



You can also file the application and related documentation online: www.kela.fi/english.



Send the application and any supporting documents by mail. The address is Kela, PL 10, 00056 KELA.

- i** The purpose of this certificate is to provide a record of weekly working hours before the period starting 2 September 2024 required to fulfil the work requirement and qualify for the basic unemployment allowance provided by Kela. The certificate is used to supplement the information on employment in the national incomes register. Kela obtains information from the national incomes register starting 1 January 2019. Information that has been reported to the national incomes register need not be reported to Kela.

1. Employee

Personal identity code Family name and given name

2. Employer

Name of the employer

Business ID/Personal identity code Contact person

Address

Telephone E-mail

3. Employment information

Start date of employment _____ End date _____

The employee has been laid off temporarily. Start date of temporary layoff: _____

The following collective agreement applies to this employment contract: _____

For jobs in the education sector, provide details on teaching requirements: _____

Working time according to the employment contract

_____ hours a week

_____ hours a month

period-based work. Working time and reference period: _____

4. Calculation basis for wage or salary

- _____ euros per hour
- _____ euros per month
- Other. Please specify: _____

5. Other wage information

i The following wage information is needed if the employment relationship started before 1 January 2019. Kela receives information on the amount of pay and the insurance status from the national incomes register starting 1 January 2019.

Have employee's contributions to unemployment insurance been withheld from the wage/salary?

- Yes
- No
- Not for the whole period.
Period for which contributions have not been withheld _____ - _____

6. Certificate on working hours

Does the period of employment include calendar weeks with fewer than 18 hours of work per week? Information on working hours is only needed for the period before 2 September 2024.

- No Yes. Fill in all weeks in which there were fewer than 18 hours of work in the table below.

Year	Week number	Hours of employment		Year	Week number	Hours of employment		Year	Week number	Hours of employment	
		hours	min			hours	min			hours	min

Does the period of employment include any unpaid periods of absence?

No Yes. Fill in below all unpaid periods of absence and the reason for the absence.

_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____

7. Additional information

Additional information on a separate sheet.

8. Signature

Certificate issued by:

- Employer or employer's representative.
- Firm providing payroll management/Accounting firm, payroll management has been contracted out to an outside service provider. Name of the company and contact person's telephone number:

Place and date

Signature and printed name of the person completing the certificate