UASEC: WHAT? WHERE? WHEN?

IMPORTANT!

To implement the amendments introduced into the Labor Code of Kazakhstan in May 2020 relating to the employer's obligation to introduce data into the unified accounting system of employment contracts **(UASEC)** on the labor activities of employees the regulatory authority adopted respective Rules, which will enter into legal force on 18 September 2020.

WHAT? (scope of data)

- **Mandatory information** – employer's BIN and employee's IIN; employee's position; place of work performance; work commencement date; term, date of entering into and sequence number of an employment contract.
- **At the employer's discretion** – work time and rest time regime; grounds for the employment contract cancellation; military obligations.

WHERE? (information resources)

- **Staffing information system** – integrated with UASEC in accordance with the Rules for the Integration of the e-Government Software.
- **State information website "Electronic Labor Exchange"** – by registering personal account with confirmation by the employer's EDS (by the employer's chief executive officer or head of HR department whom this obligation was imposed on by an employer's act).

WHEN? (timeline for introducing data)

- **Information about the current employment contracts** – not later than 18 September 2021 for enterprises with up to 2,000 employees and not later than 18 September 2022 for enterprises with a greater number of employees.
- **Information about entering into an employment contract** – not later than 5 business days of the date of signing an employment contract by both parties.
- **Information about amendments introduced into an employment contract** – not later than 15 calendar days of the date the parties sign such amendments.
- **Information about termination of an employment contract** – not later than 3 business days of the date of termination of an employment contract.
- **Adjustment of data** – to rectify mistakes in case of incorrectly introduced data or delete incorrectly introduced parties' details – within 30 calendar days of the date of introducing the initial data, and to adjust information in case of reinstatement of an employee at work – within 10 business days of the date of reinstatement.

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We would be happy to provide the step-by-step instructions concerning the introduction of data into the UASEC upon your separate enquiry.

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Legal Updates shall not be treated as a legal advice or a reason for making specific decisions on the Kazakh law issues. Should you need a legal advice, we would be happy to assist.