

Preparation of the Single Report

General Objectives:

To understand the legal scope of the obligation to prepare the Single Report and procedures to be taken care of for the timely preparation of the same and in a manner adapted to the size and functional complexity of each Organization.

Specific Objectives:

At the end of the course trainees will be able to:

- Understand the legal and organizational reasons underlying the preparation of the Single Report;
- Identify the content of the Single Report and its structure;
- Recognize the informative and differentiated scope of each annex and know how to identify the procedures for collecting information in the organization;
- Be able to access without difficulty the main file for filling in the Single Report;
- Recognize the importance of the Workers' Exchange for the faster preparation of the document;
- Carry out, in a correct way, the update of the Workers' Exchange;
- Fill in correctly the annexes to be integrated into the main scope;
- Correctly submit the annexes provided within the deadline;
- Know how to submit the entire document without errors.

Recipients:

This course is aimed at all professionals who need to know and apply the rules for the preparation of the single report, namely managers and entrepreneurs; Responsible and technicians of human resources or Technicians of the financial area; General public with interest in the subject.

Duration:

18 Hours

Content Program:

Module I - Presentation of the Single Report as a Legal Obligation for Organizations

- The purpose of the Single Report;
- The Legislation applicable to the obligation to prepare the Single Report;
- The typology of organizations required to prepare the document;
- The delivery deadlines to be respected;
- The structure of the Single Report: common scope and annexes that can be integrated.

Module II - The Collection of Prior Information and the Filling of the UK File

- Visualization of the filling file: main scope and respective annexes;
- The transposition of the File into the computer interface of the companies;
- Collection of reliable information for the completion of the UK;
- The filling process.

Module III - Validation and Submission Process

- The validation of the information placed in the form and attachments to be submitted;
- The submission process: precautions to be taken for an adequate final result.