

a	General information, such as name and address of employer and employee, personnel number, monthly payslip and details of your employment contract.
b	Retroactive accounting information: if applicable, retroactive accounting details are shown here.
c	Information for calculating net salary from gross salary. Insurance contributions and wage tax are withheld from your gross salary.
d	Transfer data: your net salary and the bank account number (or numbers) where your salary is deposited.
e	General information: this information is provided for reference purposes. Information includes how much you have earned during the calendar year, the calculations for insurance contributions, et cetera. This also includes details of your annual totals.

a	<p>Vrije Universiteit Amsterdam De Boelelaan 1105 1081 HV Amsterdam Phone (020) 59 82882 E-mail servicedesk.hrm@vu.nl</p> <p>Page number 1 Personnel number Employment Payslip May 2022 Payment date 24.05.2022</p> <p>DETAILS OF EMPLOYMENT</p> <p>Department SOE/IO UFO job title Internationalisation Offi Full-time salary 3.691,00 Hourly wage 0,00 Salary scale 009 Salary level 05 Part-time factor 80,00 Working hours 137,00 Work schedule 0.8.8.8.8 Comm. of employm. 16.05.2016 Term. of employm.</p> <p>5306 Student- &amp; Onderwijszaken Mrs A. Strook Linnaeusstraat 2 1092 CK AMSTERDAM</p>																																																																																																																																																																														
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**General information, such as name and address of employer and employee, pay period, personnel number, payment date and details of employment**

Vrije Universiteit Amsterdam	Page number	1
De Boelelaan 1105	Personnel number	2036735
1081 HV Amsterdam	Employment	2041735
Phone (020) 59 82882	Payslip	May 2022
E-mail servicedesk.hrm@vu.nl	Payment date	24.05.2022

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**DETAILS OF EMPLOYMENT**  
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Department	SOZ/IO	
UFO job title	Internationalisation Offi	
Full-time salary	3.691,00	
Hourly wage	22,37	
Salary scale	009	
Salary level	05	
Part-time factor	80,00	5306 Student- & Onderwijszaken
Working hours	137,00	Mrs A. Strook
Work schedule	0.8.8.8.8	Linnaeusstraat 2
Comm.of employm.	16.05.2016	1092 CK AMSTERDAM
Term.of employm.		

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This part of the payslip shows the name and address of the employer and the employee. Also, the pay period is shown, as is the date on which the amounts indicated under payment details will be transferred. It also includes details of the personnel number under which you are registered in the personnel information system. The personnel number is your reference number, also referred to as 'personnel number for life'. The number stated alongside 'employment' refers to the employment contract to which the salary payment relates.

**Details of employment**

The following information is shown (in this order):

- *Department*: the department in which you are employed.
- *UFO job title*: your UFO job title.
- *Full-time salary*: the full-time salary scale wage. In the case of employees with several concurrent positions, while the full-time compound salary is specified, no details of the scale and level numbers involved will be given.
- *Hourly wage*: this is calculated by dividing the salary scale wage by the official number of working hours per month (165 hours).
- *Salary scale*: this is the salary scale in which you are classified.
- *Salary level*: your salary level.
- *Part-time factor*: is expressed as a percentage. If you work full time, you will see a part-time factor of 100.00. If you work fewer hours, then a percentage will be listed that is based on the effective number of working hours per month compared to the number of working hours in full-time employment as established by the Collective Labour Agreement for Dutch Universities (165 hours).
- *Working hours*: the average number of hours that are required to be worked per month.
- *Work schedule*: details of your official weekly schedule. Full stops are used to separate the number of hours worked per weekday. In the case of variable working hours, these figures for hours worked are separated by a slash. For example: 8.8/0.0.8.8 means that there are 8 working hours on Mondays, 8 hours and 0 hours are worked on alternating Tuesdays, 0 on Wednesdays, 8 on Thursdays and 8 on Fridays.
- *Comm.of employm.*: this is the date on which your employment commenced at VU Amsterdam.
- *Term.of employm.*: this is the date of your last official working day in your present employment.

