

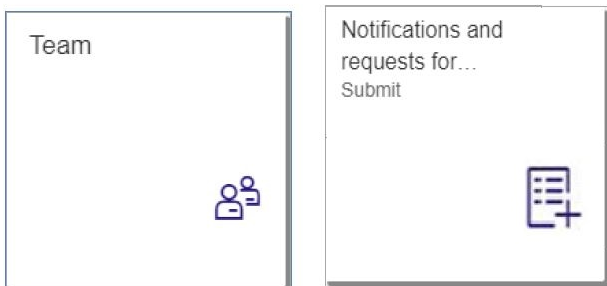
Manual Change start date of employment anniversary

Below you can read how to change the start date of an employee's employment anniversary. The start day of an employment contract is automatically registered as anniversary date. If, however, employees were employed by an organisation that follows the Collective Labour Agreement for Dutch Universities of Applied Sciences (cao hbo), those years can be added to their work years. You can adjust the start date of an employment by using this form.

Keep proof of the earlier employment (an employment contract or ABP overview) at hand, you will be asked to upload this later. The Administration Centre will check the submitted form and adjust the date.

Log in to the [DSPE](#) with your AUAS ID.

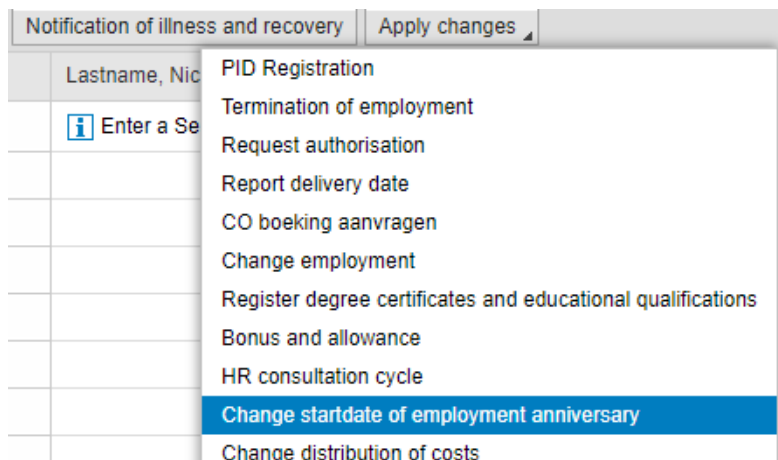
Step 1



The screenshot shows two tiles in a grid. The left tile is titled 'Team' and contains an icon of two people. The right tile is titled 'Notifications and requests for... Submit' and contains an icon of a document with a plus sign.

Under the Personnel tab, click on the **Team** tile or the **Notifications and requests for employee – Submit** tile and select an employee

Step 2



The screenshot shows a dropdown menu titled 'Apply changes' with the following options: PID Registration, Termination of employment, Request authorisation, Report delivery date, CO boeking aanvragen, Change employment, Register degree certificates and educational qualifications, Bonus and allowance, HR consultation cycle, **Change startdate of employment anniversary** (highlighted in blue), and Change distribution of costs.

Under Apply changes, select Change start date of employment anniversary.

Step 3

Current date of employment anniversary:

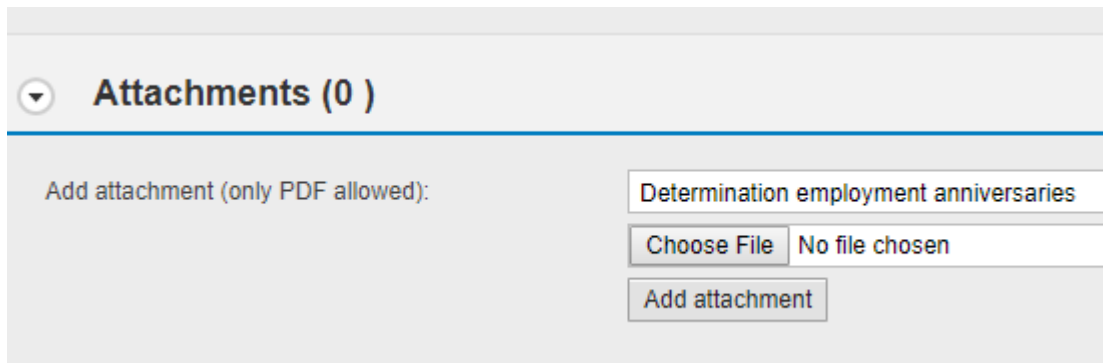
I want to change the start date of my employment anniversary *:

Please upload ABP's employers overview ('overzicht van werkgevers en insanties'). Bas

Check the box under current the start date. You cannot change the date yourself, the

Administration Centre will do so on your behalf.

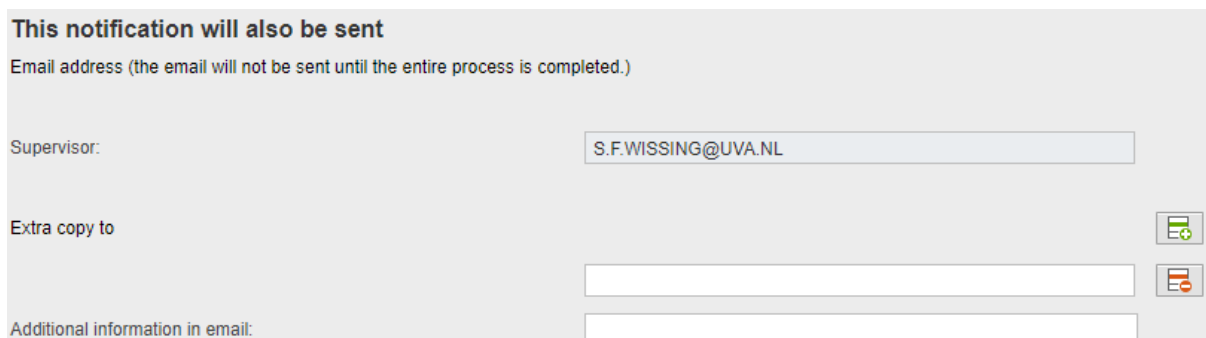
Step 4



The screenshot shows a section titled "Attachments (0)" with a dropdown arrow on the left. Below the title, there is a text label "Add attachment (only PDF allowed):". To the right of this label is a text input field containing the text "Determination employment anniversaries". Below the input field are two buttons: "Choose File" and "No file chosen". At the bottom of this section is a button labeled "Add attachment".

Under Attachments (at the bottom of the page), upload the APB overview of the previous employer(s).

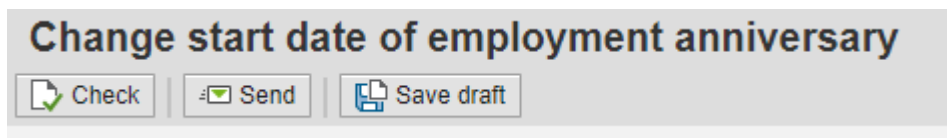
Step 5



The screenshot shows a section titled "This notification will also be sent". Below the title is a note: "Email address (the email will not be sent until the entire process is completed.)". There are three input fields: "Supervisor:" with the value "S.F.WISSING@UVA.NL", "Extra copy to" (empty), and "Additional information in email:" (empty). To the right of the "Extra copy to" field is a green plus icon in a square, and below it is a red minus icon in a square.

If you want to select another person to receive the form, click on the green plus at the right hand side to send an additional copy.

Step 6



The screenshot shows a section titled "Change start date of employment anniversary". Below the title are three buttons: "Check" (with a green checkmark icon), "Send" (with an envelope icon), and "Save draft" (with a floppy disk icon).

In the upper left corner, always click on Check before submitting the form by clicking Send.

The form is now processed by the Personnel and Salary Administration. Once the start date has been adjusted (or if the request was rejected), the employee and supervisor will receive a notification by email.