

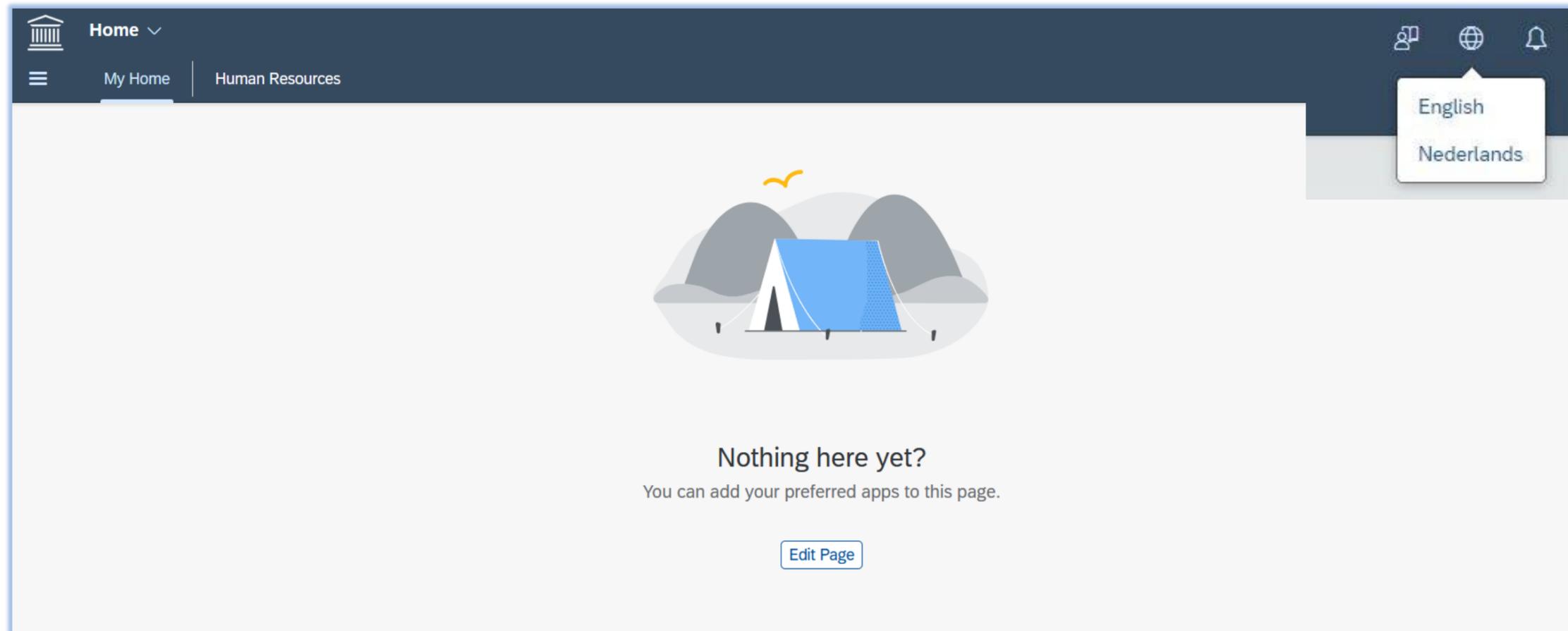
WELCOME @ GHENT UNIVERSITY

Manage my personal and work data

ACCESS TO SAP MYAPPS

On a desktop, tablet or smartphone

- Navigate to sapmijnapps.ugent.be, preferably use Google Chrome
- Frequent use? Save the site as a favorite or as a start tile in your browser
- Change your preferred language to English



WHERE CAN YOU MANAGE YOUR PERSONAL DATA?

The screenshot shows a user interface for a university's HR portal. At the top, there is a dark blue navigation bar with a university logo on the left, a 'Home' dropdown menu, and a hamburger menu icon. Below the navigation bar, there are two tabs: 'My Home' and 'Human Resources'. A blue arrow points from the 'Human Resources' tab down to a section titled 'Personal Data'. This section contains six white cards, each with a title, a subtitle, and an icon. The cards are: 'My e-Personnel record Display' (person icon), 'My Personal data Manage' (person and graduation cap icon), 'My Work Data Manage' (person and briefcase icon), 'My Commute data Manage' (calendar icon), 'My Language Certificates Manage' (graduation cap icon), and 'Benefit In Kind Display' (laptop icon).

