By when must I register a worker with the HZMO?

For: Trading company · limited liability company · limited company

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Applicability: Before starting work

The application must be submitted no earlier than eight days beforehand and no later than the start of work.

Confirmation of the application is part of the preparation.

Designate a responsible person and the submission time before starting work. Do not rely on an oral agreement that the application "will be dealt with"; verify that it has been accepted and where the confirmation is stored.

Insurance enrolment is only part of the hiring process. In parallel, prepare the contract, induction, records and necessary safety procedures. This response does not convert the enrolment into confirmation that the entire hiring process is complete.

How to prepare this in your business

Agree in advance with the person submitting the application on when all the necessary information should be provided. If an error or an unaccepted application occurs, it must be clear who is responsible for resolving it and by when. A message sent to the accounts department alone does not constitute confirmation of a completed process.

After acceptance, verify the details on the confirmation and attach it to the employee's documentation. To change the start date or any other relevant information, request a timely review of the appropriate amendment procedure.

Example of starting work on Monday

Coordinate the data and submission with accounting well in advance, and verify the confirmation before the person starts work. If the start date changes, check whether the submitted data also needs to be reconciled.

Specific next steps

1. Specify the start date.
2. Submit the M-1P or eM-1P.
3. Save the registration confirmation.

Most common mistakes

• To treat a saved form as equivalent to an accepted application.

• Wait for the end of the first working day.

Limits of application

The contract and other obligations of the employer are checked separately.

Sources

HZMO · Deadlines for submitting applications

https://www.mirovinsko.hr/hr/rokovi-za-podnosenje-prijava/250

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/prijava-radnika-hzmo