

As an employee you receive a period salary and a salary specification. Below you will find a description and explanation of what is presented on your specification. The specification used in this document is an example and is compiled at the beginning of January 2024 based on the information known at that time.

Changes in legislation later this year are not incorporated. No rights can be derived from the content of this explanation.

## 1 - Upper part

## 1a - Salary specification

**Sequence no:** on the top right hand corner you will find the sequence number of the specification. This number increases each next specification.

Logo: on the left you see the Visma | YouServe logo or your company logo. Month and Year: the month and year of your salary calculation.

#### 1b - Address and contract details

Here your name, address and some administrative data are printed:

- Company name: the name of your employer.
- **Employee code**: your personal registration number.
- Company code: registration details of your employer at Visma | YouServe.

### 1c - Transfer details

It is possible to transfer your net salary to several bank accounts. In this example payslip the employee has the entire amount transferred to his salary account each period.

## 2 - Middle part

### 2a - Calculation

Here the actual salary calculations are presented and you will find all fees and deductions.

The **Salary component** column lists the components that play a role in the Gross Net calculation.

The **GROSS** column shows the gross wage components starting with the Salary and ending with net (tax-free) wage components; in this example Travel expenses commute and Staff association contribution.

In the column **TAX** you see the amounts calculated for income tax and national insurance contributions for the Dutch legislations AOW, ANW and WLZ.

On the right in the column **NET** you will find the amounts which are added to or deducted from your salary.

The indication \* (star) means that this amount is calculated with retroactive effect, because of a legislation change or a change in your personal records.

Salary: your gross monthly salary.

**Pens. contribution**: deduction for your old age pension, bereaved pension.

**Bonus**: one-off payment for a special achievement. **Overtime 150%**: one-off payment of your overtime hours calculated as a percentage of your Salary hourly rate.

**Travel expenses commute**: net allowance. **Staff association contribution**: net deduction for your employees' association.

### 2b - Period total

Period total	2b	2.924,47	-373,83	2.550,64

In the **GROSS** column you will find your total gross payments.

The **TAX** column presents the amount you paid for income tax and national insurance contributions for the Dutch legislations AOW, ANW and WLZ.

The amount at the bottom of the **NET** column is your finally net salary transferred to your account.

# 3 - Lower part

General	3a	Numbers Description	3b	This period	U/i this period	Amounts Description	This period	U/i this period
Birth date Entry date Income relationship number Combined income levy discou Combined income levy table Rate percentage Rate applied Annual pay spec. tax Minimum hourly rate Part-time factor Hours per week Contract unlim. / ltd. time Written labor agreement On-call agreement Salary hourly rate	01-01-1978 01-01-2010 1.001 Yes White 41,13 Yes 30.507 13,27 1 0 Permanent Yes No 15,58	SV days period Overtime hours 150%		23 10	23 10	Fiscal pay Combined income levy SV pay Employment credit Salary	2.848,22 373,83 2.848,22 440,83 2.700,00	2.848,22 373,83 2.848,22 440,83 2.700,00
Pag 1 of 1					3d	23300019/27564319/03616909	NISWY 🧽	YouServe

## 3a - General

Here you will find information about you and your job at your employer, although not every item is mentioned. Besides your date of birth and the date you started at your employer, the following is presented on this example explanation.

- Income relationship nu: this is a unique number to identify your income tax registration number in combination with your personal registration number.
- Combined income levy discou: indication Yes means that a tax-free allowance will be deducted from your income tax and national insurance contributions.
- Combined income levy table: indication White means that your income tax is calculated according the White tax rating table. This applies to your current wages.
- Rate percentage. This special rate tax is used to calculate income tax on fees such as holiday allowance, bonuses and overtime.
- Rate applied: in this example payslip the special rate has been applied.
- Annual pay spec. tax: on these wages you have paid income tax last year. These wages are used to determine a special rate tax.
- **Minimum hourly rate**: this is your regulatory minimum hourly rate.
- Part-time factor: your part-time factor. Your part-time factor is 1 when you work full-time. Your part-time factor is 0,8 when you work 80%.
- Hours per week: the number of hours you normally work per week.
- Contract unlim. / Itd. time: if you have a permanent contract, then it says Indefinitely; for a temporary contract, it says limited time.
- Written labor agreement: indicates how your employment contract is recorded. If this is in writing, the indication is Yes, otherwise it is No.
- On call agreement: if the number of hours that you work per period (week or month) is not recorded in your employment contract, then there is a on call agreement and it says Yes. Otherwise it says No.
- Salary hourly rate: your wage per hour.

#### 3b - Numbers

Here you will find the number of days (**SV days**) used for the calculation of your wages.

Also your overtime hours and the paid leave days can be mentioned here.

Your employer can choose to show different kinds of days or hours here, in this case overtime and SV days period.

This can for example also be paid leave days or sick days, etc.

### 3c - Amounts

Here you will find the basis amounts for the calculation of income tax, social and national insurance contributions, tax reductions and your salary.

These are both the amounts of this period and the cumulatives (U/i period), here only of January.

## 3d - Technical registration details

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Bottom right is a series of numbers that characterize the specification. These are technical numbers with which Visma | YouServe can identify the specification.

# **Examples of Dutch legislations**

ANW = Algemene nabestaandenwet

AOW = Algemene ouderdomswet

WLZ = Wet langdurige zorg

WIA = Wet werk en inkomen naar arbeidsvermogen

WW = Werkloosheidswet

ZVW = Zorgverzekeringswet

ZW = Ziektewet