

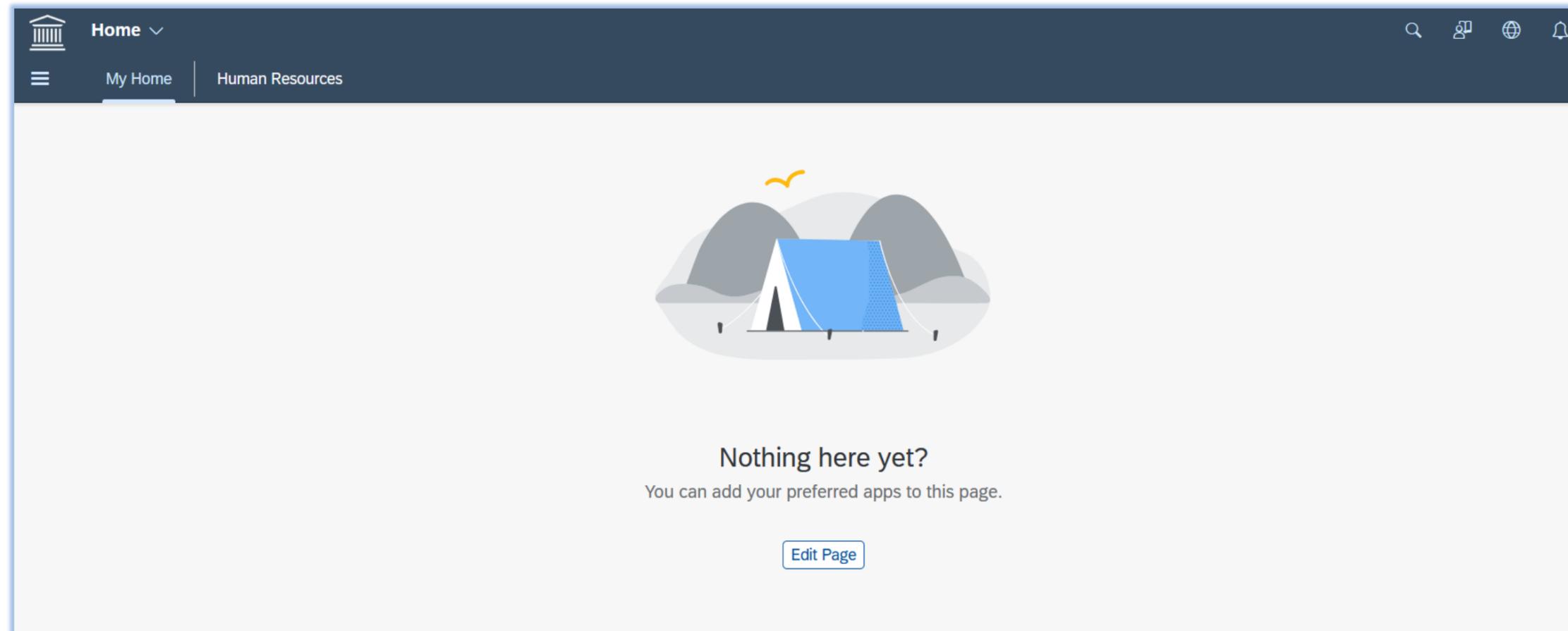
WELCOME @ GHENT UNIVERSITY

Manage telework charter and register telework

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 favourite or as a start tile in your browser
- Change your preferred language to English



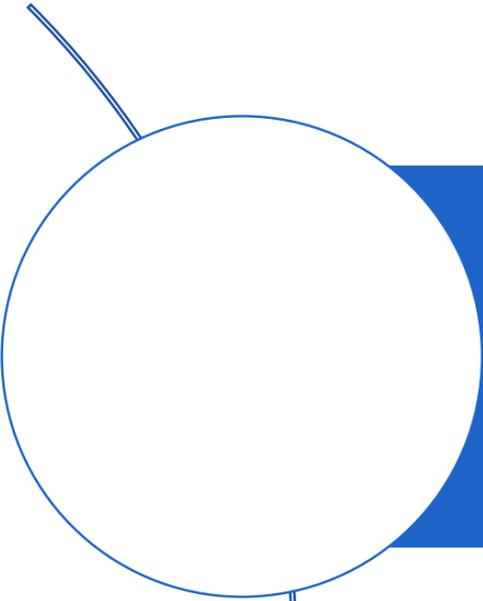
TELEWORK

Every staff member with tasks that can be performed remotely is eligible for telework.

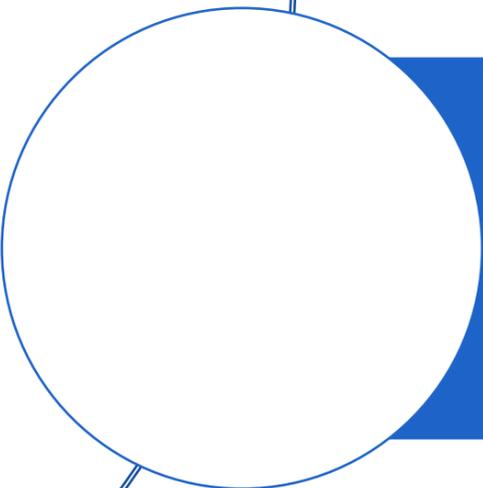
Agreements must be made with the supervisor and the team regarding:

- which tasks can be performed remotely
(e.g. administration, reporting, telephone support)
- the distribution of tasks that can be performed remotely
- on-campus staffing to ensure continuity of service

GENERAL RULES FOR TELEWORK

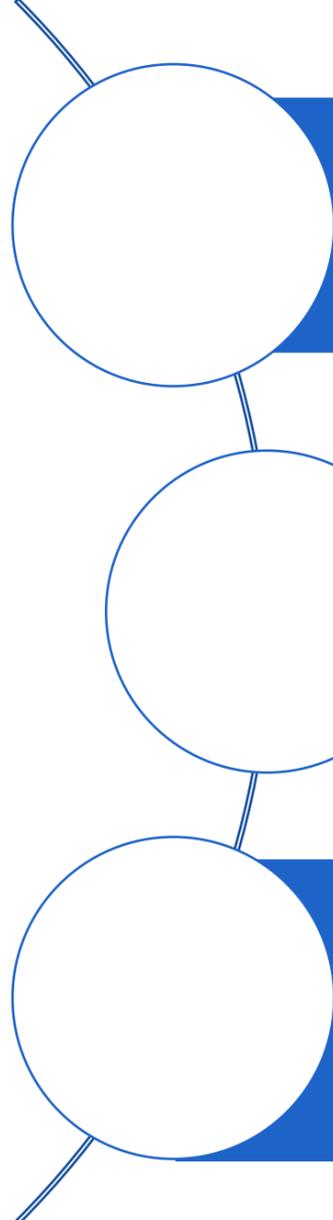


Continuity of availability and service must be guaranteed.
At the request of your supervisor, you are required to be present on campus.



Teleworkers must be just as easily available and reachable as when working in the office.
Not available for a moment? Always inform your supervisor!

GENERAL RULES FOR TELEWORK

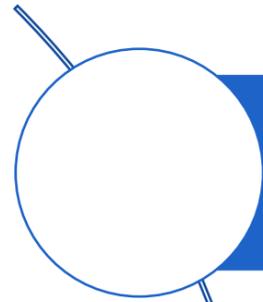


Registration of telework days is not mandatory, but may be requested by your supervisor

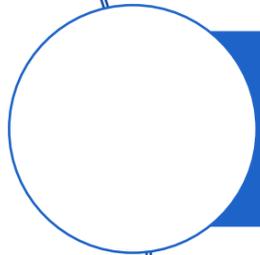
There is no 'Ghent University-wide' minimum or maximum number of telework days

Frequency determined by mutual agreement: make arrangements with your supervisor and colleagues that are workable for everyone

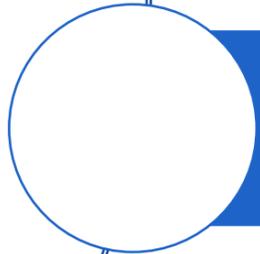
TELEWORK CHARTER



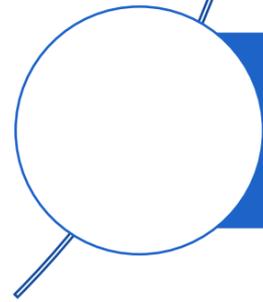
The teleworker, supervisor and team make prior agreements about the terms and conditions of teleworking. These agreements are set out in the telework charter



Fill in the standard telework charter, where individual agreements are specified



This charter must be approved by both the supervisor and employee



Once both have approved it, the telework charter is given the status 'finally approved'.
From that moment on, you can register your telework days via the tile 'Register telework'

WHERE CAN YOU MANAGE YOUR TELEWORK CHARTER?

