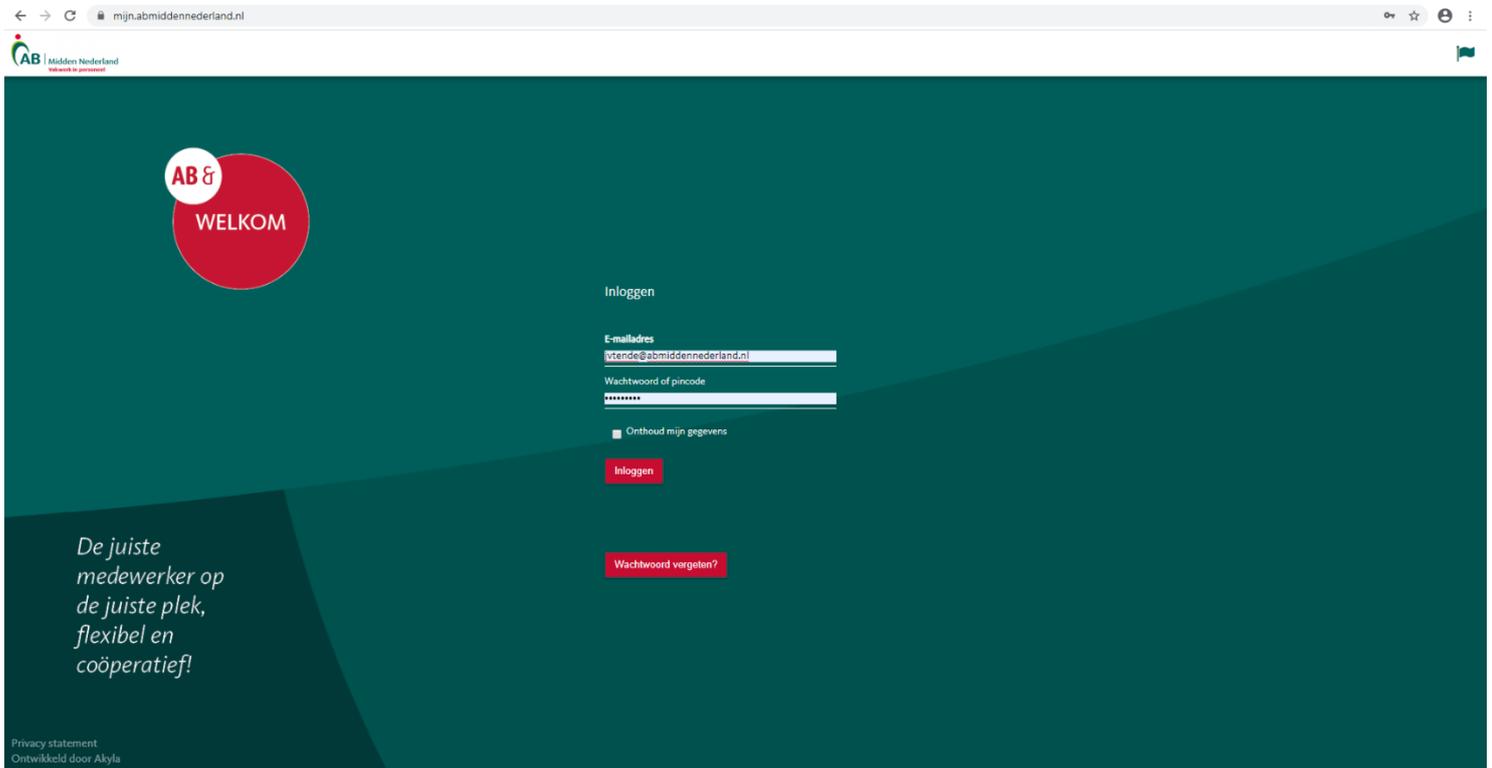


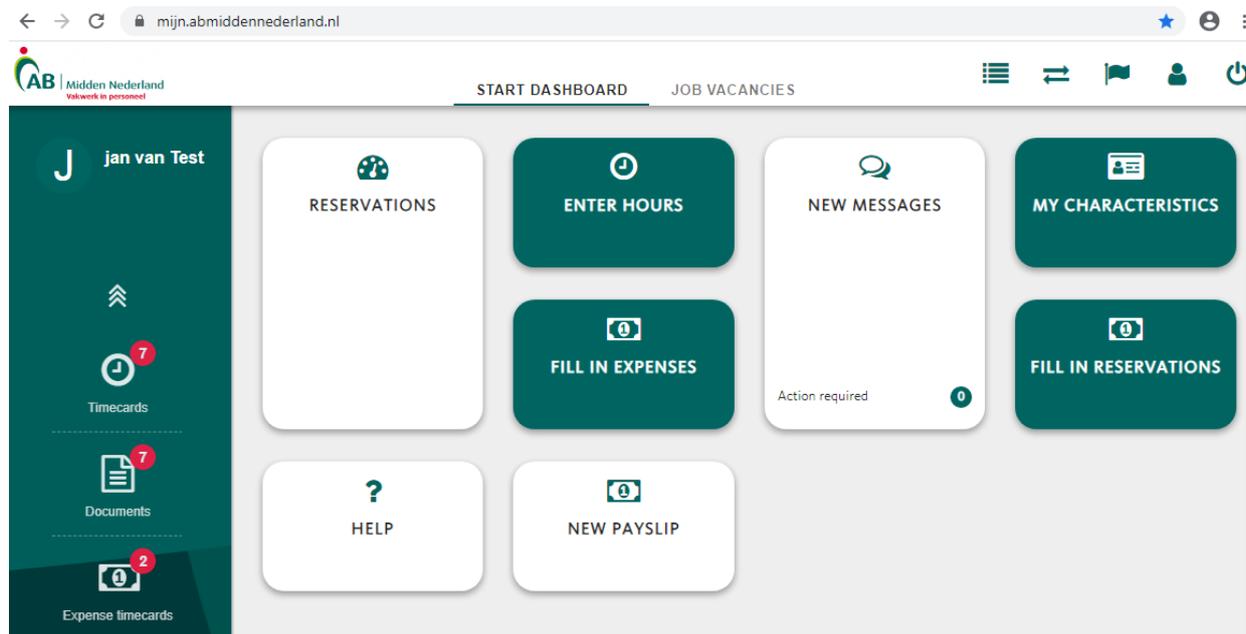
Mijn AB – mijn.abmiddennederland.nl

A short manual on how to fill in the timecards at Mijn AB



1. Filling in hours at AB Midden Nederland platform

“Mijn AB” is a platform at AB Midden Nederland. This platform enables data processing, like hours you have worked. This manual explains how to fill in hours.



Mijn AB – mijn.abmiddennederland.nl

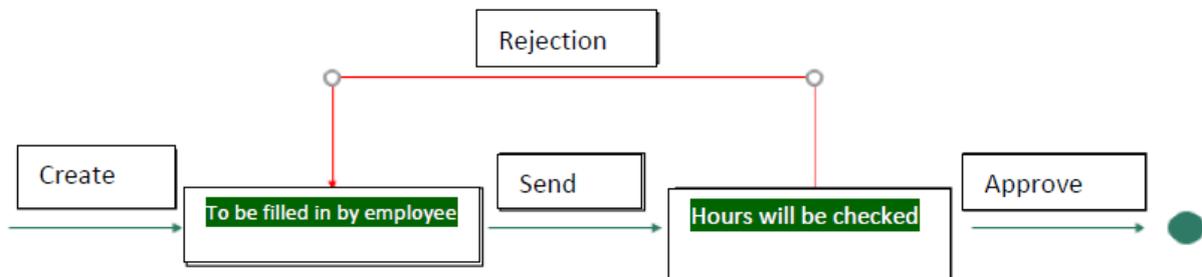
1. Filling in hours

There are 4 ways of entering hours and the way you have depends on the way the company you are assigned to sends hours to AB. In some cases, at some companies, our employees are enabled to fill in the hours on their own and at other, the clients do that themselves.

