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Setting up data exchange with the Employment Register (TÖR)

When you set up data exchange between Directo and the Employment Register (TÖR), you can send the start, changes and end of a work relationship to the Employment Register directly from the employee card. This way, you do not need to enter the same data again manually in e-MTA, and the data in Directo and in the Employment Register is the same. The Tax and Customs Board also uses the Employment Register data in data-based TSD reporting.

The Employment Register function works only with the employee card with the new design.

1. Grant rights to Directo OÜ in e-MTA

For Directo to be able to exchange data with the Employment Register, your company must grant Directo OÜ (registry code 10652749) rights for the machine-to-machine interface. To do this:

1. Log in to e-MTA and open the business client view.
2. Click **Settings**, then **Representatives' access rights**.
3. Enter the registry code 10652749, click **Search**, select Directo OÜ and click **Next**.
4. On the **Access right packages** tab, select the package **Sending data via the machine-to-machine interface (KMD, TÖR)** and click **Add**.

If your company has already granted Directo OÜ rights for the machine-to-machine interface (for example for data-based TSD), check that they also include the Employment Register rights.

2. Check your personal rights in e-MTA

You yourself must also have the right to change data in the Employment Register if you enter employee data and send it from Directo to the Employment Register. Check this in the e-MTA business client view under `Settings > My access rights`. Make sure that your access right or authorisation includes the right **Modifying Employment Register (TÖR) data**.

You can also check the validity of the authorisations by calling the Tax and Customs Board information line 880 0812. You will be asked for the registry codes of both companies and the personal identification code of the authorised person, so have them ready before calling.

3. Add rights in Directo

When both authorisations are valid, open `Settings → Common Settings →` **`User groups`** in

Directo, click **Change rights** for the user group you belong to (for example SUPER), add the right for the module `tor_onboarding` (**- Employment register (TÖR)**) – at least **Browse** – and save.

After saving, a new register **Employment register (TÖR)** appears in the menu `Settings → Personnel Settings`. If it does not appear, refresh the page with the F5 key. Click **View data** to see the data in the Employment Register and link it to the work relationship rows in Directo:

1. Select the work relationship row to which the employment ID is added, and click **Insert**.
2. If there are no work relationship rows, create a new work relationship row for the user and click **Refresh**.

4. Check the data in Directo

For Directo to make the correct entry in the Employment Register, the following data must be filled in:

- **Type of work on the work relationship type** - each work relationship type must have a **Type of work** selected (for example `1` – employment contract, `600` – VÕS contract, `504` – employment with income tax liability in Estonia and social tax abroad).
- **TÖR code on the occupation** - the occupation assigned to the employee must have an 8-digit code in the **TÖR code** field. Directo makes the entry in the Employment Register with the occupation name corresponding to this code, and it is later also part of data-based reporting.
- **TÖR Termination ID on the end reason** - when you end a work relationship, the end reason must have the **TÖR Termination ID** filled in. Otherwise, the Employment Register does not know with which paragraph to end the work relationship.
- **Basis for suspension on the absence type** - if an absence suspends the work relationship (for example compulsory military service or unpaid leave lasting more than a month), the absence type must have a **Basis for suspension**.

Read more about the types of work in the guide Employee work relationships [CHECK: link].

5. Send the data from the employee card

When the settings are done, you send the start, changes and end of the work relationship to the Employment Register from the employee card of the specific employee: on the **Employment Relationship** subtab of the **Employment relationship and holidays** tab, select the work relationship row and click **Start of work relationship**, **Change of work relationship** or **End of work relationship** [CHECK: button names]. Confirm the sending in the window that opens.

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