

Self-Billing – FAQs

1. **What is Self-Billing?**

Self-Billing is a credit note procedure in which the lecturer is not billed by means of an invoice, but Macromedia issues a credit note invoice instead.

2. **How does Self-Billing work?**

Macromedia creates a credit invoice (billing document) and sends it to you. This credit invoice (billing document) replaces your invoice for accounting and tax purposes.

3. **Is the credit note invoice (billing document) also suitable as a proof document with invoice numbers for the tax office and health insurance companies?**

The credit note invoice is a valid document and can be presented to the tax office and the health insurance company.

4. **What is billed via self-billing?**

The teaching units scheduled and carried out in the corresponding semester are billed on a monthly basis according to the fee agreed in the teaching contract.

The correction services actually carried out will be invoiced in accordance with the correction costs agreed in the teaching assignment.

5. **What is not billed via Self-Billing?**

Currently, no travel expenses are settled via self-billing. It is still necessary to issue an invoice after your last course date.

6. **When will I receive my money?**

The payment always covers the teaching performance of a complete month and is made at the latest 14 days after the end of the month. We will use the domestic bank account details provided by you for the settlement.

7. **How are correction services remunerated?**

Correction services are credited after the service has been rendered. For this, the grades must be entered in full in the system and the corrected examinations must be submitted in full to the Examinations Office.

8. **When does self-billing start?**

Self-Billing will start in the summer semester 2023 or school semester 2023.

9. **Are there problems if the invoice number on the credit note does not match the invoice number regularly used by the lecturer?**

No, this will not cause any problems, as there are two different documents (invoice of the lecturer, credit note invoice of Macromedia).

10. **How can I then check the number of hours on my invoice?**

You will be sent a credit note by e-mail for the teaching units you have completed each month. You can use this to compare the figures with those in the timetable in the Community.

11. Can I appeal against a credit note invoice?

Yes, this possibility exists if there are problems with your credit note.

12. Who is my contact person/contact in case of queries/opposition?

If you have any questions about your credit invoice, please contact your local planning team.