Contents

Introduction

In this instruction you will read how to fill in the tabbed sheets Aanlevering_CN_AR_2024 and Aanlevering_CN_LTK_2024. You will receive a notification if you have filled in something incorrect. In the PvE (Dutch only) you will find more information. For an example you can look at the first line in red in the Excel file. Are you starting to enter data in the form? Then delete the first line.

Tab Aanlevering_CN_AR_2024

1. Column A: Enter the number of the "bevoegd gezag".
2. Column B: Enter the BSN number. Is this not known, then leave the field completely empty.
3. Column C: Enter the ID-number Sedula. Did you also enter the BSN? Also enter the ID-number Sedula. This field should never be empty.
4. Column D: Does an employee have more than one employment contracts in April or October? Enter for each employment contract a separate "volgnummer".
   Example: person has 2 contracts: use "volgnummer" *1 for contract 1 and* "volgnummer"*2 for contract 2.*
5. Column E: Enter the effective date of when the employment relationship has changed. If the employment relationship has not changed in the current year, enter 2024-01-01. Enter this as YYYY-MM-DD.
6. Column F: Enter the gender of the employee, use the value lists.

Value	Enter in column F
Male	M
Female	V
Other	O

7. Column G: Enter the employee's date of birth. Enter this as YYYY-MM-DD.
8. Column H: Enter the "instellingscode" where the employee works (foomat nnAA).
9. Column I: Enter the start date. This is the 1st calendar day that the employment relationship is valid. Enter this as YYYY-MM-DD.
10. Column J: Enter the end date. This is the last day on which the employment relationship is valid. Enter this as YYYY-MM-DD. If this is not applicable leave this field empty.
11. Column K: Enter the kind of the employment relationship, use the value lists.

Value	Enter in column K
Permanent employment	1
Temporary employment, excluding in connection with replacement	2
Temporary employment, in connection with replacement	3
Employment without appointment	4

12. Column L: Enter the employee's job category, use the value lists.

Value	Enter in column L
Director	1
Deputy directeur	2
Teacher	3
Education support staff	4

13. Column M: Enter the scope of employment ("betrekkingsomvang"). This is the size of the employment relationship expressed in full-time equivalents (FTE), with an accuracy of four decimal places, where one FTE is equal to the size of a standard employment relationship. The filling should be between 0.000-1.2100. Please note: a point must be used as a decimal, not a comma.
14. Column N: Enter the gross salary in dollars for standard employment. Note: Use whole numbers here and do not enter a dollar sign.
15. Column O: Enter the employee's salary scale, use the value lists.

Value	Enter in column O
Overig onderwijspersoneel schaal 1	1
Overig onderwijspersoneel schaal 2	2
Overig onderwijspersoneel schaal 3	3
Overig onderwijspersoneel schaal 4	4
Overig onderwijspersoneel schaal 5	5
Overig onderwijspersoneel schaal 6	6
Overig onderwijspersoneel schaal 7	7
Overig onderwijspersoneel schaal 8	8
Overig onderwijspersoneel schaal 9	9
Overig onderwijspersoneel schaal 10	10
Overig onderwijspersoneel schaal 11	11
Overig onderwijspersoneel schaal 12	12
Overig onderwijspersoneel schaal 13	13
Overig onderwijspersoneel schaal 14	14
Overig onderwijspersoneel schaal 15	15

Overig onderwijspersoneel schaal 16	16
Overig onderwijspersoneel schaal 17	17
Lerarenschaal A	LA
Lerarenschaal B	LB
Lerarenschaal C	LC
Lerarenschaal D	LD

16. *Kolom P: Vul de salaristrede van de medewerker in, maak gebruik van de waardenlijsten.*
Column P: Enter the employee's salary step, use the value lists.

Value	**Enter in column P**
Trede 1	1
Trede 2	2
Trede 3	3
Trede 4	4
Trede 5	5
Trede 6	6
Trede 7	7
Trede 8	8
Trede 9	9
Trede 10	10
Trede 11	11
Trede 12	12
Trede 13	13
Trede 14	14
Trede 15	15
Trede 16	16
Garantietrede 16	GRT16
Garantietrede 17	GRT17
Garantietrede 18	GRT18

Tab Aanlevering_CN_LTK_2024

1. For an example see the red text in the first line of the Excel. Are you starting to enter data? Delete the first line.
2. Column A: Enter the "bevoegd gezag" number.
3. Column B: Enter the BSN. If this is not known, then leave the field completely empty.
4. Column C: Enter the ID-number Sedula. Did you also enter the BSN? Also enter the ID-number Sedula. This field should never be empty.
5. Column D: Enter the same "volgnummer" as in Tab *Aanlevering_CN_AR_2024* and Tab *Aanlevering_CN_VERLOF_2024*
6. Enter the year + the month in which the wage payment took place. *Example: 2024-10.*
7. Column F: Enter the type of Wage Allowance Costs ("Loontoelagekosten", a.k.a. LTK) , using the value lists. This may be multiple Wage Allowance Costs per employee.

