

Your working student job via Zenjob – the 10 most important facts.

Stand: Januar 2026

Signing the contract

- If your application is successful, we will send your employment contract to you via email. Please read it through carefully and sign it digitally using SMS verification..

Recording your working hours

- You enter your working hours via the [Zenjob PRO App](#). You will receive a separate invitation via email with your [Login](#) details for the app. You can only add working hours for the **current week**; entries or changes for past or future weeks are not possible. To ensure we can pay you on time, we need your hours submitted promptly each week. Please always enter your **actual** hours worked!
- **Important:** Please record your hours immediately after your shift ends while you are still at the customer's location. This allows both us and the customer to verify that you worked on-site, which prevents follow-up questions and ensures faster confirmation and payment.
- For certain assignments, time tracking is supported by geofencing. For this to work, you must share your location in the app while recording your time so that your presence at the site can be automatically detected and your hours logged correctly. This is an advantage for you, as it reduces errors and speeds up the payroll process.
- Absences such as **illness, vacation, or public holidays** must also be added in the app as deviations from your expected weekly working hours.

Weekly working hours

- Please note that you must fulfill your contractually agreed working hours every week. If you are temporarily unable to work the full amount (e.g., during an exam period), you must apply for leave accordingly. If you have run out of vacation days, you may take unpaid leave upon consultation.
- During semester breaks, it is possible to work up to 40 hours per week, provided that the company where you are assigned agrees to this.

Vacation policy

- Regarding your vacation, the relevant collective bargaining provisions of the MTV GVP framework agreement apply. The number of hours for one vacation day is calculated based on your average hours worked. You can submit your vacation request to us with 4 weeks' notice.
- You must coordinate your vacation with both Zenjob and the company where you are assigned. Please note that we can only grant as much leave as you have accrued at the time of your application.
- Please submit your vacation request via this [Google Form!](#)

Sickness

- In the event of illness, you must inform both the company where you are assigned and us. Please report your sickness within 24 hours via the following [Link](#) link and upload your certificate of incapacity for work (AU).
- Even if you have received an electronic certificate of incapacity for work (eAU), which we will retrieve online, you are still required to report your sickness via the link. You are entitled to continued payment of wages (Lohnfortzahlung) starting from the 5th week of your employment.

Notice periods

- During the **probationary period**, your notice periods are determined by the MTV GVP framework agreement:
- **Up to 3 months of service:** 7 days
- **3 – 6 months of service:** 2 weeks
- **More than 6 months of service:** 4 weeks

Information on ending your working student employment

- Please note that once your working student employment ends, you must wait until the beginning of the following month before you can accept short-term job offers (temporary work) with Zenjob again. However, you can start a new working student job without such a break.

Payment

- Your salary is split into two payments. The first payment, known as an advance (Abschlag), amounts to approximately 50% of your total earnings from the first three weeks and is paid out at the end of the month. Please note, however, that this only applies to the hours you have entered and that we have recorded by the time of payment. You will receive the remaining salary along with your payslip by the 15th banking day of the following month, minus income tax, social security contributions, and the previously paid advance.
- Good to know: Since not all data has been recorded in the system at the time the first advance is paid, this amount is always just an estimate and does not allow for any conclusions regarding your total salary.

Information on Health Insurance and Taxes

- If you earn more than €520 per month, you are no longer eligible for family health insurance. Please contact your health insurance provider to discuss your correct insurance status. Student health insurance typically costs approximately €100 per month. Please note that a pension insurance contribution (Rentenversicherungsbeitrag) of 9.35% will be deducted from your wages every month. This is the only deduction from your pay (provided you remain within the student social security limits).

If you have any further questions, you can contact our Talent Operations Team at werkstudenten@zenjob.com or +493021928571. You can also find answers to your questions 24/7 in our [Helpcenter](#). You can log in to the Talent App [here](#).