





# Welcome to work in Finland! - webinar for employees

On Monday 31 August 2020 at 10.00-11.30

#### **Estimated schedule:**

10.00-10.30 EU-registrations and residence permit applications for employed persons

10.30-10.45 online service Enter Finland

10.45-11.05 partial decision by the TE services

11.05-11.30 occupational safety and health



#### **BREXIT** – useful links

- migri.fi/en/brexit/en
- migri.fi/en/frequently-askedquestions
- More information coming up in September: follow our bulletins at <u>migri.fi/en/customer-bulletins</u>



# Useful information on coronavirus

- migri.fi/en/coronavirus
- te-palvelut.fi
   click the banner TE services in
   the corona situation.
- <u>tyosuojelu.fi</u> a section on coronavirus in English



# Flinga information board: <a href="mailto:flinga.fi/s/FX4RN2K">flinga.fi/s/FX4RN2K</a>





# Residence permit for an employed person (TTOL)

> Things to consider when applying for a residence permit in Finland on the grounds of employment



#### Where to begin?

- If you plan to work or do business in Finland, you usually need a Finnish residence permit.
- There are some tasks in which you are allowed to work without a
  residence permit, only with a visa or on the basis of a visa exemption, for a
  limited period of time. More information is available on migri.fi/en/workwithout-residence-permit.
  - If this is not the case, you could be fined for working without a residence permit.
- When applying for a residence permit for an employed person, you need to be able to provide for yourself with the income from gainful employment for the entire duration of the validity of your residence permit.
- You apply for a residence permit with the Finnish Immigration Service, also known as Migri. It is the authority that processes all residence permit applications and makes the decisions.



#### Types of residence permits based on employment

- Residence permit for an employed person (TTOL)
- Specialist
- EU 'Blue card'
- Trainee
- Start-up entrepreneur
- Internal transfer (ICT and Mobile ICT)
- Researcher
- Sports and coaching
- Volunteering
- Entrepreneur
- Employment of individuals who have completed a degree or research project in Finland
- Residence permit for seasonal work:
- etc.

Information on all application types is available at migri.fi/en/working-in-finland/applications



#### Residence permit for an employed person (TTOL)

- The most common type of residence permit granted on the grounds of employment; check on which basis you should apply.
- You can work in the professional field indicated in the permit or for a certain employer.
  - Electronic application, €490 (2020)
  - Paper application €640 (2020)
- Application form OLE\_TY1
- Two-tier processing:
  - The Employment and Economic Development Office issues a partial decision on the application.
  - The Finnish Immigration Service reviews the general preconditions for granting a residence permit (criminal activity and circumvention of immigration regulations).

More information and application instructions: <u>migri.fi/en/residence-permit-for-an-employed-person</u>



#### Selecting the right application form for employmentbased applications

- Two procedures depending on the type of employment for which you are applying a residence permit:
  - Residence permit for an employed person (TTOL)
  - Other type of residence permit for gainful employment
- See a list of the grounds for a residence permit on the page <u>migri.fi/en/working-in-finland/applications</u>.
  - Apply for a residence permit based on your type of job. Select the application form carefully!
  - Learn about the preconditions and instructions for each type of application on the respective page.
  - If you are unsure as to which type of application is the right one for you, use the <u>application guide</u>.
- A residence permit granted in another EU country does not directly qualify for employment (this also applies to the P EU permit).
- If you have a business or plan to start one, apply for an entrepreneurial residence permit.



#### Family members

- If a residence permit for employment has been granted for you, your family members (spouse and underage children) can usually apply for a residence permit <u>based on family ties</u>, or they can apply for the residence permits at the same time with you.
- To be granted a residence permit, you must live with and be a part of your family.
- Your family's income must be secured.
- A family member is entitled to work if they have been granted a residence permit based on family ties.
- More information and application instructions: <u>migri.fi/en/moving-to-finland-to-be-with-a-family-member</u>



#### Applying for your first residence permit

- Usually, you must apply for a residence permit abroad before entering Finland (in a country of your legal residence).
- You can only apply for a residence permit personally (a family member or employer cannot apply on your behalf).
- Submit the application online or fill in a paper application. After this, you
  must visit a Finnish mission or VFS Global Application Centre (if abroad) or visit
  a Migri service point in Finland (if you are in Finland) migri.fi/en/book-anappointment, for identification.
- The countdown of the processing time of your application will begin from your personal visit, i.e. identity verification.



#### Residence permit application pending

- On the identity verification, the authority will
  - Initiate the processing of your application
  - Confirm your identity
  - Record your biometric identifiers
  - Collect the processing fee,
- If additional information is required for the processing of your application, we will interview you, either in writing or orally, before making the decision if and when needed.
- If the decision is positive, you will receive a decision and a residence permit card.



#### What should you do?

- Fill in your application on the Enter Finland online service as this offers a faster way of communication.
- Attach the required appendices to your application. The employer will attach any appendices concerning the company.
- If you want your employer to use the Enter Finland service, you will ned
  to know the business ID of your employer company.
- The employer can only user Enter Finland if you give your consent when filling out your electronic application.
  - This will mean that the employer can attach appendices to the application directly.
- Remember to inform your employer that you use Enter Finland.



# What kind of information will be needed for a residence permit application?

- Standard forms (minimum information)
- If we need more information, we will send you a request for additional information.

Most common types of additional information requests:

- documents on family ties
- written or oral interview (embassies, Migri)
- information on income (employment contract, payroll slips, property)
- consent to a DNA test.



#### Incomplete application

- Fill in the application carefully and give correct information.
  - Make sure that you enclose all the required appendices.
  - Each application form includes a list of the required appendices.
  - Answer to all requests for additional information with in a similar degree of attention.
- The Finnish Immigration Service cannot grant a positive decision to your application if information is missing.
- The processing of the application will be delayed if your application is incomplete.
  - You or your employer will be requested to provide the missing information. This will delay the processing of your application.

