



# **Instructions partial recovery registration**

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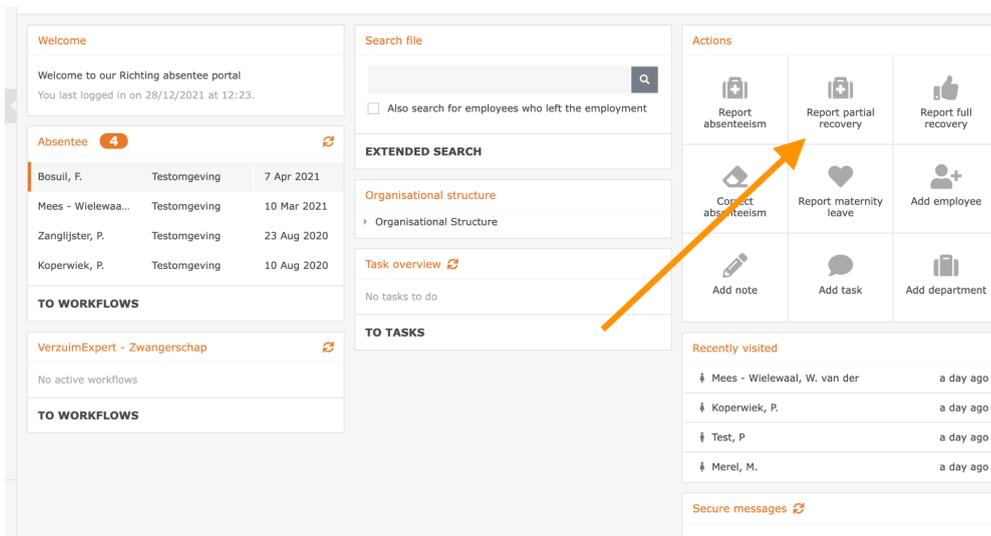
Follow the steps below to register a partial recovery.

## Step 1

Go to [www.richting.nl/inloggen](http://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.

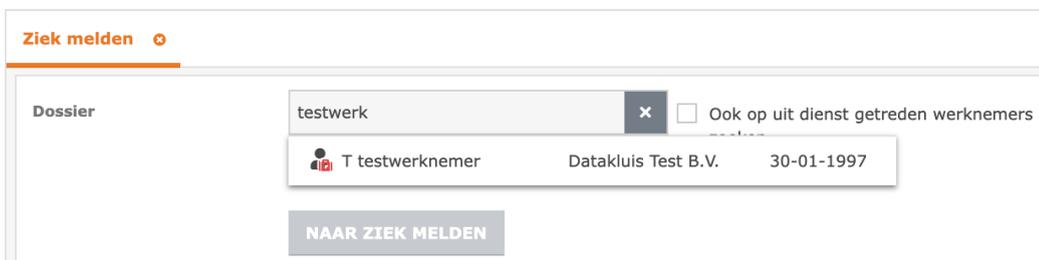
## Step 2

Then click on the 'Report partial recovery' button:



The screenshot shows the Richtig Xpert Suite dashboard. The 'Actions' section contains several buttons: 'Report absenteeism', 'Report partial recovery', 'Report full recovery', 'Correct absenteeism', 'Report maternity leave', and 'Add employee'. An orange arrow points to the 'Report partial recovery' button. Other sections include 'Welcome', 'Absentee' (with a notification badge), 'EXTENDED SEARCH', 'Organisational structure', 'Task overview', 'TO WORKFLOWS', 'Recently visited', and 'Secure messages'.

You will be redirected to the screen shown below:



The screenshot shows the 'Ziek melden' (Report sick) screen. The search bar contains 'testwerk'. A dropdown menu shows 'T testwerknemer' from 'Datakluis Test B.V.' with ID '30-01-1997'. A 'NAAR ZIEK MELDEN' button is visible. The screen also shows a 'Dossier' section and a checkbox for 'Ook op uit dienst getreden werknemers'.

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

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**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 ziekteverlof 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.