

Instructions Employment Conditions Selection Model (RU Selection Model)

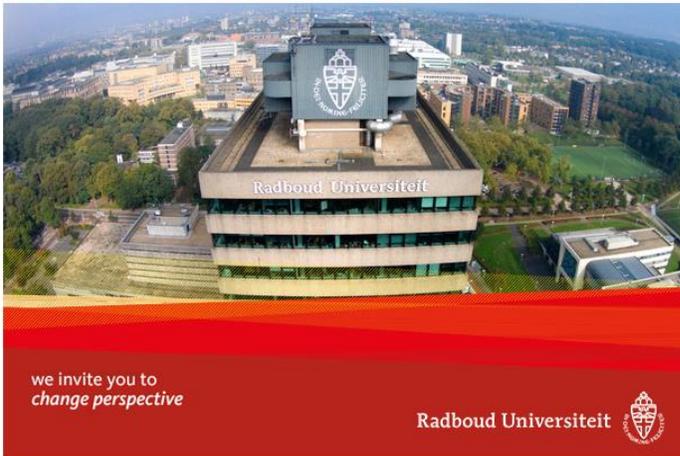
Log into Oracle

BASS can only be accessed directly from the campus network or through VPN (from any given Internet location). For more information about setting up VPN at home / work travel: <http://www.ru.nl/vpn>.

Log in via link: <https://bass.ru.nl>:

Welcome to BASS

The corporate administrative system of the Radboud University



Employee number

RU-password

Login

Password

Employees of the Radboud University manage their own account at www.ru.nl/idmuk

VPN

For more information : www.ru.nl/vpn

Questions or problems?

For more information: www.radboudnet.nl/bass-uk

Enter your employee number (u-number) and your RU-password.

New employees have to activate their password first.

A screenshot of the BASS (Business Administration System) interface. The page is titled 'Shortcuts BASS' and features a blue header. Below the header, there are several sections of shortcuts, each with a title and a list of buttons. The sections are: 'Common' (Setting Preferences, Create Vacation Rule, Assessing notifications (0), Viewing notifications (14)), 'Employees' (Enter Leavedetails, My Leave overview, Enter Employment Conditions Selection Model, View Payslip or annual statement), 'Finance' (Business Travel Application, Overview business travel, Submitting multi day claim, Overview claims, Create Expense Report), and 'Mainmenu BASS' (Home page BASS). Each button has a question mark icon next to it. At the bottom of the page, there is a blue footer with the text 'Information about BASS'.

Select "Enter Employment Conditions Selection Model" . The screen below will open shortly.

Radboud University - Employment Conditions Selection Model

Status: Search

Recap Employment Conditions Selection Model

| Personal Identification | Employeenumber | Employee | Documentnumber | Total What can I use? (Sources) | Total What reimbursement can I get? (target) | Status | Terminale Travel Expenses | Rejection |
|-----------------------------------|----------------|-------------|----------------|---------------------------------|--|---------------|---------------------------|-----------|
| FLEX 20151102 01:31:42 | U598154 | Nelen, F.A. | 2015 / 2937 | 1531.56 | 1531.56 | Processed | - | - |
| FLEX 20161116 11:21:32 | U598154 | Nelen, F.A. | - | 127.96 | 127.96 | Ready to send | ✗ | - |
| Keuzemodel test 20161104 04:55:37 | U598154 | Nelen, F.A. | 2016 / 2546 | 460.00 | 460.00 | Processed | - | - |

1 - 3

Select 'New Choice'. The screen below will open shortly:

Radboud University - Employment Conditions Selection Model

Personal identification: FLEX 20170207 01:02:57

Personal information (click on arrow to open)

Calculations based on data (click on arrow to open)

What reimbursement can I get? (target)