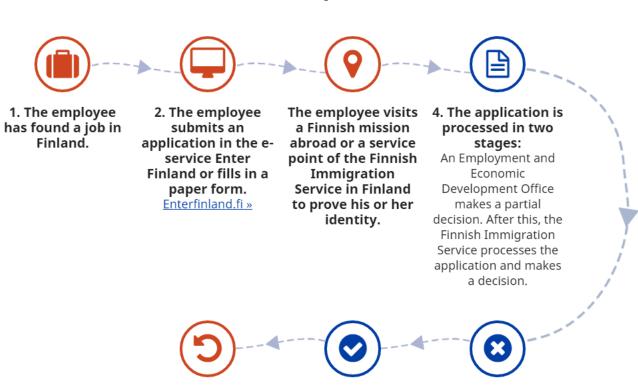


#### How does the application process proceed?

- The Finnish mission abroad or Migri service point will initiate the processing of the application submitted on paper or electronically.
- A residence permit application for an employed person (TTOL) will be first sent for the
  processing of the Employment and Economic Development Office, after which it will
  be reviewed by the Finnish Immigration Service. Other applications made based on
  employment will come directly to Migri for processing.
- We will process your application and that of your family member(s). It is possible that
  we request additional information, interviews or statements by authorities and carry
  out the necessary official checks.
- After we have received all necessary information, a decision can be made in the case.
  - > The average processing times vary depending on the basis of the application.



#### How does the TTOL process work?



6. The employee may later apply for an extended permit.

#### 5b. Positive decision:

The employee is informed of the decision through the eservice or the Finnish mission. The employer is also informed of the decision. The employee can start working.

#### 5a. Negative decision:

The employee is informed of the decision. The employer is also informed of the decision. The employee may appeal the decision to an administrative court.



# Processing times of residence permit applications on the grounds of employment

#### Statutory processing times

- Most common processing times for permits on the grounds of employment Four (4) months
- EU 'Blue card' 90 days
- Scientific research, traineeship and volunteering: 90 days

The processing time of the application begins from the identity verification.

The processing time will be suspended for application supplementation

#### Counter for processing times

• migri.fi/en/check-the-processing-time-of-your-application



#### Right to work begins

- You must normally have a valid residence permit before you can start work in Finland.
- The residence permit for an employed person (TTOL): right to work on the field for which you have applied the residence permit begins when the residence permit is granted.
- In the case of other types of residence permits, the right to work depends on the type of residence permit, for example:
  - Unrestricted (residence permit based on family ties or entrepreneurship)
  - Restricted: residence permits granted based on employment may include both temporal and work-related restrictions (residence permit for an employed person for a certain professional field, residence permit for studies, individuals employed by associations etc...).



#### Right to work continues

- If your residence permit expires, and you do not apply for an extended permit, your right to work ends. You must stop working in Finland.
- You can usually continue working if you submit an application for an extended residence permit on Enter Finland or at a service point of the Finnish Immigration Service before your existing residence permit expires.
  - ➤ If you previously had a residence permit for an employed person (TTOL) and you are applying for an extended permit in the same professional field, your right to work continues throughout the processing of your application. In other cases, your right to work will expire.
    - For example, if your previous residence permit was a TTOL in the professional field of horticulture but you are applying for an extended permit in the field of cleaning industries => your right to work in the new field will only begin once you have been granted a new residence permit.
  - If your previous permit was something other than a TTOL, your right to work as granted with your previous permit will continue until your new application has been processed.
    - For example: your previous residence permit was granted on the grounds of family ties and you are now applying for a residence permit for an employed person => your unrestricted right to work will continue until your residence permit for an employed person has been granted.
- More detailed information <u>migri.fi/en/working-while-your-extended-permit-application-is-being-processed</u>



### Applications for extended permits are always submitted in Finland

#### Submitting an application on the e-services may suffice if:

- You provide strong identification on Enter Finland (online banking credentials, citizen certificate or mobile certificate – you can make changes to the identification method on your Enter Finland account).
- The application includes all the required information and attachments.
- The fee has been paid and you have an electronic passport photograph retrieval code.

After the application has been submitted, the service will indicate if you need to visit a service point.



#### Changing jobs

- If you have a residence permit based on employment, there are usually restrictions on your right to work.
- If your residence permit has been granted for employment for a certain employer only (the name of the employer is indicated on the decision), and you want to work in another professional field, you must apply for a new residence permit.
- If you have received a residence permit for an employed person in a certain professional field, you are usually free to change jobs as long as your residence permit is valid and your new job is in the same professional field.
- If you have been granted a residence permit for a specified task, you can
  usually engage in similar types of tasks for another employer.
- If necessary, you or your employer can check your right to work from the Finnish Immigration Service.
- More information about various types of rights to work: migri.fi/en/right-towork



#### When the work ends

- If you have a residence permit for employment and your employment relationship ends, your grounds for a residence permit no longer exist. If this is the case, you can no longer be granted an extended permit on the same grounds.
- You should leave Finland by the time your residence permit expires if you have not applied for a residence permit on some other grounds.



### EU registration for an employed person



#### Steps of the process

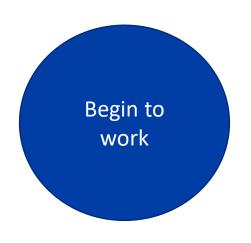






#### You can enter Finland and work without applying in advance

- If you are a citizen of an EU Member State, a Nordic country, Liechtenstein or Switzerland, you do not need a residence permit to stay in Finland
- Your family members may need a visa to enter Finland
- You and your family members can stay and work freely in Finland for up to three months



#### Work can form grounds for residence in several ways

- Employed person
  - You can have work contract already when moving to Finland, or you can search for work for up to three months
  - Self-employed person
    - You can register as a private trader in business in Finland at Finnish Patent and Registration Office (PRH)





# Registration of right of residence if you stay for longer than three months

- Once you have begun working, you can apply for registration of the right of residence at the Finnish Immigration Service (Migri)
- Citizens of Nordic countries register their right of residence at the Digital and Population Data Services Agency (DVV)
- Family members of citizens EU Member State, a Nordic country, Liechtenstein or Switzerland must apply for residence card for a family member at the Finnish Immigration Service (Migri)



# Applying for a residence permit for an employed person in Enter Finland

Introducing the use of the online service of the Finnish Immigration Service, Enter Finland



