuit à 20% Supplément de Jour Fériés à 200% Heures Supplémentaires Supplément 40 % (HIS)	Tax deductions		
	TOTAL A BATTLEMENTS			
	IMPOSABLE IMPOT IMPOSABLE NON PERIODIQUE IMPOT NON PERIODIQUE CIS-CIP-CIM NET	Tax calculation		
	NET			
	Net amount			
	Net positive and negative amounts (luncheon vouchers, commuting expenses...)			
	MONTANT A PAYER			
	To be paid			
SOLDE SALAIRE 2014-11 05/12/2014 d'un montant de				
Paiement par virement :				

Merci de transmettre tous documents administratifs (Relevé d'heures, contrats, certificat de maladie, ...) par courrier à l'adresse suivante : ADECCO LUXEMBOURG 5 Rue des Mérovingiens, ZA1 BOURMICH L-8970 BERTRANGE
Pour toute question relative à votre salaire TEL : +352 48 25 51 236

Administrative team data, just ask us!

Do you have administrative issues?

Just ask us.



Administrative contact
Request of administrative documents
Email : pool@adecco.lu
Tel : +352 48 25 51 236



myAdecco
Votre espace sécurisé personnel

Questions about salary
Email : salaire@adecco.lu
Tel : +352 48 25 51 290

Affiliation with Social Security
Email: affiliationCCSS@adecco.lu
Tel : +352 48 25 51 211

Administration de l'Emploi - ADEM

13A rue de Bitbourg
L-1273 Luxembourg-Hamm [maps](#)
Tél : (+352) 24 78 88 88
Fax : (+352) 40 61 41
E-mail : info@adem.etat.lu
www.adem.public.lu

CNS

4 rue Mercier
L-1421 Luxembourg [maps](#)
Tél : (+352) 27 57-1
Fax : (+352) 27 57-2758
www.cns.public.lu

Administration des Contributions Bureau RTS Non-Résidents

21, rue Eugène Ruppert
L-2453 Luxembourg, Batiment Yris
[maps](#)
Tél : (+352) 40 800-1
Fax : (+352) 40 800-5100
E-mail : rtsnr@co.etat.lu
www.impotsdirects.public.lu

Administration des Contributions Directes

18, rue du Fort Wedell
L-2718 Luxembourg [maps](#)
Tél : (+352) 40 800-1
Fax : (+352) 40 800-3300
www.impotsdirects.public.lu

Caisse pour l'avenir des enfants

6 boulevard Royal
L-2249 Luxembourg [maps](#)
Tél : (+352) 47 71 53-1
Fax : (+352) 47 71 53-328
www.cae.public.lu