### HR services

matters such as:

Our HR services staff is here for you if you have a question about administrative

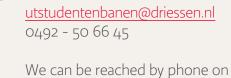
- Your hours, declaration, or payments
- Your employment contract
- Completing your file
- The ID Check

Jolijn in this video

Meet Bas and







weekdays between 08:30 and 5:30 p.m. or by e-mail.



# To get started, we need the following

from you: ☐ Aanvullen persoonsgegevens

- (complete personal data) ■ ID check
- ☐ Arbeidsverleden (employment history)
- ☐ Ondertekende arbeidsovereenkomst
- (signed employment contract)



#### Depending on the location where you will be working, house and safety rules will apply.



Work permit

- ☐ Indicate wage tax credit\* due to multiple employers.
- one employer at a time. If you have any other income you can adjust this each week by Monday. Changes in applying the payroll taks credit can

\*The payroll tax credit may only be applied to

be made in Mijn Driessen -> Mijn Profiel (My Profile) -> Loonheffingskorting (Payroll Tax Credit).



#### Declaration of hours in Mijn Driessen You can declare your hours in Mijn Driessen.

This instructional video shows you how to declare your hours and

expenses.

#### If you work on the basis of a Work Permit, as an employer we will apply for a new

(tewerkstellingsvergunning, TWV)

Work Permit at the UWV. If you also work as a student assistant, you will have to choose between working as a student on-call worker or as a student assistant\*. \*The UWV issues the work permit to only one employer, which means you

cannot work for two different employers.



Mijn Driessen

Declareren (Declaration)

Meest gestelde vragen (Frequently Asked Questions) ● Loonstroken & jaaropgaven (Pay slips & annual statements) Ziek melden (Sick Reporting)

■ Goed Werkgeverschap (Workplace Investment)



bonus

**Declaration** 

allowance and end-of-year

Hourly rate, vacation

You declare expenses and/or vacation

hours through Mijn Driessen.

# of-year bonus paid directly with your hourly wage? Please indicate this in Mijn Driessen -> Goed Werkgeverschap (Good Employment Practices) -> Keuzeregeling (Choice Scheme).

Would you like vacation allowance and end-

# You report sick to your immediate supervisor. Step 2

You report sick before 9 a.m.

I'm sick. What now?

## administration) or via the Mijn Driessen app. Step 3

Depending on the expected duration of absence, the absence counselor will make arrangements with you for the next contact

via Mijn Driessen > Mijn administratie (My

moment (contact after one or two days, depending on the nature of the absence).

## Step 4 You report better to your supervisor.

Step 5

administration).

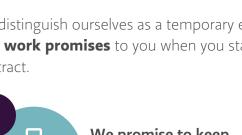
You report better to Driessen at Mijn

<u>Driessen</u> > Mijn administratie (My

I have been recovered. What now?







work.

you meaningful at

We promise to make you work

happy.





We promise to look at who you are and what you can.

We promise to

keep you vital and

financially healthy.



Are you satisfied?

improve our services to better suit your needs. That is why we regularly ask you what you

US.

think of our services. Valuable for you and for

With your feedback we can constantly



End of study in sight?

required to report this to Driessen. The best way to do this is to send an e-mail to utstudentenbanen@driessen.nl

At the time your studies end, you are