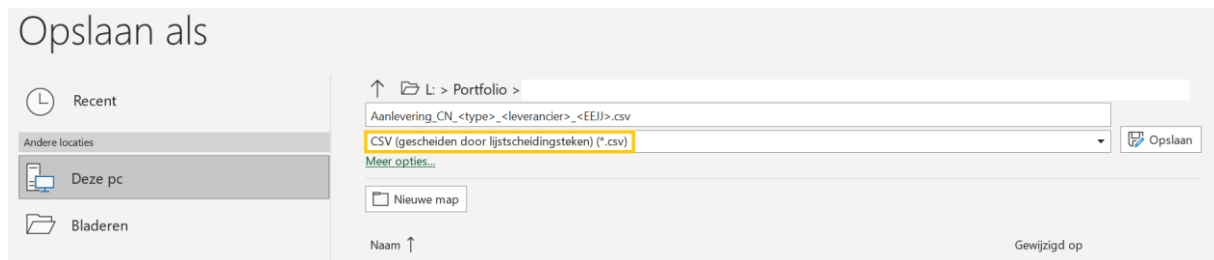| Value	Enter in column F
Gross salary ("Bruto salaris")	5001
Island Grand ("Eilandentoelage")	5002
Child allowance ("Kindertoelage")	5003
End-of-year bonus ("Eindejaarsuitkering")	5004
Transitional allowance ("Overgangstoelage")	5005
Holiday allowance ("Vakantietoelage")	5006
Basic pension ("Basispensioen")	5007
Employer's pension premium ("Pensioenpremie werkgever")	5008
Employee's pension premium ("Pensioenpremie werknemer")	5009
Employer premium ZV/OZ and CS ("ZV/OZ en CS premie werkgever")	5010
Employer's health insurance premium ("Zorgverzekeringspremie werkgever")	5011
Pension allowance ("Toelage pensioen")	5012
Other surcharges ("Overige toeslagen")	5013

8. Column G: Enter the amount of the LTK, in dollars. Note: Use whole numbers and do not enter a dollar sign.

Save instruction CN

After you have entered data on all three tabs, the tabs must be saved individually and then zipped as one file. Follow the steps below to do this:
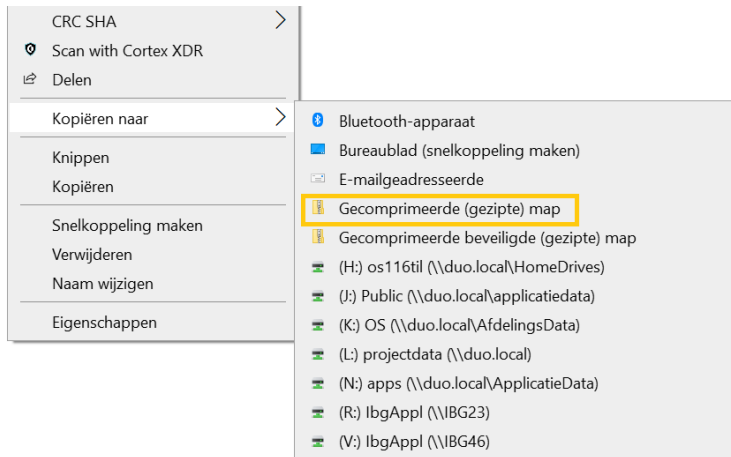
- ➢ ***Tabbladen per stuk opslaan***
  Save each tab
  1. Select the tab you want to save.
  2. Click top left on 'File'.
  3. Click on left green bar 'Save as'.
  4. Choose a folder where you want to save the files.
     Give the file the name below and enter the values in the correct place (<>):
     "Aanlevering_CN_<type>_<supplier>_2024.csv"
     > a. Enter which file it concerns under type: AR, LTK or Verlof
     > b. Enter the supplier at <supplier>. This may be a maximum of 10 characters and consist only of letters and numbers. The board number ("bestuursnummer") is often used here.
     > *Example: Aanlevering_CN_AR_DUO_2024.csv*
  5. Select the file type: 'CSV (delimited by list separators) (*.csv)'.
  6. Click on 'Save'.
  7. Accept the Excel error.
  8. Repeat these steps, until you have saved all three tabs as separate files.

Opslaan als

Recent	↑ 📂 L: > Portfolio >
Andere locaties	Aanlevering_CN_<type>_<leverancier>_<EEJJ>.csv
🖥 Deze pc	CSV (gescheiden door lijstscheidingsteken) (*.csv) ▼ 📝 Opslaan
📂 Bladeren	Meer opties...
	🗔 Nieuwe map
	Naam ↑ Gewijzigd op

- ➢ **Save the files as 1 ZIP file**
  1. Navigate to the map where you saved the 3 files. This could also be 2 files when there was no leave. In that case you have only to put the AR-file and the LTK-file into the zip-file.
  2. Select the 3 files (you don't need to open the files).
  3. Click the right mouse button.
  4. Move your mouse to 'Copy to' and click on 'Compressed (zipped) folder'.
  5. Give the ZIP file the name below and enter the values in the correct place (<>):
     "Aanlevering_CN_<supplier>_2024.zip"
     > Enter the supplier at <supplier>. This may be a maximum of 10 characters and consist only of letters and numbers. The board number ("bestuursnummer") is often used here.
     > *Example: Aanlevering_CN_21350_2024.csv*
  6. Upload the zip-file on the Zakelijk Portaal on Mijn Duo Zakelijk.

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NB! The file name is case sensitive. The data <supplier> and <EEYY> must be the same in **all** files.

➢ **Tips**
- The amounts you enter are in dollars.
- The decimal separator is a period (.). This is already preset.
  Your own Excel settings may cause this to be changed to a comma (,). You can set a period as a decimal point through options in Excel. You do this as follows:
    1. Click on 'File' at the top left of the Excel file.
    2. Click on 'Options' at the bottom left of the green bar.
    3. Click on 'Advanced' in the left bar.
    4. Uncheck the 'Use system separator' option.