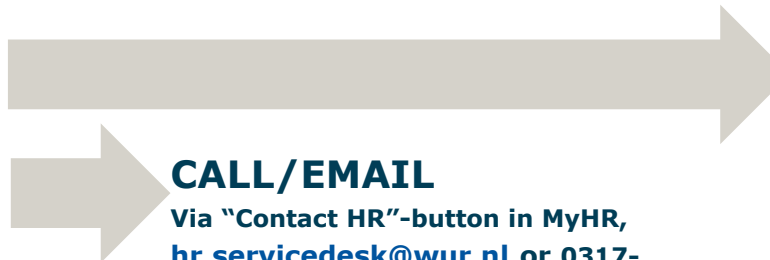


# HOW - HR Services

## CLICK

Intranet, MyHR, MyDevelopment

- General HR topics and news
- Information about our standard policies and labour conditions
- Selfservice in MyHR/MyDevelopment



## FACE

Local advisors/HR Support for HR SSG

Advise and support for management and teams on translation of standard policies to local use in topics like:

### HR Advisor

- Appointments new employees and extensions
- Safe and inspiring working environment
- Vitality and sustainable deployment
- Learning and development
- Talent management
- Absenteeism and Work Stress
- Leadership
- Tenure Track

**HR Support SSG ([HRsupport.SSG@wur.nl](mailto:HRsupport.SSG@wur.nl))**

Offers administrative and process support with

- Appointments and extensions
- Student assistant appointments
- Expat Centre
- Tax exceptions (30% rule)
- Payrollers (Randstad) and ZZP'ers (Inhuurdesk)
- Questions about leave, parental leave, sabbatical leave, etc.
- Guest accounts and authorizations in MyHR

## CALL/EMAIL

Via "Contact HR"-button in MyHR, [hr.servicedesk@wur.nl](mailto:hr.servicedesk@wur.nl) or 0317-481111

- For individual questions/requests regarding CLA related topics, ie: contract, salary, working hours or schedule, leave, Optare, employer statements & expenses
- HR SSG (Support, Advisor or Specialists) are engaged or consulted when necessary