**Retroactive accounting information: if applicable, retroactive accounting details are shown here**

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	NUMBER	REGULAR PAY	SPECIAL PAY	PAYMENT
	-----	-----	-----	-----
RETROACTIVE 01.01.2022				
Target: all. commuting		8,91		8,91
Extraordinary merit bonus			75,00	75,00
		-----	-----	
TAXABLE INCOME		8,91	75,00	
Wage Tax [Loonheffing]		3,75-	36,70-	40,45-
				-----
NET SALARY				43,46
All. working from home				7,14
All. commuting				5,35-
All. commuting opt.mod.				8,91-
				-----
Retroact.Accounting Diff.				36,34
***				

This part of the payslip shows retroactive accounting information. This section is only displayed if there has been an adjustment of your salary and/or allowances in the previous month or months.

Any change which has occurred in the past and which has not yet been accounted for is shown *above* the salary specifics for the current period. This is indicated by 'RETROACTIVE [DATE]'. If the retroactive accounting covers several months, an aggregate difference by emoluments will be shown.

The salary details for the respective month are then shown under 'CURRENT PERIOD', see notes under c below. If there has been no unaccounted adjustment of salary or allowances, no details will be shown on your payslip and you will only see the details of the current period.

**Information for calculating net salary from gross salary**

	NUMBER	REGULAR PAY	SPECIAL PAY	PAYMENT
	-----	-----	-----	-----
Salary		2.952,80		2.952,80
All. Performance		88,59		88,59
Holiday allowance			3.354,78	3.354,78
OM src hda - bicycle			799,00	799,00
OM src eyb - ABP extra			50,00	50,00
OM src hda - purchase			799,00-	799,00-
OM trgt bicycle - hda			799,00-	799,00-
OM trgt ABP extra - eyb			50,00-	50,00-
All. overtime 125%	5,00		139,81	139,81
EE contrib. pension/NP		197,25-		197,25-
EE contrib. IPAP P&F		20,38-		20,38-
EE contrib. AOP		2,98-		2,98-
		-----	-----	
<b>TAXABLE INCOME</b>		<b>2.820,78</b>	<b>2.695,59</b>	
Wage Tax [Loonheffing]		517,25-	1.319,22-	1.836,47-
<b>NET SALARY</b>				<b>3.679,90</b>
OM all. bicycle purchase				799,00
All. internet connection				25,00
All. working from home				28,54
Retro.Acc. Prev. Period				36,34
<b>PAYABLE AMOUNT</b>				<b>4.568,78</b>

This section contains all amounts that are to be paid out and withheld. Your salary and any gross allowances are listed at the top. The withholdings are shown below.

The amounts are divided into four columns. The NUMBER column shows the quantity. If you have worked overtime, for example, or if you had on-call duty, the number of hours worked are shown in this column. The REGULAR PAY column shows your base salary plus eventual - permanent - gross allowances and/or withholdings. The SPECIAL PAY column shows non-recurring payments, such as the holiday allowance, year-end bonus and overtime. The PAYMENT column shows the sum of the regular pay and special pay columns.

**What gets deducted?**

A number of withholdings are deducted from your gross salary. The abbreviation 'EE contrib.' stands for 'Employee's contribution'. The employer's share of the contribution is not listed on your payslip.

The example above lists the following:

- *EE contrib. pension/NP*: Mandatory ABP premium contribution for your retirement pension and your survivor's pension.
- *EE contrib. IPAP P&F*: voluntary insurance premium for an additional benefit in the event of partial and full occupational disability (P&F).
- *EE contrib. AOP (ArbeidsongeschiktheidsPensioen)*: mandatory ABP premium for an additional pension and non-contributory pension accrual in case of partial or total occupational disability.

In the example above, the employee has chosen to use the end of year bonus for contributions to Extra Pension (50.00-) which is withheld monthly. This amount is covered by paying a portion (50.00) of the end of year bonus each month. In December, that part of the end of year bonus that has already been paid is offset against the end of year bonus (in accordance with the Optional Model).

