

Adecco

Welcome my dear!

Have fun with The #1 in
Luxembourg.



Adecco

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 **Recruitment** and **Temporary Staffing**, which has been operating for more than 25 years, is the leading temping agency in the Grand-Duchy of Luxembourg Luxembourg, Esch-sur-Alzette, Pommerloch and Wasserbillig. 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



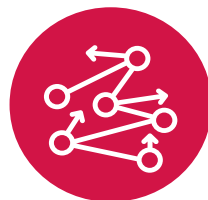
Administrative Contact

Email : pool@adecco.lu

Tel : +352 48 25 51 236

2. Registration with the tax
authorities

3. myAdecco



myAdecco

Your ensured and personal account

4. Medical examination

5. Absences – Illness –
Accidents

6. Timesheets

7. Your incomes

1. Affiliation with 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 with the tax authorities

Your tax card will be automatically issued by the Administration of Contributions, whether you are Luxembourg resident or not.

As soon as you are member of the social security scheme, your tax card will be sent by mail at your address.

In order to be affiliated as soon as possible, it is essential that you provide us your social insurance number.

For each new employer you will receive another tax card.

Once you have accomplished all the formalities which are described above, you will receive, within a month of registering, a tax card which you must forward to us immediately.

Please note

Luxembourg's Code Fiscal [tax laws] compel us to withhold **33% tax from your wages** until we receive your tax form. It is therefore in your interest to let us have this form as soon as possible. Also, please also note that a new tax card will be issued by the Administration des Contributions every year.

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.**

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 more, contact our administrative service:

- Per email pool@adecco.lu
- Per téléphone **+352 48 25 51 236**

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 **90 euros** will be deducted from your wages.

Should you fail to turn up for your second appointment, you will be fined another **90 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

Illness

If you fall ill, **you must inform your branch as soon as possible**. Outside our normal working hours, you should first inform the company to which you have been seconded of your absence. If need be, you may leave a message for your branch on its answering machine.

You must secure a medical certificate as of your first day of absence and you must ensure that we receive it by **48 hours of absence at the latest**.

Please send the employer original form to us.

Adecco Pool Administratif
Service Maladie
5, rue des Mérovingiens (ZAI Bourmicht)
L-8070 Bertrange

Send also the form to Caisse Nationale de Santé on the very same day, stating your Luxembourg Social Security number.

Should you fail to do so, your absence may not be taken into consideration as sick leave.

Work accidents

You should first inform the company to which you have been seconded and then contact your Adecco branch (your employer) directly in order to fill in a work accident form (within 8 days of the date on which the accident occurs).

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 **pool@adecco.lu** or to **+352 48 25 52 229**.

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 pool@adecco.lu or **(+352) 48 25 51 236**. 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	: 24/08/2014
Index	: 778,17
Salaires / Jours Imposables	: <input type="text"/> / <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-4333 ESCH SUR ALZETTE
 199020000000
 No Matricule
 No téléphone : +352 66 66 66 6

1. DEDUCTIONS		Impôt		
HE	Line 2	Class 3	Class	Rate
CC	Congés	Monthly	Annual	
CC	Licence	4.	5.	
FD	Fra			
FD	Base			

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

Salaires de la période du 01/11/2014 au 30/11/2014				
Prés	Designation	Qté	Valeur	Total
			Hourly rate	
	Gross salary items: hours, overtime, premiums...			
	TOTAL BRUT			
	Assurance dépendance (1,4%) Cotise de maladie (2,8%) Cotise de pension (2%) Cotise Maladie Esp. (0,28%) TOTAL COTISATIONS			Social Security Contribution
	Supplément de nuit à 20% Supplément de Jours Fériés à 200% Heures supplémentaires Supplément 40 % (H3) TOTAL A BATTEMENTS			Tax deductions
	IMPOSABLE IMPOT IMPOSABLE NON PERIODIQUE IMPOT NON PERIODIQUE CIS-CIP-CIM NET			Tax calculation
				Net amount
AG	Accomod			Net positive and negative amounts (luncheon vouchers, commuting expenses...)
	MONTEANT 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, ZAI BOURMICH L-8970 BERTRANGE
 Pour toute question relative à votre salaire TEL : +352 48 25 51 236

Administrative team data, just ask us!

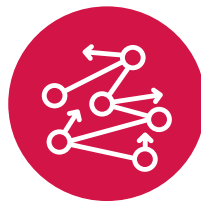
Do you have administrative issues?

Just ask us.



Administrative contact

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



myAdecco

Votre espace sécurisé personnel

Employment Administration ADEM

10, rue Bender
L-1229 Luxembourg [maps](#)
Tel: (+352) 24 78 88 88
Fax: (+352) 40 61 41
Email: info@adem.etat.lu
www.adem.public.lu

CNS

125 route d'Esch
L-2979 Luxembourg [maps](#)
Tel: (+352) 27 57-1
Fax: (+352) 27 57-2758
www.cns.public.lu

Administration des Contributions Bureau RTS Non-Résidents

5, rue de Hollerich,
L-2982 Luxembourg [maps](#)
Tel: (+352) 40 800-1
Fax: (+352) 40 800-5100
Email: rtsnr@co.etat.lu
www.impotsdirects.public.lu

Administration des Contributions Directes

45, boulevard Roosevelt,
L-2982 Luxembourg [maps](#)
Tel: (+352) 40 800-1
Fax: (+352) 40 800-3300
www.impotsdirects.public.lu

Zukunftskeess

34 Avenue de la Porte Neuve
L-2227 Luxembourg [maps](#)
Tel: (+352) 47 71 53-1
Fax: (+352) 47 71 53-328
www.cae.public.lu

Adecco

TEMP AGENCIES

LUXEMBOURG CITY

Office, Finance and Legal

2A, rue d'Anvers

L-1130 Luxembourg

☎ (+352) 49 35 13-1

Catering, Hospitality,
Sales and Events

43-49, rue Ste Zithe

L-2763 Luxembourg

☎ (+352) 29 60 10-1

EAST

Industrial, Office and
Construction

74, route de Luxembourg

L-6633 Wasserbillig

☎ (+352) 26 72 59-1

ESCH-SUR-ALZETTE

Construction

22, boulevard JF Kennedy

L-4170 Esch-sur-Alzette

☎ (+352) 26 53 68-1

Technical Industry and
Mechanical Welding

1 Avenue du Swing

L-4367 Esch-Belval

☎ (+352) 28 48 21-1

Industrial, Manufacturing and
Logistics

177, rue du Luxembourg

L-4222 Esch-sur-Alzette

☎ (+352) 54 72 20-1

NORTH

Industrial, Office and Construction

Knauf Shopping Center

19, route de Bastogne

L-9638 Pommerloch

☎ (+352) 95 96 15-1



Opening Time :

Monday to Friday



08h30 - 12h00

13h30 - 18h00

PERMANENT PLACEMENT

Office, Finance and Legal

2A, rue d'Anvers

L-1130 Luxembourg

☎ (+352) 46 42 46-1



8h30 - 18h00 Monday to Friday