



Instructions for the Form

Transnational Social Insurance

Three Scenarios

UZH generally distinguishes between three different scenarios for a stay abroad:

1. Place of residence and place of work have been outside of Switzerland since the start of employment
2. Secondment (posting abroad for a certain period of time)
3. Change to country of residence and work (outside of Switzerland) during the employment relationship (for an indefinite period of time)

Only the section of the form that corresponds to the relevant scenario and the “Personal Details” section need to be completed.

Personal Details

Everyone must complete the “Personal Details” section (including employee number).



Scenario 1: New employment / Additional employment / Contract extension

This section must be completed if the place of residence and place of work have been outside of Switzerland since the start of employment. All information (marked in yellow) in the entire section *must* be completed. The foreign address must be saved in SAP, as this is the legal place of residence. The institution address may not be saved. Employees who change their place of residence and place of work from another country to Switzerland during the course of their employment relationship must send an e-mail to the Payroll/Social Insurance department in addition to submitting a change of address.

Transnational Employment

This form must only be filled in if the employee lives and/ or works outside of Switzerland at the start of their employment, if their employment contract is extended, or if their place of residence and/ or work changes outside of Switzerland during their employment at UZH. The information below will be used to determine pursuant to which country's law the employee's social insurance contributions must be calculated.

Please note: Does not apply to cross-border commuters who live close to the border in Germany and who work in Switzerland.

Personal Details	
Last name, first name	Employee number
Date of birth TT.MM.JJJJ	Nationality
New employment / Additional employment / Contract extension	
Length: from – until	Employment level (in %)
Country of residence: <small>Main place of residence</small>	Secondary place of residence
Country/Countries of employment	
<i>Secondary employment</i>	
• Work performed for UZH abroad	Country / Employment level (in %) /
• Secondary employer	Country / Employment level (in %) /
Employed as civil servant?	<input type="checkbox"/> yes <input type="checkbox"/> no
• Additional self-employment abroad?	<input type="checkbox"/> yes <input type="checkbox"/> no

Secondment

Length: from – until	
Country of work	
Address of place of work	
Country of residence	
Address of place of residence	
Health insurance provider	<small>If exempt from health insurance obligation, enclose confirmation!</small>
<i>Secondary employment</i>	
• Work performed for UZH abroad	Country / Employment level (in %) /
• Secondary employer	Country / Employment level (in %) /
Employed as civil servant?	<input type="checkbox"/> yes <input type="checkbox"/> no
• Additional self-employment abroad?	<input type="checkbox"/> yes <input type="checkbox"/> no

Change of Country of Residence

Length: from - until / as of	
Country of residence	
Country of work	
Employment level (in %)	

Any change to the above information must be communicated immediately, in writing, to Human Resources.



Scenario 2: Secondment

A secondment (where the secondment is mandated) is when an employee is posted abroad by UZH for a certain period of time (e.g. field research/conferences, etc.). The prerequisite for a posting is that the employee has worked at UZH in Switzerland *for at least one month prior to the posting* and will return to UZH for at least one month after the posting. The form only needs to be completed if the secondment lasts one month or longer. All information (marked in yellow) in the entire section *must* be completed. If the health insurance is provided by Swisscare, a copy of the policy in PDF format must also be submitted.

Transnational Employment

This form must only be filled in if the employee lives and/ or works outside of Switzerland at the start of their employment, if their employment contract is extended, or if their place of residence and/ or work changes outside of Switzerland during their employment at UZH. The information below will be used to determine pursuant to which country's law the employee's social insurance contributions must be calculated.

Please note: Does not apply to cross-border commuters who live close to the border in Germany and who work in Switzerland.

Personal Details

Last name, first name	<input type="text"/>	Employee number	<input type="text"/>
Date of birth	<input type="text" value="TT.MM.JJJJ"/>	Nationality	<input type="text"/>

New employment / Additional employment / Contract extension

Length: from – until	<input type="text"/>	Employment level (in %)	<input type="text"/>
Country of residence: <small>Main place of residence</small>	<input type="text"/>	Secondary place of residence	<input type="text"/>
Country/Countries of employment	<input type="text"/>		
<i>Secondary employment</i>			
• Work performed for UZH abroad	Country / Employment level (in %)	<input type="text"/>	<input type="text"/>
• Secondary employer	Country / Employment level (in %)	<input type="text"/>	<input type="text"/>
Employed as civil servant?	<input type="checkbox"/> yes <input type="checkbox"/> no		
• Additional self-employment abroad?	<input type="checkbox"/> yes <input type="checkbox"/> no		

Secondment

Length: from – until	<input type="text"/>		
Country of work	<input type="text"/>		
Address of place of work	<input type="text"/>		
Country of residence	<input type="text"/>		
Address of place of residence	<input type="text"/>		
Health insurance provider	<input type="text"/>	If exempt from health insurance obligation, enclose confirmation!	
<i>Secondary employment</i>			
• Work performed for UZH abroad	Country / Employment level (in %)	<input type="text"/>	<input type="text"/>
• Secondary employer	Country / Employment level (in %)	<input type="text"/>	<input type="text"/>
Employed as civil servant?	<input type="checkbox"/> yes <input type="checkbox"/> no		
• Additional self-employment abroad?	<input type="checkbox"/> yes <input type="checkbox"/> no		

Change of Country of Residence

Length: from - until / as of	<input type="text"/>
Country of residence	<input type="text"/>
Country of work	<input type="text"/>
Employment level (in %)	<input type="text"/>

Any change to the above information must be communicated immediately, in writing, to Human Resources.



Scenario 3: Change of country of residence

This section must be completed if the employee is moving abroad (permanently, deregistration from Switzerland, indefinite period of time). All information (marked in yellow) in the entire section *must* be completed. The foreign address must be saved in SAP, as this is the legal place of residence. The institution address may not be saved.

Transnational Employment

This form must only be filled in if the employee lives and/ or works outside of Switzerland at the start of their employment, if their employment contract is extended, or if their place of residence and/ or work changes outside of Switzerland during their employment at UZH. The information below will be used to determine pursuant to which country's law the employee's social insurance contributions must be calculated.

Please note: Does not apply to cross-border commuters who live close to the border in Germany and who work in Switzerland.

Personal Details

Last name, first name	<input type="text"/>	Employee number	<input type="text"/>
Date of birth	<input type="text" value="TT.MM.JJJJ"/>	Nationality	<input type="text"/>

New employment / Additional employment / Contract extension

Length: from – until	<input type="text"/>	Employment level (in %)	<input type="text"/>
Country of residence: Main place of residence	<input type="text"/>	Secondary place of residence	<input type="text"/>
Country/Countries of employment	<input type="text"/>		

Secondary employment

- Work performed for UZH abroad Country / Employment level (in %) /
- Secondary employer Country / Employment level (in %) /
- Employed as civil servant? yes no
- Additional self-employment abroad? yes no

Secondment

Length: from – until	<input type="text"/>
Country of work	<input type="text"/>
Address of place of work	<input type="text"/>
Country of residence	<input type="text"/>
Address of place of residence	<input type="text"/>
Health insurance provider	<input type="text"/> <small>If exempt from health insurance obligation, enclose confirmation!</small>

Secondary employment

- Work performed for UZH abroad Country / Employment level (in %) /
- Secondary employer Country / Employment level (in %) /
- Employed as civil servant? yes no
- Additional self-employment abroad? yes no

Change of Country of Residence

Length: from - until / as of	<input type="text"/>
Country of residence	<input type="text"/>
Country of work	<input type="text"/>
Employment level (in %)	<input type="text"/>

Any change to the above information must be communicated immediately, in writing, to Human Resources.



Special case: Mobile Working from Abroad

According to “Guidelines on Mobile Working at UZH”, as a matter of principle, mobile working is only possible in Switzerland.

Employees who, despite guidelines to the contrary, work from home while they are resident abroad will be treated as if they have been seconded. All information (marked in yellow) in the entire section for scenario 2 (secondment) *must* be completed. These employees do not deregister from Switzerland. Instead, they simply move their place of work to another country temporarily. Their residential address in Switzerland is maintained. In this case, the secondment is not mandated. If the health insurance is provided by Swisscare, a copy of the policy in PDF format must also be submitted.

Transnational Employment

This form must only be filled in if the employee lives and/ or works outside of Switzerland at the start of their employment, if their employment contract is extended, or if their place of residence and/ or work changes outside of Switzerland during their employment at UZH. The information below will be used to determine pursuant to which country’s law the employee’s social insurance contributions must be calculated.

Please note: Does not apply to cross-border commuters who live close to the border in Germany and who work in Switzerland.

Personal Details

Last name, first name	<input type="text"/>	Employee number	<input type="text"/>
Date of birth	<input type="text" value="TT.MM.JJJJ"/>	Nationality	<input type="text"/>

New employment / Additional employment / Contract extension

Length: from – until	<input type="text"/>	Employment level (in %)	<input type="text"/>
Country of residence: Main place of residence	<input type="text"/>	Secondary place of residence	<input type="text"/>
Country/Countries of employment	<input type="text"/>		
<i>Secondary employment</i>			
• Work performed for UZH abroad	Country / Employment level (in %)	<input type="text"/>	<input type="text"/>
• Secondary employer	Country / Employment level (in %)	<input type="text"/>	<input type="text"/>
Employed as civil servant?	<input type="checkbox"/> yes <input type="checkbox"/> no		
• Additional self-employment abroad?	<input type="checkbox"/> yes <input type="checkbox"/> no		

Secondment

Length: from – until	<input type="text"/>		
Country of work	<input type="text"/>		
Address of place of work	<input type="text"/>		
Country of residence	<input type="text"/>		
Address of place of residence	<input type="text"/>		
Health insurance provider	<input type="text"/>	If exempt from health insurance obligation, enclose confirmation!	
<i>Secondary employment</i>			
• Work performed for UZH abroad	Country / Employment level (in %)	<input type="text"/>	<input type="text"/>
• Secondary employer	Country / Employment level (in %)	<input type="text"/>	<input type="text"/>
Employed as civil servant?	<input type="checkbox"/> yes <input type="checkbox"/> no		
• Additional self-employment abroad?	<input type="checkbox"/> yes <input type="checkbox"/> no		

Change of Country of Residence

Length: from - until / as of	<input type="text"/>
Country of residence	<input type="text"/>
Country of work	<input type="text"/>
Employment level (in %)	<input type="text"/>

Any change to the above information must be communicated immediately, in writing, to Human Resources.