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](http://www.ru.nl/vpn).

Log in via link: [https://bass.ru.nl](https://bass.ru.nl):

![Welcome to BASS](image)

Enter your employee number (u-number) and your RU-password.
New employees have to activate their password first.

![Shortcuts BASS](image)

Select “Enter Employment Conditions Selection Model”. The screen below will open shortly.
Select ‘New Choice’. The screen below will open shortly:

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.

Click [Personal Information] to view the personal and job location details; click [Calculations based on data] in order to view the data the calculations are based on.
### Which compensations am I eligible for? (Targets)

<table>
<thead>
<tr>
<th>Target</th>
<th>Maximum</th>
<th>To receive</th>
<th>Total value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra holiday hours (buy)</td>
<td>74</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Training expenses</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Professional literature</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Congresses, seminars, symposia</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Extraterritorial expenses</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Internet</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Trade union contribution</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Company fitness scheme</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Bicycle commuting</td>
<td>€ 1000.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Travel expenses Public Transport (subscription)</td>
<td>€ click here</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Travel expenses commuting with public transport vary</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Travel expenses commuting private transport</td>
<td>€ 506.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Extra income (gross)</td>
<td>€ 1025.24</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
</tbody>
</table>

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)**

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 €1906.52 (~9 hours and €1066.52) or increase your sources with €1066.52 (~44 hours and €809.4)
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.
The exchange choice of targets and sources are shown and this is where any attachments will have to be added, depending on your choice.

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.

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.

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:

Problem: No file uploaded for 'Bicycle commuting'.
Action: Add attachment for 'Bicycle commuting'.

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

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:

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

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:

The status of the application has now been changed to ‘Processed’ in the RU Selection Model.
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]: