



# 3W *Werken voor Nederland WereldWijd*

15 juni 2021

Dear operational manager,

In this new newsletter we'd like to draw your attention to the following points. If you have any questions or concerns please contact our relation managers (3W-Relatiebeheer) or Customer Services - use [this SSP](#) for general questions about personnel and operations.

The 3W team

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## GPS - a new HR system for local employees

People Inc Local is the worldwide HR-administration of our local employees. However, People Inc Local has limited functions and cannot be further developed. This means that renewal of some parts of the application is not possible. At the same time, the work processes with regard to local employees have changed a lot by Task Specialization.

The new HR system to be developed for local personnel is called GPS: Global Personnel System. The GPS project is in fact the further development of the Task Specialization. The GPS project is an extensive project over several years from 2021 to 2024. In order to keep the project manageable, it has been divided into phases, starting with the most urgent components. We aim to deliver the most urgent component by mid-2023: the replacement of People Inc Local, so the personnel administration of local staff. Subsequently, all components related to payroll will be built.

**What does this mean for the missions?**

GPS makes the HR processes for Operational Managers, line managers and local employees much more efficient. Instead of a multitude of systems, there will be 1 system in which not only the entire personnel administration of the mission can be handled, but also the regulations relevant to the mission (general regulations, country-specific regulations and exceptions). By bringing the information together in 1 system, process steps are eliminated and the handling time is shortened. This greatly improves the ease of use. Annoyances regularly expressed by Operational Managers and (deputy) CdPs will be a thing of the past.

**Communication and Sounding board group**

The project is led by 3W in collaboration with IDI and HDPO. A sounding board group has been set up in which Operational Managers, (deputy) CdPs, HDPN, HDBV / BBV, HDPO, FSO, FEZ, ADR and 3W participate. The sounding board group is informed periodically (for the time being once every 6 weeks) on the developments in the project (from tendering to implementation). Three Operational Managers were asked to participate in the GPS project team. This way we connect with representatives from within the organization and we receive useful input. Operational Managers worldwide will be included in the developments during the GPS project and the LESC will also be updated periodically.

**Pay review 2021**

**Update pay review 2021**

This year we contacted to 512 markers, from whom we generally received a quick response. We are still waiting for the response of 13 markers. The 2021 pay review is proceeding smoothly, just like last year. We started approaching the markers on February 15 and we received the first positive advice from Azerbaijan on April 19, 2021 on the new pay scale 2021! We expect that the last 11 pay reviews will also be completed soon.

**Positive advice on the pay scale?**

3W will ask HDPO to determine the pay scale. In the meantime, the OM/AZ employee may already include the new pay scale in the MC Sheet. You can do this by simply including a rule in the 'Remarks' field for all active employees, for example: 'Implementation new pay scale 2021 for ALL ACTIVE EMPLOYEES'. The new pay scale will be implemented in the salary administration that same month. The 'back pay' follows two months later.

1	2	3	4	
Standby allowance	Overtime total	Employee data change	Pay scale / step change	Remarks
Standby allowance form	Overtime sheet	supp. doc	decision	
amount ▼	amount ▼	X ▼	scale/step ▼	
				Implementation new payscale 2021 for all employees

**Negative advice on the pay scale?**

In the event of a negative recommendation on the pay scale, HDPO will take over the procedure.

For more information, see [Rijksportaal](#) “Brochure 2020 Determining employment conditions of local employees”.

## ----- PAYROLL ADMINISTRATION -----

### Payment of taxable salary components

Each country has different rules about income tax and what is taxable income. Not all missions are including such taxable components in the payroll. We want to stress out that the payment of all components that are determined as “taxable income” by local law in your country, must be included in the Monthly Changes and paid through the payroll. This cannot be reimbursed directly via the FSO nor paid out in cash. Depending on local legislation this may concern (for example): contribution by the employer to a private health insurance, daily allowances that are part of a travel declaration, clothing allowances, meal allowances, transport allowances, employer’s contribution to a sport/fitness subscription, studies or courses that are (partly) paid by the employer, advances on salary or reimbursement of medical costs that are not covered by social security.

If you have questions about your local legislation or about practical implementation in the payroll, do not hesitate to ask for our advice via [SSP](#) “[Questions related to the payroll of local employees](#)”.

### Dutch Taxation (fictive tax/deductions)

What if you are hired locally, but are liable to pay tax and/or social insurance contributions in the Netherlands? How does this work?

The employer will arrange this in accordance with the LSR2020 article 4.10 and 5.5. Bilateral tax and social insurance treaties between the Netherlands and the country where the mission is located indicate where a local employee is liable for tax and/or social insurance contributions. Because of the LSR2020, it does not matter if the employee is liable for tax and/or social insurance contributions locally or in the Netherlands. Either way, deductions are always done based on local tax legislation and rates - as if the employee were locally liable for tax and/or social insurance contributions on the salary. As a result, the employee receives the same net salary. Please note that this concerns only the tax on salaries earned at the mission, not the total income and any personal assets. This deduction is visible on the pay slip, but not paid to the local authorities. 3W ensures that the Dutch part is calculated and paid in accordance with Dutch laws and regulations. We call this fictive tax/deductions.

For more information go to [Fictive tax](#) on Rijksportaal.

## ----- PERSONNEL ADMINISTRATION -----

### 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 only archives the contracts of the *first* employment, because that is part of the first registration in the BZ systems. For more information, see [Rijksportaal](#) or 247Plaza: [Digital personnel files of local employees – Frequently asked questions](#) (scroll down for an English translation of the information).

### Personnel file as a basis for supplementation

If a (former) employee requests a supplementation, always check the personnel file thoroughly. The information in the personnel file serves as the basis for the calculation. The files concerning the actual supplementation are not archived in this personnel file because a new 'supplementation' file is created for this purpose, which contains the decisions and calculations that form the basis of the supplement (the basic documents for this are therefore in the personnel file), but also the 'life certificates' and the annual pension certificates. 3W and the OM or GA employee at the mission have access to these files and are responsible for correct archiving.

## Keep People Inc Local up-to-date

Make sure that the information in People Inc is always up-to-date and consistent with the MC Sheet. 3W uses this information to be able to pay the correct salary. It is the responsibility of the OM to periodically check whether all information is correct and complete (e.g. contract and salary information, absence and leave registration), but also to make sure that employees and line managers update their data in People Inc. (name and address, work schedule, bank account etc.).

Need help keeping People Inc up-to-date? See [User Manual People Inc](#).

## Leave registration in People Inc

Please check whether the leave taken so far has been registered and approved, as halfway the year is a good time to do this. This will show you which employee still has an excess of unused leave and the employee can be made aware of this. Also during the pandemic you need to take leave and make sure you are well-rested.

See also the [message of HDPO on leave](#) of 15 September 2020.

## Timely registration sick leave and recovery

Managers are responsible for the correct and timely registration of sick leave, full or partial recovery and maternity leave in the 'Leave Registration' modules of People Inc. This data is used for the further processing of financial and leave-related consequences related to illness, pregnancy and birth.

Is an employee socially insured in the Netherlands? In addition to the above registration in People Inc, submit the [SSP 'Report illness or recovery of local employees if he/she is socially secured in the Netherlands'](#). Failure to submit this SSP or not submit it on time may have consequences for claims during illness and incapacity for work.

*Note: Due to its confidential nature, you cannot report about the employee's illness/leave in the 'notes' field in People Inc. Always archive and register this information in the personnel file in Sophia, folder 3 'illness and fitness for work'. ('ziekte en arbeidsgeschiktheid')*

## 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](#).

Recently updated SSPs:

- The SSP ['Request approval redundancy payment'](#) now includes the option to immediately request a termination of employment for the local employee in question.
- The SSP ['End of employment local employees / temporary worker'](#) has been adjusted textually.

## Significant changes to employment contracts since the introduction of LSR2020

- **Use the new template for employment contracts**  
To draw up a new LSR2020 contract, use the '[New SSP template: LSR2020 employment contract template for local employees](#)'. After you have completed it, you will receive an SSP confirmation email with an attachment containing the LSR2020 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 and Dutch (for Suriname and Belgium). French, German and Spanish templates should be available soon via SSP. These language versions will remain available on [Rijkspotaal](#).
- **Change working hours or working hours in a completely new LSR2020 contract**  
Under no circumstances may an addendum to a Rrlok contract be used. The old Rrlok is no longer legally valid since the entry into force of the LSR2020.
- When local law dictates the use of a different type of employment contract, or a change in the LSR2020 template, you need to obtain approval with [this SSP](#). The SSP will be forwarded to 3W/Advies (legal department) for review. Only after review and agreement by 3W/Advies an employment contract different from the LSR2020 template may be entered into.
- The employment contract is to be printed on blank paper. Paper with the "Rijkslogo" cannot be used.
- **Preamble of employment contract**  
Reference is no longer made to Articles 114/115 in the preamble of the employment contract. These articles referred to the RDBZ and that regulation has expired as of 1-1-2020. This point has now been incorporated in the LSR2020 article 1.2 'power of attorney and authorisation'. The principle of "different" employers remains in force. Therefore, it is now possible to enter the name of the relevant ministry where the employee will be employed in the preamble of the employment contract.
- **Obtain confidentiality agreement in employment contract**  
In the past, local employees were to sign a separate confidentiality document. This is now included in the second paragraph of Article 7 "Obligations of the employee" of the employment contract. As a result, drawing up a separate statement is no longer necessary.

### Article 7 Obligations of the employee

1. The employee undertakes to perform to the best of their ability the assigned duties and to comply with the regulations and follow the instructions issued by or on behalf of the employer.
2. The employee is obliged not to disclose anything that comes to their knowledge in connection with their duties, in so far as such an obligation arises from the nature of the matter in question.

A new confidentiality agreement will soon be made available for temporary workers and/or local state office employees (China/Cuba). This information will soon be made available and shared on Rijkspotaal (section "[employment contracts](#)")

## ----- GENERAL -----

### Check the overview 'residence status partner'

Please check whether the data in the '[matrix verblijfstatus partner](#)' (residence status for the partner) is still up-to-date. This overview contains information about the recognized, tolerated and prohibited forms of cohabitation in the host country, supplied and processed by CdP's and deputy CdP's. The overview is used by 3W VWT during information sessions with employees and partners, and is available on [www.sso3w.nl](#) and on Rijkspotaal '[Verblijfstatus partner](#)'. Therefore, make sure that the overview is always up-to-date and process any changes as quickly as possible.

Furthermore, also note the instruction memo and a diagram 'who does what when registering a partner', which is available on [247 SWR](#). If you have been newly appointed as a (dep)CdP, you can request access to this 247 collaborative space (only accessible to (dep)CdP's). If you have any suggestions for improvement, please use [this SSP](#) or leave a message in the news feed in the 247 SWR.

## BZ tablets for attachés and trainees

Attachés from specialist departments and trainees can now receive their BZ tablet before they travel to their mission of placement. This relieves the missions of preparing the workplace, and gives attachés and trainees direct access to the digital workplace, even during quarantine. The mission is leading in the decision whether the attaché/trainee will receive the HP tablet before departure or after arrival at the mission (and whether the BZ account and Digipass will be activated in The Hague or at the mission).

### Application for issuing the tablet in The Hague

If you want the tablet to be issued in The Hague, the mission can submit an application [via SSP](#). The mission must always register the employee for the mandatory e-learning modules and the online information security training, regardless of the location of issue. This training can also be followed during the quarantine period. The mission receives a notification when the HP tablet is ready. The employee can contact 3W Customer Services for a visitor registration for access to R8, in order to pick up the tablet at Rijnstraat 8 (and to activate the BZ account and install the Digipass).

### Return or transfer mission/mission

- If the attaché or trainee returns to The Hague or does not work for BZ for more than 1 month, the tablet must be returned. If the tablet has been received at the mission, it will remain there. If the tablet was obtained in The Hague, it can be handed in at the SSC-ICT Service Desk at R8 in The Hague or returned to SSC-ICT by post.
- If an attaché or trainee is being transferred directly from one mission to another, he/she can take the tablet and use it to the next placement. If both missions use SIM cards, the user assistant should remove the SIM card before departure. The employee will receive a local SIM card at the new destination.

For general questions about personnel and operational management, please use [this SSP](#).

For questions about IT resources, you can contact the SSC-ICT Service Desk 24/7 (0031-(0)70-3486868).

## One-stop service for Operational Management

As of 1 April 2021, 3W (HR), FSO (finance and procurement) and DHF (accommodation and facilities) have merged to form the ministry's [new Operational Management Department \(HDBV\)](#), providing all staff worldwide with a one-stop shop for operational management matters. For general questions about personnel and operations you can call us on +31 (0)70 348 4000 or use [this SSP](#).