This means that when you are assigned to one company, you might have to enter the hours on your own, but when working at another client, it will no longer be necessary. This is because the clients had the possibility to choose 1 of 4 options:

- 1) The customer (our client) has its own hours report which they can process themselves or send to AB Midden Nederland;
- 2) The employee fills in the worked hours and the client needs to check and approve them;
- 3) The client fills in and processes your hours;
- 4) Employee sends the hours to AB Midden Nederland and the office checks and approves them.

Below you can read which way employees may fill in their hours, if that option applies to them.



Step 1: Log in to Mijn AB or on your PC at mijn.abmiddennederland.nl.

Step 2: Click on “Enter hours” and choose the right client and the number of the week;

If you work at more than one company or if there are more assignments open, you need to choose one to fill in. The correct choice will enable you to fill in the hours of the right week.

Enter hours ✕

Oddelegowanie: *

AB Midden Nederland Houten (Medewerker Huishoudelijke Dienst) ✕

- AB Midden Nederland Houten (Medewerker Huishoudelijke Dienst)
- AB Midden Nederland Houten (Medewerker Huishoudelijke Dienst)
- AB Midden Nederland Houten (Medewerker Huishoudelijke Dienst)

Create

Enter hours ✕

Oddelegowanie: *
 AB Midden Nederland Houten (Medewerker Huishoudelijke Dienst) ▼

Okres: *
 Week 5 (27 jan. t/m 02 feb.), 2020 ✕

Week 4 (20 jan. t/m 26 jan.), 2020

Week 5 (27 jan. t/m 02 feb.), 2020

Step 3: In the first column, choose a day or days you want to fill the hours at, in the second one „Normal hours 100%”. In the next 3 ones, you need to fill in the time you began your work, end time and how long your break was. The system will now calculate the total number of hours you worked.

There is only one option: “Normal hours 100%”, without overwork percentages, because the system automatically adjusts this. For this reason, it is crucial that you fill in the „hour columns” properly.

Urenbriefje Week 3, 2020 +

Opslaan Aanbieden Excel Overig

AB Midden Nederland Houten, Week 3, Algemeen

	Begin	Eind	Pauze	Aantal
jan van Test				+
Zaterdag 18-01-2020	08:00	17:00	01:00	8,00 ✕
Totaal				8,00

Step 4: You can add more weekdays by “+”.

Step 5: Once you fill in all the hours you worked in a week, you can send them by clicking “**Send**” (Aanbieden). If you miss some hours or want to fill the timecard later, choose „**Save**” (Opslaan) and send the timecard later.



2. Filling in Reservation timecards

If an employee takes time off (days or single hours) and he or she wants to have money paid out (from his own built reserves), he or she has to let us know. Based on the number of hours one has built, they will be able to get their hours paid. Here's how to do it.

It's a similar way of filling in reserved hours as worked hours.

Step 1: Choose “Reservation timecards” (this window is only available when an employee has any holiday hours built).

Step 2: Choose the week you wish to fill the hours to be paid.

Vakantie-uren invullen

Periode: *
Week 5 (27 jan. t/m 02 feb.), 2020

Aanmaken

Step 3: Fill in the number of “reserve hours” on a day that you want those to be paid out. Please notice: you may not fill in more hours than the “Current balance” (tijdelijk saldo) shows.

Reserveringsbriefje Week 2, 2020

Opslaan Goedkeuren Plaats hier uw opmerking Overig

Week 2 (06 jan. t/m 12 jan.), 2020	Ma 06-01	Di 07-01	Wo 08-01	Do 09-01	Vr 10-01	Za 11-01	Zo 12-01	Week totaal
Vakantie uren 100%	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Totaal	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Reserveringsaldo Status Kolommen

Reservering	Tijdelijk saldo	Ingegeven saldo
Vakantie uren	9,34	9,34

Step 4: If you finished filling in the hours, you may send them now. Click on “Approve” (Goedkeuren). If you wish to make some changes later on, choose “Save” (Opslaan) and send the timecard later.



