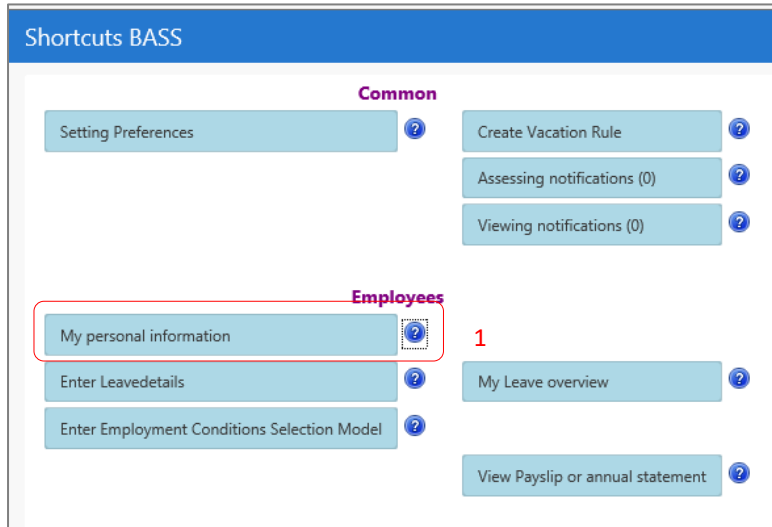
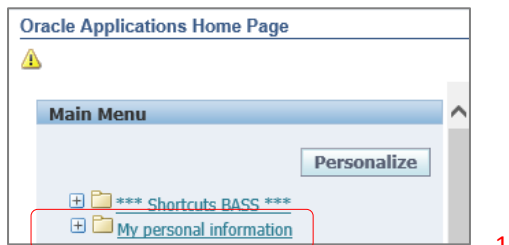


Change my personal information - BASS

Via shortcuts BASS <https://bass.ru.nl/> you can change personal information as: Civil status, Address, Bank account number (IBAN):



Or via the Home page:



1. My personal information:

My personal information

Personal information Tester, A. Proefkonijn (U123456)

Language preference: Dutch 2

Marital status: Married 3

Name preference: Surname of partner, own surname 4

Partner Name: Proefkonijn

Partner name prefix:

Account number: NL00AAA0123456789 5

Address information

Zip or Postal Code: 1111 AA 6

House number: 1

Addition:

Street: Teststreet

Place of residence: PLACE 7

Country: Netherlands 8

Phone number: 024 12345678

Mobile number:

Startdate:

I declare to have entered my information truthfully and offer the changes for processing

Submit changes Undo

Personal information

2. Language preference is used for the correspondence language (Dutch or American English).
3. Civil status can be changed.
4. By Name preference, the enrollment preference (correspondence, payroll, etc.) can be entered; if "Own surname" is selected, the fields Partner Name and Partner name prefix can not be filled.

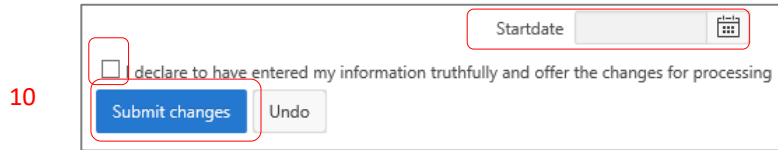
Account number

5. Enter the new IBAN number.

Address information

6. For an address in the Netherlands it is sufficient to enter the Zip or Postal Code, House number and possible Addition; Street and Place of residence are automatically filled on this basis.
7. For an address abroad select the correct country at field Country and enter the rest of the data in the appropriate field.
8. In field Phone number, the home phone number can be changed; in field Mobile number the mobile phone number.

Change my personal information - BASS



10

9

9. Enter the date, from when the change will apply. This can not be a date in the past or beyond 31 days.
10. Click box and click [Submit changes].

Personal information Tester, A. Proefkonijn (U123456)

Language preference: Dutch
 Marital status: Married
 Name preference: Own surname
 Partner Name
 Partner name prefix

No changes: There are pending changes for your personal data. It is not possible to send new changes until these have been processed.

Account number: NL78ABAN0234565055
 No changes: There is a pending changes for your IBAN. It is not possible to send new changes until these have been processed.

Address information

Zip or Postal Code: 6525 HT
 House number: 1
 Addition
 Street: Erasmusplein
 Place of residence: NIJMEGEN
 Country: Netherlands
 Phone number: 024 6417220
 Mobile number: 0612145678

No changes: There are pending changes for your address and telephone data. It is not possible to send new changes until these have been processed.

Changes pending for your address and telephone data
 Changes to your address and telephone data have been submitted with documentnumber 201711000075.
 A change to your IBAN has been submitted with documentnumber 201711000075.

Startdate: 02-11-2017

I declare to have entered my information truthfully and offer the changes for processing

Submit changes Undo

11. After the change(s) has been sent, a confirmation email will be sent. The data can not be changed as long as the new change of the same type (Personal data, Address, Account number) has not yet been processed.

Radoud Universiteit Workflow Mailer (ruacc) <noreply@ru.nl>
 FYI: Mutatie 201710001079-1 (Persoonsgegevens) van [REDACTED] ([REDACTED]) werkzaam bij (DPO: [REDACTED]) is opgevoerd via de medewerkersportal.

Meldingdetails.html
 447 bytes

Nieuw: RU_10731126_201710001079
 Verstuurd: 31-10-2017 15:16:44
 ID: 5781358

[REDACTED] ([REDACTED]) 1, Regulier) werkzaam bij (DPO: [REDACTED]) heeft een mutatie opgevoerd via de medewerkersportal met nummer 201710001079-1. Deze mutatie wordt door uw afdeling persoonsgegevens verder afgehandeld.

Mutatie met ingangsdatum 02-11-2017

	Oude waarde	Nieuwe waarde
Persoon		
Naamsvoorkeur	Partnaarnaam	Partnaarnaam, Eigenaam
Adres		
Adres	Erasmusplein 1	Erasmusplein 1
Postcode	6525 HT	6525 HT
Woonplaats	NIJMEGEN	NIJMEGEN
Telefoon	06-123456789	06-123456789
Mobiele		
Bankwijziging		
IBAN-nummer	[REDACTED]	NL220000096754521

12. If the data has been processed by the Salary Administration, an email will be sent.

Radoud Universiteit Workflow Mailer (ruacc) <noreply@ru.nl>
 FYI: Mutatie 201710001079-1 (Persoonsgegevens) van [REDACTED] ([REDACTED]) werkzaam bij (DPO: [REDACTED]) is verwerkt door de salarisadministratie.

Meldingdetails.html
 447 bytes

Nieuw: RU_10731126_201710001079
 Verstuurd: 31-10-2017 15:34:31
 ID: 5781361

[REDACTED] ([REDACTED]) 1, Regulier) werkzaam bij (DPO: [REDACTED]) heeft een mutatie opgevoerd via de medewerkersportal met nummer 201710001079-1. Deze mutatie is verwerkt door de salarisadministratie.

Mutatie met ingangsdatum 02-11-2017

	Oude waarde	Nieuwe waarde
Persoon		
Naamsvoorkeur	Partnaarnaam	Partnaarnaam, Eigenaam
Adres		
Adres	Erasmusplein 1	Erasmusplein 1
Postcode	6525 HT	6525 HT
Woonplaats	NIJMEGEN	NIJMEGEN
Telefoon	06-123456789	06-123456789
Mobiele		
Bankwijziging		
IBAN-nummer	[REDACTED]	[REDACTED]

13. As long as the date of change is in the future, no new change (of the same type) can be submitted:

No changes: **There are changes in your IBAN data with a future date. It is not possible to send new changes until these have been processed. If you would like to cancel a future change, please contact your HR officer.**