#### **Enter Finland**

- Enter Finland is the online service of the Finnish Immigration Service
- Can be found in address: enterfinland.fi
- Service provided with the following languages: Finnish/Swedish/English
- In EF you can apply for:
  - First residence permit
  - Extended residence permit
  - Permanent residence permit
  - Seasonal work permit and certificate
  - EU citizen registrations, certificates and residence cards.
  - Finnish citizenship



# Applying for a residence permit for an employed person in EF

- A residence permit for an employed person can be applied in EF
- The application has to be done from a personal EF user account (you cannot apply on behalf of someone else)
- It's usually cheaper to apply via EF:
- EF application for employed person (first permit, TTOL): 490e
- > paper application: 640e
- The processing of the case is also most likely faster via EF:
- expected processing time for electronic applications (first permit, TTOL) 1-4 months
- Expected processing time for paper applications (first permit) 2-4 months

### **Applying for a permit in EF**



#### Choose the correct application type

You can either apply for a first -, extended -, or a permanent residence permit based on employment and seasonal work permit or - certificate

Choose an application below:

First residence permit	Extended residence permit	Permanent residence permit
When you do not have a residence permit and you plan to move to Finland.	When your residence permit is about to expire.	When you want to apply for a permanent residence permit
Seasonal work	EU citizens and their	Finnish citizenship
	family members	

If you are not sure which type of application you should choose, use the <u>Application Finder</u> on the Finnish Immigration Service website to find out. For instructions on how to use the online service, see the page <u>Online services</u>.

## Choose that you wish to apply based on work





# You can apply for different residence permits types for an employed person online

#### The different options are:

- an employed person
- person employed as a special expert
- seasonal work
- a trainee
- a researcher
- an au pair
- entrepreneurship, or Finnish Startup Permit
- an athlete or a coach
- other employment

Residence permit for an employed person	
You are employed by a Finnish employer or an employer operating in Finland and cannot apply for a residence permit with any other application form mentioned on this page.	APPLY NOW
Residence permit for a person employed as a special expert	
You are a <u>specialist</u> , visiting teacher, lecturer, instructor or consultant or you work in the top or middle management for a company; or you are a specialist applying for an <u>EU Blue Card</u> .	APPLY NOW
Residence permit for seasonal work	
Your work is <u>seasonal</u> , <u>takes place in a certain field</u> , and lasts for 3–9 months. Jobs in forestry, crop production or at festivals are examples of seasonal work that requires a residence permit.	APPLY NOW
Residence permit for a trainee	
You are a trainee (an intern).	APPLY NOW
You will take part in an exchange programme of a non-governmental organisation or come for a Working Holiday, or you will volunteer as part of a volunteer programme of the Europan Union.	



#### Create a new account or log in

- You can create an account and later log in using either:
  - email + password
  - online banking credentials (certificate card, mobile certificate or Finnish banking credentials)

Log in

Create a new application \_\_\_\_\_\_

To create a new application you need to create a user account first.

Create a user account

You have already created a user account and want to create a new application or check the progress of pending applications.



When you fill in the form, EF will guide you through different pages. Necessary information needs to be filled, required attachments added and finally the application can be paid and sent.



### Residence permit application for an employed person









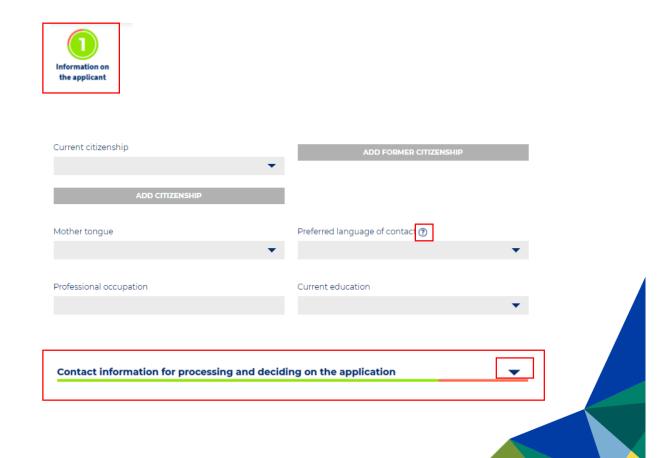






## Application Form: EF indicates the progress of the application filling

- The panels on the form and page circles on top of the page are filled with green and red indicating the completeness of the page or the section.
- The different panels can be opened from the right-hand side triangle.
- In some fields there are also "?" symbols, from where you can find quidance to filling in the fields correctly.





### You can give access to your Employer to see and supplement your application. The permission is given when you are filling in the form.

- After this your employer is able to:
  - follow the status of your application
  - submit the main work conditions (electronic TEM 0.5)
  - submit required documents
  - receive supplement requests and reply to them
  - send additional information regarding an application
  - pay the processing fee on your behalf
  - receive the decision in those cases where the TE Office makes a partial decision
  - submit an employee announcement for an employee who isn't applying for a residence permit on the basis of working.

#### Information on employer

I wish to share my residence permit application to my employer, who is using Enter Finland for **Employers** 

If you wish, your application can be shared with your employer in Enter Finland for Employers. In this case, your employer must report the key work conditions and submit statements concerning your employment before your identification visit. (?)

Your employer may also choose to pay the processing fee on your behalf. Your application will be linked to your employer using its Business ID, so ensure that you provide the correct Business ID. If your employer does not have a Business ID, the application may not be shared. For more detailed information on the e-service for employers, see our Internet site. If you consent to the use of the employer e-service for submitting and processing your application, you also consent to permit your employer to supplement your application through the e-service. Processing will not begin until the application has been supplemented. You also consent to requests for additional information regarding your application from your employer. Your application can be rejected if your employer does not provide said

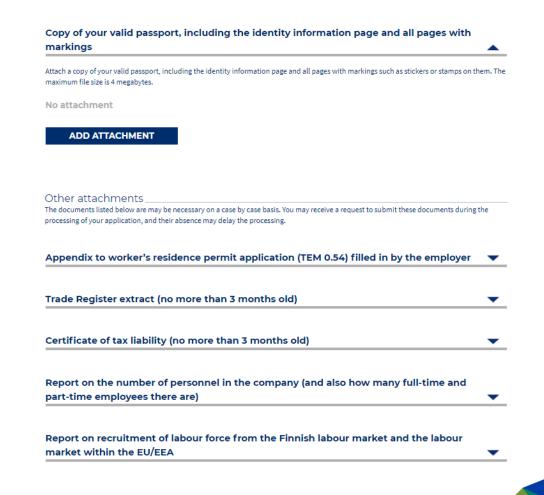






### **Application form: Attachments**

- There are some required and optional attachments in the application form.
- Required and optional attachments can vary from one case type to another.
- The recommended file format for attachments is PDF. Other allowed file formats are: txt, rtf, jpg, png ja gif.