Reset target

| Total what reimbursement can I get? (target) | Maximum | To receive | Total value |
|--|------------|------------|-------------|
| Extra holiday hours (buy) | 76 | 0 | 0.00 |
| Training expenses | | | 0.00 |
| Congresses, seminars, symposia | | | 0.00 |
| Professional literature | | | 0.00 |
| Extraterritorial expenses | | | 0.00 |
| Internet | 360.00 | | 0.00 |
| Trade union contribution | | | 0.00 |
| Company fitness scheme | | | 0.00 |
| Bicycle commuting | 1000.00 | | 0.00 |
| Travel expenses Public Transport (subscription) | click here | | 0.00 |
| Travel expenses commuting with public transport vary | 0.00 | | 0.00 |
| Travel expenses commuting private transport | 506.56 | | 0.00 |
| Extra income (gross) | 1077.68 | | 0.00 |

What can I use? (Sources)

Reset source

| Total what can I use? (sources) | Maximum | Input | Total value | Still Available |
|---------------------------------|----------|-------|-------------|-----------------|
| Holiday hours (sell) | 48 | 0 | 0.00 | 48 |
| End-of-year bonus (eju) | 4011.96 | | 0.00 | 4011.96 |
| Holiday allowance (vu) | 1992.36 | | 0.00 | 1992.36 |
| Gross Salary (bs) | 29716.80 | | 0.00 | 29716.80 |

If a choice has already been made, you can enter a new choice by clicking [Enter new choice].

Click on [Explanation of Regulations] to open the regulations governing the Employment Conditions Selection Model.

Click on [Help] to open the instructions for the Employment Conditions Selection Model.

Personal information (click on arrow to open)

| Personalnumber | U123456 | | |
|----------------|---------------------------------|-------------------------|------------|
| Name | Mrs. A.B.C. Tester | Gender | Female |
| First name | Ans | Birth Date | 01-01-1988 |
| Address | Dorpsstraat 10 1234 AB AALST | Academic Title | - |
| | | Correspondence language | NL |

| Assignment | U123456-1 | | |
|----------------------------|--|---------------------------|----------------------------|
| Start date | 16-04-1979 | End date | - |
| | | Expiration date | 12-11-2021 |
| Functionname | medewerker administratieve processen en systemen | Job | 10643 |
| Cluster / Staff / Facility | Support Cluster | Grade , Step | NU.10, 12 |
| Department | Sector Middelren | Gross Salary / periodical | 3,831.00 (3,831.00) / Mei |
| Subsection | Central Personnel Department | Appointment article | - |
| Organization | DPO - SCP-Functioneel beheer | Working hours | 38.0000 MaDiWoDoVr |
| Assignment category | Regulier | | Nee |

Calculations based on data (click on arrow to open)

Value holiday hours : € 26.98

Parttime percentage : 100.00 %

Participates in 30% arrangement : No

Click  next to 'Personal Information' to view the personal and job location details; click  next to 'Calculations based on data' in order to view the data the calculations are based on.

Which compensations am I eligible for? (Targets)

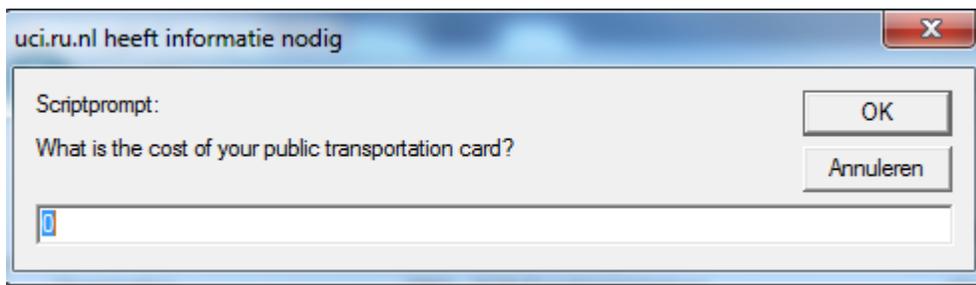
| Targets | | | |
|--|---|--------------------------------|-------------------------------------|
| | | | Reset target |
| Total targets | Maximum | To receive | € 0.00 |
| | | | Total value |
| ? Extra holiday hours (buy) | <input type="text" value="74"/> | <input type="text" value="0"/> | € 0.00 |
| ? Training expenses | | | € <input type="text" value="0.00"/> |
| ? Professional literature | | | € <input type="text" value="0.00"/> |
| ? Congresses, seminars, symposia | | | € <input type="text" value="0.00"/> |
| ? Extraterritorial expenses | | | € <input type="text" value="0.00"/> |
| ? Internet | € <input type="text" value="0.00"/> | | € <input type="text" value="0.00"/> |
| ? Trade union contribution | | | € <input type="text" value="0.00"/> |
| ? Company fitness scheme | | | € <input type="text" value="0.00"/> |
| ? Bicycle commuting | € <input type="text" value="1000.00"/> | | € <input type="text" value="0.00"/> |
| ? Travel expenses Public Transport (subscription) | € <input type="text" value="click here"/> | | € <input type="text" value="0.00"/> |
| ? Travel expenses commuting with public transport vary | € <input type="text" value="0.00"/> | | € <input type="text" value="0.00"/> |
| ? Travel expenses commuting private transport | € <input type="text" value="506.00"/> | | € <input type="text" value="0.00"/> |
| ? Extra income (gross) | € <input type="text" value="1025.24"/> | | € <input type="text" value="0.00"/> |

