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| ДЕПАРТАМЕНТ КУЛЬТУРЫ И ТУРИЗМА ВОЛОГОДСКОЙ ОБЛАСТИ  **бюджетное учреждение культуры**  **Вологодской области**  **«ЦЕНТР НАРОДНОй КУЛЬТУРЫ»**  **(БУК ВО «ЦНК»)**  Россия, 160001, Вологда, Мира, 36, 5 этаж, оф. 14  Телефон/факс (8172) 72-49-31, e-mail: [onmc\_vologda@mail.ru](mailto:onmc_vologda@mail.ru),  р/сч. № 40601810600093000001 в Отделении Вологда г. Вологда л/с 007200081,  ИНН 3525016239, КПП 352501001  **02.06.2020 № 01-21/215**  На № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ от \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

о вебинаре для специалистов кадровых служб 02.07.2020

Уважаемые коллеги!

Бюджетное учреждение культуры Вологодской области «Центр народной культуры»

**02 июля 2020 года** проводит вебинар **по теме «Ведение сведений о трудовой деятельности в электронном виде «Электронная трудовая книжка» .**

*Категория участников семинара:* руководители учреждений и специалисты кадровых служб, сотрудники, на которых возложены обязанности ведения кадрового делопроизводства и документирование трудовых отношений.

*Ведущий вебинара*:

**Шиловская Ирина Владимировна,** вед. юрист- консультант архивного учреждения Вологодской области «Государственный архив Вологодской области, специалист по кадрам казенного учреждения Вологодской области в сфере культуры, туризма, архивов «Вологодский областной информационно-аналитический центр»

На семинаре будут рассмотрены вопросы:

1. Нормативно-правовое регулирование
2. «Электронная трудовая книжка», ее преимущества
3. Мероприятия, связанные с переходом на электронные трудовые книжки
4. Предоставление сведений о трудовой деятельности в ПФР (форма СЗВ-ТД)
5. Порядок заполнения формы СЗВ-ТД
6. Предоставление сведений о трудовой деятельности работнику (форма СТД-Р)
7. Технология обмена
8. Ответственность
9. [Вопросы-ответы об электронной трудовой книжке](https://www.kadrovik-praktik.ru/novosti_trudovogo_zakonodatelstva/informatsiya_pfr_ob_elektronnykh_trudovykh_knizhkakh_razyasneniya_voprosy_otvety/#Voprosy_otvety_po_ETK)

Начало вебинара: **9.30** Окончание вебинара **11.30**

*Стоимость вебинара*  **500=00/чел. (в т.ч. НДС).**

*Подача заявок (по форме) на участие в семинар*ах **до 24 июня 2020 года**  Лукьяновой Татьяне Игоревне, вед. методисту БУК ВО ЦНК, на электронную почту: [lukyanova\_onmc@mail.ru](mailto:lukyanova_onmc@mail.ru). **Места в группах ограничены**.

Оплата производится **физическими и** **юридическими лицами только за безналичный расчет.**

Физические лица оплачивают участие в вебинаре по квитанции ( Приложение 3).

По окончании вебинара заполните итоговую анкету (Приложение 4) и отправьте по адресу: [lukyanova\_onmc@mail.ru](mailto:lukyanova_onmc@mail.ru).

Приглашение и ссылка на участие в вебинаре будут высланы участникам после сформирования группы.

Просим участников семинара вместе с заявкой выслать конкретные вопросы, по теме вебинара для организации консультации

Форма заявки на семинар (Приложение 1)

Учетная карточка (Приложение 2)

Анкета (Приложение 3)

Квитанция для оплаты услуг физическими лицами (Приложение 4)

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| Директор | Подпись Мартьяновой | Л.В. Мартьянова |

ПРИЛОЖЕНИЕ №1

В БУК ВО «Центр народной культуры»

**Заявка**

на участие в вебинаре по теме **«Ведение сведений о трудовой деятельности в электронном виде «Электронная трудовая книжка»**

**02 июля 2020 года**

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| № | ФИО | Район,  город | Полное название учреждения,  должность | Контакты | Способ  оплаты  (наличными,  б/н) | Необходи-  мость  в общежитии  День заезда |
| **1.** |  |  |  | раб.тел.  e-mail:  моб. тел. |  |  |
| **2.** |  |  |  |  |  |  |

Реквизиты организации

(юридическим лицам, если будет оплачивать Вам организация)

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Дата Подпись

ПРИЛОЖЕНИЕ № 2

**Бюджетное учреждение культуры Вологодской области «Центр народной культуры»**

**(БУК ВО «ЦНК»)**

**УЧЕТНАЯ КАРТОЧКА УЧАСТНИКА ВЕБИНАРА**

**«Ведение сведений о трудовой деятельности в электронном виде «Электронная трудовая книжка» 02.07. 2020 года**

Ф.И.О.

