



## Changes to HR Services

The decentralised personnel administrations have moved to the Personnel Shared Service Centre (PSSC) at Rapenburg 70.

### What does that mean for you?



#### Finding information

The [staff website](#) has all the information about matters like salary, leave, terms of employment and application forms for e.g. relocation costs and parental leave.

#### Manage your HR activities on the Service Portal

You can visit the [HR Service Portal](#) to regulate all your HR related activities. For instance, you will find digital forms for e.g. relocation costs, parental leave and maternity leave.



#### Ask the Service Point

You can contact the [PSSC Service Point](#) if you have questions about your salary, terms of employment or annual leave.

You can email the Service Point at [pssc-servicepunt@bb.leidenuniv.nl](mailto:pssc-servicepunt@bb.leidenuniv.nl) or call 071 527 6200 during office hours.

You are also welcome to visit at Rapenburg 70, room D.204.

## Are you involved in personnel processes?

If you are a supervisor or mandate holder, or if you manage tasks for an administrator, director or supervisor, more will change for you.

Continue reading for more information.

## Processing personnel changes

### My staff movements

With the program 'My staff movements' on the Service Portal you process updates such as:

- Extending an employment contract
- Updating workplace details
- Updating scheduled hours
- Submitting a request for voluntary termination
- Modifying contractual hours
- Registering new employees
- Registering external employees (e.g. guests, volunteers, (e.g. guests, PhD candidates with a scholarship, volunteers, interns)

### Digital approval

Any employee can fill in an application in 'My staff movements.' Supervisors check the details that have been filled in and, if those details are correct, submit the application. The approval process is structured according to the role assignment of your institute.

Please be aware that the program 'My staff movements' is an administrative tool. Applications should be discussed in advance with the people concerned.

There can only be one request per employee submitted. However, multiple changes can be registered in a single application. For instance, you can submit a timetable change and update workplace details at the same time.

Click [here](#) to watch a video tutorial on how to start a new application within the program.

## Digital forms



In addition to the program 'My staff movements,' you can also access digital forms for changes which cannot (yet) be registered in the program. Examples of these changes include:

- Applying for parental leave
- Declaration of overtime
- Applying for a relocation bonus
- Updating your bank account number
- Registering a business trip

You can do all this using the [digital forms](#) on the PSSC intranet page.

### No more printing and scanning

One big advantage of the forms is that you can complete and sign them digitally, so you no longer have to print and scan.

### Digital signature

You can sign the forms quickly and easily by creating a digital signature. Once your signature is active, you can use it to sign forms in the future. Click [here](#) to find out how to create your own digital signature.

### Step-by-step instructions

1. Click the tile: Forms
2. Select form
3. Download form
4. Fill in digitally
5. Sign with digital signature
6. Save form
7. If necessary: collect the required signatures
8. E-mail to the address provided on the form

## HR Service Portal manuals and instructions

Visit this [intranet page](#) or click on the Help and Support tile to find more resources, including manuals and instruction videos to help you manage digital personnel processes.

## Reporting illness and recovery



You or your supervisor are able to report illness or recovery by clicking on the 'Reporting illness and recovery' tile. Please note that you should report your absence in accordance with existing agreements between yourself and your supervisor. The PSSC registers reports of illness and recovery in the personnel administration.

## Reports and signals

Do you receive monthly overviews from the personnel administration regarding matters such as employment contracts that will expire soon? This information is available by clicking on the 'Reports' tile. If the report or list you are looking for is not available, you can submit a request to the Service Point.

## Recruitment

Ultimately, nearly all faculties and units will use new systems such as e-recruitment (SuccessFactors), which can be found by clicking the 'Recruitment' tile.

## HR advisers

HR advisers are consulting partners for supervisors. They offer support and advice regarding the implementation of university staff policy. The HR advisers will remain within their faculty or unit to provide you with the best possible support and assistance with individual issues and strategic policy matters.



PSSC Service Point