# After you have filled in all the fields and added necessary attachments, you may pay for the application

## You can pay for your application online or choose to pay during the service point visit

- You can use most common credit cards and Finnish online banking credentials for the payment.
- If you have given your consent for your Employer to access your application process, they can also pay for your application on behalf of you until the point when you have visited the service point or the embassy and the application has been initiated. (In seasonal work certificates the payment can be done also after this point).
- Pay attention, that once you have paid for your application in EF you can no longer edit the application form.
- If you choose to pay in an embassy, check the possible paying methods at the web site of the embassy beforehand.

Application handling fee	490 €
You can pay the processing fee with	most credit cards or by using online banking services provided by Finnish banks.
bank. After you have made the payr	nking services, you need your online banking credentials. The e-service will direct you to the website of your ment, return to the application form by clicking the link that directs you back to the service (for example not click the back arrow key on the browser to return to the previous page.
If you pay with your credit card, ent payment, you will automatically ref	er the credit card number and security code in the appropriate fields. After you have made the credit card number to the application form.
	nd, please do not transfer the payment directly to the bank account of the Finnish Immigration Service. The Islow down the processing of your application. You can pay the processing fee when you identify yourself at
Please note that it is not possible filled in all the required details.	to edit the application after the payment. Before you pay the application fee, please check that you hav
Pay at the service poir	nt
If you cannot pay your application y	with a credit card or Finnish online banking credentials, pay the application fee at your service point, If your

service point is an embassy (or a consulate), check the possible methods of payment at the web pages of the embassy before your visit. The application fee will not be higher if you choose to pay at your service point. If you have shared your application to your employer through E

I will pay for the application either during or before my visit to the service point after checking which option is

Finland for Employers, your employer can pay the fee on your behalf before you visit the service point



## Choose your most convenient service point to visit

#### Check the needed information

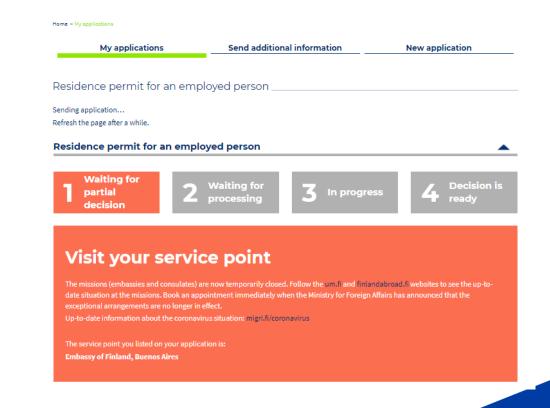
- If you apply from abroad, it's very important to check the web site of the embassy and find out in advance the practices of the embassies, since they vary a lot from embassy to embassy
- Also, if you apply from Finland, don't forget to book your appointment from the Finnish Immigration Service's appointment system (Vihta).

Choose your service point						
you are not in Finland, your service point is a Finnish mission (embassy or consulate) abroad. Visit the <u>website</u> of the Ministry for Foreign Affairs or check which embassy you should visit, and visit the website of the selected embassy or consulate to check whether or not you need to book an ppointment through the embassy. You must visit your chosen service point within three months or your application will be rejected.						
However, certain Finnish embassies can be very busy and it may not be pappointment you have booked is not within three months, let us know thafter you've sent your application.	**					
f the three month time limit is passed because the embassy has no avail	able appointments, it will not lead to the rejection of your application.					
Country	Service point					
Argentina	Embassy of Finland, Buenos Aires					



# In most cases a visit to a service point is required in able to start the processing of your application.

- Make sure that you visit the service point which is the most convenient to you as soon as possible
- Remember to book a service point visit after submitting the application
- If you are not visiting the service point (when necessary), your application will be rejected



## A possibility to skip the service point visit when applying for an extended permit



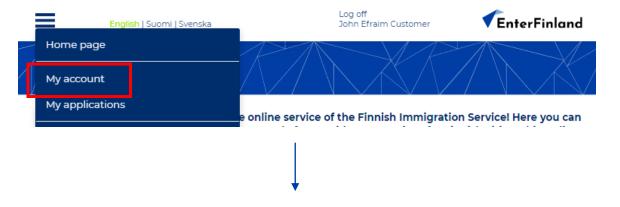
## A possibility to skip the service point visit with extended permit applications

- If you have used strong authentication when logging in to to EF (like Finnish banking credentials) and you apply for an extended residence permit, there is a possibility to skip the service point visit in some cases
- Other requirements are:
  - There is an electronic passport photo ID added to the application
  - The application has been paid in EF
- In some cases the service point visit is necessary even though all the above mentioned points would be fullfilled.
   Once you send the application, EF will inform you whether or not you need to visit the service point.



## A possibility to update your account from weak to strong authentication and log in

- If you already have created an account to EF using weak authentication (email and password), you don't need to create a new account, but you can rather update your account into a strong account.
- You can do the update from "My account"
- "Change now" button will transfer you to Suomi.fi – authentication page, where you can log in using strong authentication methods, for instance Finnish banking credentials.
- Once you have logged in using strong authentication, your account is updated as strong account and from that point on you will need to log in to EF using strong authentication.
- Remember also to do this update before applying for the extended permit, so that you might be able to skip the service point visit.



Change your login method from email to strong electronic identification (Finnish online banking credentials, certificate card, mobile certificate or eIDAS identification).

Login methods based on user name (your email address) and password are not as secure as certificate-based authentication methods, Finnish online banking credentials or eIDAS identifications.

If you have Finnish online banking credentials, you can change your login method and use them to log in to Enter Finland. Certificate-based authentication methods mean Citizen Certificate or mobile certificate. A Citizen Certificate is an electronic certificate that authenticates the identity of the certificate holder. It is issued by the Population Register Centre of Finland. For more information about the Citizen Certificate, see the website of the <u>Population Register Centre</u>. Using an eIDAS identification means that an EU citizen can log in to the service using strong electronic identification. EU citizens can use an electronic ID, such as online banking credentials, issued in their own country.

**CHANGE NOW** 

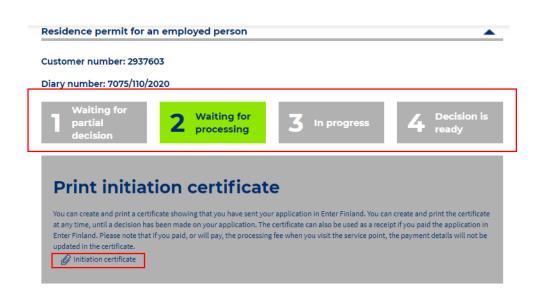
### **My Enter Finland account**

What can I do there after I have sent the application?



# Once you have visited the service point, the application is registered in the Finnish Immigration Service's application queue

You are able to see the status of your application and if necessary, to print an initiation certificate from the service



## You will also see relevant events of your case handling in the application page

#### Events concerning your application

- 18.6.2020 We have received the processing fee for your application. (€490)
- 18.6.2020 We have received your application and it is pending.
- 18.6.2020 A customer number has been created for you. You can see your customer number at the top of the page. (John Efraim Customer)
- 18.6.2020 You have proved your identity and a diary number has been created for your application. You can see the diary number at the top of the page. Your application has been placed in the processing queue. We will contact you if we need more information from you. Our processing times can be found on our website at www.migri.fi
- 18.6.2020 The Employment and Economic Development Office has made a partial decision on your application. Your application is now in queue for processing at the Finnish Immigration Service. We will contact you if we need additional information. See our website for processing times.

  18.6.2020 The processing of your application has started. Contacting us does not speed up the processing of the application. If we need further information from you, we will send you a request through this service.
- 18.6.2020 You have sent additional information for the application. We have received it. The documents you sent are displayed in the application information.
- 18.6.2020 Your application is waiting for your reply to a request for supplementary information.
- 18.6.2020 You have replied to a request for supplementary information.



## EF Statuses: Waiting for partial decision made by the TE office

## In some situations a residence permit application for an employed person is processed in two stages

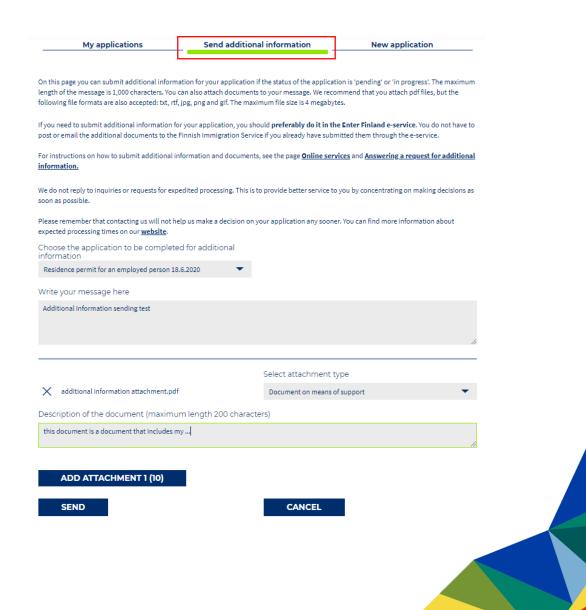
- First, an Employment and Economic
  Development Office (TE Office) will assess
  whether you have sufficient means of support,
  whether your work will be temporary or
  continuous, and whether labor force is available
  within a reasonable time in Finland or within the
  EU/EEA for the work in question.
- Secondly, following this, the Finnish Immigration Service makes its decision.
- When the application is waiting for the partial decision from the TE Office, it is shown in the online service in status "Waiting for partial decision", which means that the application is not yet being handled by the Finnish Immigration Service





### Sending additional information

- You can send attachments or additional information from your account also after you have sent the application.
- Additional infromation can be filled into a text box and attachments can also be added.
- The recommended file format for attachments is PDF. Other allowed file formats are: txt, rtf, jpg, png ja gif.

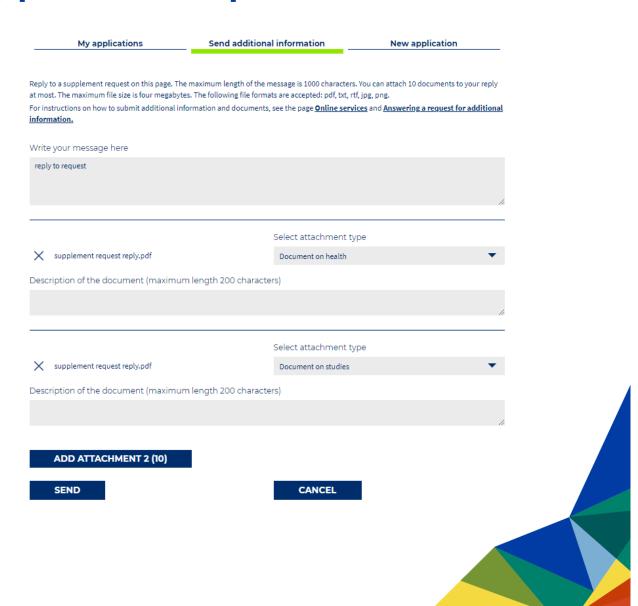




### Replying to a supplement request

- The Finnish Immigration Service may also send supplement requests to the service, which will need to be replied to within the given time.
- The processing of the case may continue even without the supplement, if no reply has been received until the end of the given time. Not replying to the request may have a negative effect on the handling of your application.
- The supplement request is replied to directly from the service.

