



More information is available at  
[www.kela.fi/unemployment](http://www.kela.fi/unemployment)



If you have questions, please call our customer  
service number [www.kela.fi/phone-numbers](http://www.kela.fi/phone-numbers)



Please make sure to complete the form carefully.  
We may contact you for further information if  
necessary.

You can send the form by mail [www.kela.fi/by-mail](http://www.kela.fi/by-mail)

- i** This certificate is used when the employment relationship has started 1 January 2019 or later. The certificate is used to supplement the information in the national incomes register. Kela obtains information from the national incomes register starting from 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. Wage or salary details

Calculation basis for wage or salary

\_\_\_\_\_ euros per hour

\_\_\_\_\_ euros per month

Other. Please specify: \_\_\_\_\_

#### 5. Certificate on working hours

Does the period of employment include calendar weeks with fewer than 18 hours of work?

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

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 6. Additional information

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Additional information on a separate sheet.

## 7. Signature

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Certificate issued by:

Employer or employer's representative.

Payroll management has been contracted out to an outside service provider. Name of service provider and contact person's telephone number:

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Place and date

Signature and printed name of the person completing the certificate

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