

Manual PID Registration

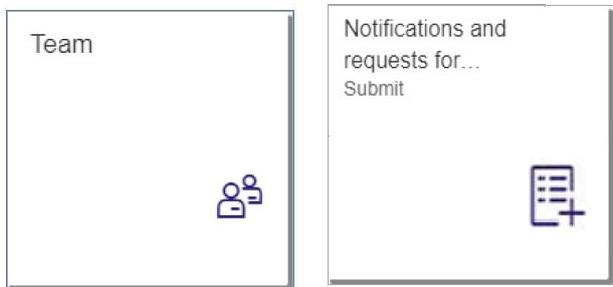
This manual explains how you can register a new PID (AUAS employed personnel) in the portal. The registration can be filled in by supervisors and assistants. The employee will receive an email confirmation and the registration will be added to the personnel file.

Please note: A default letter of appointment will be generated once the process is finished. If other agreements apply, please upload them separately (as pdf). These additions are part of the employment contract, so make sure that you and the candidate are in agreement and that the text has been approved by HR.

Make sure to keep the appointment details, such as function, FTE, salary and distribution of costs at hand.

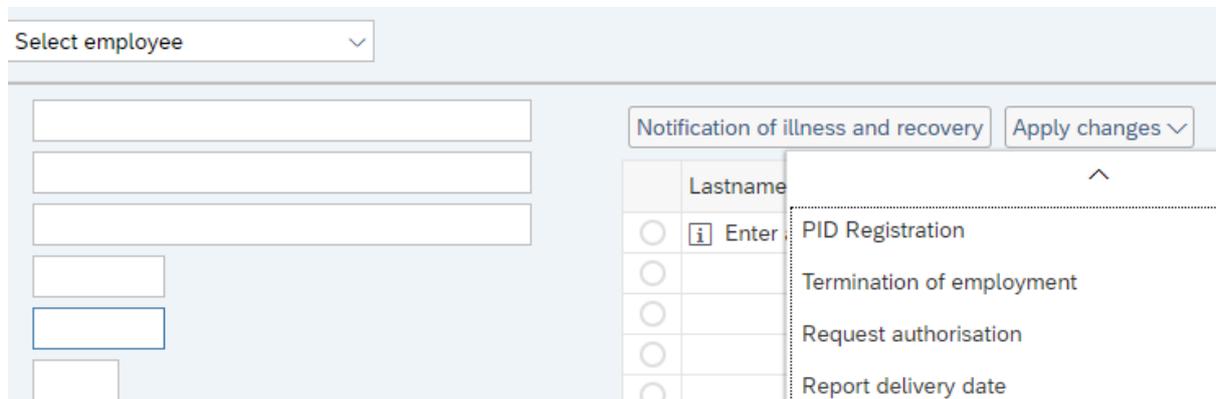
Use your AUAS ID to log in to the [DSPE](#).

Step 1



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

Step 2 under Apply changes, select PID Registration.



Select employee

Notification of illness and recovery Apply changes

Lastname

- Enter PID Registration
- Termination of employment
- Request authorisation
- Report delivery date

Step 3

Name:	I.C. Ondersteuner	00074395
Start date:	01.05.2017	
Reason of appointment:	Creation of new workplaces	
Department:	Faculteit test OIM	00052984
Master cost center:	Functioneel beheer	41952
Type of employee:	Other sup/man staff	16
Change job profile:	<input type="checkbox"/>	
Job profile:	Secretaresse 4	00039488
Staff position:	Formatieplaats test OIM nr 1 ondersteune	40034791
Combined job:	<input type="checkbox"/>	

Employment

Type of employment contract *:

Trial period:

Maximum scale/grade: 05 / 10 (2526,00 EUR)

Job rating (scale) *: 05

Grade *:

Check if the job profile is correct. Only the Operational Manager can adjust this. To do so, check the box 'Change job profile'.

Select the correct job profile using the  button

Click on the Recalculate button next



If the job is combined you can check that box and enter the other profile.

If applicable, fill in the result area and research priority.

Step 4

Employment

Type of employment contract *:

Trial period:

Maximum scale/grade: 05 / 10 (2526,00 EUR)

Job rating (scale) *: 05

Grade *:

Work location code *: AC17

Visiting address *: BG 4

Address of correspondence:

Working hours per week: 0,00

Select the type of employment contract and enter the agreed trial period.

Enter the salary grade

If the correspondence address is different than the visiting address you can enter it here

Enter the FTE and work schedule

Step 5

Compensation

Actions	Allowance	Amount
<input type="button" value="Delete"/>	<input type="text"/>	0,00

Overview current distribution of costs

No current distribution of costs.

Delete	Start date
<input type="button" value="Delete"/>	22.01.2018

If agreed upon you can enter a fixed allowance here

Enter the distribution of costs with a start date and end date. The distribution is valid until the last day of the employment contract at the latest.

Here you can enter a WBS-element

Step 6

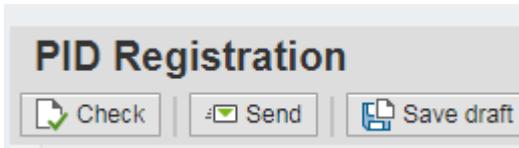
I'm adding an attachment with additional agreements:

Annual consultation:

Performance review:

You can attach additional agreements which will be included in the letter of employment. You can attach the file at the bottom of the form. If you enter a date for the annual consultation you will receive a reminder in time.

Step 7



Always click on Check first, then on Send.

The form will now be processed and is sent to HR for advice and the budget holder for approval.

The PID registration cannot be processed without the personal details form. If that form has not been submitted yet, you will receive a notification.