USER GUIDE

DPAE
HR
ODOO

FR DPAE Pre-Hire

The Déclaration Préalable À l'Embauche data per new hire, checked and exported for entry on net-entreprises

English

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1. Overview

One worksheet per hire carries the employer block (SIRET, APE code, URSSAF, occupational health service), the employee identity with the NIR and its key, birth date and place, and the contract (type, category, hire date and time, CDD end date, trial period). The module checks the SIRET and NIR keys, decodes the NIR against gender and birth date, validates the birth department against the INSEE list, computes the statutory maximum trial period per contract and category and opens the 8-day filing window before the hire. Ready worksheets are exported as CSV, alone or in a batch, and a hire register lists the hires of a period. You file the DPAE yourself.

> This module prepares and checks data; it does not file anything with an authority.

2. Features

- **Employer block**: SIRET, APE/NAF code, URSSAF and occupational health service, taken from the company settings.
- **Identity checks**: NIR key, NIR decoded against gender and birth date, birth department against the INSEE list.
- **Contract**: CDI, CDD, temporary work, apprenticeship or internship with hire date and time, weekly hours and the CDD end date.
- **Trial period**: Maximum initial trial period per contract and category (art. L1221-19, L1242-10, L6222-18) with its end date and source.
- **Filing window**: The worksheet says when it is too early (more than 8 days before) or too late (after the hire).
- **Export**: CSV or fixed text per worksheet and a batch export that skips worksheets with problems.
- **Hire register**: Lists the hires of a period with contract counts, can be locked and exported.

3. Installation

Open Apps, search for «FR DPAE Pre-Hire» (technical name fr_dpae_pre_hire_worksheet) and install it. Required modules: hr. Available for Odoo 18.0, 19.0 and 20.0, Community and Enterprise.

4. Workflow

1. Company settings: fill DPAE SIRET, APE/NAF code, URSSAF region and occupational health service.

2. FR DPAE > Worksheets: create a worksheet per hire (or link the employee; HR users get birth date and gender from the record). Enter identity, NIR, birth place and department, contract, category, hire date and time.

3. Read the validation block: NIR and SIRET keys, NIR consistency, birth department, CDD end date and the filing window (at most 8 days before the hire).

4. Click **Mark Ready**, then export the CSV or text file, alone or with **Batch Export** (worksheets with problems are skipped and counted).

5. After filing on net-entreprises click **Mark Filed**. Hire Register lists the hires of a period; it can be locked and exported.

5. Roles and access

FR DPAE: User. Reading the employee's birth date and gender needs Employees / Officer rights.

6. Questions

The worksheet says it is too early.

The DPAE can be filed at the earliest 8 days before the hire.

Is the DPAE sent?

No. Enter it on net-entreprises yourself.

7. Support

Questions are answered at support@pokutsoft.com.