In the example above, the employee has also chosen to use the holiday allowance, via the Optional Model for Terms and Conditions of Employment, to finance the purchase of a bicycle. As the holiday allowance is paid in May and the example on page 1 also relates to the payslip for May, the use of the holiday allowance is offset in this month as 'OM src hda - purchase' (799.00-).

Added together, the 'TAXABLE INCOME' is the wage that serves as the basis for income tax and social insurance contributions deducted by the employer. The 'PAYMENT' column shows the withholdings in accordance with the tax service's income tax and social insurance contribution tables. Your 'TAXABLE INCOME' also serves as the basis for calculating the employer's share of contributions and premiums.

The sum of all payments and withholdings in this column results in your 'NET SALARY'.

The sum of your NET SALARY plus any net payments, less any net amounts withheld, is the PAYABLE AMOUNT.

Any travel expense allowances and reimbursements and payable expense claims are also shown here.

**Payment transfer details**

TRANSFER TO:	NL00ABNA0123456789	4.568,78
TRANSFER TO:	NL57ABNA0593495004	50,00

The bank account numbers where the amounts will be transferred to are shown here. Payments are shown by account number. In this example, two transfers were made: one for the net amount payable to the employee and one for the contribution to ABP Extra Pension (ABP bank account).

## General information, Calculation information and Annual Totals

GENERAL INFORMATION		CALC. INFORMATION		PERC*	PERIOD	CUMULATIVE	ANNUAL TOTALS	
Minimum wage	1.725,00	SI-days			17,00	96,67	Taxable income	18.727,90
Date of birth	01.02.1980	SI-wage			5.516,37	18.727,90	Wage tax	4.789,24
Wage tax	Wit	Empl.pers. tax credit			348,83	1.697,49	Empl.pers. tax credit	1.697,49
Wage tax credit	Yes	Commuting allowance			0,00	44,91	Wage ZVW	0,00
Annual wage SpR	46.863,00	PrBasis ZVW	0,00%		0,00	0,00	ZVW contrib withh	0,00
Special Tax Rate	48,94%	PrBasis WW/UFO	0,00%		5.516,37	18.727,90	Empl.contr. SV	1.541,19
ZW/WW/UFO/WIA/ZVW Y N Y/Y/Y		PrBasis Pension/NP	7,93%		2.487,44	14.302,78	Empl.with. ZVW	1.264,10
UnDtd/Writt/OnCall Y/Y/N		PrBasis AOP	0,15%		1.987,44	11.427,78	Empl.contr. ABP	2.563,45
		PrBasis Temp.pension	0,00%		3.477,44	19.995,28		
Ann wage ABP	52.161,56						OM src EYB - targets	50,00
Ann ded Pens/NP	14.850,00	Holiday allowance	8,00%		243,31	0,00		
Ann ded AOP	22.350,00	End of year bonus	8,30%		245,08	1.409,21		

General information, recent calculation information and cumulative amounts are grouped in this section of the payslip. Nearly all information that is relevant for your salary can be found here.

### General information

The following information is shown (in this order): the minimum wage for your age category (mandatory) and your date of birth.

- **Wage tax:** this shows which wage tax table applies to you. The white (wit) table applies to current wages.
- **Wage tax credit:** the wage tax and national insurance contributions credit is usually set to yes. If you have more than one employer or benefit agency, then it is advisable to have the credit applied to the highest income. You may apply the credit only once.
- **Annual wage SpR:** this is generally the taxable wage for the previous calendar year or your estimated taxable wage upon commencement of employment.
- **Special Tax Rate:** this is a special rate percentage that applies to your wage. The percentage that applies to you depends on your taxable wage for the previous calendar year. This percentage is applied to the tax wages on your incidental income as mentioned in the column 'SPECIAL PAY'.
- **ZW/WW/UFO/WIA/ZVW:** this list shows that you are insured for illness (ZW), unemployment (WW), the Public Sector Social Security Implementation Fund (UFO), covered by the Work and Income (Capacity for Work) Act (WIA) and the Healthcare Insurance Act (ZVW).
- **UnDtd/Writt/OnCall:** this shows whether you have a permanent contract (UnDtd), that the employment contract was entered into in writing (Writt) and whether you have an on-call contract (OnCall).
- **Ann wage ABP:** this shows your ABP annual wage (on a full-time basis). Your annual wage is set in January or upon commencement of employment; this is then the basis for calculating your pension accrual and pension contributions. Your basic monthly wage is part of the equation. Non-recurring income in the previous calendar year (excluding overtime) counts toward your new ABP annual wage.
- **Ann ded Pens/NP and AOP:** these are the standard yearly deductibles for each product. The deductibles are first subtracted from the annual wage ABP before calculating the premium.

### Calculation information

You will find some general information at the top of this column.

**PerC\*:** percentage per type, \* indicates that the percentages are shown in two decimal places, however, three decimal places may be used for calculation purposes.

**Period:** the calculation data for this month.

**Cumulative:** the calculation data up to and including the current month.

- **SI-days:** these are days worked for social insurance purposes that are used for calculating your social insurance premiums.
- **SI-wage:** this is the amount of social insurance pay used to calculate your social insurance premiums.
- **Empl.pers. tax credit:** the employed person's tax credit and part of the wage tax and national insurance contributions credit, which should be set to yes. You are eligible for this credit because you receive income from current employment.
- **Commuting allowance:** this is the allowance paid to cover commuting costs, such as All. commuting and All. commuting opt.mod.
- **PrBasis:** this is the premium basis for this period for the insurance product mentioned. Most premiums are not calculated on the basis of full gross pay, in the specified amounts allowance has been made for a maximum, or even for a non-contributory part (deductibles).
- **Holiday allowance:** this is the growth of your gross balance for this month, also indicating the cumulative gross accrued basic amount. In the month of May (or on termination of employment), the cumulative balance will be paid to you and, therefore, reset to zero.
- **End of year bonus:** this is the growth of your gross balance for this month, also indicating the cumulative gross accrued basic entitlement. In the month of December (or on termination of employment), the cumulative balance will be paid to you and, therefore, reset to zero.

### Annual Totals

Your annual totals can be found at the lower right of your payslip.

You can request a separate annual salary statement, at the end of a calendar year, in digital form (or sent by post to your home address if your employment has terminated). You may find that the amounts differ from the annual totals on your December payslip, as changes are often made in the first months of a new calendar year which relate to the previous calendar year. You should use the annual salary statement for filing your income tax return. See also the explanatory notes on page 6.

If you are making use of the Optional Model, then the cumulative gross use (or uses) of holiday allowance (OM src HDA - targets) and end of year bonus (OM src EYB - targets) are shown here. This shows details of the entitlement that you used prior to the actual payment in the months of May and December respectively. These entitlements that you have used will be offset against the cumulative balance that you have accrued. This occurs in May or December, or earlier upon termination of employment.

Abbreviations used in the payslip	Meaning
All.	Allowance
Ann	Annual
Compens.	Compensation
Contrib.	Contribution
Ded.	Deduction
EE	Employee
Exp	Expences
ExpClaim	Expence claim
Eyb	End of year bonus
Dda	Holiday allowance
Hrs	Hours
Npg	Non-pensionable
OM	Optional model
Pg	Pensionable; counts toward determining the ABP annual income in the next calendar year
Retro.Acc.	Retroactively
Sal	Salary
Src	Source
Temp	Temporary
Trgt	Target

## Frequently asked questions

- *I have only just taken up my post, how can I view my salary specifics?*

Upon commencement of employment, your first payslip will be sent to your home address by post. After that, you will only be able to access your salary specifics via [the Service portal](#). You can log in with your VUNet-ID, which you will receive automatically upon commencement of employment.

- *How can I access my salary specifics?*

You will only be able to access your salary specifics via [the Service portal](#). There are some exceptions:

- Upon commencement and termination of employment, your first and last payslips will also be sent to your home address by post.
- If you have neither Internet facilities nor access to a PC, please inform the HR Service Desk ([servicedesk.hrm@vu.nl](mailto:servicedesk.hrm@vu.nl)) about this. The HR Service Desk will arrange things such that (only in the event of changes) your payslip will be sent to your home address.

