

Form

for new employees

Employer: _____

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client number

Employee

Employee number: _____	Academic title: _____
Family name: _____ <small>(please state in BLOCK LETTERS)</small>	First name: _____
Address: _____ <small>(street / house number / post code / city)</small>	
Gender: Please choose	Social security number: _____ <small>(10 digit number)</small>
Family status: Please choose	Citizenship: _____

Payroll information

Date of employment: _____	Job title: _____	
Place of work: _____	Department: _____ <small>(as needed)</small>	
Collective agreement: _____ <small>(CA)</small>	CA / year: _____	Next reclassification: _____ <small>(according to CA)</small>
Type of contract: Please choose	Wage/ Salary: _____ € x 14 per year <small>(monthly)</small>	
Cost centre: _____ <small>(as needed)</small>	Working hours: _____ days / _____ hours <small>(weekly)</small>	
Ongoing executions: <input type="checkbox"/> Yes <input type="checkbox"/> No	Disabled person benefiting: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Extras: _____ <small>(e.g. limitation, 12 months salary, border commuters, ...)</small>		

Employee's bank information

Bank: _____
IBAN: _____ BIC/ SWIFT: _____

send by e-mail

print form

Hübner & Hübner - Payroll made easy
payroll@huebner.at | Tel: +43 (1) 811 75 - 0



Updated on: January 2026 * The latest version can be found at www.huebner.at or by scanning the QR-code.

By submitting the entry form, you confirm that the employee has a valid permit.

If you have any questions on this topic, our employment law team will be happy to assist you.