

Student registration guide



It is possible to register students who will be working as student on-call workers through Driessen. For the University of Twente, Driessen will take care of the entire employership for the student (Payroll). Below, we take you through the conditions and the procedure for registering student on-call employees. At the end you will find a step-by-step plan for registering students. Screenshots will guide you through the registration process as you see it in My Driessen.

The registration of students is basically the same for all students. Different conditions apply to the registration of a student with a work permit or a student working as a cross-border worker. Please check the conditions mentioned below first and determine whether it is possible to enrol this student directly via My Driessen or whether a different procedure should be followed.

Conditions for students with a work permit (outside EU & EEA):

- A processing time of up to 6 weeks applies here.
- As a consequence of the previous point, the student should be registered at least 8 weeks before the start date by sending an email to utstudentenbanen@driessen.nl. Please note that we need a valid residence permit as well as an official document showing that the student has a BSN (citizen service number). Only then can we apply for the work permit.
- The student can work for 1 employer only (UWV provision).
- A student working as a student assistant makes a choice between the position of student assistant or student on-call worker, as a work permit is only granted to 1 employer.
- The student with a work permit may work a **maximum of 16 hours per week**.
- The student may not work from abroad.

In addition, it may be an application for a cross-border worker (e.g. a student of German nationality).

Conditions for students working as cross-border workers:

- The student may only be employed at a location in the Netherlands.
- The student may not have another employer in Germany.
- The student must have health insurance in the Netherlands.
- Applications for cross-border workers are processed separately. Please contact Driessen before registering these students.
- The student may not work from abroad.

Conditions applicable to all students:

- Registration of a student who is not already known to Driessen is always done through the Portal www.mijndriessen.nl (with the exception of students working during the open days).
- Registration of a student with an already active contract at Driessen and who is assigned to another department can be done via utstudentenbanen@driessen.nl. At least include the following in the e-mail: Student name & student number, department, work order number & brief description of work.
- Application will be processed within three working days (for this, the student should provide his/her details correctly and in time to avoid delays).
- The student can no longer be deployed once the study is finished.
- The student may not work from abroad.

Contract agreements and terms of employment:

- Driessen provides employment services on the basis of the CEA (collective employment agreement) Dutch Universities & the University of Twente Employment Conditions Regulations.
- The law 'arbeidsmarkt in balans' (labour market in balance) applies. This includes the following:
 - Minimum payout of 3 hours per call to work.
 - Call to work hours cancelled within four calendar days prior to the call are paid out.
 - After 12 months, the student receives a 'fixed hours offer' based on the average number of hours worked per 4 weeks. The offer is also per 4 weeks.
 - The student is responsible for declaring hours arising from the law 'arbeidsmarkt in balans' (labour market in balance).
- The salary payment is based on a four-weekly remuneration.

Period	Pay date	Approval deadline
Weeks 1-4	Wednesday in week 5	Monday in week 5 before 12:00 P.M.
Weeks 5-8	Wednesday in week 9	Monday in week 9 before 12:00 P.M.
Weeks 9-12	Wednesday in week 13	Monday in week 13 before 12:00 P.M.
Weeks 13-16	Wednesday in week 17	Monday in week 17 before 12:00 P.M.
Weeks 17-20	Wednesday in week 21	Monday in week 21 before 12:00 P.M.
Weeks 21-24	Wednesday in week 25	Monday in week 25 before 12:00 P.M.
Weeks 25-28	Wednesday in week 29	Monday in week 29 before 12:00 P.M.
Weeks 29-32	Wednesday in week 33	Monday in week 33 before 12:00 P.M.
Weeks 33-36	Wednesday in week 37	Monday in week 37 before 12:00 P.M.
Weeks 37-40	Wednesday in week 41	Monday in week 41 before 12:00 P.M.
Weeks 41-44	Wednesday in week 45	Monday in week 45 before 12:00 P.M.
Weeks 45-49	Wednesday in week 49	Monday in week 49 before 12:00 P.M.
Weeks 49-52	Wednesday in week 1	Monday in week 1 before 12:00 P.M.

Registration step-by-step:

Below, the application procedure will be explained in steps, using screenshots to illustrate. Please note that the screenshots are based on a different application than that for student jobs, so the information in the screenshot does not necessarily apply. The description is leading.

The application process starts by filling in the student's basic details. The name, e-mail address and phone number. The phone number must be filled in correctly, otherwise the student will not be able to sign the employment contract.

1. The next step is to fill in the information below. The organisation is always Universiteit Twente - Studentenbanen. The project is the relevant department/faculty the student will be working for. Here a choice can be made between different projects: NL, ENG or ENG/TWV. So there are three options for each department/faculty. For a student with a Dutch passport, choose NL. A passport from within the EU/EEA will be linked to the project ENG. A passport from outside the EU/EEA is linked to the project ENG/TWV.
2. The 'soort plaatsing' (type of placement) is always "Payroll op basis van declarabele uren" (Payroll based on billable hours).
3. The 'contactpersoon aanvraag' (placement's contact person) receives correspondence/is our first point of contact on behalf of the student.

Organisatie

Organisatie*

Organisatie details

Project* ⓘ

Huidig rapportageniveau

Wijkt het rapportageniveau van deze plaatsing af van het hierboven genoemde niveau?*

Ja Nee

Soort plaatsing

Soort

Contactpersoon aanvraag ⓘ

Contactpersoon

-- Selecteer een waarde --

Contactpersoon details

4. For 'Functie' (position), always enter 'student oproepkracht' (student on-call worker).
5. Under 'Afdeling', the department is named, e.g. MC or CES.
6. 'Dienst' (Service) does not need to be filled in.
7. No 'VOG' (Certificate of good conduct) is required for students.
8. 'Standplaats' (location) is filled in automatically and can remain as such.

Functie aanvraag

Functie*

Afdeling*

Dienst

Moet er een Verklaring Omtrent het Gedrag (VOG) worden aangevraagd?* ⓘ
 Ja Nee

Screeningsprofiel ⓘ
 -- Selecteer een waarde -- ▼

Standplaats

Standplaats
 ▼

Standplaats details

Annuleren
Volgende

9. The duration of the placement is 'voor de duur van het project' (for the duration of the project) and then 'anders dan ten gevolge van ziekte' (other than due to illness).
10. In the description of the project, the following can be entered: het verrichten van ondersteunende werkzaamheden gedurende de studie onder studentnummer [fill in student number].
11. The start date depends on when the student provides all required data. Here you can use the date of the day you register the student.
12. The end date is exactly five years later than point 11. So for example; start date February 22, 2024 has end date February 21, 2029. This is because the end date is 'up to and including'.
13. This is not a 'vakantiekraacht' (holiday job).

Plaatsing

Periode

Duur
 ▼

Startdatum*

Einddatum ⓘ

(tot en met vermoedelijke einddatum, eindigt in ieder geval aan het einde van fase A)

Vakantiekraacht ⓘ
 Ja Nee

14. This is CAO (CEA) 'Universiteiten' (Universities), salary scale 'SA' step '2'. The full-time working week is always 38 hours. This does not mean that the student is deployed 38 hours per week. This is the full-time working week as per cea.
15. ADV hours do not apply.
16. There are also no 'vaste uren' (fixed number of hours).

Primaire arbeidsvoorwaarden

Salaris

Startdatum*

CAO

Regelling

Schaal

Fulltime bruto maandloon

Fulltime te werken uren

Bruto loon

Verlooning per

Minimumloon toelage

Uren

Zijn er ADV-uren van toepassing?
 Ja Nee

Is er sprake van een vast aantal uren? ⓘ
 Ja Nee

17. 'Ziekterisico Driessen' (disease risk Driessen) is 'yes' by default.
18. Under 'Order-/verplichtingsnummer' (Order/obligation number) again enter the student number.
19. Under 'Selecteer een ordernummer' (Select an order number) select the correct 'job' (i.e. the sub-shift).
20. Pension is BeFrank.
21. 'Eindejaarsuitkering' (End-of-year bonus) applies by default. No end date needs to be entered here.
22. 'Levensloop' (Lifecycle) is always 'Nee' (No).

Facturatie

Ziekterisico Driessen
 Ja Nee

Aantal risicodagen

Order-/verplichtingsnummer ⓘ

Standaard ordernummer

Selecteer een ordernummer

Secundaire arbeidsvoorwaarden

Pensioen

Eindejaarsuitkering*
 Ja Nee

Opbouwen vanaf

Opbouw t/m

(Wanneer de opbouw niet voortijdig stopt mag de einddatum leeg blijven)

Levensloop*
 Ja Nee

- 23. 'Reiskosten woon-werkverkeer' (Commuting expenses) do not apply.
- 24. 'Reiskosten dienstreizen' (Travel costs for business trips) do not apply.
- 25. 'Verstrekingen door opdrachtgever' (Provisions by the client) do not apply.

Reiskosten woon-werkverkeer

Manier van vergoeden

-- Selecteer een waarde --

Reiskosten dienstreizen

Manier van vergoeden

-- Selecteer een waarde --

Vergoedingen

Soort vergoeding	Omschrijving	Bedrag	Per	Procentuele verg.	Procentuele	Uitbetalen bij ziekte	Toevoegen
Er zijn geen regels om weer te geven.							

Verstrekingen door opdrachtgever

Telefoon*

Ja Nee

Auto*

Ja Nee

Overige verstrekingen

Er zijn geen regels om weer te geven.							
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- 26. The 'contactpersoon declaratie' is the person declaration is the person who approves the student's hours.
- 27. Contact person correspondence can be left blank.
- 28. If there are comments, they can be entered in the field 'opmerkingen opdrachtgever' (client comments).

Contactpersonen

Contactpersoon declaraties

Contactpersoon

-- Selecteer een waarde --

Contactpersoon details

Contactpersoon correspondentie

Contactpersoon

-- Selecteer een waarde --

Contactpersoon details

Overig

Opmerkingen opdrachtgever

Opmerking opdrachtgever

Hier kun je aanvullende informatie over de plaatsing kwijt, zoals het werkpatroon thuis/op werkllocatie (indien van toepassing).

Bijlagen/documenten

Omschrijving	Bestandsnaam	Toevoegen
Er zijn geen regels om weer te geven.		

Annuleren Vorige Volgende



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