

- In case of change or modification of the working hours or the organization of working time, submit the **E4: Supplementary Hours and E4: Supplementary Hours-Individual Staff Schedule** supplemented only in relation to the change, no later than the same day of the change and, in any case, before taking up employment by the worker.

If you are a worker

You must know that:

- You can be informed of your rights and file a complaint against an undeclared work situation through SEPE's telephone line : 15512.
- If undeclared work is found, no sanctions will be imposed on the worker.



This project is funded
by the European Union

For more information, click on the website [https:// www.undeclaredwork.org](https://www.undeclaredwork.org)

UNDECLARED

WORK

HAS NEGATIVE

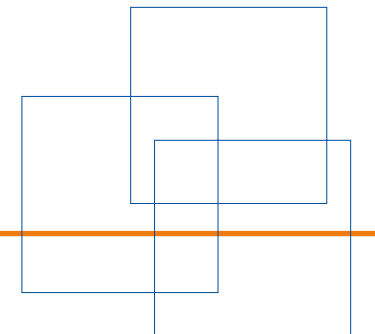
CONSEQUENCES

FOR ALL



International
Labour
Office

Geneva



UNDECLARED WORK IS A PROBLEM

- It entails revenue losses for the social security system, undermining everyone's pension rights.
- It endangers workers' basic rights, such as the rights to a pension, unemployment benefits, redundancy payments and claiming unpaid wages.
- It creates real conditions of unfair competition at the expense of consistent/honest businesses.

UNDERDECLARED WORK IS ALSO PART OF THE PROBLEM

Taking forms of full employment reported as part-time work and declaring only a portion of salary by employers also brings negative impacts on workers and society as a whole.

PILOT PROGRAMME OF TARGETED INSPECTIONS

We are building an integrated approach to tackle undeclared work.

Through:

- Targeted and follow-up inspections in the Attica Region in Greece in the period between May and September 2017.
- Awareness campaigns for the public.
- Social partners' communication of the program to their members.

Objectives:

- To ensure full and accurate declaration of working and social security conditions.
- To enhance voluntary compliance of businesses.
- To reduce undeclared and underdeclared work.
- To strengthen transparency, cooperation and targeted actions of the control mechanisms.

TO AVOID UNDECLARED AND UNDERDECLARED WORK

If you are an employer

Make sure that all employment data concerning your company's staff are submitted to the ERGANI Information System.

Specifically:

- Between 1 to 21 October of each year, submit **the E4 form: Annual and E4: Annual Supplemental Staff Table** of your company.
- From October 22 of each year until September 30 of the following year and in case of a new annex or recruitment of staff for the first time, submit the **E4 form: Initial Table**.