This screen shows the targets you can obtain a compensation for. If an amount is listed in the 'Maximum' column, then this is the maximum compensation amount for that target. By clicking  behind the target in question, the maximum amount available is added to the 'Total value' column. By clicking  behind the 'Extra holiday hours (buy)' target, the maximum number of hours available is added to the 'To receive' column. The number of hours can be changed to fewer hours. The number of hours can also be filled out manually without clicking , as long as the number of hours does not exceed the maximum displayed.

You can only buy full holiday hours.

By moving the mouse over  for the regulation in question, an abbreviated explanation of this regulation becomes visible. For further information, please see the regulations governing the Employment Conditions Selection Model by clicking [Explanation of Regulations] on the top right.

When clicking the target 'Travel expenses Public Transport (subscription)' on the lower left side, the following screen will open:



The costs for the Public Transport card (OV-kaart) have to be filled out here (actual costs per year); then click [OK].

By clicking [Reset target] any details entered will be deleted.

What can I use? (Sources)

| Sources | | | | | Reset source |
|----------------------|------------|-------|-------------|-----------------|--------------|
| Total sources | | | | | € 0.00 |
| | Maximum | Input | Total value | Still Available | |
| Holiday hours (sell) | 44 | 0 | € 0.00 | 44 | |
| End-of- year bonus | € 3401.80 | | € 0.00 | € 3401.80 | |
| Holiday allowance | € 1878.54 | | € 0.00 | € 1878.54 | |
| Gross Salary | € 28029.60 | | € 0.00 | € 28029.60 | |

This screen shows the sources you can use to exchange for your choice of targets.

By clicking the ► on the source in question the maximum value of the source is used. You can repeat this for multiple sources, until the totals for sources and targets are equal. You can also enter the desired hours (sell) and amounts manually.

By clicking [Reset source] any details entered will be deleted.

If there is no balance between sources and targets, the bottom of your screen will show you what you have to adjust (targets or sources):

Decrease your targets with € 1996.52 (=0 hours and € 1996.52) or increase your sources with € 1996.52 (=44 hours and € 809.4)

| Targets | | | | Sources | | | | |
|--|------------------------------|------------|-------------|----------------------|------------|-------------|-----------------|--|
| Reset target | | | | Reset source | | | | |
| Total targets | | | | Total sources | | | | |
| | Maximum | To receive | Total value | Maximum | Input | Total value | Still Available | |
| | | | € 0.00 | | | € 0.00 | | |
| Extra holiday hours (buy) | 76 | 0 | € 0.00 | Holiday hours (sell) | 7 | € 0.00 | 7 | |
| Training expenses | | | € 0.00 | End-of-year bonus | € 3076.68 | € 0.00 | € 3076.68 | |
| Professional literature | | | € 0.00 | Holiday allowance | € 1163.48 | € 0.00 | € 1163.48 | |
| Congresses, seminars, symposia | | | € 0.00 | Gross Salary | € 19125.60 | € 0.00 | € 19125.60 | |
| Extraterritorial expenses | | | € 0.00 | | | | | |
| Internet | € 360.00 | | € 0.00 | | | | | |
| Trade union contribution | | | € 0.00 | | | | | |
| Company fitness scheme | | | € 0.00 | | | | | |
| Bicycle commuting | € 1000.00 | | € 0.00 | | | | | |
| Travel expenses Public Transport (subscription) | € click here | | € 0.00 | | | | | |
| Travel expenses commuting with public transport vary | € 0.00 | | € 0.00 | | | | | |
| Travel expenses commuting private transport | € 0.00 | | € 0.00 | | | | | |
| Extra income (gross) | € 0.00 | | € 0.00 | | | | | |

When there is a balance between targets and sources, you can save your choice by clicking [Save].

