Manual information folder paid employees

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

Universitair Medisch Centrum 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.
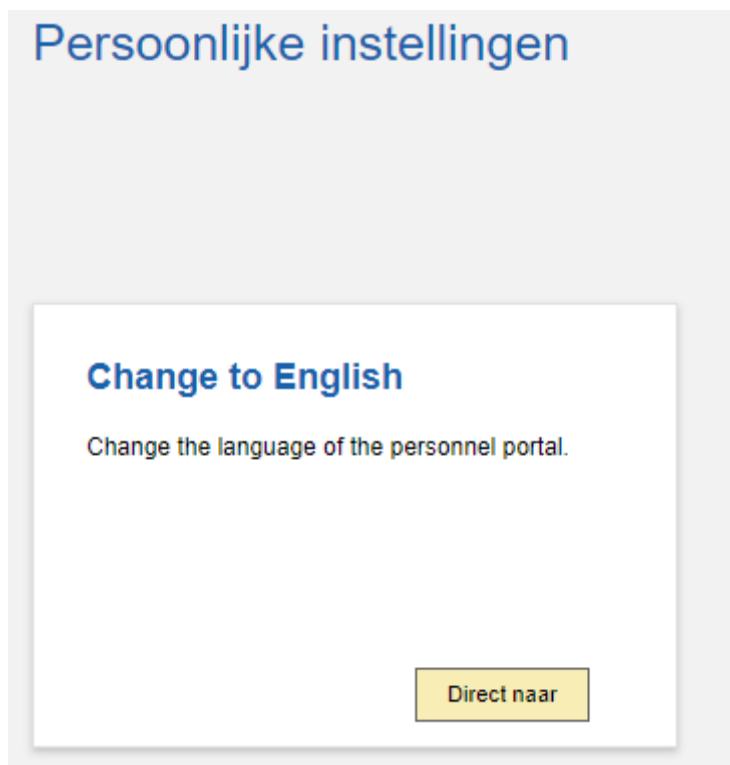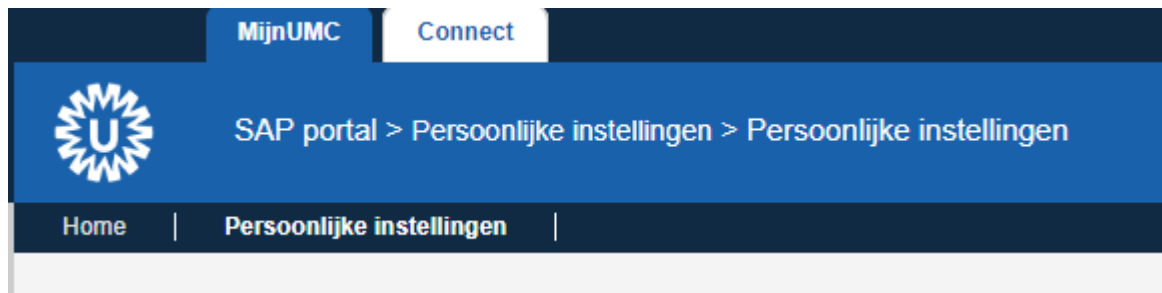
Servicecenter - Manual- token installation MFA.pdf - Alle documenten (sharepoint.com)
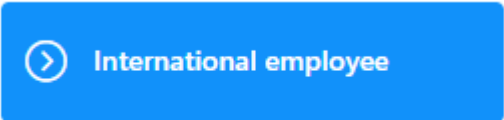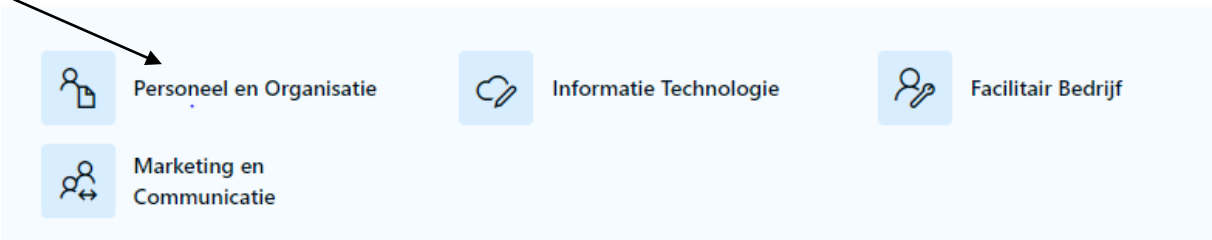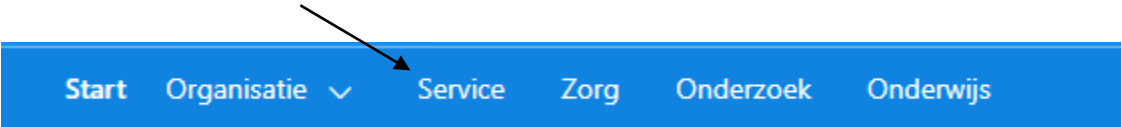
Start Sharepoint