Home ▾

My Home | Human Resources

Personal Data

- My e-Personnel record Display
- My Personal data Manage
- My Work Data Manage
- My Commute data Manage
- My Language Certificates Manage
- Benefit In Kind Display

MANAGE PROFILE PHOTO

= the picture of your staff card

Click on the button  in the upper right corner

- Download your picture
- Show your picture in the Ghent University phone book
- Change your picture in the Ghent University phone book

CHANGE/REGISTER PERSONAL DATA

Personal data	Addresses	Bank Details	Family Member/Dependents	Communication	License plates	Functional disabilities
Name First Name: <input type="text"/> Last Name: <input type="text"/>	Birth Details Date of Birth: 22.03.1993 Place of Birth: Gent Country of Birth: Belgium	Other Personal Data Nationality: Belgian	Marital Status Marital status: Marr. since 16.07.2016			
Manage my Personal Data						

- Change nickname via the button [Change nickname](#)
- Change marital status via the button [Change marital status](#)
 - Fill in your marital status and the details of your partner
 - Via the button [Additional Information](#) you will find possible options for your partner's occupation and income

MARITAL STATUS

My data - Change marital status Additional Information ▾

Employee data Notes

Marital status

Marital status since: * 

Marital status: *

Partner name

Firstname:

Lastname:

Birth info

Birthdate:

Birthplace:

Birthcountry:

Other employee details

Nationality:

Profession of partner:

Income partner:

Telephone number:

Handicap-%:

Notes

BUTTON 'ADDITIONAL INFORMATION'

Occupation of partner

- Labourer
- Clerk
- Self-employed
- Civil servant
- Other occupations
- Nil (no occupation and no income)
- Unemployed/ job seeker
- Bursar

Partner's income

- **Professional income:** includes wages, pension, unemployment benefits, sickness or disability benefits, etc., i.e. also all possible replacement incomes.
- **Low income:** income (other than pension, annuity or similar income) of less than 275 euros net (see also no income) per month.
- **Small pension:** pension, annuity or similar income lower than 548 euro net per month
- **No income:** no income or very low income, i.e. who has only income from pension, annuities, etc., of max. 165 euro net/month (after deduction of social security contributions and 20% flat-rate reduction)
- **Not relevant:**
 - for national residents: if the spouse has professional income of more than €13,060 per year and is exempt by agreement and which does not qualify for the calculation of tax on the other income of the family.
 - for non-residents: if only one of the spouses obtains income subject to tax in Belgium and the other spouse has domestic professional income exempted by agreement or foreign professional income exceeding €13,060 per year
 - or in case of de facto separation, one is considered single at the beginning of the calendar year following the de facto separation and the income of the partner becomes irrelevant.

CHANGE/REGISTER ADDRESS

= permanent and temporary residence

Personal data Addresses Bank Details Family Member/Dependents Communication License plates Functional disabilities

ADDRESSES

Permanent residence

Street / House number:

Postal Code / City:

Country/Reg.:
Belgium

[Manage my Addresses](#)

CHANGE/REGISTER BELGIAN ADDRESS

[Update address](#) [Update foreign address](#)

Permanent residence Temporary residence

Valid from 22.02.2021

Address

Street / House Number:

Apartment ID:

Address addition:

Postal Code / City:

Country/Reg.: Belgium

CHANGE/REGISTER BELGIAN ADDRESS

The change is only active once HR has received the extract from the population register by e-mail

My data - Change address

Address Notes

Type

Address type: *

Permanent residence	1
Temporary residence	2

Address

Street: *

Housenumber: *

Appartment ID:

Address supplement:

Postal code: *

Location:

Country: Belgium

Validity period

Valid from: * e.g. 31.12.2025

Notes

Send Cancel

CHANGE/REGISTER FOREIGN ADDRESS

= if you don't live in Belgium

[Permanent residence](#) [Temporary residence](#)

Valid from 22.02.2021

Address

Street / House Number:

Apartment ID:

Address addition:

Postal Code / City:

Country/Reg.: Belgium

[Update address](#) [Update foreign address](#)

CHANGE/REGISTER FOREIGN ADDRESS

My data - Change address

Address Notes

Type

Address type: *

Permanent residence	1
Temporary residence	2

Street: *

Housenumber: *

Appartment ID:

Address supplement:

Postal code: *

Location:

Country: Belgium

Validity period

Valid from: * e.g. 31.12.2025

Notes

Send Cancel

CHANGE/REGISTER BANK DETAILS

= the bank account number on which your salary or scholarship amount is paid

Personal data Addresses **Bank Details** Family Member/Dependents Communication License plates Functional disabilities

BANK DETAILS

Main bank

IBAN:

Manage my Bank Details

CHANGE/REGISTER BANK DETAILS

Via the button **Update bank**

Bank info

IBAN: *

Validity period

Valid from: 22.11.2024

Notes

Add a comment

Attachments

Proof Upload

Send Cancel

You need to upload a proof of your bank account (jpeg/pdf) with your own name and account number:

- Copy of bank card;
- Proof of opening a (Belgian) bank account;
- Screenshot of opening a bank account at a digital bank.

CHANGE/REGISTER FAMILY MEMBERS/DEPENDENTS

= data of partner/children, tax relevancy children and emergency contact

Personal data Addresses Bank Details **Family Member/Dependents** Communication License plates Functional disabilities

FAMILY MEMBER/DEPENDENTS

[Change family dependants](#) [Income partner](#)

Partner	Child	Child
First Name: <input type="text"/>	First Name: <input type="text"/>	First Name: <input type="text"/>
Last Name: <input type="text"/>	Last Name: <input type="text"/>	Last Name: <input type="text"/>
Date of Birth: 29.05.1992	Date of Birth: 14.04.2018	Date of Birth: 22.04.2020

 [Manage my Family Members](#)

CHANGE/REGISTER PARTNER

Partner Child Emergency contact

Valid from 12.09.2022



Name

First Name:

Last Name:

Birth Data

Date of Birth:

Place of Birth:

Country of Birth: Belgium

Other Personal Data

Nationality: Belgian

Profession: Employee

Income: Professional income

Telephone Number:

Disability Percent.: 0.00

ADD CHILD

Click on the button **Add child**

My data - Add child

Data Notes

Child

Firstname: *

Lastname: *

Birthdate: * 

Birthplace: *

Birthcountry: *

Nationality: *

Tax relevant:

Notes

Add a comment



Send Cancel

TAX IMPLICATIONS IF DEPENDENT CHILDREN

- Entitled to a reduction in the withholding tax => higher net salary
- If married/legally cohabiting and both partners professional income => reduction only applied to one of the partners
- Fill in the form 'Declaration Family Responsibilities'
- Doctoral and postdoctoral fellows must submit an additional burden of proof
- Tax deduction only possible if family members are registered in Belgium

CHANGE TAX RELEVANCY CHILDREN

Step 1: Click on the button **Change child**

My data - Change child

[Children](#) [Validity period](#) [Notes](#)

Child

Firstname	Lastname	Birthdate	Birthplace	Birthcountry	Nationality	Tax relevant	Action
		14.04.2018	Gent	BE	Belgian		
		22.04.2020	Gent	BE	Belgian		

Validity period

22.11.2024 

Notes

Add a comment



Send **Cancel**

CHANGE TAX RELEVANCY CHILDREN

Step 2: Declaration 'Family Responsibilities'

Only fill in the document if:

- your children live at the same address and are fiscally dependent
- married/legally cohabiting/divorced

Personal data

Addresses

Bank Details

Family Member/Dependents

Communication

License plates

Functional disabilities

FAMILY MEMBER/DEPENDENTS



[Change family dependants](#)

[Income partner](#)

Partner

First Name:

Last Name:

Date of Birth:

29.05.1992

Child

First Name:

Last Name:

Date of Birth:

14.04.2018

Child

First Name:

Last Name:

Date of Birth:

22.04.2020

[Manage my Family Members](#)

CHANGE TAX RELEVANCY CHILDREN

DECLARATION FAMILY RESPONSIBILITIES

Withholding tax - Allocation of the reduction for family responsibilities
(to be completed by tax payers who are married or legally cohabiting, have family responsibilities and both receive a professional income)

Box for the spouse or legally cohabiting partner who waives the reductions.

- I, the undersigned, (surname, first name, address)
-
-
national registration number or date of birth: ,

declare, in the application of the regulations concerning withholding taxes, that I waive the reduction for family responsibilities and opt for this reduction to be allocated to my spouse or legally cohabiting partner (surname and first name):

- I declare to have informed the debtor(s) of my professional income (my employer) of this decision.
- Name and address of the aforementioned debtor(s):

Date: Signature

Box for the spouse or legally cohabiting partner who opts for the reductions

- I, the undersigned, (surname, first name, address)
-
-
National registration number or date of birth: ,

opt, in the application of the regulations concerning withholding taxes, to be allocated the reduction for family responsibilities.

Date: Signature

- Download the 'Declaration Family Responsibilities' and fill in
- Send the form to hr@ugent.be
- Adjustment valid from submission of form
- **Fellows:** HR requests an additional burden of proof (e.g. declaration on honour) that the children are not dependent on partner
- [More information](#)

CHANGE/REGISTER COMMUNICATION DATA

= preferred language, private mobile phone number and private e-mail address

Personal data	Addresses	Bank Details	Family Member/Dependents	Communication	License plates	Functional disabilities
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COMMUNICATION

Cellphone private	Preferred language	E-Mail private
Details: <input type="text"/>	Details: NL	Details: <input type="text"/>

 [Manage my Communication Data](#)

CHANGE/REGISTER COMMUNICATION DATA

Cellphone private Telephone private Preferred language E-Mail private

Valid from 01.02.2016

Edit

Communication Data

Cellphone private:

Create



Cellphone private Telephone private Preferred language E-Mail private

New Telephone private

Type

Record Type: Telephone private

Telephone private

Communication Data

Telephone private: *

Validity Period

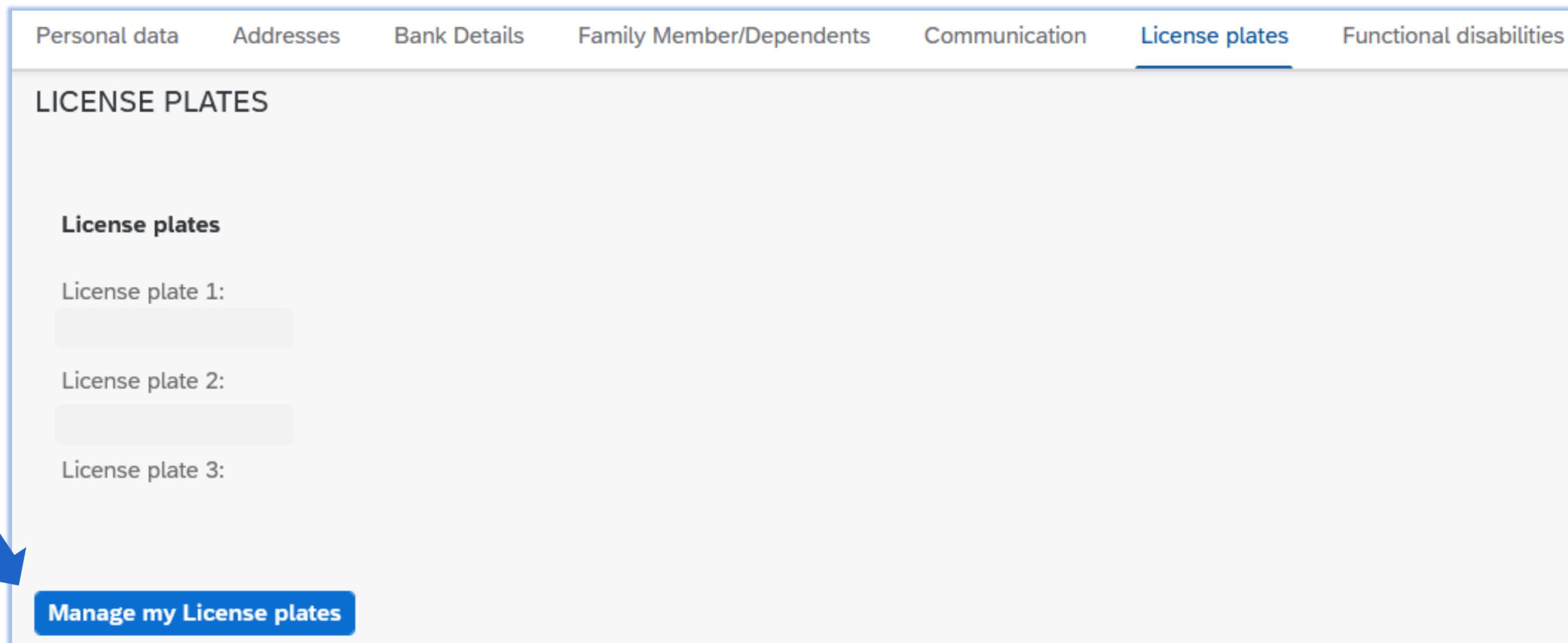
Validity: From today

Save

CHANGE/REGISTER LICENSE PLATE

= license plate of your car(s)/moto

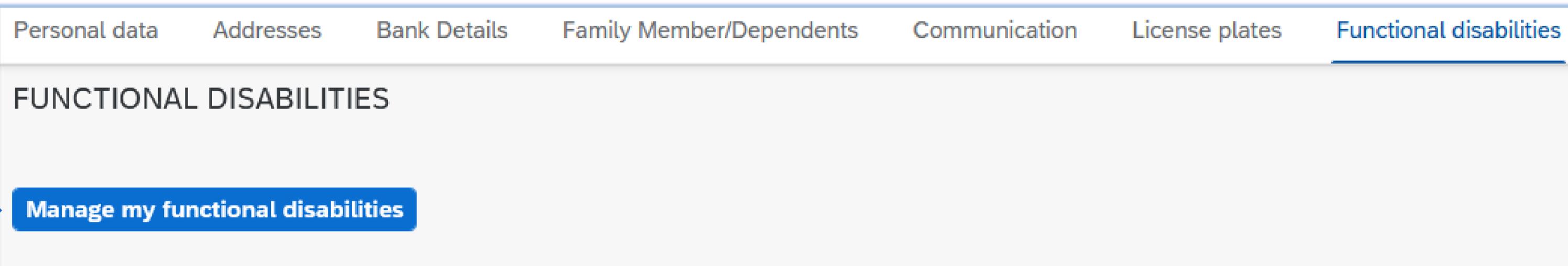
! Important if you want to use the car park at Campus UFO (after working hours) !



The screenshot shows a web interface with a navigation bar at the top containing the following tabs: Personal data, Addresses, Bank Details, Family Member/Dependents, Communication, License plates (which is underlined), and Functional disabilities. Below the navigation bar, the main content area is titled "LICENSE PLATES". Under this title, there is a section labeled "License plates" containing three input fields: "License plate 1:", "License plate 2:", and "License plate 3:". At the bottom left of the form, there is a blue button labeled "Manage my License plates". A blue arrow points from the Ghent University logo towards this button.

FUNCTIONAL DISABILITIES

= register your work disability and/or chronic illness anonymously and voluntarily



The screenshot shows a navigation bar with the following tabs: Personal data, Addresses, Bank Details, Family Member/Dependents, Communication, License plates, and Functional disabilities. The 'Functional disabilities' tab is underlined. Below the navigation bar, the text 'FUNCTIONAL DISABILITIES' is displayed. A blue arrow points to a button labeled 'Manage my functional disabilities'.