The [Next] button will now be displayed. As long as you have not sent your choice you can still make changes.

Click [Next] as soon as you have finalised your choice.

Radboud University - Employment Conditions Selection Model

Source information:
The available sources have been calculated based on the following data:

| | | | |
|---|-----------|-----------------------------|------------|
| Parttime percentage | 100,00 % | | |
| Value holiday hours | € 33.03 | | |
| Participates in 30% arrangement | No | | |
| Available Holiday hours | 76 | Available Holiday hours | 37 |
| Available Internet expenses | € 360.00 | Available End-of-year bonus | € 4641.71 |
| Available Bicycle commuting | € 1000.00 | Available Holiday allowance | € .00 |
| Available commuting public-transport incidental | € 127.96 | Available Gross Salary | € 37845.60 |
| Available Extra Income | € 1222.11 | | |

What reimbursement can I get? (target):

Input target 'Internet' of amount € 360,00.

Input target 'Trade union contribution' of amount € 10,00. You have to add one of more attachments to this purpose

Total: € 370,00.

What can I use? (Sources):

Input source 'End-of-year bonus (eju)' of amount € 370,00.

Total: € 370,00.

Add attachment

| Target | Filename | Remove |
|--------------------------|--|--------|
| Trade union contribution | <input type="text" value="Bladeren..."/> | - |

1 - 1

Statement:

Communication statement (Internet costs)

On basis of the regulations governing the Employment Conditions Selection Model, I state that I use the internet in order to execute more than 10% of my work with the Radboud University. I also state that I do not receive reimbursement for internet costs from the Radboud University.

In submitting, I state that:

- the selected exchange choice has been approved and I herewith give my permission to process the exchange choice in the salary administration, following the regulations governing the Employment Conditions Selection Model.
- I am aware of the fact that participating in the Employment Conditions Selection Model may have consequences for the calculation of salary-related bonuses (such as unemployment benefits and disability benefits) and income-dependent facilities (such as rent, childcare and healthcare benefits).
- A submitted exchange choice can not be reversed.

The exchange choice of targets and sources are shown and this is where any attachments will have to be added, depending on your choice.

| Target | Filename | Remove |
|-------------------|-------------|--------|
| Bicycle commuting | Bladeren... | - |

1 - 1

Click [Browse] next to the target in question to add an attachment.

Click [Save attachment(s)] to save the document and continue to add more documents. If you have added the wrong document, you can still remove it by clicking 'x' on the document in question and adding the correct document by clicking [Browse]. After you have added all attachments, you have to once again click [Save attachment(s)] to definitively save the documents attached.

Targets:

Input target 'Extra holiday hours (buy)' amount of days 74 of amount € 1996.52.
Input target 'Bicycle commuting' of amount € 1000.00. [HNW Definitieve regeling KAV \(LO 7-11-2014\).docx](#)
Total: € 2996.52.

The screen 'Which compensations am I eligible for? (Targets)' displays all the added attachments.

After all the required attachments have been added, it is still possible to make changes by clicking [Previous]. If a target for which an attachment was initially added is later deleted, after saving the

change by clicking [Save], this attachment also has to be deleted by clicking 'x' on the attachment.

Source information:

The available sources have been calculated based on the following data:

| | | | |
|---|-----------|-----------------------------|------------|
| Parttime percentage | 100.00 % | | |
| Value holiday hours | € 26,98 | | |
| Participates in 30% arrangement | No | | |
| Available Holiday hours | 74 | Available Holiday hours | 44 |
| Available Internet expenses | € .00 | Available Year-end bonus | € 3401.80 |
| Available Bicycle commuting | € 1000.00 | Available Holiday allowance | € 1878.54 |
| Available commuting public-transport incidental | € .00 | Available Gross Salary | € 28029.60 |
| Available Extra Income | € 1025.24 | | |

Targets:

Input target 'Extra holiday hours (buy)' amount of days 74 of amount € 1996.52.
 Input target 'Bicycle commuting' of amount € 1000.00. [HNW Definitieve regeling KAV \(LO 7-11-2014\).docx](#)
 Total: € 2996.52.

Sources:

Input source 'End-of- year bonus' of amount € 2996.52.
 Total: € 2996.52.

Add attachment

| Target | Filename | Remove |
|-------------------|--|--------|
| Bicycle commuting | HNW Definitieve regeling KAV (LO 7-11-2014).docx | × |
| Bicycle commuting | <input type="text" value="Bladeren..."/> | - |

1 - 2

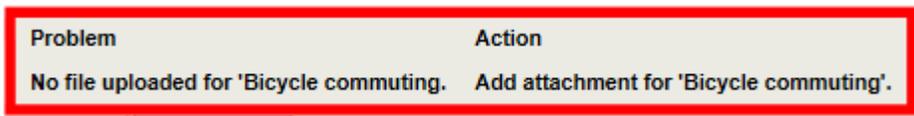
Statement

In submitting, I state that:

- the selected exchange choice has been approved and I herewith give my permission to process the exchange choice in the salary administration, following the regulations governing the Employment Conditions Selection Model.
- I am aware of the fact that participating in the Employment Conditions Selection Model may have consequences for the calculation of salary-related bonuses (such as unemployment benefits and disability benefits) and income-dependent facilities (such as rent, childcare and healthcare benefits).

When the full application is ready and you have read and agreed with the statement above, then you can send it by clicking [Agree, Send].

If one or more attachments are missing, a notification will be displayed and the application will not be sent:

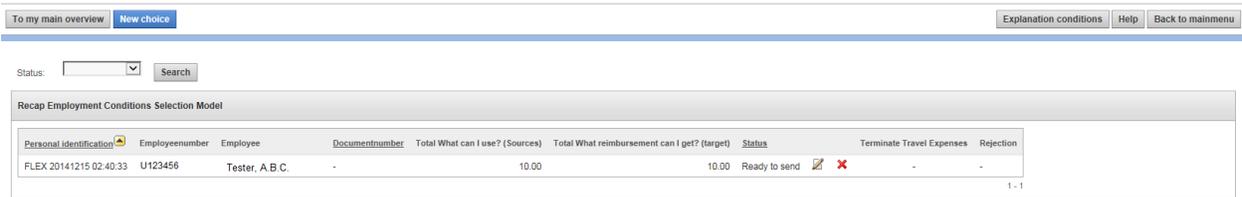


When all attachments have been added and you have clicked [Agree, Send], an application will be added in the overview of selection model documents:

| Personal identification | Employee number | Employee | Document number | Total What can I use? (Sources) | Total What reimbursement can I get? (target) | Status | Terminate Travel Expenses | Rejection |
|-------------------------|-----------------|--------------|-----------------|---------------------------------|--|--------|---------------------------|-----------|
| FLEX 20161121 09:47:22 | US98154 | Nielen, F.A. | 2016 / 2647 | 370.00 | 370.00 | Sent | - | - |

The application is assigned the status 'Sent'. By clicking  you can view the details of the application.

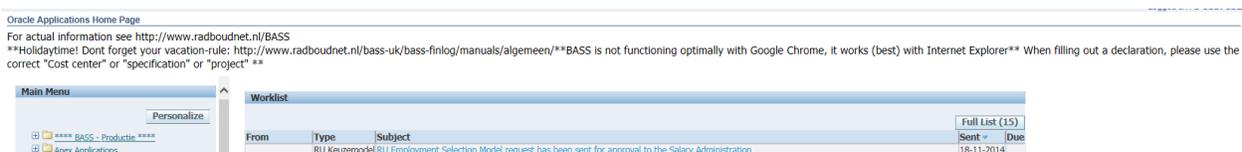
It is also possible to not be sent the entered selection (button [Agree, Send] has not clicked); the selection request is stored in the overview of selection model documents; status = "Ready to send".



