**Payroll request (**[**secondment**](https://context.reverso.net/vertaling/engels-nederlands/secondment+or+temporary)**)**

**Functional data to be completed by client**

|  |  |
| --- | --- |
| Faculty/ Service |  |
| Budgetcode |  |
| Inkoopordernummer ([Purchase order number](https://context.reverso.net/vertaling/engels-nederlands/purchase+order+number)) |  |
| Dept/ Office |  |
| Head of department | Provide 1 name; |
| HR-advisor |  |

**Data employee serving employment creation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | | Surname at birth |  | |
| Initials |  | First name |  | | 🞏 M / 🞏 F |
| C[orrespondence language](https://context.reverso.net/vertaling/engels-nederlands/correspondence+language+here) | 🞏 Dutch 🞏 English | | | | |
| E-mail address |  | | | | |
| Private tel. no./ Cell phone no. |  | | | | |
| Student at TiU | 🞏 Yes 🞏 No | | | | |
| LIS: statement of integrity needed? | 🞏 Yes 🞏 N0 🞏 [Not applicable](https://context.reverso.net/vertaling/engels-nederlands/not+applicable) | | | | |

**Conditions of employment to be completed by client and/or HR department**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position |  | | | |
| Employee subgroup | 🞏 OBP (support staff) or 🞏 WP (scientific staff) | | | |
| On call employee | 🞏 Yes / 🞏 No | | | |
| Scope of the employment (FTE) at fixed (work)hours |  | | | |
| Starting date |  | | Final date |  |
| [Probationary period](https://context.reverso.net/vertaling/engels-nederlands/probationary+period) | 🞏 Yes / 🞏 No | | Work permit needed? | 🞏 Yes / 🞏 No |
| Salary scale (and step) |  | | Gross salary | € |
| Periodic month | | 🞏 No 🞏 Yes, month: | | |
| Number of ‘ [home working days](https://context.reverso.net/vertaling/engels-nederlands/home+working+days)’ | |  | | |
| [Business days](https://context.reverso.net/vertaling/engels-nederlands/business+days) (with fixed hours) | | 🞏 Monday 🞏 Tuesday 🞏 Wednesday 🞏 Thursday 🞏 Friday 🞏 Saturday 🞏 Sunday  When there’s no regular schedule, then please indicate the amount of working days (per week):………………. | | |
| Travelling allowance (only with fixed hours) | | 🞏 No 🞏 Yes, as follows: | | |
| Possible agreed minimum and maximum number of hours for on-call workers: | | | | |

**Send this form via e-mail to the following address;** [**work@kcs-tilburg.nl**](mailto:work@kcs-tilburg.nl)