



Instructions register new employee



Instructions register new employee

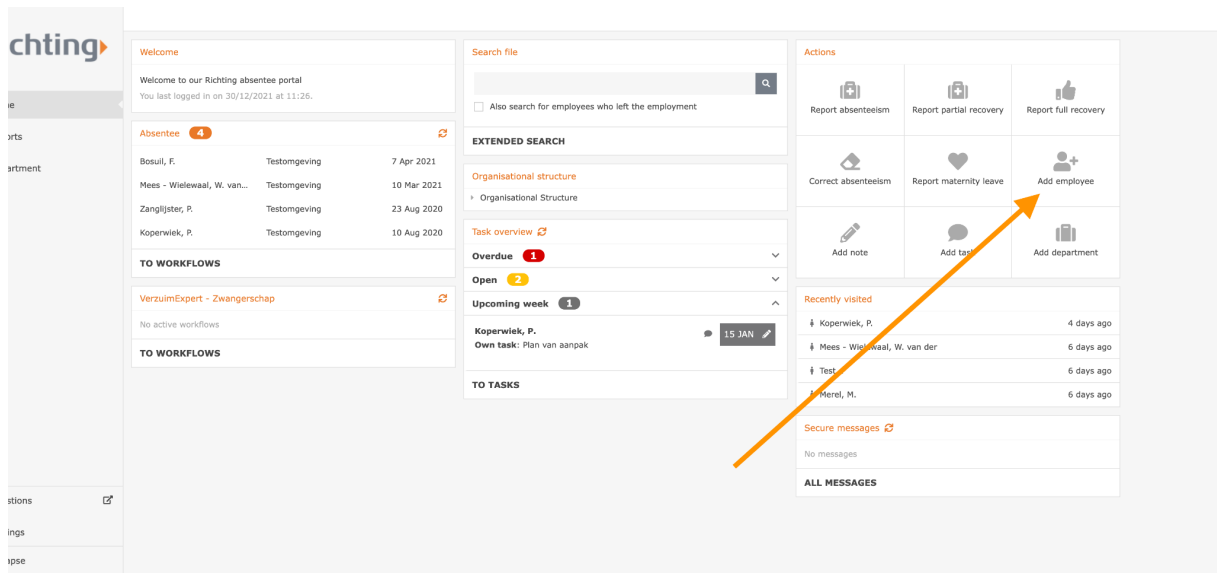
Follow the steps below to register a new employee.

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 'Add employee' in the 'Actions' section.



The screenshot displays the Richting Xpert Suite dashboard. The 'Actions' section on the right contains several buttons: 'Report absentieism', 'Report partial recovery', 'Report full recovery', 'Correct absentieism', 'Report maternity leave', and 'Add employee'. An orange arrow points to the 'Add employee' button. Other sections include 'Welcome', 'Absentee' (with 4 items), 'TO WORKFLOWS', 'VerzuimExpert - Zwangerschap', 'TO WORKFLOWS', 'Search file', 'EXTENDED SEARCH', 'Organisational structure', 'Task overview', 'Overdue' (with 1 item), 'Open' (with 2 items), 'Upcoming week' (with 1 item), 'Koperwiek, P.', 'Own task: Plan van aanpak', 'TO TASKS', 'Recently visited', 'Secure messages', and 'ALL MESSAGES'.

You will be redirected to the screen shown below:



- Home
- 📄 Reports
- 🏢 Department
- 🔍 Questions [↗](#)
- ⚙ Settings
- 🔙 Collapse
- 🔌 Log off

Employee ⊙

Personal details

Personnel number

Civil service number registration Register civil service number (CSN).

Surname *

Prefixes

Known as

Initials *

Gender * Unknown ▼

Date of birth *

Partner Enter name partner

Address

Country Netherlands ▼

Postal code

House number

Extra address line

Street

City

Step 3

Fill in the required fields (with the red asterisk). To enter the civil service number, you must first tick the selection box next to 'Register civil service number (CSN)'. You can then enter the civil service number and specify why you are adding the civil service number.

At 'CNS verification' you fill in whether you have checked if the civil service number is valid:

Civil service number (CSN) *

Reason for registration *

CSN verification *

- Do not record verification
- Other
- Driving license
- Identity card
- Passport
- Immigration document
- Alien's passport
- Passport with residence permit
- Verblijfs document A
- Verblijfs document B
- Verblijfs document C
- Verblijfs document D
- Verblijfs document E

Surname *

Prefixes

Known as

Initials *

Gender *

Date of birth *

If you want to register employees with both their own name and the partner name, tick the box next to 'Enter partner name'. You can then fill in the fields and indicate under 'Name use' which name should be used in the correspondence.

Partner Enter name partner

Surname partner

Prefixes partner

Name use *

Step 4

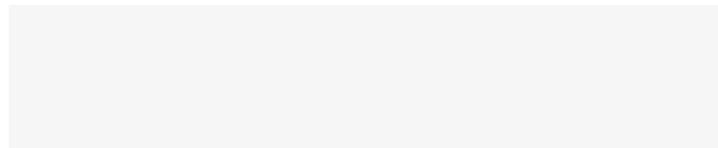
After the general information, fill in the address details:

- Enter the surname, initials, gender, the zip code (without spaces) and house number. The address should appear automatically.
- Enter the telephone number at 'Telephone work' and/or 'Telephone Mobile'. This information is not required, but is very useful regarding reachability.
- Enter the email address at 'Email address work'. Although this is also not mandatory, it may be useful in, for example, scheduling a consultation.

Please make sure not to enter any medical or privacy sensitive information in the note field.

Note

Note



Step 5

You can then fill in the details about the employment contract:

- Fill in the mandatory information regarding the employment contract: starting with the department.
- If no standard department has been entered yet, click on '+ Add department' to add a department.
- When entering a department code, choose a 4-digit code. You are free to choose any 4-digit code.


Employments

Employment 1

Employer Testomgeving

Location ---

Department *

Start date * 03/01/2022 

Show end date

Job category * Algemeen

Position *

Afwijkend Sector, payroll tax number or risk premium group differ from employer.


Sector 11. Elektrotechnische industrie

Payroll tax number

Risk premium group 01

Type of employment Geen bijzonderheden

Number of hours 0.00

Wage definition  * Gross monthly wage € 0.00

No risk policy Is there question of a special employment that the Dutch Sickness Benefits Act applies to? (see website UWV for more information)

- If your contact person is not known, enter a '!' or '*' and click on 'Save'.
- Enter the start date of the employment next. The system will automatically display the current date. It is important that you enter the correct start date. The date of reporting sick must always be after the start date of employment. You can change the date by clicking on the calendar:

Start date *

17/01/2022




- To fill in 'Job category' and 'Position' Bij 'Functiegroep' en 'Functie' click on the arrows and select one of the options from the drop-down menu:

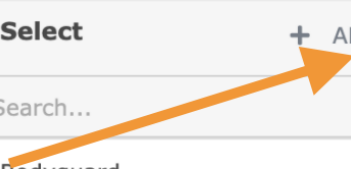
Job category *

Algemeen

Position *

- If the correct position is not in the menu, you can add it by clicking on '+ Add new item':

Job category *	Algemeen
Position *	
Afwijkend	Select + ADD NEW ITEM
	Search... 
Sector	Bodyguard



- Fill in the new function name with an accompanying code. You are free to come up with a code or enter standard numbering.

Add new position

Name *

Code *

- Then, click on the button 'Add'. Finally, you can save the information by clicking 'Save'.