- *When can I view details of my new payslip at the Service portal?*

You can inspect your most recent payslip at [the Service portal](#) from the day the payment is made. You can find details of [the dates of the salary payments](#) at VU.nl.

- *Where can I find details of my Annual Salary Statement?*

Your annual salary statement is displayed in [the Service Portal](#). VU Amsterdam employees who have terminated their employment with the university and who therefore no longer have access to the Service Portal will receive the annual salary statement by post on or around 1 March.

- *How can I give notification of any changes?*

You can enter your contact and address details, your bank account number and/or changes in your employment contract, among other things, via [the Service Portal](#).

- *Who should I contact if I have any questions about my payslip?*

Please use the telephone number and/or email address shown on the payslip if you have any questions about your salary.

- *The details of my schedule listed on the payslip are incorrect, how can I rectify the situation?*

You can enter changes to your employment contract via [the Service Portal](#).

- *I want to request a certified payroll slip, to whom should I apply?*

Certified payslips can be requested for special purposes: in connection with mortgage applications, for example. Requests of this kind should be submitted to the HR Service Desk ([servicedesk.hrm@vu.nl](mailto:servicedesk.hrm@vu.nl)).

- *I am terminating my employment, until what date will I be able to view my salary specifics?*

You will be able to view your payslip and salary details online, and save them to a local hard drive, for instance, until the last official working day of your employment. You will no longer be able to view these details after this period as your VUNet-ID expires after the termination of your employment contract. Please note that your final payslip will be sent to your home address by post.

## Explanatory notes on Annual Salary Statement (Jaaropgave)

VU Amsterdam does not send an Annual Salary Statement to the home addresses of employees. You can download and/or print the Annual Salary Statement via [the Service portal](#).

VU Amsterdam employees who have terminated their employment with the university and who therefore no longer have access to the Service portal will receive a final payslip by post. This also applies to the annual salary statement.

Below you can compare the annual salary statement issued by VU Amsterdam with the official Model Salary Statement (*Model Jaaropgaaf*) drawn up by the Tax and Customs Administration (*Belastingdienst*).

### Jaaropgave voor 2021

<b>Personeelsnummer</b>	
<b>Burgerservicenummer (BSN)</b>	
<b>Nummer Inkomstenverhouding</b>	0001
<b>Loonheffing</b>	
Belastbaar loon	68.704,00 (zie 1)
Ingehouden loonheffing	27.160,00 (zie 2)
Toegepaste arbeidskorting	1.839,00 (zie 3)
Toegepaste levensloopverlofkorting	0,00 (zie 5)
Laatst gebruikte tabel loonheffing	Wit
Loonheffingskortingen toegepast	Ja, vanaf 01-01
<b>Sociale Verzekeringen</b>	
Werkgeversaandeel	3.591,00 (zie 6)
<b>Zorgverzekeringswet (Zvw)</b>	
Loon	68.704,00
Werkgeversheffing	3.062,00 (zie 7)
Werknemersbijdrage	0,00 (zie 4)

### Model jaaropgaaf

Tot en met 2021

#### Gegevens werknemer, uitkeringsgerechtigde of artiest

Naam: A. Strook

Burgerservicenummer: 2 1 2 1 2 1 2 1 1

#### Gegevens werkgever

Naam: Vrije Universiteit Amsterdam

1 Loon voor de loonbelasting/ volksverzekeringen	2 Ingehouden loonbelasting/ premie volksverzekeringen (loonheffing)	3 Verrekende arbeidskorting	4 Ingehouden bijdrage Zorgverzekeringswet
€ 68.704	€ 27.160	€ 1.839	€ 0,00

5 Verrekende levensloop- verlofkorting	6 Totaal premies werknemers- verzekeringen	7 Werkgeversheffing Zorgverzekeringswet
€ 0,00	€ 3.591	€ 3.062