We need additional in	formation for your applica	ition.		
Reply to the rec	uest no later than:	:02.07.2020		
		n time, a decision can be issued on		egative.
video instructions: <u>Ri</u>	plying to a request for a	dditional information in Enter Fin	<u>tanu</u>	
Request for add	litional informatior	1		
			/	





## Once the decision is made, you will be informed about it in your account.

- In most cases the decision to your application is sent to EF and you can open and readi it from there.
- You will receive both the partial decision (made by TE office) and the Finnish Immigration Service's decision to the service
- If the negative decision is not read after 5 days of sending it to the service, you will receive a reminder via email and SMS
- If the negative decision is not read after 7 days of sending it to the service it will be removed from the service and will be sent to you by mail.
- If you have been given a positive decision and a residence permit, the residence permit card will be sent separately to you by mail.

Diary number: 7075/110/2020

1 Waiting for partial decision

2 Waiting for processing

3 In progress

4 Decision is ready

A decision has been made on your application

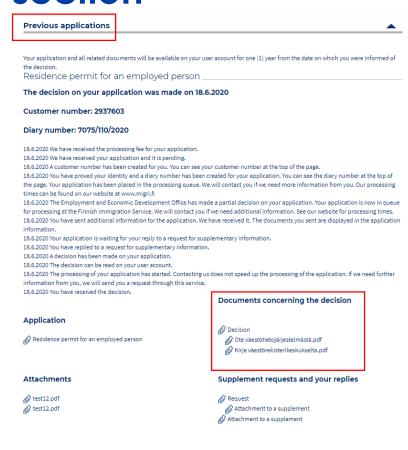
Read the decision and the accompanying documents. Once you have opened the decision, your application is transferred under 'Previous documents'.

**READ THE DECISION** 



# After you have read the decision, your application is moved to "previous applications" section

- You are able to access the event details and the documents of the application for 1 calendar year from the day that you have read your decision.
- If you need for instance the documents or the decision after this, please print them out.





#### Email and SMS notifications from the service

- Enter Finland sends automatic notifications for the user via email and SMS.
- The notifications are sent when:
  - You have received a supplement request
  - You have replied to the request and the Finnish Immigration Service receives your reply
  - You have not replied to the supplement request and there are 3 days remaining of the given deadline
  - You have sent additional information and the Finnish Immigration Service receives your reply
  - The decision is ready an has been sent to your account to be read
  - The decision has not been read after 5 days of sending it to the service

## **EU citizens and employment**



## EU citizens and their family members can use Enter Finland

#### There are separate forms for applying:

- for a registration of an EU citizen or a certificate of right of permanent residence
- for a residence card or permanent residence card of a family member of an EU citizen
- By using the same form you can apply for yourself or for you child.

Select the correct application.

Registration of an EU citizen's right of residence or certificate of right of permanent residence

You are an EU citizen and your stay in Finland exceeds three months.

Residence card of a family member of an EU citizen

You are a family member of an EU citizen, but you are not an EU citizen, and your stay in Finland exceeds three months.

#### Registration of an EU citizen's right of residence









Choose registration type (?)

- Registration of right of residence (Also applies to citizens of Switzerland and Liechtenstein (Aliens Act, section 153))
- Certificate of permanent residence

This registration is for

an underaged child

#### Application for a residence card of an EU citizen's family member









Choose card type

residence card

permanent residence card

This registration is for

O me

an underaged child



## Eu citizens may apply for EU registration in EF based on their employment

- If the reason for the registration is employment, it will need to be indicated in the form as "purpose of residence".
- There is possibility to apply for registration either based on employment or selfemployment.
- If the purpose of residence is employment, specific attachments are needed to be added to the application, like "Proof of employment"



#### New layout:





#### Current layout:







## Partial Decision by the TE Services as a part of the Work Permit Process

### Content

- Authorized TE Services
- 2. TE Services' partial decision
  - the availability of labour in the local labour market area (EU/EEA area)
  - employee's prerequisites
  - the terms of the employment relationship
  - employer's prerequisites
  - employee's economical livelihood
- 3. Length and form of the partial decision



Pohjois-Pohjanmaan TE-toimisto
Norra Österbottens arbets- och
näringsbyrå

Kaakkois-Suomen TE-toimisto Sydöstra Finlands arbets- och näringsbyrå

Pirkanmaan TE-toimisto Birkalands arbets- och näringsbyrå

4 <u>Uudenmaan TE-toimisto</u> Nylands arbets- och näringsbyrå

Ahvenanmaan AMS Alands AMS



The authorized TE
 Office is determined by
 the area where you
 work.



### Pohjois-Pohjanmaan työ- ja elinkeinotoimisto

Torikatu 34–40 90100 Oulu

Work permit unit: 0295 029 506 (klo 9-11)

Email: tyoluvat.pohjois-pohjanmaa@te-toimisto.fi

#### Pirkanmaan työ- ja elinkeinotoimisto

Pellavatehtaankatu 25 PL 587 33101 Tampere

Work permit unit: 0295 045 502 (klo 9–11) Email: tyoluvat.pirkanmaa@te-toimisto.fi

#### **Alands arbetsmarknads- och studieservicemyndighet**

Nygatan 5 PB 2026 AX-22111 Mariehamn

Work permit unit: 018 255 01

Email: info@ams-aland.fi

### Kaakkois-Suomen työ- ja elinkeinotoimisto

Villimiehenkatu 2 B 53100 Lappeenranta

Work permit unit: 0295 042 006 (klo 9-11) Email: tyolupapalvelut.kaakkois-suomi@te-

toimisto.fi

#### Uudenmaan työ- ja elinkeinotoimisto

Antinkatu 1 00100 Helsinki

Work permit unit: 02950 40019 (klo 9-16.15)

Email: tyoluvat.uusimaa@te-toimisto.fi





Availability of labour in the local labour market area

- Employers are obliged to offer open vacancies first to labour in the local labour market area.
- Labour market area includes the citizens of the EU countries and the citizens of the EAA countries.
- There are regional alignments made by regional ELY Centres (Centres for Economic Development, Transport and the Environment)
- The alignments list professional fields that have labour shortage according to statistics.
- If listed, the employer may hire labour from outside of the labour market area without first opening the vacancy in local labour market.
- To compare labour force supply and demand in different parts of Finland, visit: <a href="www.ammattibarometri.fi/?kieli=en">www.ammattibarometri.fi/?kieli=en</a>.
- Employee must prove his/her professional knowledge by submitting study certificates or reference letters.





- Finnish legislation may require competence or a state of health to work in a specific profession.
- TE Office ensures that the applicant meets these perquisites.
- Submit for example:
  - a valid driver's license
    - if the profession contains driving
  - doctor's statement that you don't have:
    - respiratory tuberculosis:
      - if you work for social welfare or health care unit or;
      - if the work includes taking care for children under school age
    - salmonella infection:
      - if you work in food premises in which you handle unpacked foodstuffs that are served cold



Terms of the employment relationship

- The employer must inform the terms of work by using <u>TEM054-form</u> or by filling the terms of work on Enter Finland website.
- The terms of work must follow Finnish labour code and the collective labour agreements of the work branch.
- The terms of work must not weaken during the permit period.
- When applying for an extended permit, the TE Office checks that the conditions explained in the first application are fulfilled.





- The employer must take care of all the obligations set in the Finnish legislation.
- The employer must have economically realistic perspective to afford to hire a new employee.
- TE Office may ask the employer for additional information, such as
  - tax liability certificate,
  - an insurance certificate for paid statutory insurance premiums,
  - salary certificates,
  - information on the employer's work sites in Finland,
  - financial statement,
  - auditor's statement on the company's ability to pay salaries.





- Employee's monthly income must secure livelihood in Finland.
- Livelihood is secured if the salary equals to the conditions set in the collective labour agreements of the work branch.
- Fields without collective labour agreement: monthly income must be higher than work requirement limit set by social insurance institution of Finland.
- The work requirement for year 2020 is 1236 € a month. It has an indexbased raise every year.
- Part time job: monthly income must be higher than work requirement limit. The regional alignments by ELY Centres may set higher standards for a part time job.
- When applying for extended residence permit based on work submit all your salary slips to the application.





- Based on the provided information TE Office evaluates if the decision is positive or negative.
- TE Office evaluates whether the residence permit based on work is:
  - continuous (type A)
  - temporary (type B)
- First continuous residence permit is valid for 12 months
- Most often the residence permit entitles to in a certain field of work.
- In rare situations the residence permit for employed person only allows foreigner to work for a certain employer.



### Tips for finding a job from Finland:

The Finnish national vacancy database.

the most frequently used vacancy database in Finland

Job Market Finland & Jobs in Finland

trial version of the new national vacancy database

<u>The Eures – portal</u>

helps jobseekers to move abroad by finding a job in Europe

Work in Finland by Business Finland

open vacancies and useful information about working in Finland

Other job portals on the Internet, for example:

**Monster** 

Rekrytointi.com

<u>Indeed</u>

<u>Oikotie</u>

Occubational barometer

compare labour force supply and demand in different parts of Finland





### Welcome to work in Finland

## Finnish working life

Regional State Administrative Agency for Southern Finland (avi)

Occupational Safety and Health division Labour inspectorate



### In Finland everybody has the same rights and obligations

- Foreign employees have the same rights and obligations as Finnish employees.
  - Applies to employers as well!
- Discrimination is forbidden at work and also when applying for work.
- What does it mean in practice?
  - You cannot be laid off due to an illness
  - It is forbidden to pay you less salary because you are of foreign origin
  - You can't be treated less favourably because of your religious beliefs
  - Employer can't deny you the right to join a trade union.



### Right to work

- Employer is obliged by law to make sure all non-Finnish citizens have got the right to work in Finland.
- For that purpose the employer is allowed to ask you to show your residence permit card or ID and take a copy of it.
- The copy must be kept at the workplace in case of a labour inspection.



## Work contract

- Work contract can be written or made orally.
  - If you don't have a written contract, you should get the same information about terms of employment in writing on a separate document.
  - Employer has to give you this document by the time he pays you the first salary.
- The work contract must include:
  - Place of work
  - Duration of the contract (permanent / fixed term)
  - Regular working hours
  - Salary
  - Job description
  - Resignation period
  - Trial period
  - Information on applicable collective agreement.



#### TYÖSOPIMUS

	The first the second of the se	to <del>to</del>			
	Työnantaja				
Työsuhteen osapuolet	Työntekijä	Henkilötunnus			
озарионет	Yllä mainittu työntekijä sitoutuu korvausta vastaan tekemään yllä mainitun työnantajan hänelle osoittamaa työtä tämän johdon ja valvonnan alaisena sekä seuraavin ehdoin:				
	Työsuhteen alkamispäivämäärä				
Työsopimuksen	Työsuhteen alkaessa on kuukauden koeaika				
voimassaolo	Työsopimus on voimassa				
	Toistaiseksi				
	Määräajan saakka Määräaikaisen työsopimuksen p	eruste:			
	Sovittu irtisanomisaika puolin ja toisin kuukautta				
	Työsuhde on				
Työaika	kokoaikainen, säännöllinen viikkotyöaika tuntia				
	osa-aikainen, keskimääräinen viikkotyöaika tuntia				
	osa-aikainen, ns. keikkatyö tarvittaessa Ks. Muut työsuhteen ehdot, LIITE				
Sunnuntai-, yli-, ja lisätyö	työntekijälle suoritetaan lain mukainen k	-, yli- ja lisätyötä laissa säädetyin edellytyksin, jolloin orvaus.			
Työtehtävät palvelusuhteen	Tehtävänimike  fysioterapeutti	erikoislääkintävoimistelija			
alkaessa	kuntohoitaja vastaanottosihteeri	hieroja muu, mikä			
		Ks. Muut työsuhteen ehdot, LIITE			
Palkkaus	Kuukausipalkka	€/kk			
	Tuntipalkka €/h	muu palkkaus, mikä			



### Do remember that...

- You don't have to pay anybody money in order to get a job in Finland!
- The employer is not allowed to ask you for any money in order to get a work contract this is illegal in Finland.



# About salary

- In Finland the employer and the employee cannot agree freely on the amount of salary.
- The minimum salaries are stated in collective agreements. It is possible to agree on a higher salary than stated in the collective agreement, but paying less is not allowed.
- For Sunday work and overtime (more than 40 hours per week or 8 hours per day in general) the employer has to pay extra compensation.



# Example of a collective agreement (construction)



# Rakennusalan palkkaryhmittelyn mukaiset tuntipalkat

Aikapalkkajärjestelmän mukaiset taulukkopalkat. Palkkoja korotetaan 1.6.2019 lähinnä alkavan palkanmaksukauden alusta.

Palkka- ryhmä	1.6.2018	1.6.2019
I Aloitteleva työntekijä	10,33 €	10,73
II Vähän kokemusta omaava työntekijä	11,68 €	12,08
III Aloitteleva ammattilainen	12,84 €	13,24
IV Ammattilainen	14,18 €	14,58
V Kokenut ammattilainen	15,46 €	15,86
VI Erittäin kokenut ammattilainen	16,57 €	16,97



# What is a collective agreement

- Collective agreement (työehtosopimus, TES) is different from work contract (työsopimus)
  - Work contract: agreed between employer and employee.
  - Collective agreement: a trade union and employers' association (for example PAM ry and Mara ry).
- Universally binding collective agreements: every employer must follow them regardless whether they are members in the employers' association or not.
- Different agreements for different branches:
  - E.g. restaurant branch, cleaning and maintanance branch, construction branch, transport sector
- Collective agreements can be found in Finnish here:
   www.finlex.fi/fi/viranomaiset/tyoehto/
   English translations in trade unions' websites



# Pay slip

When you receive your salary, the employer must give a pay slip each time.

It will tell you the basis on which the salary is calculated:

Basic salary

■ Monthly pay
2080 €

■ Or hourly salary  $160 \times 13 \in 2080 \in$ 

Sunday work compensation
 8 x 13 € = 104 €

- Overtime compensation 50 %  $5 \times 6,50$  € = 37,50 €

#### **MINUS**

- Taxes
- Other compulsory deductions (pension etc.)



Asteri Malliyritys Oy Ohjelmistokuja 1 A 99999 SOFTALA puh (09) 350 7530 fax (09) 351 5532 1234567-8

PALKKALASKELMA

Mailanen Sini Kasvitarhanlaita 1 02790 Kauniainen

#### Palkansaajalle annettava palkkalaskelma

Verotuskunta Tehtävänimike Osasto	Kauniainen Ahertaja		Henkilötunnus Pankki Tili	081087-900P PSP 888888-8882	
Työsuhde alkoi	1.8.1995		Palkkajakso	1.228.2.2007	
Perus%	20		Maksupäivä Kiinteä palkka	28.2.2007 1600,00 150	
Lisä%	55				
Rajatulo/vuosi	12000		Tuntipalkan jakaja Tuntipalkka	9,97	
Rahapalkka:					
kiinteä palkka		1 *	1800,00 =	1800,00	
ylityö 50%		5 *	6,50 =	32,50	
ylityö 100%		2 *	13,00 =	26,00	
työajan lyhenn	ys	8 *	13,00 =	104,00	
lomaltapaluu-/	lomaraha	1 *	864,00 =	864,00	
Rahapalkka				2826,50	2826,50
Ennakonpidätyks	en alainen tulo			2826,50	
Ennakonpidätys Ennakonpidätys si	sältää sairausvakuutukser	n päivärahamaksua 0,75	prosenttia 2 826,50 euron tulos	ta eli 21,20 euroa.	-902,18
Verottomat korva	nukset:				
km-korvaus		1000 *	0,43 =	430,00	
kokopäiväraha	l.	4 *	31,00 =	124,00	554,00
Vähennykset:					

2826.50 =

121.54

0.043 \*

tt-tyel



# Work practice and trial period

- In Finland there is no unpaid practice period in an employment relationship.
- It can only be used:
  - when practice is part of a compulsory school training
  - a work try-out agreed with the employment office.
- If the employer wants to test if the employee is suitable for the job, a trial period is agreed in the work contract.
  - maximum duration of the trial period is 6 months.
  - normal salary is paid for the whole time.
- N.B: voluntary work cannot be performed in commercial companies.



# Working hours

- The normal working hours in Finland are 40 or 37,5 hours per week.
- If you work more than 8 hours per day or 40 hours per week, you are normally entitled to a overtime compensation.
- Employer can't force you to work overtime!
- Normally there are 2 days off per week.
- In collective agreements there can be different regulations.
  - E.g. in restaurants the normal working hours are 112,5 hrs in three weeks.



1. WEEK

2. WEEK

3. WEEK

# An example of working hours in a restaurant:

Mon	Tues	Weds	Thurs	Friday	Sat	Sun
7	8	9	9	9	8	FREE
7	8	8	9	FREE	FREE	FREE
8	7	6	FREE	FREE	5	4,5

**= 112,5 HOURS** 



## Work shifts

 At every work place there should be a duty list which shows you what time your shift starts and finishes.

It is advisable to write down every day how many hours you have worked and during which times.





## Annual leave

- When you work at least 14 days or 35 hours per month, you are entitled to a paid holiday.
- In the first year, you earn 2 holiday days per month. After that 2,5 days per month.
- You are entitled to your normal salary during your holiday.
  - In addition to that, in some collective agreements there are provisions about an extra holiday bonus which is 50 % of holiday salary.
- If you quit your job before you have had time to have your holiday or you work less that 14 days or 35 hours per month, the employer has to pay you a holiday compensation in money.



# How can the Labour Inspectorate (avi) help you:

- You can find out what kind of salary and working hours you are entitled to.
- You can report us occupational safety issues at work.
- You can consult us if you suspect that you have been discriminated at work.
- Please note: we cannot help you in claiming missing salaries -> contact your trade union or legal aid office.
- More information: www.tyosuojelu.fi

Telephone service in Finnish Mon-Fri 9–15, in English Tue-Thu 9-12:

0295 016 620



### Other useful links

- NGO Victim Support Finland: <a href="www.riku.fi/en">www.riku.fi/en</a>. Service in many languages, also anonymously
- Information for victims of THB: www.ihmiskauppa.fi/en
- If you want to report a crime: www.poliisi.fi







migri.fi tyosuojelu.fi

te-palvelut.fi