



Instructions recovery registration



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Follow the steps below to report that an employee has recovered.

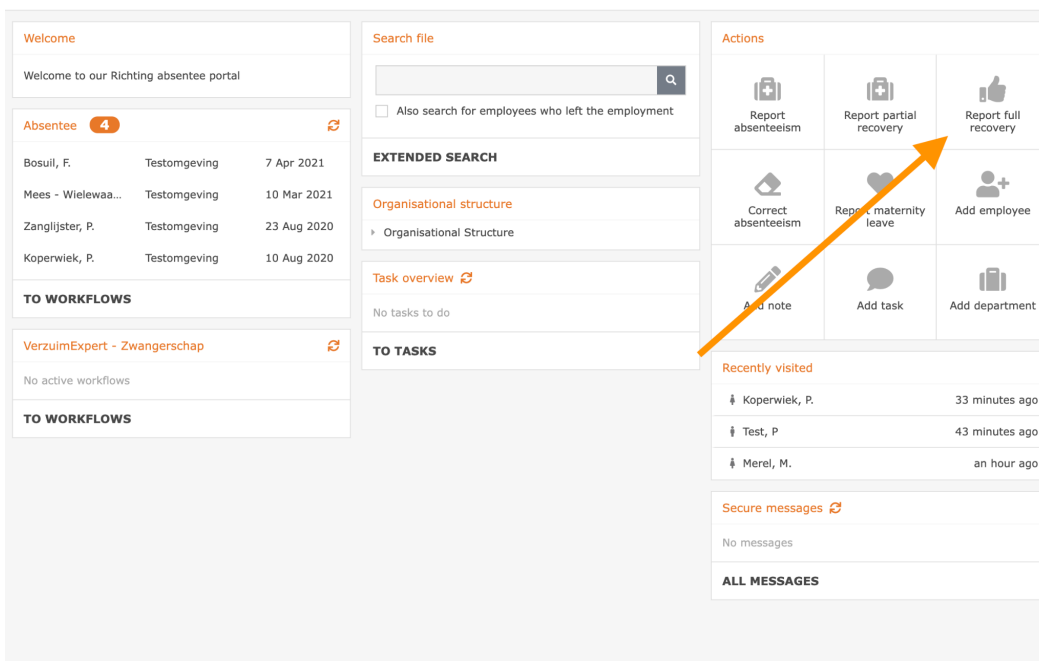
Step 1

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

Click on 'Report full recovery' in the 'Actions' section:

File: All case files



The screenshot shows the dashboard interface with the following sections:

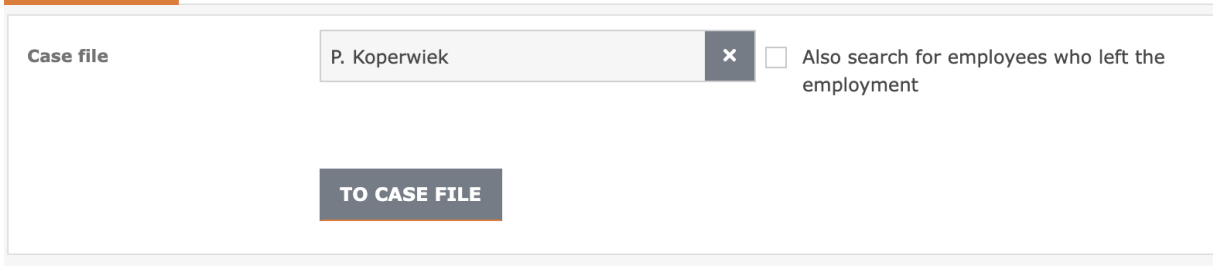
- Welcome:** Welcome to our Richting absentee portal.
- Absentee:** 4 items. List includes: Bosull, F. (7 Apr 2021), Mees - Wielewaa... (10 Mar 2021), Zanglijster, P. (23 Aug 2020), Koperwiek, P. (10 Aug 2020).
- TO WORKFLOWS:** VerzuimExpert - Zwangerschap.
- Search file:** Search bar with a search icon and a checkbox for 'Also search for employees who left the employment'.
- EXTENDED SEARCH:** Organisational structure.
- Task overview:** No tasks to do.
- TO TASKS:** Empty section.
- Actions:** Grid of buttons: Report absenteïsme, Report partial recovery, Report full recovery (highlighted with an orange arrow), Correct absenteïsme, Report maternity leave, Add employee, Add note, Add task, Add department.
- Recently visited:** List of employees: Koperwiek, P. (33 minutes ago), Test, P (43 minutes ago), Merel, M. (an hour ago).
- Secure messages:** No messages.
- ALL MESSAGES:** Empty section.

Step 3

You will be redirected to the screen shown below:

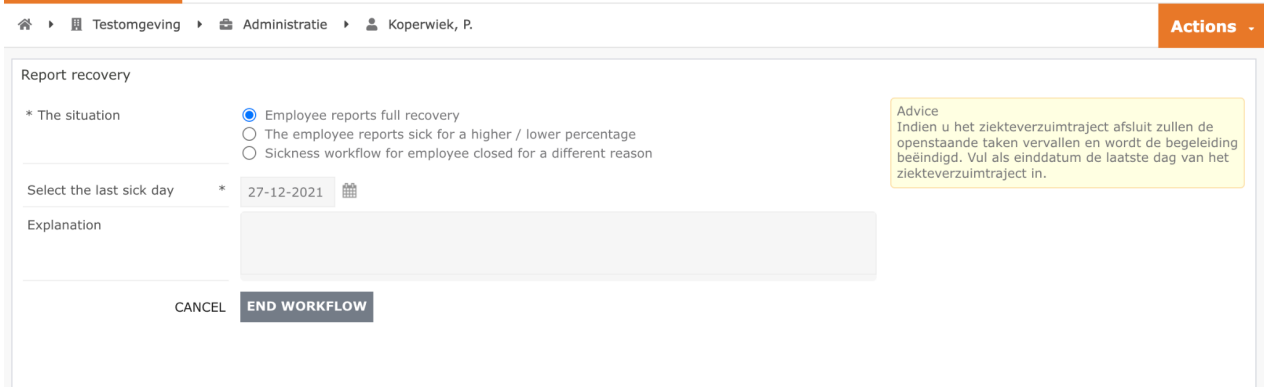
Find the employee and click on 'To case file'.

Recovered 



In the screen shown below you can report the recovery of your employee:

File: Koperwiek, P. 




At 'The situation' you select the option that applies to your employee:


- If your employee has fully recovered, click on: 'Employee reports full recovery'. Select the last day of illness via the calendar. And click on 'End workflow'.
- If the absence percentage changes click on: 'The employee reports sick for a higher / lower percentage'. You can adjust the percentage, indicate the date of the change and adjust the absenteeism classification if necessary (see the image below). And click on 'change absence percentage'.


Report recovery

* The situation

Employee reports full recovery
 The employee reports sick for a higher / lower percentage
 Sickness workflow for employee closed for a different reason

Date * 28-12-2021 

Sickness absence percentage * 100 % 

Absence classification * Ziekte 

CANCEL **CHANGE ABSENCE PERCENTAGE**


Advice
 Enter the new abs


- Is there a different reason why the absenteeism process has ended? Click on 'Sickness workflow for employee closed for a different reason'. Select the date and provide an explanation of why the process has ended (see image shown below). Click on 'Traject beëindigen' to confirm the notification.

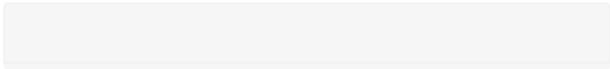
Report recovery

* The situation

Employee reports full recovery
 The employee reports sick for a higher / lower percentage
 Sickness workflow for employee closed for a different reason

Reason * (Make your choice) 

End date * 28-12-2021 

Explanation 

CANCEL **TRAJECT BEËINDIGEN**

Advice
 Indien u het ziekteverzuimtraject afsluit zullen de openstaande taken vervallen en wordt de begeleiding beëindigd. Vul als einddatum de laatste dag van het ziekteverzuimtraject in.