FUNCTIONAL DISABILITIES

- Registration is important
- Cannot be viewed by your supervisor/colleagues
- The more visible the needs of employees with disabilities and/or chronic illnesses are represented in diversity statistics, the heavier accessibility recommendations can weigh on the diversity policy
- More information (only in Dutch)

WHERE CAN YOU MANAGE YOUR WORK DATA?

The screenshot displays a user interface for a university's HR portal. At the top, there is a dark blue navigation bar with a university logo on the left, a 'Home' dropdown menu, and a hamburger menu icon. Below this, two main navigation tabs are visible: 'My Home' and 'Human Resources', with a blue arrow pointing to the 'Human Resources' tab. The main content area is titled 'Personal Data' and contains six white rectangular tiles, each with a title, a subtitle, and an icon. A large blue arrow points down to the 'My Work Data Manage' tile. The tiles are: 1. 'My e-Personnel record Display' with a person icon; 2. 'My Personal data Manage' with a person and bar chart icon; 3. 'My Work Data Manage' with a person and briefcase icon; 4. 'My Commute data Manage' with a document icon; 5. 'My Language Certificates Manage' with a graduation cap icon; 6. 'Benefit In Kind Display' with a laptop icon.

Home ▾

My Home | Human Resources

Personal Data

- My e-Personnel record Display
- My Personal data Manage
- My Work Data Manage
- My Commute data Manage
- My Language Certificates Manage
- Benefit In Kind Display

MANAGE WORK DATA

CONTRACTS

 Click on a contract to see detailed info



Function

Entity

Organizational Unit

Contract number

Category



MANAGE WORK DATA

GENERAL	ADDRESS	CONTACT	SPEAKING HOURS
Type of contract: <input type="text"/>			
AppointmentRate: <input type="text"/>			
End of contract: <input type="text"/>			
Manager: <input type="text"/>			
Second manager: <input type="text"/>			
Head of service: <input type="text"/>			
ADDRESS			
Workplace: <input type="text" value="Sint-Pietersnieuwstraat 25 Rect.1"/>			
Street and number: Sint-Pietersnieuwstraat 25			
Building: Rect.1			
Postalcode/place: 9000 Gent			
Room: <input type="text"/>			

The room number of your workplace is usually located above your office door.

[More information](#)

MANAGE WORK DATA

CONTACT

Telephone 1:

Telephone 2:

Telephone 3:

SPEAKING HOURS

[+ Add hours](#)

Day	From	To
No data		

MORE INFORMATION?

- Change personal or service details
- Questions? hr@ugent.be

 Universiteit Gent
 @ugent
 @ugent
 Ghent University