The screenshot displays a web portal interface with a dark blue header. The header contains a 'Home' dropdown menu, a hamburger menu icon, and two navigation tabs: 'My Home' and 'Human Resources'. A large blue arrow points down to the 'Human Resources' tab. Below the header, the page is divided into two main sections: 'Personal Data' and 'Availability Management'. The 'Personal Data' section contains six white tiles: 'My e-Personnel Record Display' (with a person icon), 'My Personal data Manage' (with a person and graduation cap icon), 'My Work Data Manage' (with a person and briefcase icon), 'My Commute data Manage' (with a calendar icon), 'Language certificates and diploma's Manage' (with a graduation cap icon), and 'Benefit In Kind Display' (with a laptop icon). The 'Availability Management' section contains six white tiles: 'My Inbox Approve' (with a checkmark and '0'), 'Absence Request' (with a clock icon and '5,5 Day(s) Remaining'), 'Calendar Display' (with a calendar icon), 'Illness Register' (with a stethoscope icon), 'Telework Register' (with a building and arrow icon), and 'Telework Charter Manage' (with a building and arrow icon). A large blue arrow points down to the 'Telework Charter Manage' tile.

WHERE CAN YOU MANAGE YOUR TELEWORK CHARTER?

  **Telework Charter** 

Eigen charter

Bestaand telewerkcharter

Blanco telewerkcharter

Uitvoer... 

Periode telewerk: Van  tot 31.12.9999

Status: Nieuw

Telewerkcharter

Tussen de werkgever, vertegenwoordigd door de leidinggevende:

Naam leidinggevende

en de telewerker:

Naam medewerker

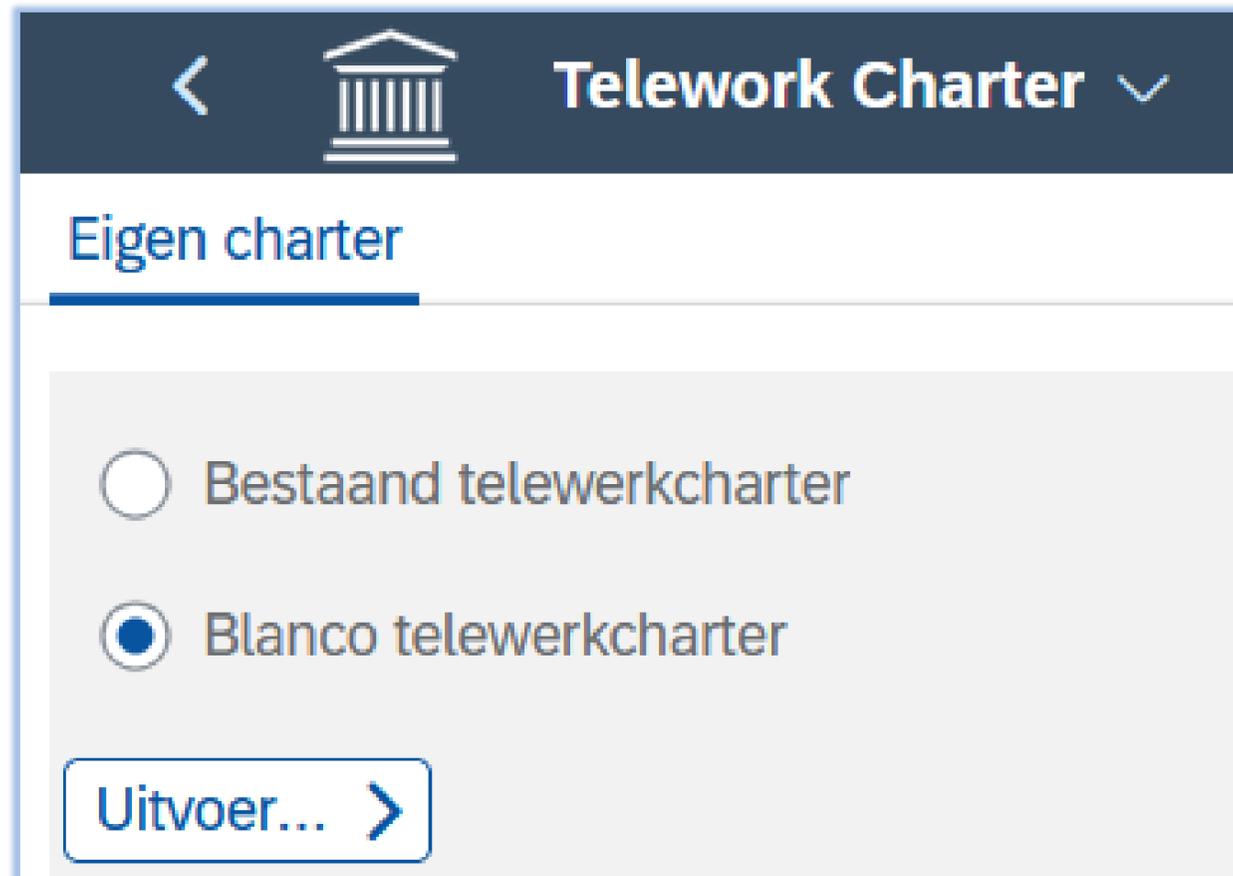
dossierbeheerder

CA40 - Human Resources

hierna aangeduid als de telewerker wordt het volgende overeengekomen:

HOW TO CHANGE THE TELEWORK CHARTER?

If agreements/contract/supervisor change, you can update the telework charter:



The screenshot shows a mobile application interface for 'Telework Charter'. At the top, there is a dark blue header with a back arrow, a building icon, and the text 'Telework Charter' with a dropdown arrow. Below the header, the text 'Eigen charter' is displayed. Underneath, there are two radio button options: 'Bestaand telewerkcharter' (unselected) and 'Blanco telewerkcharter' (selected). At the bottom of this section, there is a button labeled 'Uitvoer...' with a right-pointing arrow.

- Select 'Blanco telewerkcharter' and click on the button 'Haal vorige versie op'
- Edit the existing telework charter where necessary
- Supervisor and employee approve the updated telework charter



The screenshot shows a bottom navigation bar with three buttons: 'Haal vorige versie op', 'Tijdelijk opslaan', and 'Doorsturen naar leidin...'. The 'Haal vorige versie op' button is circled in blue.

HOW TO REGISTER TELEWORK?

The screenshot displays the 'Human Resources' section of the Ghent University HR portal. The navigation bar includes 'Home' and 'Human Resources' (selected). The main content is organized into two sections: 'Personal Data' and 'Availability Management'. The 'Personal Data' section contains six tiles: 'My e-Personnel Record Display', 'My Personal data Manage', 'My Work Data Manage', 'My Commute data Manage', 'Language certificates and diploma's Manage', and 'Benefit In Kind Display'. The 'Availability Management' section contains six tiles: 'My Inbox Approve', 'Absence Request' (showing 5,5 Day(s) Remaining), 'Calendar Display', 'Illness Register', 'Telework Register' (highlighted with a blue arrow), and 'Telework Charter Manage'.

HOW TO REGISTER TELEWORK?

< June 2025 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30	1	2	3	4	5

Today Requested Approved

Full day A.M. P.M. Hours

Registered Telework

Date	Part of the day	From	To	Hours	Status
No Data					

- Mark one or multiple telework days in the calendar
- Select a full day, morning, afternoon or a few hours
- Click on the 'Save' button

Yellow colour: telework days have been requested
Green colour: requested telework days have been approved

TELEWORK LOCATION



In general, telework is performed from your place of residence

Working remotely from another location?
No reimbursement for commuting between home and remote workplace

Working partly from home and partly on campus on the same day?
Reimbursement of commuting expenses to the workplace

PUBLIC TRANSPORT SUBSCRIPTION

Telework one day a week?

Commuting season ticket remains unchanged

More than 50% telework?

Commuting season ticket needs to be changed
Contact woonwerkverkeer@ugent.be to report
your adjusted work situation

TELEWORKING FROM ABROAD

Teleworking from EEA countries is only permitted with your supervisor's approval
The telework charter must be updated, and HR must be notified

The following rules must always be followed:

- Report your stay abroad using this [form](#)
- Register your foreign address and telework days on SAP MyApps
Important for insurance coverage and HR follow-up!

Administrative formalities not met?
HR may refuse telework from abroad

Other required actions can be found on the [intranet page](#)
Questions? international.employment@ugent.be

SUPPORT DURING TELEWORK

Good IT support is crucial for teleworkers.

Laptop

- Department provides and pays for the device
- Remains the property of the department

Mobile phone & tablet

- Can be provided if required for professional purposes
- Employees can purchase a mobile phone or tablet if they are budget holder, or with the budget holder's permission
- 80% of the purchase price (up to a capped maximum amount) will be reimbursed

Headset

- Can be provided if budget holder considers it necessary
 - always kept at the workplace;
 - for professional use only;
 - property of the department.
- Employees can purchase a headset with the budget holder's permission
- 80% of the purchase price (up to a capped maximum amount) will be reimbursed

SUPPORT DURING TELEWORK

Office equipment for personal use

- Ghent University reimburses essential telework equipment
- Reimbursement for personally purchased equipment is only possible if ownership is transferred to Ghent University and with the budget holder's approval. Personal use is not allowed, the equipment may not be permanently installed at home
- Employees can purchase ergonomic furniture and accessories at a discounted rate via framework agreements or the platform 'Benefits at work', at their own expense

Connectivity fee

- Contribution towards the costs of digital connectivity and telework
- Fixed, non-indexed net allowance of €20/month
- For all employees with an employment rate of at least 20%

Printing

Printing and paper expenses are not reimbursed

MORE INFORMATION?

- Teleworking
- Technical questions? hr@ugent.be
- Other questions? telewerk@ugent.be

 Universiteit Gent

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 Ghent University