



3W Working for the Netherlands WorldWide

9 november 2020

Dear operational manager,

With the end of the year in sight, we draw your attention to the following points.
If you have any questions or concerns please contact our customer services
(3w@minbuza.nl) or relation manager Johan van de Hoef (3w-relatiebeheer@minbuza.nl)

Stay safe!

The 3W team

- ✓ ----- PAYROLL ADMINISTRATION -----
- ✓ [New deadlines to submit MC sheets](#)
- ✓ [Overtime and standby allowance claims](#)
- ✓ [Salary not received on the agreed date?](#)
- ✓ [2020 pay review completed](#)
- ✓ ----- PERSONNEL ADMINISTRATION -----
- ✓ [Submit or change local employee data](#)
- ✓ [How to renew an employment contract](#)
- ✓ [Where and how to find an establishment post number](#)
- ✓ [Archiving documents in personnel files](#)
- ✓ [Faster and simpler template for employment contracts](#)
- ✓ [Correct way to write names in employment contracts and on entry into service SSP forms](#)
- ✓ ----- PEOPLE INC LOCAL -----
- ✓ [Ask local employees to check their data in People Inc](#)
- ✓ [Recording leave in People Inc](#)
- ✓ ----- ORGANIZATIONAL NEWS -----
- ✓ [Local Employees: new team MVO](#)
- ✓ [New: Housing and Real Estate Worldwide Department \(DHF\)](#)

----- PAYROLL ADMINISTRATION -----

New deadlines to submit MC sheets

The deadlines to submit Monthly Changes (MC) sheets for December and January have been brought forward so that we can check and make salary payments for the two months on time.

New deadlines:

- The December deadline has been brought forward to Tuesday 24 November 2020 (17.00 CET);
- The January deadline has been brought forward to Friday 18 December 2020 (17.00 CET).

No changes?

If there have been no salary changes, send an empty MC sheet via SSP. We then do not need to wait and can ask the payroll provider to prepare the salaries for the month in question.

Overtime and standby allowance claims

If someone on your staff has worked overtime, submit the overtime and standby allowance claims directly at the end of the month and enter them in the MC sheet. Payment will then be made the following month. Make sure that any overtime worked in 2020 that has not yet been processed is claimed this year and included in the MC sheet. The overtime will then be paid in the December payroll run. Only overtime and standby allowance claims for November and December can be processed in 2021.

Please note:

You can change the term to submit overtime claims to, for instance, 15 November – 15 December and payment will still be made. The second part of the overtime for November can be included in the MC sheet for the January payroll run and the rest of December in the MC sheet for the February payroll run.

Salary not received on the agreed date?

If an employee is not paid on the agreed date, contact the 3W staff member responsible for your mission's payroll administration (see [3W contact persons list](#)). Do not try to find a solution yourself. We do all we can to pay the salaries of local employees on the agreed date. Unfortunately payment can sometimes be delayed by, for instance, the impact of COVID-19 and the anti-money laundering measures banks must take. 3W unfortunately has no influence over this but it realises it can be very inconvenient to employees.

Together with FSO, 3W is in active contact with the payroll offices and the bank to ensure that salaries are paid as smoothly and as quickly as possible. If there are payment problems at your mission, tell us about them as soon as possible. 3W can then, for instance, make an advance payment so that a local employee is not disadvantaged.

2020 pay review completed

The 2020 pay review is as good as complete. Thanks to an early start and the prompt response of the markers, we were able to send the 2020 pay scales to the missions for their opinions early in the year. We soon received the missions' positive opinions and accordingly adopted the new pay scales. The new amounts could then be entered in the payroll accounts and outstanding payments could be made. We can look back on this year with satisfaction, and behind the scenes we are already making preparations for 2021. When we approach the markers again in March 2021 we will inform the missions of our progress.

Submit or change local employee data

If you need to submit or change the details of local employees, check which SSP form you need to use for [local employees](#) and complete the fields as fully as possible. Your request will then be answered efficiently and quickly and the regional team will deal with your form or forward it to another level if necessary. We are continuously optimising the SSP forms in order to improve our service to you. If you have a general question about local employees that is not already answered in an SSP form use the [‘Questions concerning local employees’ SSP form](#).

If you have a general question about payroll administration (for instance, about a payslip) or you need to send documents to the payroll administration office, etc., use the [‘Questions related to the payroll of local employees’ SSP form](#).

How to renew an employment contract

If you want to renew a local employee’s fixed-term employment contract, complete the [‘Changes to local employee contracts’ SSP form](#). Please note: the mission must always include the new contract in the employee’s digital personnel file in TRIM/Sophia. If the local employee has a higher pay number under the new contract, state this in the MC sheet so that 3W/PB/LM can process it in the payroll accounts and the higher salary can be paid. 3W/PB/LM will record the higher pay number in People Inc.

Where and how to find an establishment post number

The [staff establishment list in People Inc web client](#) includes a summary of your mission’s establishment. It also shows whether an establishment post has an end date or not. If you have any questions about the establishment, contact your [HR partner and HR advisers](#). The Human Resources Department (HDPO) is responsible for the budget and manages the establishment in consultation with the missions via the annual plan cycle. Without the appropriate establishment post number, 3W cannot process data or provide a service within the stated time. In such cases, it will ask the mission for a correction or additional information so that it can process the SSP further.

Archiving documents in personnel files

Archive relevant documents (e.g. contracts, contract renewals, copies of ID/passports) of local employees and those entitled to a supplement in the relevant personnel file in Sophia. 3W must be confident that the personnel files are always complete. For all information, see 247Plaza: [Digital personnel files of local employees – Frequently asked questions](#) (scroll down for an English translation of the information).

Faster and simpler template for employment contracts

To draw up a new LSR 2020 contract, use the [‘New’ SSP template: LSR 2020 employment contract template for local employees](#). After you have completed it, you will receive an SSP confirmation email with an attachment containing the LSR 2020 employment contract that is ready for signing. The SSP will close automatically so that there is no need for 3W/PB/LM to intervene. The template is currently available only in English. The Dutch (for Suriname and Belgium), French, German and Spanish templates should be available soon via SSP. These language versions will remain available on [Rijksportaal](#).

Correct way to write names in employment contracts

and on entry into service SSP forms

When drawing up an employment contract or submitting an entry into service SSP form write the name exactly as it is written on the identity document or passport, including all accents, punctuation marks and hyphens. 3W will carry out the initial registration in BZ's systems and will copy the name from the SSP form. This name will then be used by other departments to create, for instance, a personnel file, email account, etc. Corrections are time-consuming and prone to error. Therefore always check that the name is identical to that on the identity document or passport.

----- PEOPLE INC LOCAL -----

Since the Windows and Edge update, the old link to People Inc Local has not worked. Use this **new link**: <http://peopleinc.atos.buzaservices.nl/PSPWebClient>.

Ask local employees to check their data in People Inc

The information in the People Inc personnel administration system must be up to date and correct. Ask your local employees to check and correct their data themselves before **18 December 2020**. You can use the following text. If you have any problems, contact 3W via the [People Inc Local](#) SSP form.

'Dear colleague,

*It is important that your data in the People Inc personnel administration system is up to date and correct. Could you please check your data in People Inc and correct it if necessary **before 18 December**? Make sure, for example, that your bank account number, contract and salary information, address, work rotas, etc. are correct. For more information and instructions, see the [People Inc Local](#) manual.*

Thank you for your cooperation, also on behalf of 3W.'

Recording leave in People Inc

- **The 2020 leave year ends on 1 February 2021.** Check whether you still have to submit or approve leave applications for your staff. You will not be able to submit or correct leave applications for 2020 in People Inc Local after this time.
- **The 2021 leave year commences on 1 November 2020.** You can submit leave applications for the new year as from this date.
- **Public holidays.** Enter public holidays and other days on which your mission in closed in People Inc Local before 18 December 2020.
- **Leave.** Even during the pandemic you need to take leave and make sure you are well-rested. See also the [HDPO leave message](#) of 15 September 2020.
- **Pregnancy.** A manager is responsible for recording several pregnancy-related dates in People Inc Local. Take care to use the terms pregnancy and maternity leave and parental leave correctly. During parental leave, employees do not build up leave entitlements and are not paid their salaries (unless local laws say otherwise). Also record the contract hours in People Inc Local and state when the parental leave begins and ends.

----- ORGANIZATIONAL NEWS -----

Local Employees: new team MVO

In 3W/PB/LM, the Asia and MIO teams were merged on 1 September 2020. The team's new name is MVO (Middle and Far East). The NAF/ZAF team was renamed

the Africa team on 1 September 2020. There will be no change in the missions' work or contact persons. The new team name is listed in the [3W contact persons list](#) and elsewhere.

New: Housing and Real Estate Worldwide Department (DHF)

On 1 November, the Real Estate Abroad Division (3W/HB) merged with the Real Estate and Facilities Group (DBV/HF) to create the Housing and Real Estate Worldwide Department (DHF). The new department is headed by Joop Nijssen. If you have any questions about construction, maintenance or real estate management, please email dhf@minbuza.nl