Please notice: even if you fill in the reservation cards on your own, we still need to receive the Application of leave from you!



Verlofaanvraag
Podanie o urlop
Leave application

Naam medewerker / Employee's name / Imię i nazwisko pracownika:

.....

Naam bedrijf / Name of the company / Nazwa zakładu pracy:

.....

Kantoor / Office / Biuro:

- Houten Bunschoten Barendrecht
 Sliedrecht Veenendaal Zaltbommel

Soort verlof / type of leave / Rodzaj urlopu:

- Vakantie / Holidays / Wakacje
 Onbetaald verlof / unpaid leave / urlop bezpłatny
 Anders / other / Inne:

Mijn laatste werkdag voor mijn verlof is: / My last working day for my leave is: /

Moim ostatnim dniem pracy przed urlopem jest:

Mijn eerste werkdag na mijn verlof is: / My first working day after my leave is: /

Mój pierwszy dzień roboczy po powrocie:

Het is mij bekend dat de zorgverzekering gedurende mijn gehele contractperiode doorloopt, ook tijdens mijn verlof en dat de wekelijkse premie hiervoor wordt ingehouden op mijn salaris.

I know, that my health insurance continues throughout the whole duration of my employment contract, also when I'm on a leave and that weekly premiums will be withheld from my salary for the insurance.

Widomo mi, że moje ubezpieczenie zdrowotne trwa przez cały okres ciągłości mojej umowy o pracę, również podczas urlopow oraz, że cotygodniowe składki na to ubezpieczenie będą pobierane z mojej wypłaty.

Handtekening voor akkoord / signature
for approval / Podpis zakładu pracy

Handtekening werknemer / employee's
signature / Podpis pracownika

.....

Datum / date / data:

3. Filling in current expenses cards

If you have made any additional expenses in connection with your work and you have the right to get those back, you need to fill in a separate timecard, not in the same timecard which you use for the worked hours.

It's a similar way of filling in expenses cards as for the worked hours. The only difference is component.

Fill in expenses ✕

Assignment: *
AB Midden Nederland Houten (Medewerker Huishoudelijke Dienst) ▼

Period: *
Week 4 (20 jan. t/m 26 jan.), 2020 ▼

📄 Create

Step 1: Go to “Fill in expenses” and choose the correct Assignment and Period;

If you work at more than one client or if you have more assignments, please choose the correct one to fill in the components.

Expense card Week 5, 2020 ✕

📄 Save ▶ Offer 📄 Excel ⋮ Miscellaneous

AB Midden Nederland Houten, Week 5, Algemeen	Mon 27-01	Tue 28-01	Wed 29-01	Thu 30-01	Fri 31-01	Sat 01-02	Sun 02-02	Weekly total
jan van Test +								
Select a component ▼	0,00	0,00	0,00	0,00				0,00 ✕
Total	0,00	0,00	0,00	0,00				0,00

Step 2: Based on your assignment and if you have right to get some expenses back, the components are available in your card (e.g. kilometres). If there are no components, it means that you don't have the right to get expenses paid back.

Step 3: You can add more days of the week by clicking “+”.

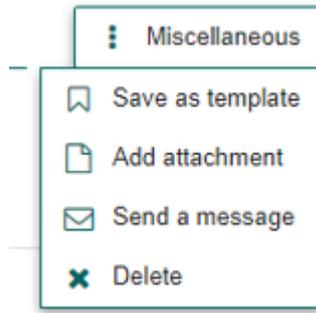
Step 4: Once you have filled the components, you and send the card. Click “**Send**”. If you wish to fill more details later on, click “**Save**” and send it later.

4. Practical information – Templates for multiple use

It is possible to use declaration templates, which you can use more often if you work at the same client and work the same number of hours every week.

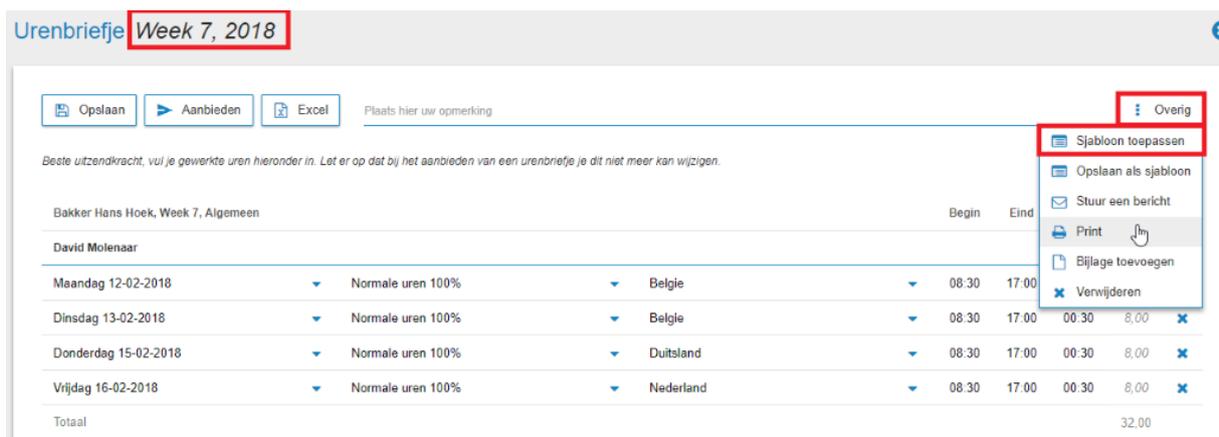
Step 1: Open new declaration en fill in the hours you worked, other necessary components and projects, if applicable.

Step 2: Choose “Miscellaneous” and then “Save as template”.



A copy of the declaration will be saved so that you can open it other time.

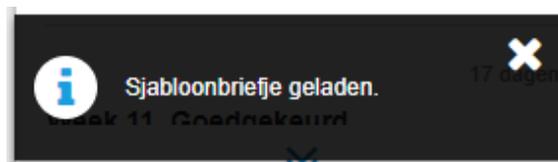
Step 3: Open a new declaration and “Miscellaneous” and then “Use template” (*Sjabloon toepassen*).



The screenshot shows the 'Urenbriefje' interface for 'Week 7, 2018'. At the top, there are buttons for 'Opslaan', 'Aanbieden', and 'Excel'. Below these is a text area for 'Plaats hier uw opmerking'. The main content area displays a table for 'David Molenaar' with columns for date, rate, location, and hours. The table shows entries for Monday, Tuesday, and Thursday, each with 8.00 hours. A total of 32.00 hours is shown at the bottom. On the right side, there is a dropdown menu titled 'Overig' with options: 'Sjabloon toepassen', 'Opslaan als sjabloon', 'Stuur een bericht', 'Print', 'Bijlage toevoegen', and 'Verwijderen'. The 'Sjabloon toepassen' option is highlighted with a red box.

				Begin	Eind			
Beste uitzendkracht, vul je gewerkte uren hieronder in. Let er op dat bij het aanbieden van een urenbriefje je dit niet meer kan wijzigen.								
Bakker Hans Hoek, Week 7, Algemeen								
David Molenaar								
Maandag 12-02-2018	▼	Normale uren 100%	▼	Belgie	▼	08:30	17:00	
Dinsdag 13-02-2018	▼	Normale uren 100%	▼	Belgie	▼	08:30	17:00	00:30 8,00 ✕
Donderdag 15-02-2018	▼	Normale uren 100%	▼	Duitsland	▼	08:30	17:00	00:30 8,00 ✕
Vrijdag 16-02-2018	▼	Normale uren 100%	▼	Nederland	▼	08:30	17:00	00:30 8,00 ✕
Totaal								32,00

The hours you had saved before, will be taken over in the declaration you opened. You will receive the following notification, saying: “Template has been loaded”. You may still change the declaration before it will definitely be saved.



Help at “Mijn AB” platform

You can find a “Help” button at Dashboard. You may describe your question and send it to us. You will receive an answer within 5-7 days.

