SUBJECT TEACHING GUIDE

G1213 - Management and Social Security Payments

Degree in Labour Relations

Academic year 2025-2026

1. IDENTIFYING DATA					
Degree	Degree in Labour Relations			Type and Year	Optional. Year 4
Faculty	Faculty of Law				
Discipline	Subject Area: Normative Framework of Labour Relations and Social Security Specialisation Module				
Course unit title and code	G1213 - Management and Social Security Payments				
Number of ECTS credits allocated	6	Term		Semester based (1)	
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. DERECHO PRIVADO
Name of lecturer	JESUS BOLADO ALONSO
E-mail	jesus.bolado@unican.es
Office	
Other lecturers	

3.1 LEARNING OUTCOMES

- The student will gain knowledge about our social security system , its funcionamineto , management and distribution in order to material and territorial jurisdiction .

4. OBJECTIVES

To train students on registration and membership systems S .Social , trading and collecting resources and management regarding payment of benefits of the system.

6. SUBJECT PROGRAM
CONTENTS

1

MANAGEMENT AND COLLECTION OF SOCIAL SECURITY
Social Security I.Gestión
Admon 1.La system D.S.
1.1.La administrative organization of the S. S.
1.2.Entidades managers of S. S.
Common 1.3.Servicios of S.S.
1.4.Mutuas partner of S.Social
1.5.Colaboración companies
1.6. Responsibilities of managers and associates in the payment of benefits.

2.Campo System Application: Registration and Membership
21. Acts of framing
2.2.Inscripción companies
Workers 2.3.Afiliación
2.4.Altas and downs in the R.General

3.Cotización in the General Scheme
3.1.Base quote
3.2.Tipos quote
3.3. Quote depending on the type of contract
3. 4. Trading on special situations
3.5.Normas contribution for certain groups
3.6.Bonificaciones reductions, fee waivers

II.Gestión benefit payments
Business 1.Responsabilidad in the payment of benefits
1.1.Responsabilidad on occupational risks
1.2.Responsabilidad lack of affiliation and
1.3.Responsabilidad default quote
1.4.Principio performance automaticity

2.Recargo benefits for infringement of security measures
2.1.Regulación and legal nature
2.2.Ambito application and configuring elements
2.3.Cuantía and responsible subjects
2.4. Procedure for demand
2.5.Compatibilidades

Reimbursement and benefits Discount
3.1.Reintegro of undue benefits
3.2.Revisión of office of acts of recognition of benefits
And reimbursement of direct trade 3.3.Reclamación
3. 4. Discount from the management body
3.5.Responsabilidad third on refund

Social Security III.Recaudación
1.Liquidación and collection during the voluntary period
eleven. Settlement fees and collection management
1.2.Procedimiento voluntary liquidation and collection
1.3.Documentación
1.4. Lack of income in statutory deadline
fifteen. Deferment procedures
1.6. Payment Guarantee

2.Recaudación through enforcement

	21. The enforcement procedure 2.2.Embargos and execution of guarantees 2.3.Impugnación in administrative

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
To the final exam score will be added the grade taken from the work done in the course with a value of 40% of the total of the final grade. If necessary, the final evaluation can be done virtually through the platforms for this purpose in the virtual clas	Written exam	Yes	Yes	60,00
ADDITIONAL WORK	Others	Yes	Yes	40,00
TOTAL				100,00

Observations

A final exam score of the extracted note of the work done in the course worth 40 % of the final grade will be added.

Observations for part-time students

Part-time students must be clearly identified when testing from evaluation.
o The assessment procedure for part-time students do not attend class regularly consist of an examination, on the date established by the Faculty for examination of the subject. This examination will consist of answering two or three theoretical questions proposed on the agenda content that is contained in the Teaching Guide . Voluntary basis and in order to complement the exam, students will develop an individual work on any of the matters contained in the program of the subject.
o Those who attend class will be eligible if they had not chosen the option above the same assessment that all students , including obviously the practical cases and the work proposed by the teacher.

8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC

ALONSO OLEA y otros. Instituciones de Seguridad Social.Civitas.
Villa Gil, L.E. de la, Dº de la Seguridad Social.Tirant lo Blanch, Valencia.
González Ortega, S. y otros. Introducción al Dº de la S.Social. Tirant lo Blanch, Valencia.
Vida Soria, J. y otros. Manual de Seguridad Social. Tecnos.Madrid.
Rodriguez Ramos, Ma J. y otros. Sistema de S.Social, Tecnos.Madrid.
Blasco Lahoz , J.F y otros.Curso de S.Social, ed. Tirant lo Blanch.
Sagardoy Bengoechea , JA y otros.Prontuario de S.Social, Colex, Madrid.