



Instructions employee absenteeism registration

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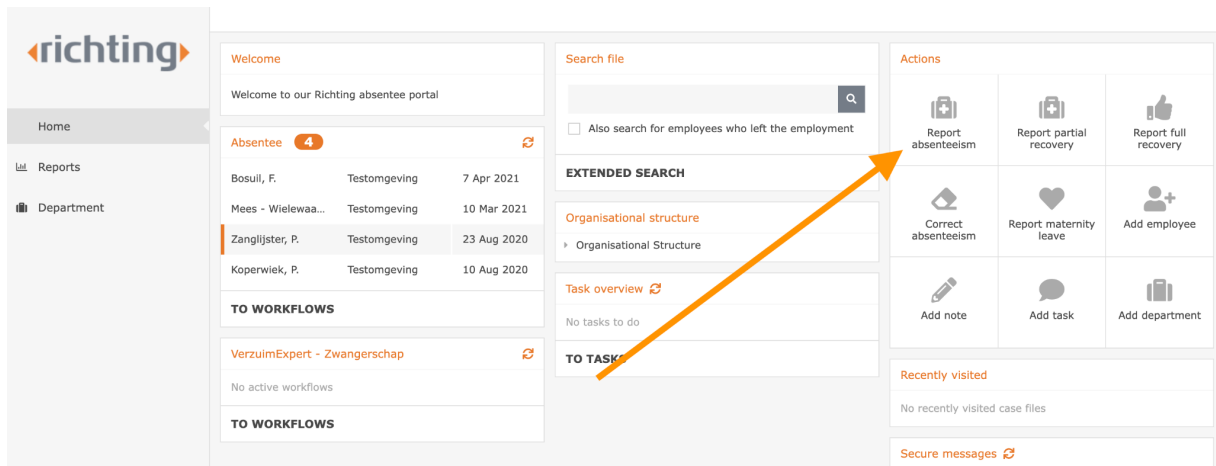
Follow the steps below to report that an employee is sick.

Step 1

Go to www.richting.nl/inloggen and click on 'Inloggen Xpert Suite' below 'Voor werkgevers'. Fill in your account details and click on login. You will be redirected to the Xpert Suite homepage.

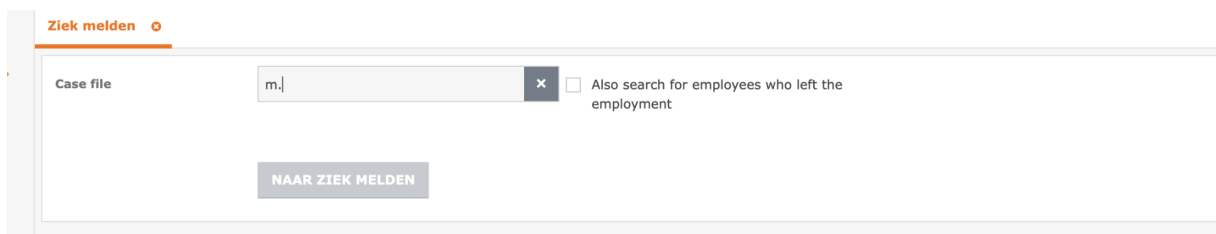
Step 2

Then, click on 'Report absenteeism' in the 'Actions' section.



Step 3

You will be redirected to the screen shown below:



Click on the magnifying glass to select the sick employee by name. Then click on the 'Naar ziek melden' button.


Step 4


You can then report that your employee is sick in the system. Select the correct classification from the dropdown menu by clicking the arrow next to 'Absence classification'.

The situation

The employee reports sick for a higher / lower percentage
 Change the sickness absence details

Absence classification Ziekte ▾

Datum 28/12/2021 

Absence percentage 100.00 % 

Expected recovery date No expected recoverydate ▾

CANCEL SAVE

Step 5

Then click on the calendar (next to Datum) to select the date. It is important that you tick the box next to 'Pregnancy' if an employee is absent due to a pregnancy related illness.


Step 6


Enter the absence status in step 6. Enter the percentage of the employee who is sick next to Absence percentage.