| Personal Identification | Employmentnumber | Employee | Documentnumber | Total What can I use? (Source) | Total What reimbursement can I get? (target) | Status | Terminate Travel Expenses | Rejection |
|-------------------------|------------------|----------------|----------------|--------------------------------|--|---------------|---------------------------|-----------|
| FLEX 20141215 02:40:33 | U123456 | Tester, A.B.C. | - | 10.00 | 10.00 | Ready to send | | |

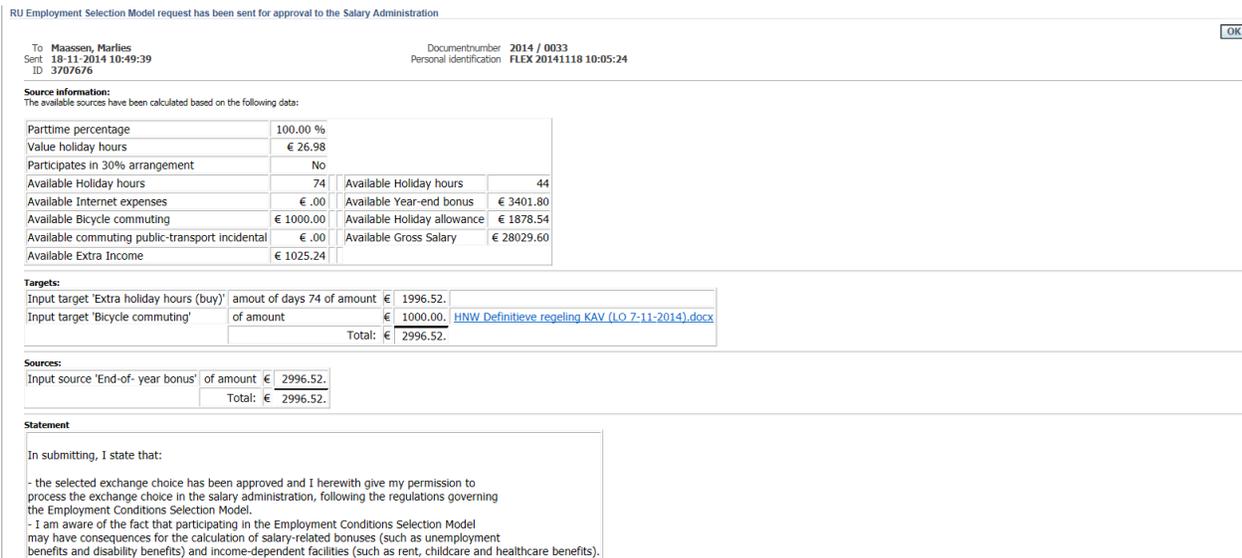
By clicking  the application is opened again and any changes could be implemented or, if there are no changes, sent by first clicking [Next] and yet at [Agree, Send]. The status of the application is changed to "Sent".

By clicking [Back to Main Menu] the home page is opened and you can view your application in the Work list:



| From | Type | Subject | Sent | Due |
|---------------|---------------------------------------|---|------------|-----|
| RU Keuzemodel | RU Employment Selection Model request | has been sent for approval to the Salary Administration | 18-11-2014 | |

By clicking the application, the full application will be visible, including any attachments.



RU Employment Selection Model request has been sent for approval to the Salary Administration

To: Maassen, Marlies
Sent: 18-11-2014 10:49:39
ID: 3707676

Documentnumber: 2014 / 0033
Personal Identification: FLEX 20141118 10:05:24

Source information:
The available sources have been calculated based on the following data:

| | | | |
|---|-----------|-----------------------------|------------|
| Parttime percentage | 100.00 % | Available Holiday hours | 44 |
| Value holiday hours | € 26.98 | Available Year-end bonus | € 3401.80 |
| Participates in 30% arrangement | No | Available Holiday allowance | € 1878.54 |
| Available Holiday hours | 74 | Available Gross Salary | € 28029.60 |
| Available Internet expenses | € .00 | Available Extra Income | € 1025.24 |
| Available Bicycle commuting | € 1000.00 | | |
| Available commuting public-transport incidental | € .00 | | |