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.
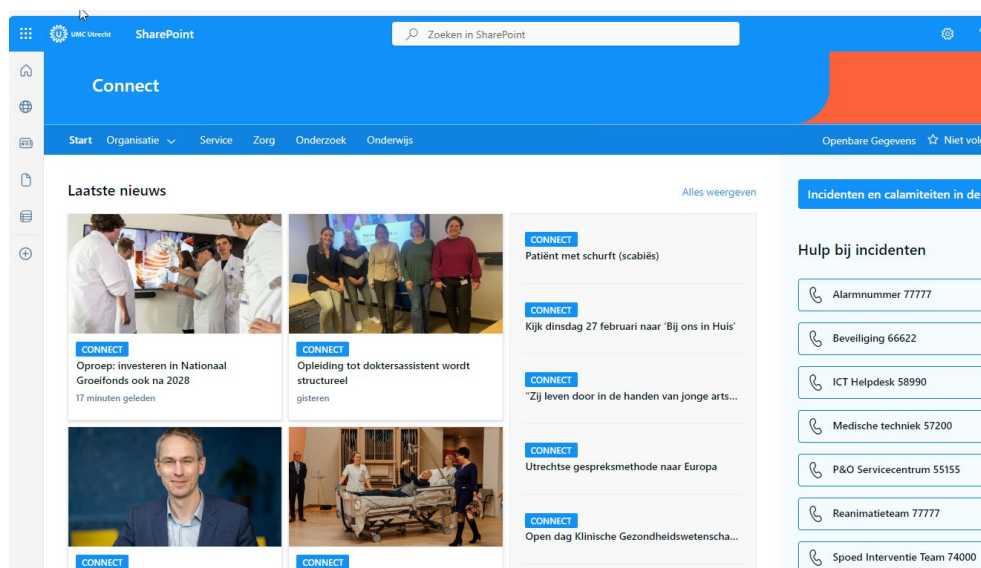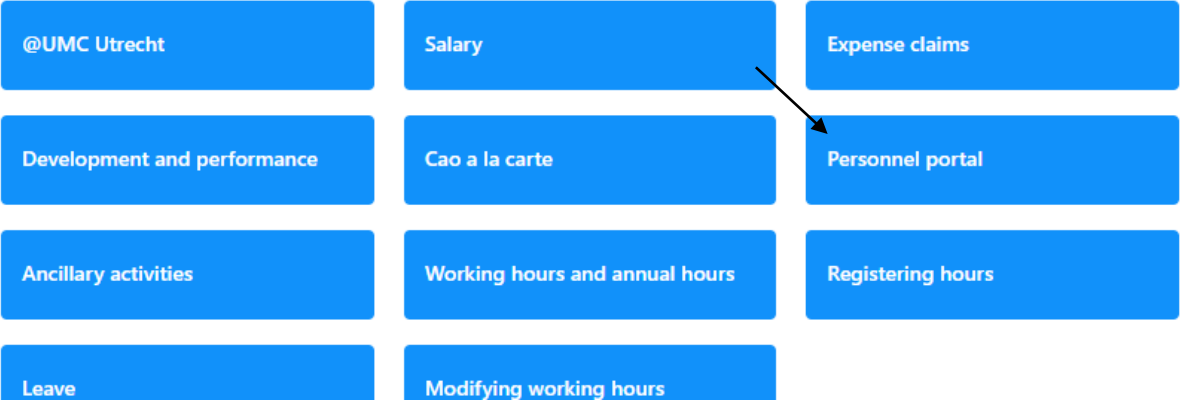
2. Change language into English

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.

Start	Organisatie ⌄	Service	Zorg	Onderzoek	Onderwijs

Personeel en Organisatie   Informatie Technologie   Facilitair Bedrijf

Marketing en Communicatie

⊘ International employee

International employee

International employee topics

@UMC Utrecht	Salary	Expense claims
Development and performance	Cao a la carte	Personnel portal
Ancillary activities	Working hours and annual hours	Registering hours
Leave	Modifying working hours	

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, the start date is always the day of input.

Check your address, When your address is incorrect select addresses to fill in a new address.

Click on My data and then contact in case of emergency. Under this button you can add and change your emergency contact.
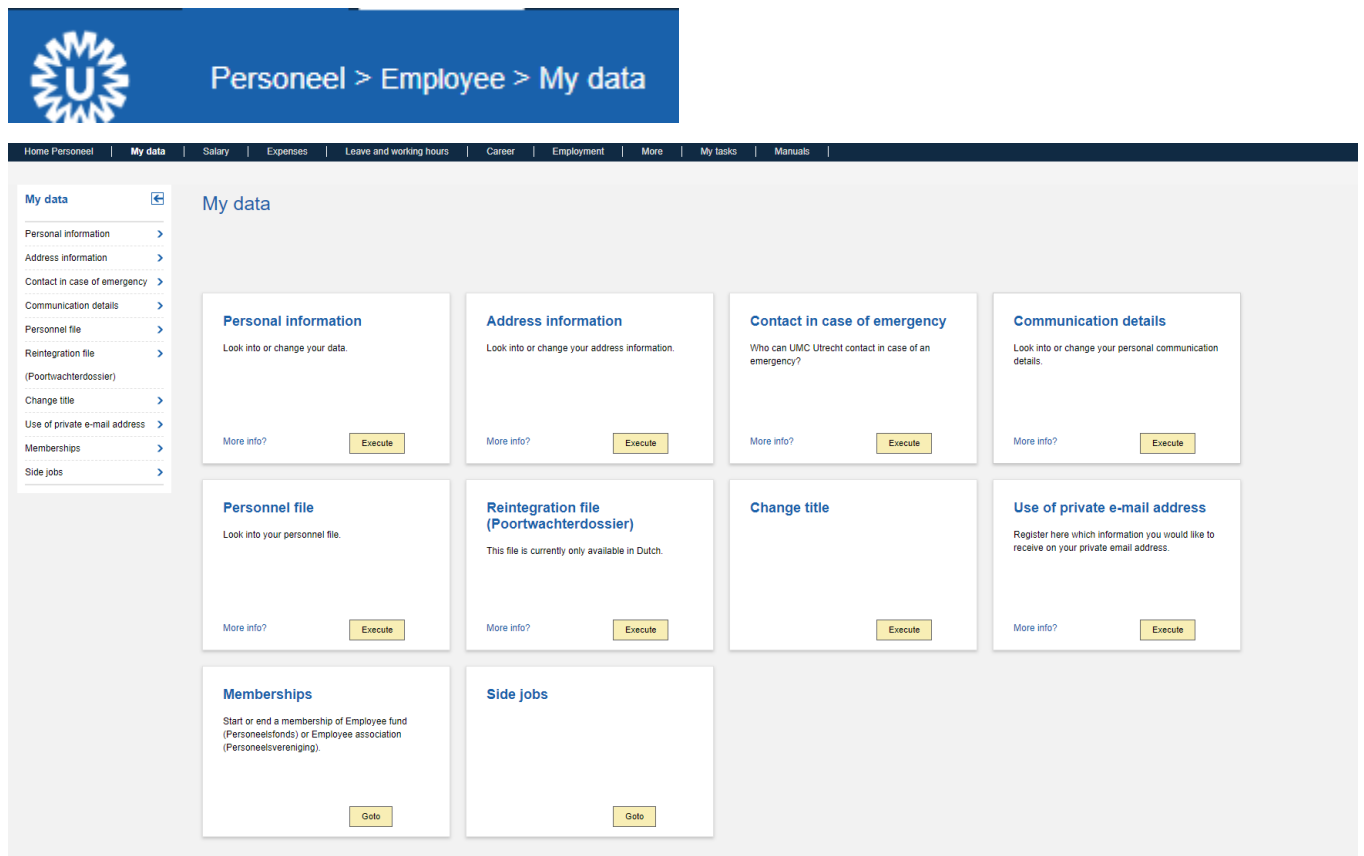
Please fill in your bank details as soon as possible. Your salary will be deposited to this bank account.

Please note: When you already have worked at the UMC in the past and you now come back in service again, you also need to fill in your bank details again.

Click on +Main bank (not on the pencil). Change your details and save. As we already noted you also need to do this when you come back in service again and your old details are still visible. Your details must be confirmed again. The starting date of is always the day of input. This cannot (and doesn't have to) be changed.

ⓘ 0

Add Main bank, Valid For All Personnel Assignments

Bank Data

Payee:	
City:	
Bank Country:	
IBAN:	

Validity

◉ Valid From/To   01.04.2024 📅

My UMC → Salary → Wage levies/Tax credits form

Register Your personal data to indicate whether you prefer the UMC Utrecht to apply the wage tax credit, or not.

Fill in the form

As starting date you fill in your first day of work in the UMC (written with points between the numbers instead of dashes).

You can now click enter and indicate if you want to apply the wage levies, '**yes**' or '**no**'.

If it's not possible to complete this form, please download the form by opening the following link and send this to POservicecentrum@umcutrecht.nl by subject: Loonheffingsformulier.
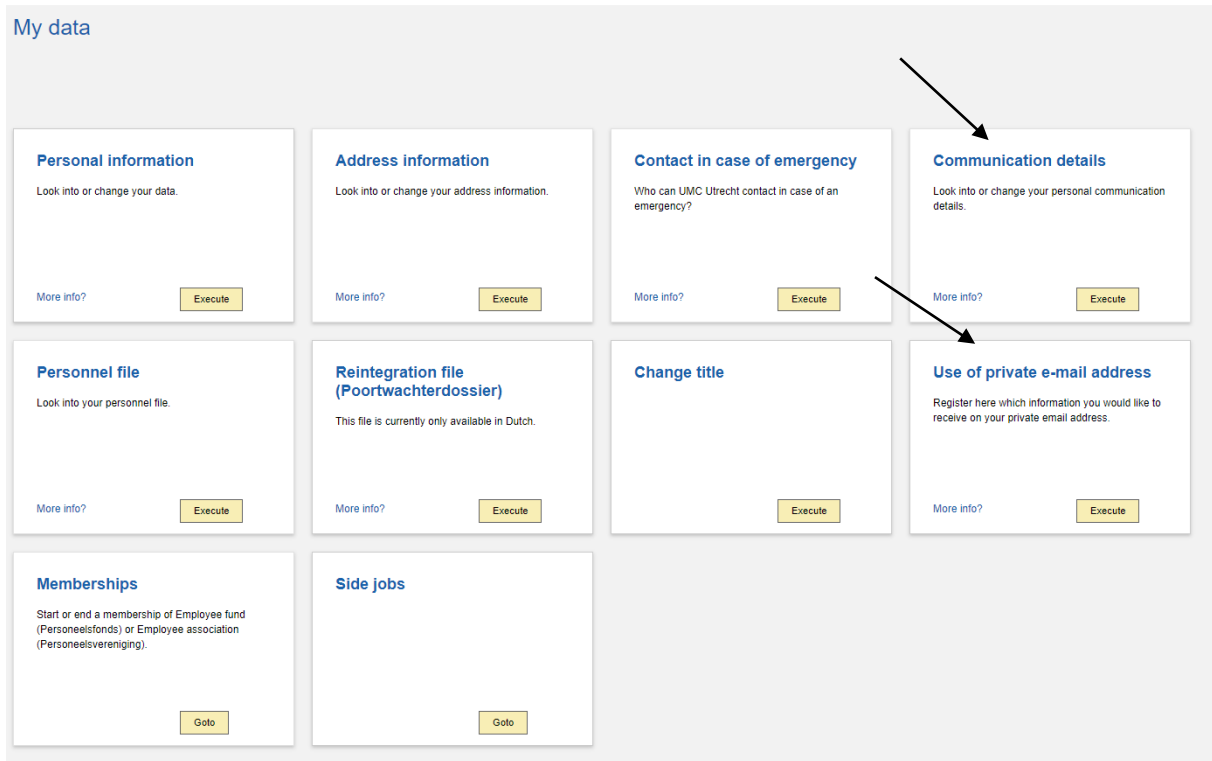
Model Statement of data for payroll taxes - From 2024 (belastingdienst.nl)

Note: If the request is submitted correctly, in 5 minutes you will receive a WF-BATCH email at your UMC email address, your request will be confirmed.

Salary slip send to private email address.
personnel portal → My data → Information to private email address.

You can always consult your salary slips in the 'personnel portal' but you can also choose to receive your salary slips at your private email address every month. Otherwise when your contract ends or when you resign you can't access the 'personnel portal' anymore and therefore you will not be able to consult the salary slips.

My data

Personal information
Look into or change your data.

More info?   Execute

Address information
Look into or change your address information.

More info?   Execute

Contact in case of emergency
Who can UMC Utrecht contact in case of an emergency?

More info?   Execute

Communication details
Look into or change your personal communication details.

More info?   Execute

Personnel file
Look into your personnel file.

More info?   Execute

Reintegration file (Poortwachterdossier)
This file is currently only available in Dutch.

More info?   Execute

Change title

Execute

Use of private e-mail address
Register here which information you would like to receive on your private email address.

More info?   Execute

Memberships
Start or end a membership of Employee fund (Personeelsfonds) or Employee association (Personeelsvereniging).

Goto

Side jobs

Goto

Click on the button 'Private E-mail Address', to add your private email address. The valid date is always the date of the day of input. When you filled in your email address, click Save and Back.

Your next salary slip will be send to your private email address.

Please note: The annual statement will not be send by e-mail but to your home address and you can also find the annual statement in the personnel portal.

4. Claim of Expanses 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 paid employee. This means that you can file an expense report through the personnel portal.

Digital Receipt
After you applied for the Certificate of Conduct, you receive a confirmation e-mail. You can save this and later on you will need this to add to your expense report or you can use a bank statement registered to your name.

Submit expense report.
Click on the 'Submit expense report' tile. This is an expense note at the expense of a cost center/WBS-element (or in other words: at the expense of the budget of a specific department).

When you open the expense report click on 'Save concept'. The next steps will show you how to fill in the form.

Change Cost center/WBS (only needed when the costs have to be reimbursed from another budget than your own department). You can change it if necessary.

Modify your declaration.

In the declaration line you have to choose a 'Type of expense'. You can choose the category 'Certificate of Conduct (VOG)'. Don't forget to fill in the amount of the declaration. The date of the receipt will automatically be the current date. You do not need to change this date.

Add receipt

Fill in the 'Description' and '(Business) motivation'. You can simply use the text: 'Certificate of conduct (VOG)'. Now you can click on 'Add receipt'.

[< Previous Step] [Next Step >] [Save Concept]

Verklaringen

☐ Waiver   Statement that the declared utensils or equipment will be owned by the UMC Utrecht.

☐ Means of communication   Declaration business use of communications (telephone, etc.).

☐ Medical equipment   Declaration business use and possible reimbursement medical equipment.

☐ Laptop   Declaration business use of the laptop.

[Save declaration] [No declaration applicable]

You can view the (full) text of the declaration by clicking 'Display Expense Form'

[< Previous Step] [Save and Send for Approval]

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5. Work pattern for paid employees.

My UMC → Leave and working hours → Working hours → Change work pattern

When you start working here you have to fill in your work pattern. You fill in the days that you work and how many hours and which days you are not at work during the week. This way you know how many hours you should work and what the overview is for your leave of absence.

You don't have to fill this in when somebody schedules your work days in 'Monaco' (system for irregular working hours).

1. Login 'My UMC'

You can log in on a computer by using your login details (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 'MY UMC'. Login 'My UMC' through Connect → Medewerker → Personeelsportaal → Personeelsportaal.

Please login again.

Then Choose Leave and working hours → Change Working hours → Change work pattern

If you use the correct browser (Edge) the form opens on the page. The start date is the first day of your employment according to appointment. Make sure you write the date as 01.02.1995 (double numbers & dots in between). Press 'enter' and the form will unfold.

The form tells your working hours a week. In the schedule you can fill in the days you are present and for how many hours and which days you are not (during the week, not the weekend). The days you are not working need to be filled with 0,0. You can also have a variable work pattern. In that case you have to choose for a 2, 3, or 4 weekly schedule. When the schedule is complete, press 'calculate hours'.

When your work pattern schedule is finished you find the blue button 'control' at the bottom of the page. When the form is filled in correctly, a button 'send' will appear. When the form is send, your supervisor receives a message to approve your work pattern. After this approval, the system recognizes your work pattern, you can apply for days off.

Effective from   * *required fields*

!	**Pay attention!**

Your new work pattern starts **Wednesday 1 August 2018** and starts with the number of hours that you enter **Wednesday** in the 1st week. If a default starting date is shown, you miss an approved work pattern as from this date. Please request a work pattern as from this date.

* What is the date of commencement?	01.08.2018 *dd.mm.yyyy*
• Is this a temporary work pattern?	○ Ja ● Nee

Change work pattern   full sc

Assigned hours per week	**24.00** hour							
The average number of hours per week for the work pattern	**24.00** hour							
Current work pattern	week	mo	tu	we	th	fr	sa	su
	1	8.00	8.00	0.00	0.00	8.00	0.00	0.00
* What is the cycle of the work pattern?	1-wekelijks ▾							
Work pattern	week	mo	tu	we	th	fr	sa	su
	1						0.00	0.00
New average number of hours per week for the work pattern	hour **Calculate hours**							

Note: Does the 'Send' button not appear? Then the program displays an error message at the top of the screen. Sometimes you will have to scroll up in the screen for this.

7. 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.

Log on in My UMC. Go to Personnel → Employee → Career → Introduction checklist for divisions/directorates. Here you will find the checklist. You collect the information of the form in the first four weeks. When all information is known for you, you send the completed checklist to your supervisor for approval. Your supervisor receives your checklist in the personnel portal. He/she opens the form and chooses for final storage. Your checklist appears now automatically in your personnel file.

8. 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 'gastaanstelling' 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 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.