The situation

The employee reports sick for a higher / lower percentage
 Change the sickness absence details

Absence classification Ziekte - mogelijk frequent verzuim ▾

Datum 03/12/2021 

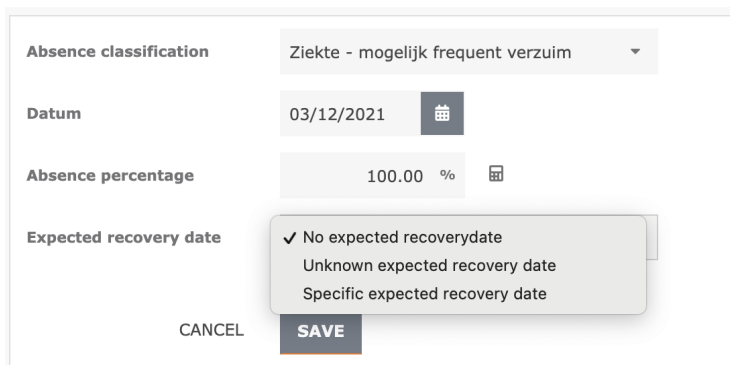
Absence percentage 100.00 % 

Expected recovery date No expected recoverydate ▾

CANCEL SAVE

Step 7

Indicate at 'Expected recovery date' when you expect your employee to be fully recovered. It is important to fill this in, because it enables your case manager to properly assess when to take action.



The screenshot shows a form with the following fields:

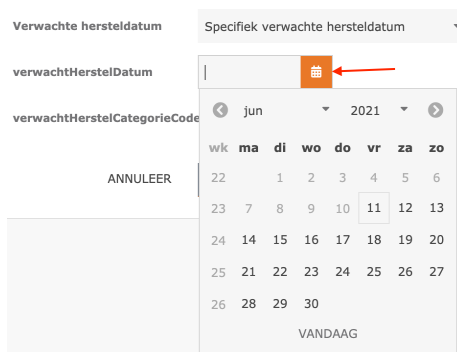
- Absence classification:** Ziekte - mogelijk frequent verzuim
- Datum:** 03/12/2021
- Absence percentage:** 100.00 %
- Expected recovery date:** A dropdown menu is open, showing three options:
 - No expected recoverydate
 - Unknown expected recovery date
 - Specific expected recovery date

At the bottom of the form, there are two buttons: **CANCEL** and **SAVE**.

If the recovery date is unknown, you select 'No expected recovery date'.

If you have an indication of the expected recovery date, but not a specific date, you can select 'Unknown expected recovery date'. You then have four options regarding the expected recovery time.

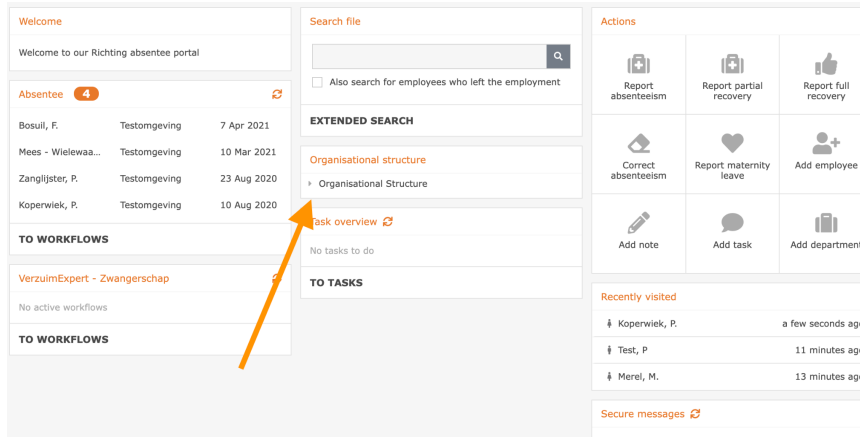
With a 'Specific expected recovery date', a date can be selected in the calendar:



The screenshot shows the 'Specific expected recovery date' selection process. The 'Verwachte hersteldatum' dropdown is set to 'Specifiek verwachte hersteldatum'. Below it, the 'verwachtHerstelDatum' field is empty, and a calendar icon is highlighted with a red arrow. The calendar is open, showing the month of June 2021. The date '11' is selected. The calendar also shows the text 'ANNULEER' and 'VANDAAG'.

Step 8

Then click on 'Save' to confirm the sickness notification. t. You can also report sickness via the heading 'Organisational structure' at the home page:



The screenshot shows the Richting absentee portal interface. On the left, there is a 'Welcome' section and an 'Absentee' section with a list of employees and their absence dates. Below that are 'TO WORKFLOWS' sections. The main content area features a 'Search file' section with a search bar and a checkbox for 'Also search for employees who left the employment'. Below the search bar is the 'EXTENDED SEARCH' section, which includes a link for 'Organisational structure' and a link for 'Task overview'. On the right side, there is an 'Actions' section with various icons for reporting absence, recovery, adding employees, and tasks. Below the actions is a 'Recently visited' section showing a list of employees and their last visit times. At the bottom right, there is a 'Secure messages' section.

By clicking on an employee's name, you will be redirected directly to the employee's dossier.