



Instructions partial recovery registration

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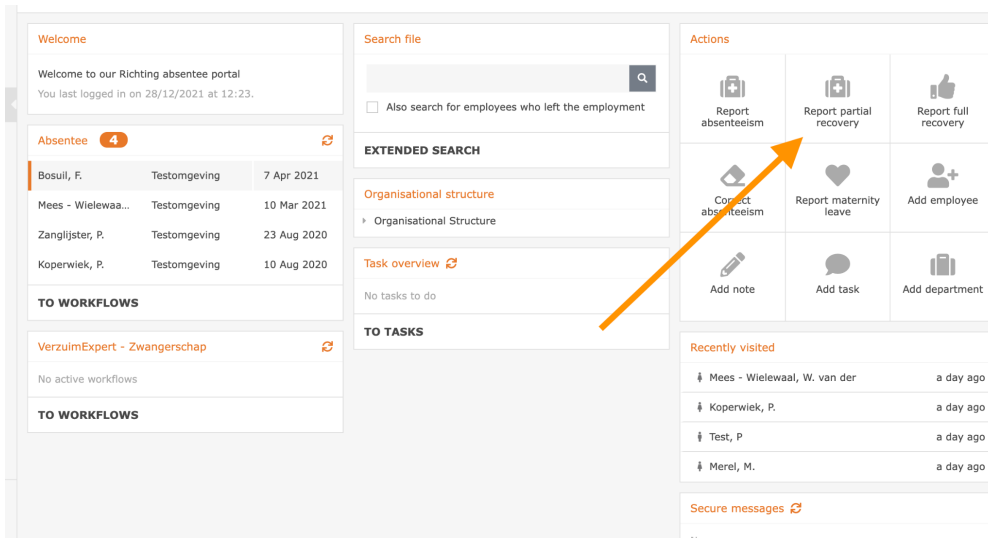
Follow the steps below to register a partial recovery.

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 the 'Report partial recovery' button:

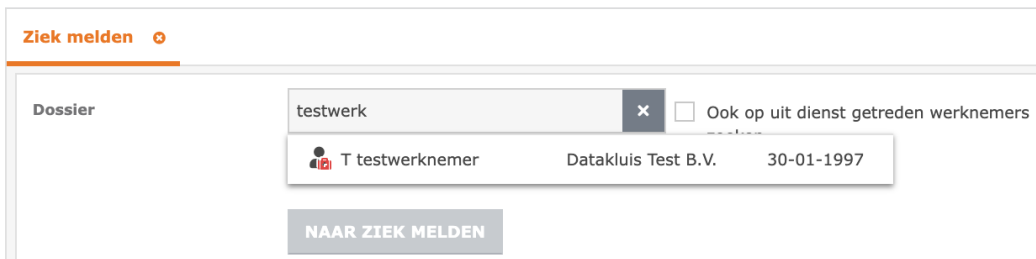


The screenshot shows the dashboard with several sections:

- Welcome:** Welcome to our Richting absentee portal. You last logged in on 28/12/2021 at 12:23.
- Absentee:** 4 items. Table with columns: Name, Testomgeving, Date.

Bosuil, F.	Testomgeving	7 Apr 2021
Mees - Wielewaa...	Testomgeving	10 Mar 2021
Zanglijster, P.	Testomgeving	23 Aug 2020
Koperwiek, P.	Testomgeving	10 Aug 2020
- TO WORKFLOWS:** VerzuimExpert - Zwangerschap. No active workflows.
- Search file:** Search bar with a magnifying glass icon and a checkbox for 'Also search for employees who left the employment'.
- EXTENDED SEARCH:** Organisational structure (Organisational Structure), Task overview (No tasks to do), TO TASKS.
- Actions:** Report absenteeism, Report partial recovery (highlighted with an orange arrow), Report full recovery, Correct absenteeism, Report maternity leave, Add employee, Add note, Add task, Add department.
- Recently visited:** Mees - Wielewaa, W. van der (a day ago), Koperwiek, P. (a day ago), Test, P. (a day ago), Merel, M. (a day ago).
- Secure messages:** No messages.

You will be redirected to the screen shown below:



The screenshot shows the 'Ziek melden' screen with the following details:


- Ziek melden** (Report sick)
- Dossier:** testwerk
- Ook op uit dienst getreden werknemers
- Search results:** T testwerknemer, Datakluis Test B.V., 30-01-1997
- NAAR ZIEK MELDEN** (To report sick)

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

Step 3

You can choose the following two options:


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


File: Koperwiek, P. 


Home > Testomgeving > Administratie > Koperwiek, P.


The situation


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

Absence classification Ziekte - mogelijk frequent verzuim 

Datum 29/12/2021 

Absence percentage 100.00 % 

Expected recovery date Specific expected recovery date 


verwachtHerstelDatum 08/12/2021 


verwachtHerstelCategorieCodeLess than 1 week


CANCEL **SAVE**

1. The employee reports sick for a higher/lower percentage

Enter the employee's updated absenteeism percentage in the 'Absence percentage' field. Would you like some help in calculating the absenteeism percentage? Then click on the calculator icon. The following input field will appear:

Absence percentage 100.00 % 

Expected recovery date Specific expected recovery date 

verwachtHerstelDatum 08/12/2021 

verwachtHerstelCategorieCodeLess than 1 week

CANCEL **SAVE**

Normal workable hours 36

Number of hours employed 0

Wage value 100.00 %

CANCEL **CALCULATE**

Enter the employee's regular working hours and the number of hours the employee has worked. Change the wage value percentage and click on 'Calculate'. The correct percentage will now be entered. Finally, click on 'Save' to save the changed percentage.

2. Change the sickness absence details

Would you like to change the date of the first day of illness or the absenteeism classification? Tick the box 'Change the sickness absence details'.

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

Als de werknemer toch nog ziek blijkt te zijn kunt u het ziekteverzuim heropenen.

Absence classification Ziekte - mogelijk frequent verzuim

First sick day 03/12/2021

Absence status Completely sick
 Partially sick

Expected recovery date Specific expected recovery date

verwachtHerstelDatum 08/12/2021

verwachtHerstelCategorieCode Less than 1 week

Click on 'Absence classification' and select a category. Adjust the date after 'First sick day' manually or click on the calendar to select a new date. Then tick 'Partially sick' at absence status and manually add the new percentage behind 'Absence percentage' or click on the calculator icon to calculate the correct percentage. The following screen will appear:

Absence percentage 100.00 %

Expected recovery date Specific expected recovery date

verwachtHerstelDatum 08/12/2021

verwachtHerstelCategorieCode Less than 1 week

Normal workable hours 36

Number of hours employed 0

Wage value 100.00 %

Enter the employee's regular working hours and the number of hours the employee has worked. Change the wage value percentage and click on 'Calculate'. The correct percentage will now be entered. Finally, click on 'Save' to save the changed percentage.