Instructions – Registering work for third parties

Registering new work for third parties
On UM's home page (www.maastrichtuniversity.nl), go to My UM: ▶ My UM.
Log in, using your usual user-password combination, and click on *Medewerker Self-Service* (ESS): Medewerker Self-Service .

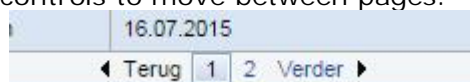Next, select *Nevenwerkzaamheden* (Work for third parties):

The screen that opens is laid out as follows:
1. An overview window (top): if you have registered work for third parties before, your previously registered work will appear in this window.

If you have not previously used ESS to register work for third parties, this window will be empty.
If more than five items of work for third parties have been registered/requested, the number of pages will be listed in the centre at the bottom of the overview. Use the controls to move between pages:

2. A detail window (bottom): this window will show details of the work for third parties you have selected in the overview window. Select an item of work for third parties by clicking on it in the overview window.

You can add new work for third parties and amend work for third parties that has already been approved.

Adding new work for third parties

Click on (Add).

Click on the button (Click here) to consult the regulations as regards work for third parties.

Please note that fields marked with an * are compulsory.
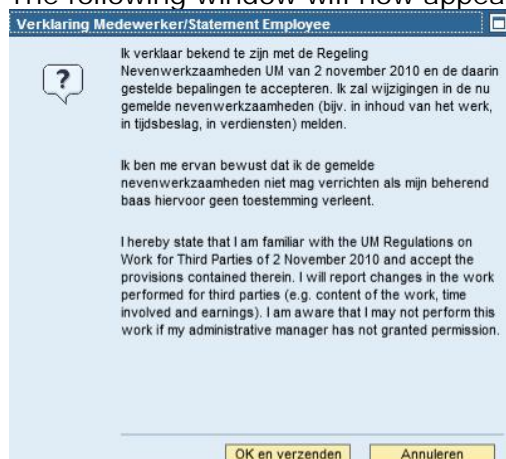
Next, complete the following fields:

- Naam instantie* (Name of organisation): the name of the organisation where you carry out the work for third parties.
- Plaats (Town/city): the town or city where you carry out the work for third parties.
- Betrokkenheid* (Nature of involvement): select either *(mede) eigenaar* ([Co-]owner), *bedrijf van partner/familielid* (Company operated by partner/family member) or *overig* (Other).
- Aard* (Nature of duties): describe the nature of your duties, e.g. scientific research, member of the supervisory board, etc.
- Sinds* (Since): start date of your duties.
- Aangevraagd tot (Requested until): expected end date (if known). In principle, approval will be granted for any requested period up to a maximum of three years.
- Openbaar (Public): by default, this field is set to *Ja* (Yes). If the submitter has created a personal profile page, their work for third parties will be published there. Change the field to *Nee* (No) if the work for third parties is to remain confidential. You may be required to provide a motivation and obtain approval from your line manager.
- Ingangsdatum wijziging* (Amendment start date): the system will enter a date in this field automatically when you make an amendment.
- Status: *Nieuw* (New) (automatically entered by the system).
- Hoofde functie (Professional capacity): by default, this field is set to *Nee* (No). If you carry out the work for third parties in your professional capacity as a UM employee, you must change this field to *Ja* (Yes).
- Omvang (Scope): select either *in werktijd* (During working hours), *buiten werktijd* (Outside of working hours) or *deels binnen/buiten werktijd* (Partially during working hours).

- Uren per eenh (Hours per unit): select either *jaar* (Year), *maand* (Month), *week* or *activiteit* (Activity).
- Vergoeding (Remuneration): by default, this field is set to *Nee* (No). If the work for third parties is remunerated, you must change this field to *Ja* (Yes), enter the amount, select a currency and select whether the remuneration is paid per year, month, week or activity.
- Opmerking (Comments): enter any comments in this field (limited number of characters).
- Toestemming (Approval): work for third parties must be approved by the administrative manager.

At the top left of the screen (scroll up if necessary), click on ![Opslaan] (Save).

The following window will now appear:

Check carefully that you have completed all the details correctly. If not, click on ![Annuleren] (Cancel) and amend the details.

Once you are satisfied that everything is correct, click on ![OK en verzenden] (OK and submit).

Please note that, by submitting your details, you declare that your statement is both complete and correct.

The newly registered work for third parties will now appear as the top item in the detail window (scroll up if necessary). The columns *Datum beoordeling* (Assessment date), *Akkoord* (Approved) and *Toestemming tot* (Approved until) will be completed once your line manager has assessed the work for third parties.

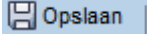## Amending previously assessed work for third parties

You can only amend work for third parties that has been assessed (i.e. approved or rejected) by your line manager. To see whether your line manager has assessed your request, check the date in the Datum beoordeling (Assessment date) column. If your request has been approved, there will also be a *Ja* (Yes) in the Akkoord (Approved) column. This column will show *Nee* (No) if your request has been rejected. Select the work for third parties that you want to amend in the overview window.

Please note that, if the nature of the work for third parties changes, if the organisation where the work for third parties is carried out changes or if this organisation changes its name, you cannot register this simply by amending an existing item. In such a case, you must close the original item and register the work for third parties anew.

Click on 🖉 Bewerken (Edit) at the top left of the screen.

You can now amend the following details:

- Aangevr. tot (Requested until): expected end date (if known).
- Openbaar (Public): indicate whether the work for third parties can be made public or not.
- Ingangsdatum wijziging* (Amendment start date): the start date for the amendment.
- Omvang (Scope): select either *in werktijd* (During working hours, *buiten werktijd* (Outside working hours) or *deels binnen/buiten werktijd* (Partially during working hours).
- Uren per eenh (Hours per unit): select either *jaar* (Year), *maand* (Month), *week* or *activiteit* (Activity).
- Vergoeding (Remuneration):
- Opmerking (Comments): free text field.

Click on 🖫 Opslaan and complete the procedure by following the steps listed under 'Adding new work for third parties'.

The detail window will now show both the previously approved work for third parties and the new item.

If you try to amend work for third parties that has not yet been approved or rejected, the following message will appear: