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# Human Resources

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## Contact

### Finance Office

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## News

From January 2025, you can declare your **personal income tax payer from employment** (pink paper), apply for an **annual tax settlement** (if you do not have another employer) or apply for a **taxable income certificate** (if you file a tax return) electronically through a new tool called the HR portal.

**From January 2025**, all certificates and applications **will only be processed through the [HR portal](#)** .

At the same time, you can also upload your certificates or documents - as attachments to the annual tax return or taxpayer declaration (e.g. pension statements, donation certificates, etc.).

### BINDING DEADLINES:

- **Taxpayer's declaration** (pink declaration), with a lounge to claim the tax rebate per taxpayer of 2570,- CZK/month, or to claim rebates for children - **until 31.1.2025**  
*The pink declaration can only be signed with one employer.*
- **Application for annual tax settlement** (including all donation certificates, pension insurance, etc.) - **until 15.2.2025**
- **Confirmation of taxable income** (for those of you filing a tax return) - **the deadline for submitting your tax return to the Tax Office is 1.4.2025 (electronically by 2.5.2025)**

All the necessary **manuals, videos, instructions** and other documents can be found [here \(UK Intranet\)](#).

**To log in to the HR portal**, enter your personal number and the password you have for CAS.

## Office Hours

Monday – Thursday: 10:00 am – 2:00 pm

A personal visit is possible after prior arrangement on the above-mentioned e-mails, outside the stated times as well.

## Staff

<p><b>Martina KOŘÍNKOVÁ</b> HR Consultant</p> <p><a href="mailto:martina.korinkova@fhs.cuni.cz">martina.korinkova@fhs.cuni.cz</a></p> <ul style="list-style-type: none"><li>- employment agenda (establishment, changes, termination of employment);</li><li>- updating personal data;</li><li>- contributions from social funds;</li><li>- notification of maternity leave, unpaid leave;</li><li>- selection procedures for the positions of academic, scientific and other staff.</li></ul>	<p><b>Pavla ČERNOCHOVÁ</b> Payroll Accountant</p> <p><a href="mailto:pavla.cernochova@fhs.cuni.cz">pavla.cernochova@fhs.cuni.cz</a></p> <ul style="list-style-type: none"><li>- payroll agenda;</li><li>- leave, attendance, sick leave;</li><li>- annual tax settlement;</li><li>- disbursement of project payroll funds;</li><li>- confirmation of income;</li><li>- adjustments to employment contracts and work activities;</li><li>- updating of personal data;</li><li>- advertising of technical and economic positions.</li></ul>
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## **Documents for Download**

[Agreement to complete a job](#)

[Proposal for agreement to complete a job \(ACJ\)](#)

[Proposal for agreement to perform work \(APW\)](#)

[Annex to ACJ or APW / Employment of EU/EEA and Swiss Citizens or Foreigners](#)

[Request to grant a sabbatical](#)

## **Further Information**

Further information about social matters for employees can be found in section [Facilities and Services](#) .