Targets:

| | | | |
|--|-----------------------------|-----------|--|
| Input target 'Extra holiday hours (buy)' | amount of days 74 of amount | € 1996.52 | |
| Input target 'Bicycle commuting' | of amount | € 1000.00 | HNW Definitieve regeling KAV (LO 7-11-2014).docx |
| | Total: | € 2996.52 | |

Sources:

| | | |
|-----------------------------------|-----------|-----------|
| Input source 'End-of- year bonus' | of amount | € 2996.52 |
| | Total: | € 2996.52 |

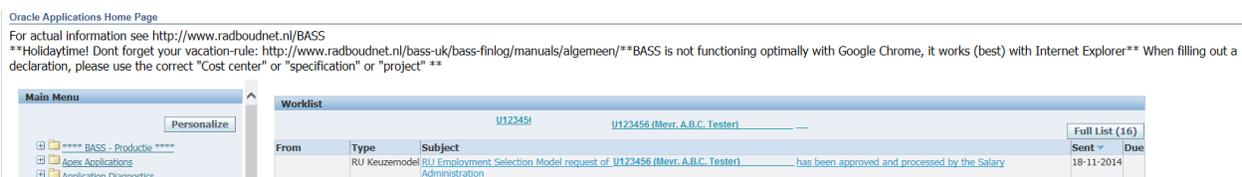
Statement

In submitting, I state that:

- the selected exchange choice has been approved and I herewith give my permission to process the exchange choice in the salary administration, following the regulations governing the Employment Conditions Selection Model.
- I am aware of the fact that participating in the Employment Conditions Selection Model may have consequences for the calculation of salary-related bonuses (such as unemployment benefits and disability benefits) and income-dependent facilities (such as rent, childcare and healthcare benefits).

Click [OK] to return to the main menu.

After the salary administration has processed the application, the processed application will become visible in the Work list:



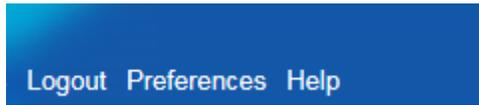
| From | Type | Subject | Sent | Due |
|---------------|--|--|------------|-----|
| RU Keuzemodel | RU Employment Selection Model request of U123456 (Mevr. A.B.C. Tester) | has been approved and processed by the Salary Administration | 18-11-2014 | |

The status of the application has now been changed to 'Processed' in the RU Selection Model.

| Recap Employment Conditions Selection Model | | | | | | | | | | |
|---|-----------------|----------------|-----------------|---------------|---------------|-----------|-----------|-----------------|-----------|---|
| Personal identification | Employee number | Employee | Document number | Total Sources | Total Targets | Status | Terminate | Travel Expenses | Rejection | |
| FLEX 20141111 03:13:28 | U123456 | Tester, A.B.C. | 2014 / 0007 | 413.96 | 413.96 | Processed | | - | - | - |

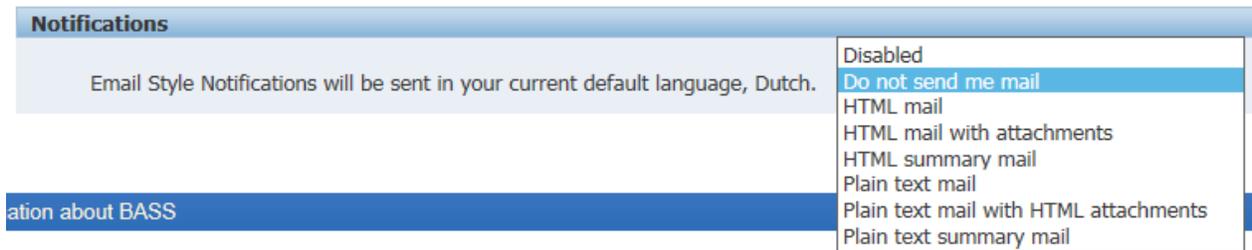
The overview can be arranged by 'Personal identification', 'Document number' and 'Status'.

Notifications by email.



Depending on what was chosen under 'Preferences' (upper right side of the screen), this notification can also be sent by email.

Under Notifications, one of the email options can be selected under Email Style:



Then click [Apply]:

