

# Information folder new guest employees

Manual for actions to do in the Personnel portal on your first working day



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*Utrecht*

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# 1. Activate your UMC account

Activate your UMC account and log in to the Personnel portal.

Below you will find instructions for activating your UMC account. You can do this only when you are at the UMC Utrecht or if you have a VPN (private) connection.

## Start the computer

Start up a computer. Login with your credentials (username and password). You have received this information from your supervisor. Note: You cannot activate your account if someone else is already logged in on the computer. This person must first log out.

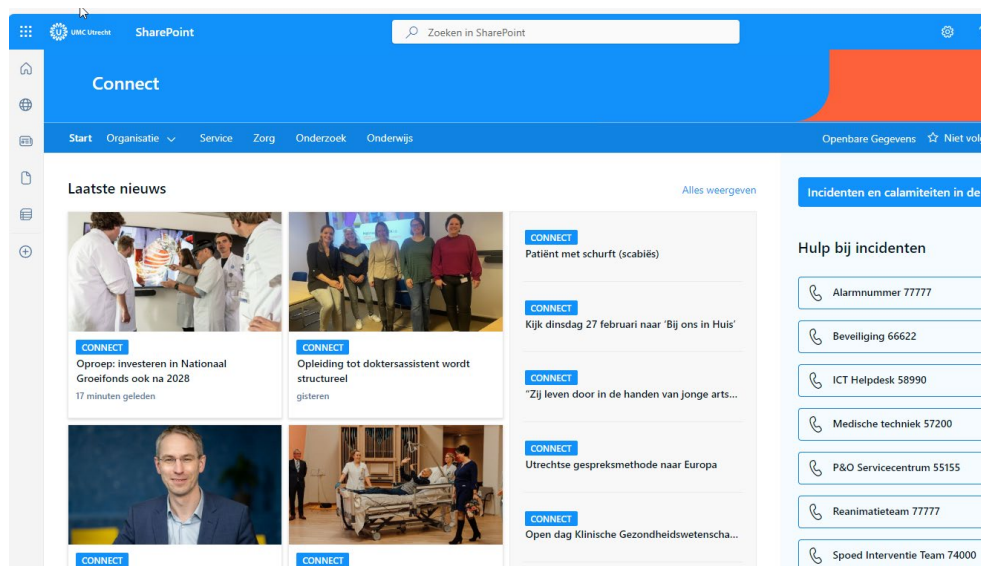
## Enter password

If you have entered your username and password correctly, the system will ask you to create a new password. This new password must be at least 8 characters long and consist of at least one capital letter and a number/character. The system is now logging in. You have access to the Personnel portal via your UMC account or VPN (private) connection. Here you arrange various personal matters yourself. You can, for example, change your address details, enter the hours worked and forward your salary slip to your private e-mail address. You always have to log in separately (again) for the Personnel portal. This goes with the same username and password. Note: Unfortunately Sharepoint is not available in English, but the Personnel portal is (read the chapter about Change language to English if you want to know how). Note: Your personal details are on the Personnel portal. So make sure you log out when you have finished your tasks. You can do this by clicking on 'Logout' under your name at the top right.

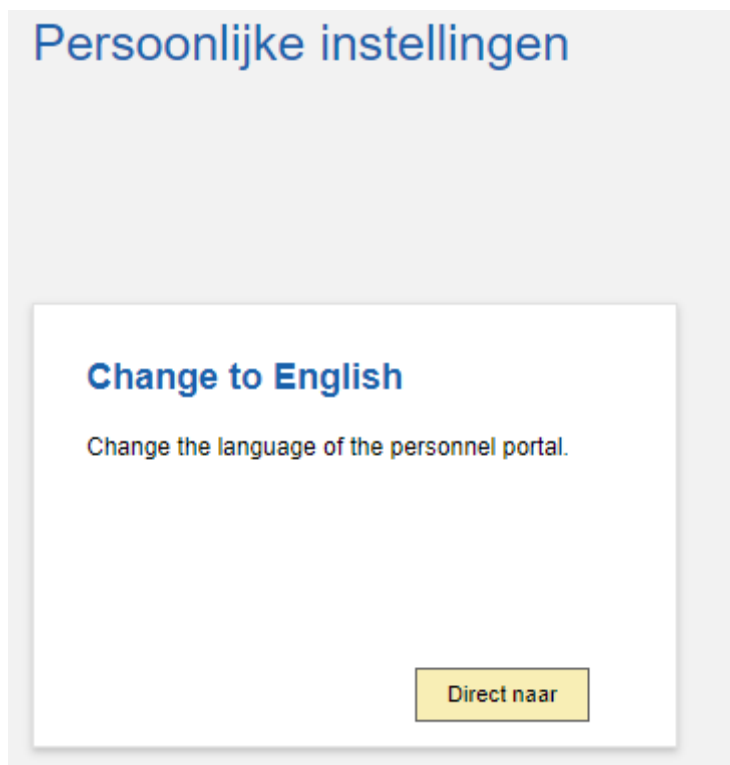
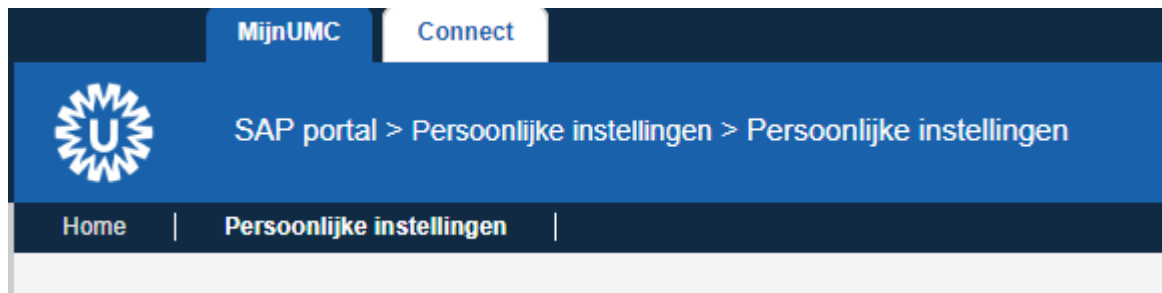
[Servicecenter - Manual- token installation MFA.pdf - Alle documenten \(sharepoint.com\)](#)

## Start Sharepoint

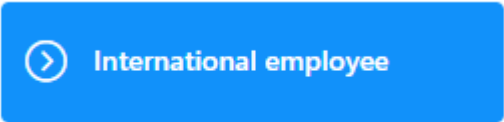
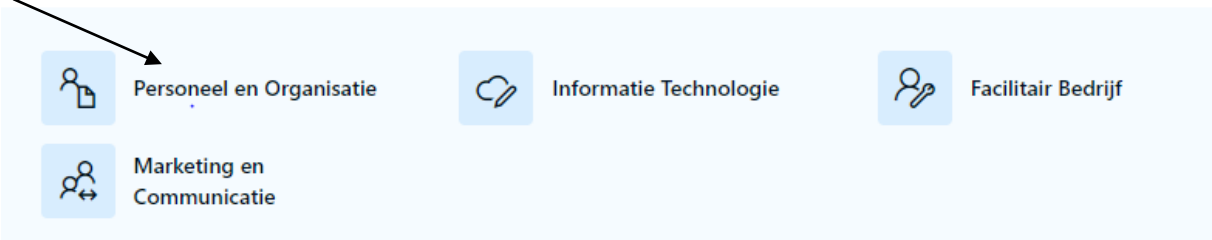
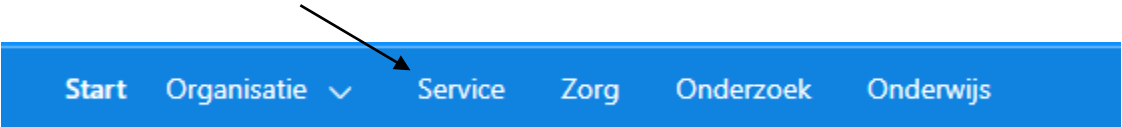
Go to the UMC Utrecht intranet: Sharepoint. You can reach Sharepoint by starting up the Edge browser on a computer (the Personnel portal does not function optimally in Mozilla/Chrome/Safari).



## 2. Change language to English

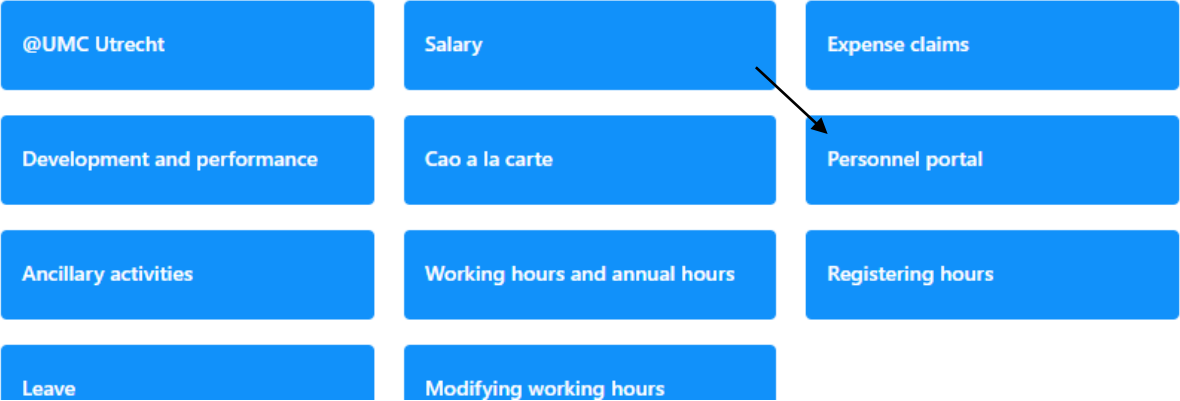


For all topics on Sharepoint under Service you will find the direct link to the relevant topic in the Personnel portal. Also here is the tile 'Personnel portal' where you can log in directly to the Personnel portal.



## International employee

### International employee topics



### 3. Your personal data

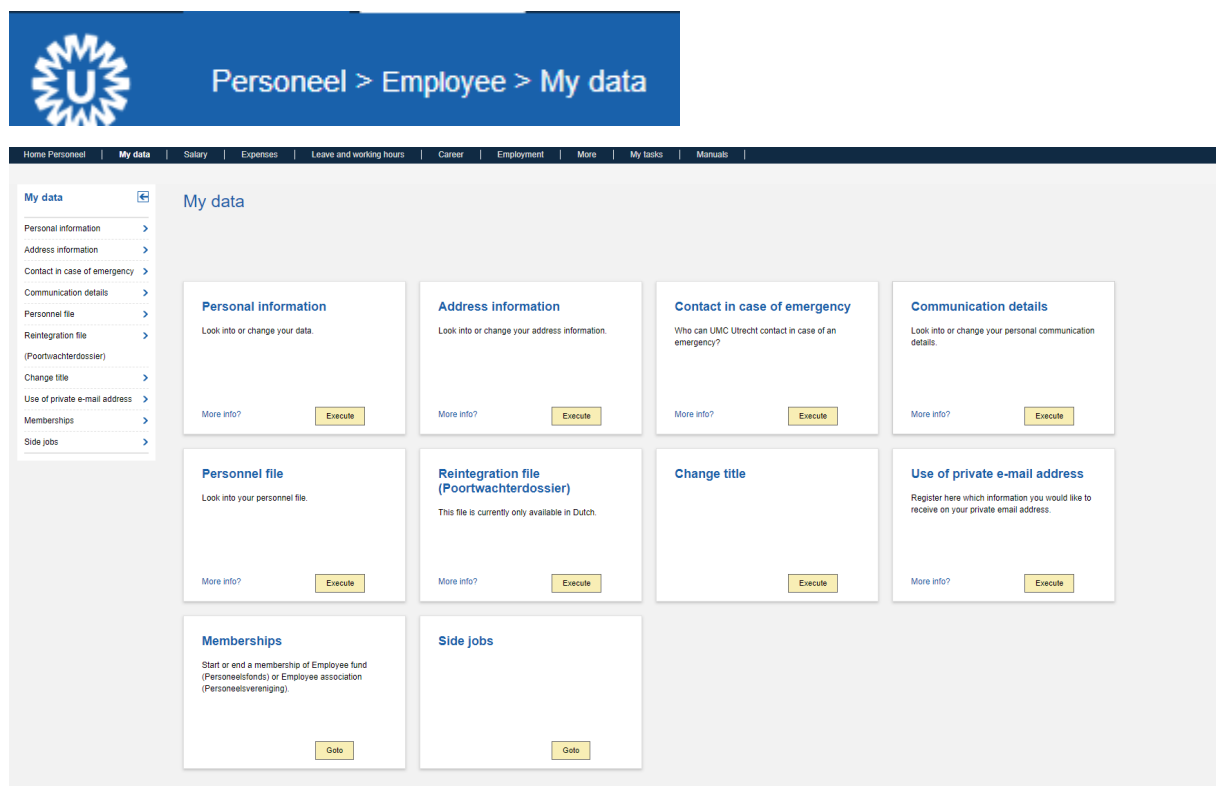
Personnel portal > My data > Information to private email address

#### Login 'personnel portal'

You can log in on a computer by using your credentials (username and password). The login details are provided to you by your supervisor on your first day at work. You use the same login details for logging in 'personnel portal' through Sharepoint → Medewerker → Personeelsportaal → personeelsportaal. Please login again in your employee role.

#### My data

On this page you can add your personal data etc.



## 4. Claim of Expenses Certificate of Conduct (VOG)

Please make a copy of your certificate of conduct and add this to your expense claim.

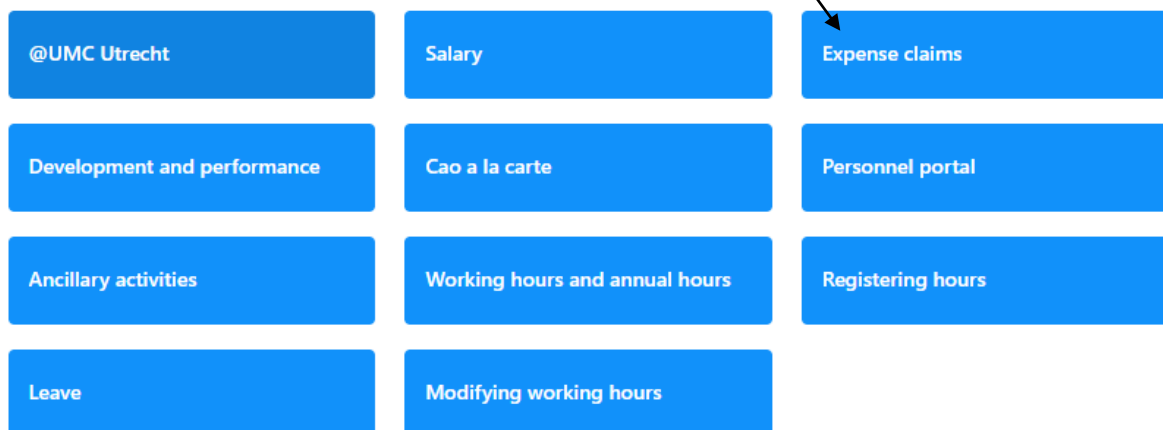
**Please note:** you can claim back the costs incurred for applying for the VOG. You will be working at the UMC as a guest employee. This means that you cannot file an expense report through the personnel portal. You need to do this via the Credit administration (Crediteurenadministratie). At the page (on Connect) of the 'Crediteurenadministratie' you first choose "Digitale declaratieve formulieren" and then "Expense form". See link below:

[Declareren derden \(sharepoint.com\)](#)

[Servicecenter - declform English v1.1.pdf - Alle documenten \(sharepoint.com\)](#)

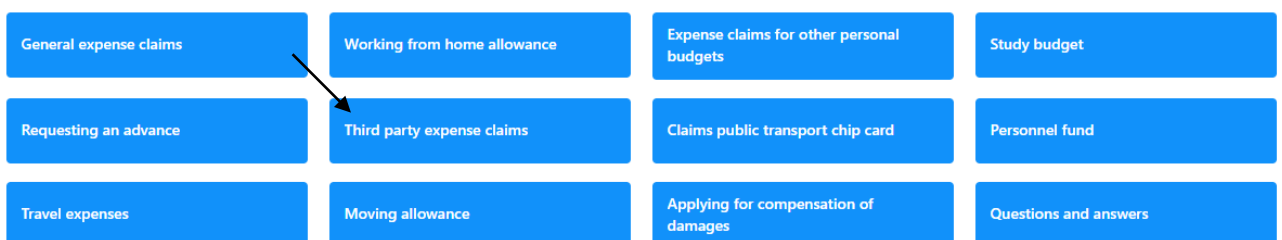
### International employee

#### International employee topics



### Expense claims

#### Expense claims



## 5. Introduction Checklist

As a new employee you need to be well informed about the safety at UMC Utrecht. That is the purpose of the checklist, which you will fill in during the first four weeks of your employment together with your supervisor.

As a guest employee you do not have full access in the personnel portal. Review the checklist together with your supervisor within the first 4 weeks of your employment. He/she starts up the personnel portal for this and looks at the heading 'Career'. Click on the 'Checklist for divisions/managements' tile. Walk through the components together, check the parts and choose for final storage. Your checklist appears now automatically in your personnel file.



## 6. My PhD

MyPhD is the monitoring system for all PhD candidates at Utrecht University. All processes relating to your PhD, from enrolment to thesis submission, are managed by this system. This is in accordance with the PhD regulations of the University.

Are you new as a PhD candidate and haven't filled in a registration yet, go to the registration page. It is of utmost importance that data is entered into MyPhD in a timely manner and that this data is complete. The PhD candidate, supervisor(s), Graduate Schools and the Board for the Conferral of Doctoral Degrees each have their own role here. Once you have logged in with your UMC account, you will find manuals for PhD candidates and supervisors under 'Support'.

Synchronization with SAP MyPhD synchronizes personal data with SAP. When you change personal data in SAP, it will automatically be copied in MyPhD. The type of data synchronisations depends on the role in the PhD track, for PhD candidates; first and surname, employee number, username, work email, gender, date of birth, country and place of birth and nationality; for all other roles these are exclusively first and surname, employee number, username and work email.

Everyone involved in a PhD trajectory must register their consent for data referral in the personnel portal, in the section 'rol bij promotietraject' (Role in PhD process) via the tab 'Loopbaan' (career). Employees with a 'gastanstelling' may not be able to access the career tab in the personnel portal. In that case you can contact the secretary of your department with a management support role. He/she can register your role on your behalf. When this has been done he/she will need to send an email to [POServiceCentruminternationaal@umcutrecht.nl](mailto:POServiceCentruminternationaal@umcutrecht.nl) in order to proceed with further steps which need to be taken. The username and password for MyPhD are the same as for your UMC account. More information about updating your personal data can be found on Sharepoint. Please note: if your UMC account name changes during your PhD period you need to register your consent for data referral in the personnel portal once more.