Должность

Место работы (название учреждения, адрес, телефон)\_

Контакты: тел e-mail:

Согласен на обработку и использование указанных в карточке персональных данных в целях организации и проведения занятий вебинара, ведения отчетной и статистической документации по вебинару. Срок действия согласия – без ограничения срока. Порядок отзыва согласия: заказным письмом с уведомлением либо личным письменным обращением.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ «\_\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2020 г.

подпись расшифровка

ПРИЛОЖЕНИЕ № 3

Бюджетное учреждение культуры Вологодской области

"Центр народной культуры"

**Анкета по итогам вебинара**

**«Ведение сведений о трудовой деятельности в электронном виде «Электронная трудовая книжка» 02.07. 2020 года**

Ф.И.О.

В связи с проведением независимой оценки качества работы государственных учреждений, оказывающих услуги в сфере культуры и условиях дистанционного обучения, просим Вас оценить деятельность ЦНК по следующим показателям:

1. Удовлетворены ли Вы формой дистанционного проведения вебинара **«Да»** **«Нет»** (Указать причину) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Ваши предложения по тематике следующего вебинара\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Удовлетворены ли Вы качеством содержания вебинара **«Да» «Нет»** (Указать причину)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Удовлетворены ли Вы качеством технического обеспечения проведения вебинара (удобство пользования сервисом, сложность использования сервисом, качество связи, звука и изображения)

**«Да» «Нет»** (Указать причину)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Подпись участника вебинара \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ПРИЛОЖЕНИЕ № 4

(ля физических лиц, если оплату будете производить от себя лично)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Извещение | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **Департамент финансов Вологодской области (БУК ВО «ЦНК» л/с 007.20.008.1) КПП 352501001 ОКТМО 19701000** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (наименование получателя платежа) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 3 | 5 | 2 | 5 | 0 | 1 | 6 | 2 | 3 | | 9 |  |  |  |  | 4 | 0 | | 6 | | 0 | 1 | | 8 | 1 | 0 | 6 | | 0 | 0 | 0 | | 9 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | | (ИНН получателя платежа) | | | | | | | | | | | | |  |  | (номер счёта получателя платежа) | | | | | | | | | | | | | | | | | | | | | | | | | | 1. **Отделение Вологда г. Вологда** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | 0 | | 4 | 1 | 9 | 0 | 9 | 0 | 0 | 1 | | (наименование банка) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | (БИК) | | | | | | | | | | | 1. Кор./сч.: | | | | | | | | | | | | | | |  |  | |  | |  |  | |  |  |  |  | |  |  |  | |  |  |  |  |  |  |  |  | | 1. **КБК 00000000000000000130, т.с. 020100, л/сч 007200081 за семинар** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (наименование платежа) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. Ф.И.О. плательщика: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. Адрес плательщика: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. Сумма платежа: | | | | | | | | |  | | | | | | | |  | | 1. Сумма платы за услуги: | | | | | | | | | | | |  | | | | | | | | | | 1. **Итого:** | | | | | | | | |  | | | | | | | |  | | 1. **Дата:** | | |  | | | | | | | | | | | | | | | | | | | 1. С условиями приёма указанной в платёжном документе суммы, в т. ч. с суммой взимаемой платы за услуги банка, ознакомлен и согласен. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. **Плательщик (подпись):** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Кассир |
| Квитанция  Кассир | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **Департамент финансов Вологодской области (БУК ВО «ЦНК» л/с 007.20.008.1) КПП 352501001 ОКТМО 19701000** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (наименование получателя платежа) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 3 | 5 | 2 | 5 | 0 | 1 | 6 | 2 | 3 | | 9 |  |  |  |  | 4 | 0 | | 6 | | 0 | 1 | | 8 | 1 | 0 | 6 | | 0 | 0 | 0 | | 9 | 3 | 0 | 0 | 0 | 0 | 0 | 1 | | (ИНН получателя платежа) | | | | | | | | | | | | |  |  | (номер счёта получателя платежа) | | | | | | | | | | | | | | | | | | | | | | | | | | 1. **Отделение Вологда г. Вологда** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | 0 | | 4 | 1 | 9 | 0 | 9 | 0 | 0 | 1 | | (наименование банка) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | (БИК) | | | | | | | | | | | 1. Кор./сч.: | | | | | | | | | | | | | | |  |  | |  | |  |  | |  |  |  |  | |  |  |  | |  |  |  |  |  |  |  |  | | 1. **КБК 00000000000000000130, т.с. 020100, л/сч 007200081 за семинар** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (наименование платежа) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. Ф.И.О. плательщика: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. Адрес плательщика: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. Сумма платежа: | | | | | | | | |  | | | | | | | |  | | 1. Сумма платы за услуги: | | | | | | | | | | | |  | | | | | | | | | | 1. **Итого:** | | | | | | | | |  | | | | | | | |  | | 1. **Дата:** | | |  | | | | | | | | | | | | | | | | | | | 1. С условиями приёма указанной в платёжном документе суммы, в т. ч. с суммой взимаемой платы за услуги банка, ознакомлен и согласен. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1. **Плательщик (подпись):** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |