

Electronic conclusion of employment contracts and other civil law contracts in the system **praca.gov.pl** (from 2026)

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As of **January 8, 2026**, the Ministry of Family and Social Policy (MRPiPS) has launched a new module on the portal **praca.gov.pl**, which allows for **completely electronic contracts** to be entered into with employees and contractors. The system enables remote signing of contracts, maintaining electronic personnel files, and automatic registrations with ZUS – without the need for personal meetings and paper documentation.

Which contracts can be concluded electronically?

The new module allows for the conclusion of:

- Employment contracts,
- Task contracts,
- Nanny contracts.

The system does not yet cover other forms of employment (e.g., contracts for specific work).

Is using the system mandatory?

No – it is a **voluntary** solution. Employers and employees can still conclude contracts in paper form or in other electronic ways. However, the new module provides a convenient and fully integrated alternative.

Technical requirements

To use the system, both parties (employer and employee/contractor) must have:

- **Trusted Profile** (ePUAP) or
- **Qualified electronic signature** (e.g., through the mObywatel app or another certified signature).

Login is conducted solely using these identity verification tools.

Procedure for concluding an employment contract online - step by step

1. **Login to the system** The employer and employee/contractor log into the praca.gov.pl portal using their trusted profile or electronic signature.
2. **Selecting a contract template** The system provides ready-made, legally compliant contract templates (employment, task, or nanny contracts).
3. **Filling in the data** The parties fill in the required fields together or consecutively: personal data, employment conditions, remuneration, deadlines, etc.
4. **Signing the contract** Both parties provide their electronic signature (trusted profile or qualified signature).
5. **Automatic actions of the system**
6. Electronic personnel files are generated,
7. The contract is automatically reported to ZUS (to the extent required for insurance),
8. The document is securely archived in the system.

After the process is completed, both parties receive access to the signed contract and electronic files.

Main benefits of the new system

- **Healthy employment without leaving home** → particularly useful for remote recruitment or employees from other locations.
- **Elimination of paper documentation** → no need for printing, storing binders, and physically transferring documents.

- **Automation of registrations to ZUS** → reduces the risk of errors and administrative delays.
- **Ready-made templates** → facilitate correctly phrasing the contract and reduce the risk of formal errors.
- **Time and cost savings** → for both employers and employees.

Summary

The electronic contracts module on praca.gov.pl is an important step in digitizing HR processes in Poland. Since January 8, 2026, employers and employees have gained a convenient, secure, and fully compliant tool for concluding key employment contracts. It is worth considering its implementation, especially in companies conducting remote recruitment or focusing on digital administration.

Source of information: kadry.infor.pl portal (as of January 2026) and MRPiPS announcements. We recommend keeping up with current information on the official praca.gov.pl website.