

AFAS INSITE MANUAL

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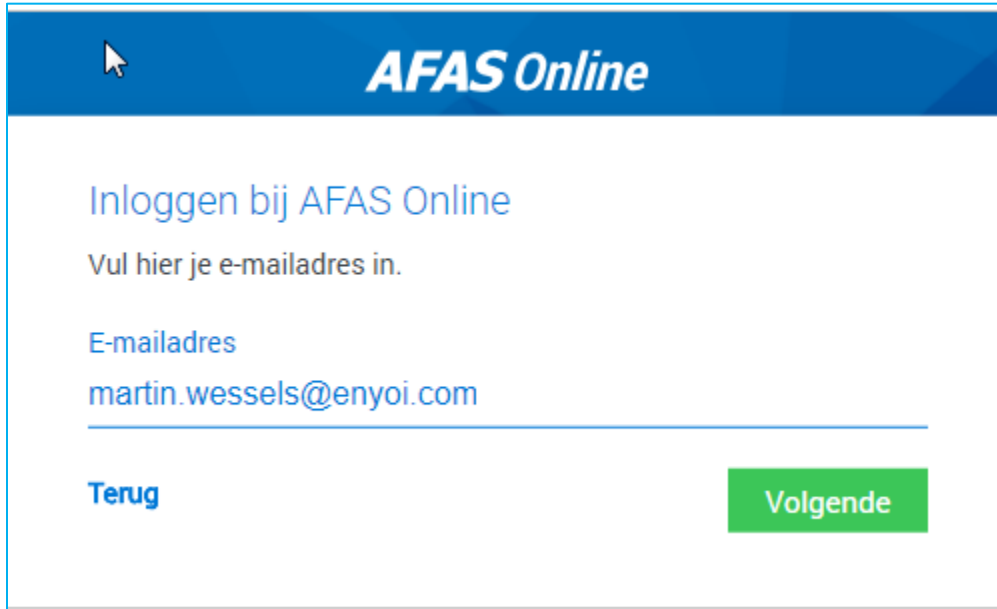
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1. Access to Afas InSite and Afas Pocket app

1.1 Creating an account

If you are logging in for the first time, you need to create an account.

Go to the website www.afasonline.nl (you can do this anywhere you have internet access)

The screenshot shows the AFAS Online login interface. At the top is a blue header with the "AFAS Online" logo. Below the header, the text "Inloggen bij AFAS Online" is displayed. Underneath, it says "Vul hier je e-mailadres in." followed by a text input field containing "E-mailadres" and "martin.wessels@enyo.com". At the bottom left is a blue link labeled "Terug", and at the bottom right is a green button labeled "Volgende".

AFAS Online

Inloggen bij AFAS Online

Vul hier je e-mailadres in.

E-mailadres
martin.wessels@enyo.com

[Terug](#) [Volgende](#)

Enter your email address.

This is usually the private email address you gave to the HR department when you joined the company. If you are in a supervisory position, this is your business email address.

If in doubt, you can ask the HR department which email address you need to use to log in.

Click on "Volgende"

You will see a message that you have not yet registered. Click on "Aan de slag!"

The screenshot shows a message from AFAS Online. It has a blue header with the "AFAS Online" logo. Below the header, it says "Hoi!" followed by "Welkom op AFAS Online!". The main text reads: "Je bent zo te zien nog niet aangemeld voor de nieuwe inlogmethode met twee-factor-authenticatie. **Geen probleem!** Met een paar snelle stappen is dit zo geregeld!". At the bottom left is a blue link labeled "Terug", and at the bottom right is a green button labeled "Aan de slag!".

AFAS Online

Hoi!

Welkom op AFAS Online!

Je bent zo te zien nog niet aangemeld voor de nieuwe inlogmethode met twee-factor-authenticatie. **Geen probleem!** Met een paar snelle stappen is dit zo geregeld!

[Terug](#) [Aan de slag!](#)

AFAS Online

Aanmelden stap 1 van 6 - E-mailadres bevestigen

E-mailadres bevestigen

Om te bepalen of jij toegang hebt tot het e-mailadres, hebben we een e-mail met bevestigingscode verzonden naar

`martin.wessels@envoi.com`

Vul de bevestigingscode hieronder in.

Bevestigingscode

360500

[Verstuur e-mail opnieuw](#)

[Terug](#)

[Volgende](#)

You will receive an email message with a code at the email address you just entered. Enter the code and click on “Volgende”.

Did you not receive a code? Please check your spam folder to see if the code has been received with unwanted email and ask the HR department which email address you need to use to log in.

AFAS Online

Aanmelden stap 2 van 6 - Naam en wachtwoord

Naam en wachtwoord

Vul hier je naam in en bedenk een lang wachtwoord!

Naam

Martin Westels

Wachtwoord

.....

✓ Minimaal 12 tekens (nu nog 0)

Terug

Volgende

Choose a strong password and enter it.

Your password must be at least 12 characters long, must not have been used before and must not contain part of your email address.

Click on “Volgende”.

AFAS Online

Aanmelden stap 3 van 6 - Telefoonnummer

Telefoonnummer

Goedemiddag **Martin Wessels!** Vul hier je telefoonnummer in. Dit nummer gebruiken we voor accountbeveiliging en -herstel. Het nummer moet geschikt zijn voor het ontvangen van SMS.

 ▼

0612345678



Terug

Volgende

Enter your telephone number if it does not appear automatically.

If you enter a telephone number manually, this will not be saved with your personal data in Afas.

Click on “Volgende”.



AFAS Online

Aanmelden stap 4 van 6 - Telefoonnummer bevestigen

Telefoonnummer bevestigen

Vul hier de bevestigingscode in die met SMS verzonden is naar
+31612345678

Bevestigingscode

818247

[Verstuur SMS opnieuw](#)

[Terug](#) [Volgende](#)

Confirm the code you receive on your phone.

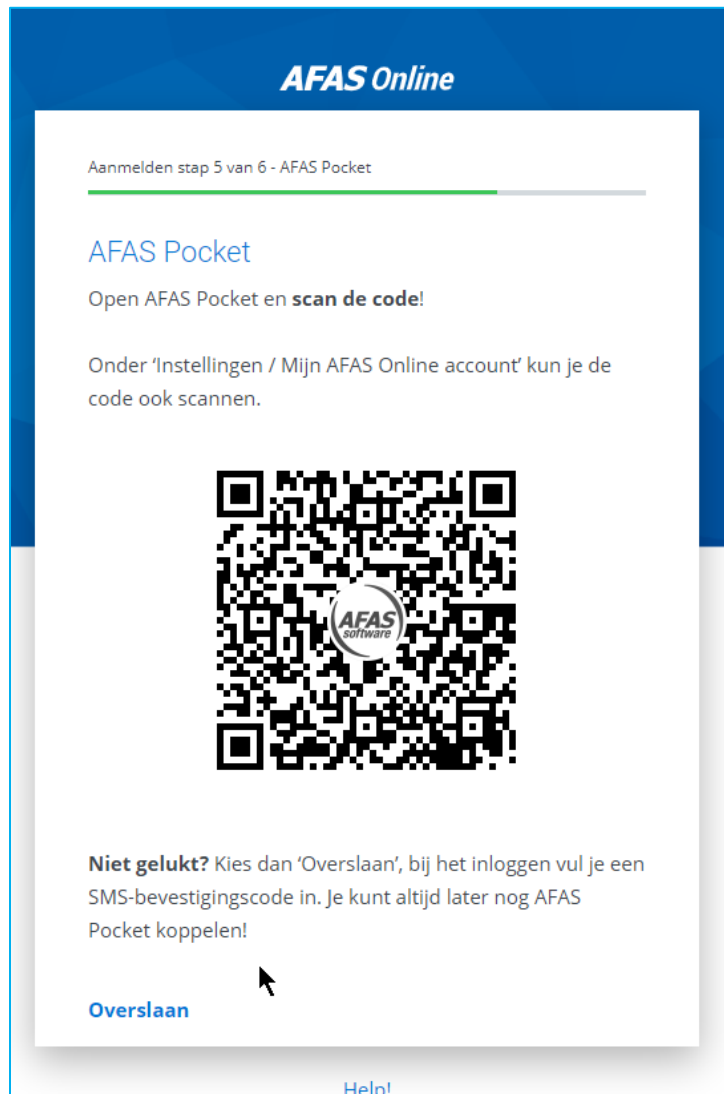
And click on “Volgende”.

1.2 Afas Pocket

You can now install and link Afas Pocket.



Download and install the Afas Pocket app, available in the App Store or Google Play Store. In Afas Pocket, click on: Ik heb een QR code. Give permission to use the camera and scan the QR code to link your Afas account to your Pocket app.



Click on Ja to link directly.

Aanmelden stap 5 van 6 - AFAS Pocket

AFAS Pocket

Door AFAS Pocket te gebruiken, hoef je als twee-factorauthenticatie geen bevestigingscode in te vullen bij het inloggen op AFAS Online. Gebruik je geen AFAS Pocket, dan vul je bij het inloggen een SMS bevestigingscode in.

AFAS Online wachtwoord

Verificatie via AFAS Pocket

Toegang

email@adres.nl

Inloggen

+

AFAS pocket

Ben jij het echt?

✓

✗

=

Gelukt!

Heb je AFAS Pocket op je telefoon geïnstalleerd?

[Ja](#)[Nee](#)

You will receive a message that your registration was successful and you can log in.

AFAS Online

Aanmelden stap 6 van 6 - AFAS Pocket

Gelukt!

Je nieuwe AFAS Online account is gekoppeld aan AFAS Pocket! Dit was de laatste stap, je bent nu helemaal klaar om veilig in te loggen op AFAS Online.

Inloggen

1.3 Changing login details

You can change your password and phone number on afasonline.nl.

Go to Instellingen.

You can change your name and telephone number under account details by clicking on Wijzigen (note that this only changes your name and telephone number in the Portal for logging in, not in Afas InSite).

Apps **Instellingen**

Instellingen

Accountgegevens
AFAS Pocket
Voorkeuren

Accountgegevens
Naam John Richards [wijzigen](#)
E-mailadres peter.vanstaveren@afas.nl
Telefoonnr. +31622606759 [wijzigen](#)

Wachtwoord wijzigen

You cannot change your email address here; this must be done in Afas InSite.

If you have entered a new email address, you must go through the steps again at www.afasonline.com, see section 1.1.

If you want to change your email address or other personal data, you can do this when you are logged in to Afas InSite, see chapter 5.

1.4 Forgotten password

Go to www.afasonline.com and click on “Wachtwoord vergeten”.

AFAS Online

Inloggen bij AFAS Online

K

Wachtwoord

Wachtwoord vergeten?

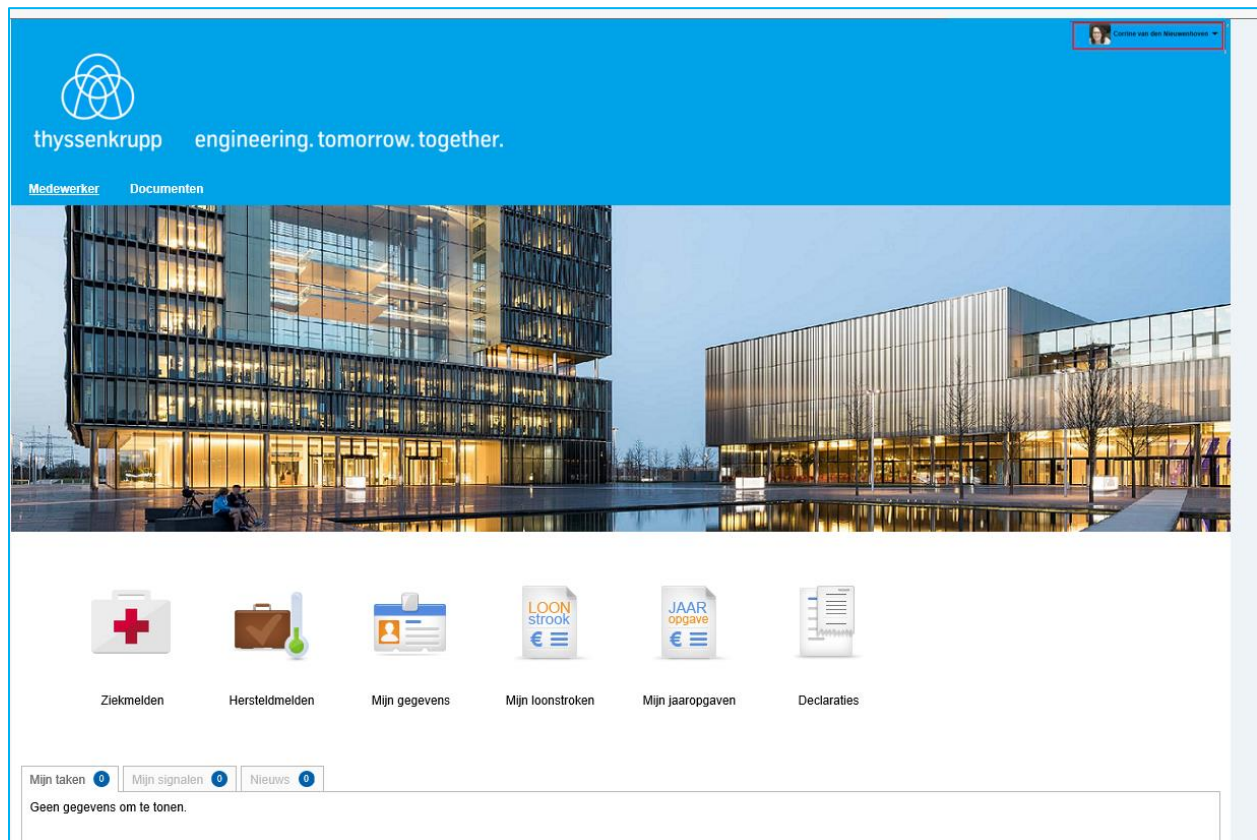
Inloggen

[Problemen met inloggen?](#)

1.5 Logging in

Go to the website <https://45349.afasinsite.nl>

Enter your email address and password and click on Inloggen. Enter the code you receive on your phone and you will see this screen:



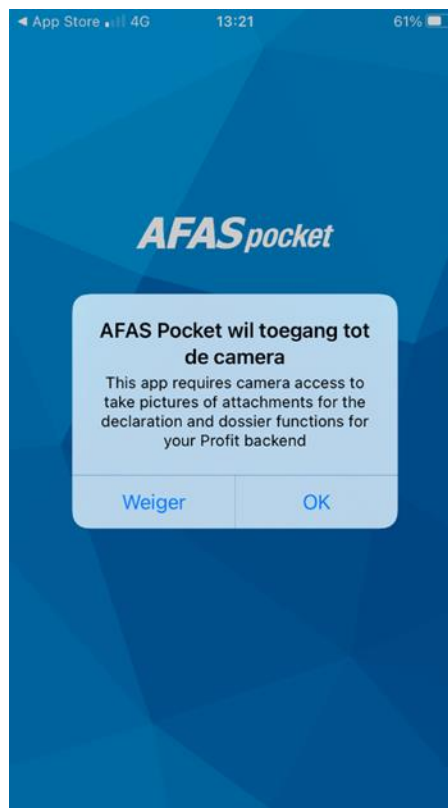
If you are logged in, you will see your name at the top right. Never forget to log out. To do this, click on your name and select Uitloggen.

1.6 Afas Pocket app on a new phone

If you are going to install the Afas Pocket app on a new / second phone, then walk through the following steps.



Download and install the Afas Pocket app, available in the App Store or Google Play Store. Open the app.



Click on “Anders aanmelden”.



E-mailadres of gebruikersnaam

Omgevingssleutel

Aanmelden

[Ik heb een QR-code](#)

[Help! Het lukt niet..](#)

Give access to your camera and scan the QR-code to link your Afas account to your Pocket app.

Enter your personal email address.

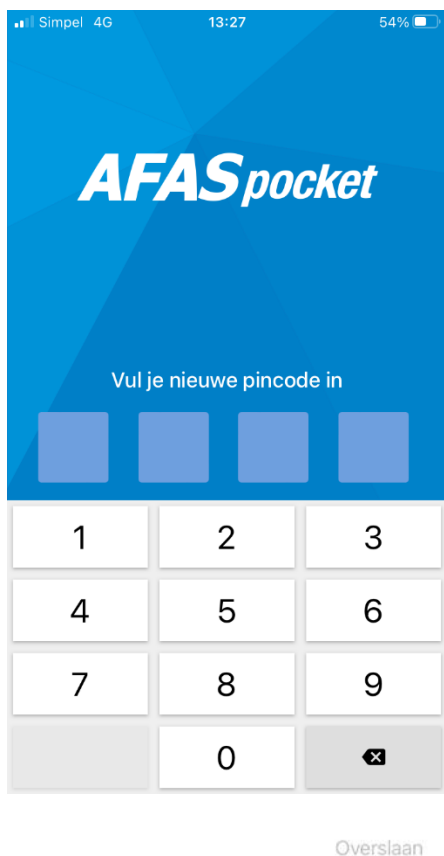
Enter the next code at Omgevingssleutel: HB7WZW

Click on “Aanmelden”.

Open your email for the activation code?

Did you not receive a code? Please check your spam mailbox to see if you received the code by unwanted emails and ask the HR department which email address you should use to log in.

Enter the activation code and create a new pin code (4 digits).



AFAS *pocket*

Vul je nieuwe pincode in

1 2 3

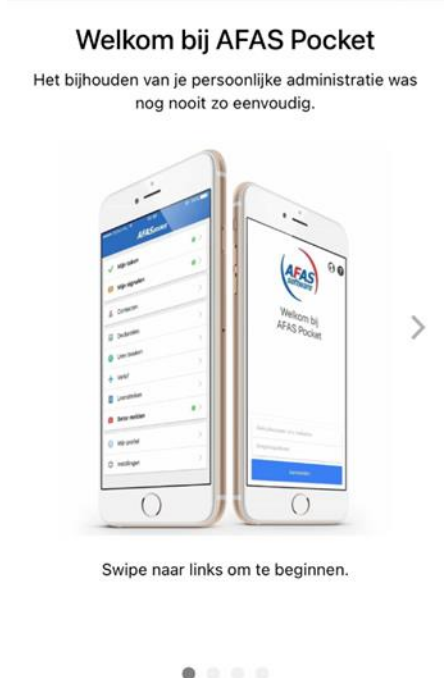
4 5 6

7 8 9

0

Overslaan

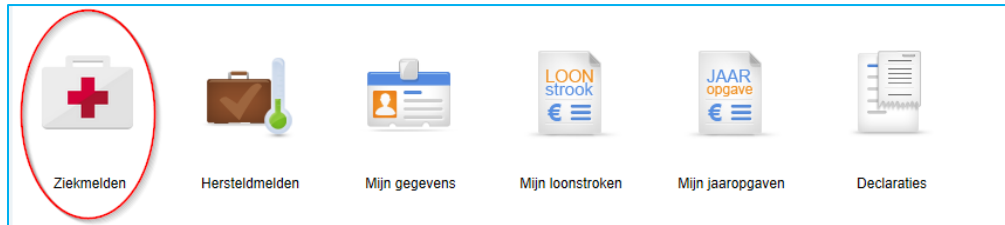
You have to enter your password twice to make sure you enter the same pin code as the first time.



Swipe to the left until the last page and click on “Klaar”.

2. Reporting sick

Click on the first aid kit icon to call in sick.



This takes you to the following screen

The screenshot shows the 'Aanmaken ziekmelding' form. At the top, it says 'Corrine van den Nieuwenhoven (1000265)'. Under the 'Ziekmelding' section, there are fields for 'Begindatum/-tijd' (03-03-2021, 09:00), 'Verwachte einddatum' (empty, with a calendar icon and an asterisk), and 'Aanwezig eerste dag' (0:00). The 'Soort' dropdown is set to 'Ziek'. Under the 'Overige' section, there is a 'Vervanger' field (empty, with a three-dot menu icon) and a large 'Opmerking' text area. An 'Aanmaken' button is at the bottom right.

You then need to fill in the following fields here:

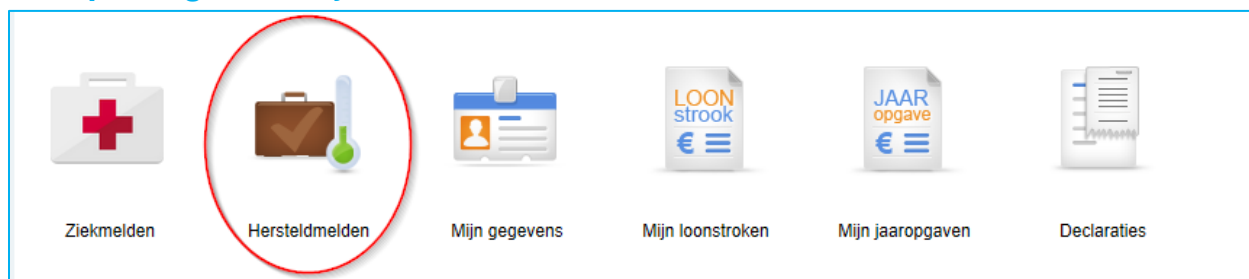
- Start time of reporting sick, whether you had worked on the 1st day of reporting sick.
- Expected end date, when you expect to return to work.

Supervisors can use the substitute field to designate another supervisor who will receive all AFAS notifications from their employees while they have reported sick. This can be done in the substitute field. Add any instructions for this substitute in the comments field.

Then click on Aanmaken and your sick report is registered.

Attention, you must always report sick to your supervisor personally.

3. Reporting recovery



Click on the “Hersteldmelden” button and you will get this screen:

Aanmaken betermelding
Corrine van den Nieuwenhoven (1000265)

Ziekte afsluiten

Begindatum/-tijd	02-06-2020		00:00
Einddatum/-tijd	10-05-2020		00:00
Reden afsluiten	Hersteld		
Totaal uren verzuim	0:00		

[Bevestigen](#)

You must enter the date when you are recovered here. Click on “Bevestigen”.

Please note! employees of Metals: if you want to trade in your holidays for your “Not sick bonus”, please submit a leave request via Pronet immediately!

4. Updating illness progress, for supervisor

When an employee reintegrates, he or she may sometimes not yet work full days immediately, but may begin with a few hours a day, for example. An employee or supervisor cannot enter this into Afas InSite themselves. This must be forwarded to the HR department by the supervisor.

5. My data

My data is easiest to access via the Medewerker drop-down menu,

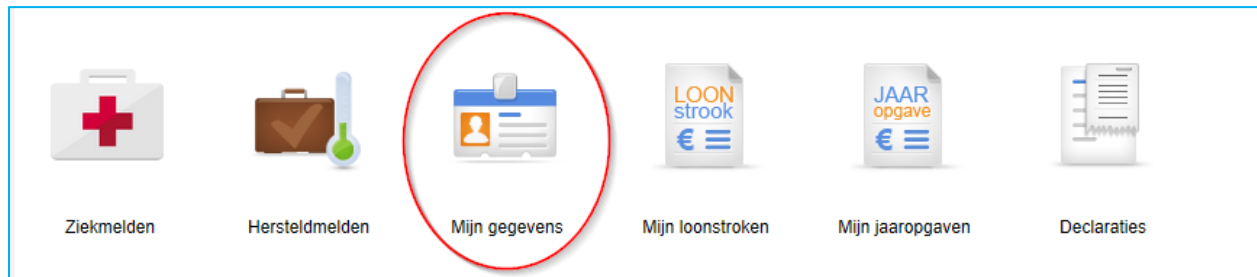


Move your mouse to Mijn gegevens (do not click on it) and the following screen will appear:



Here you will find all kinds of information about your employment at tkMN, for example about your contract, your salary, your position and your personnel file.

Clicking on the Mijn gegevens icon will take you to “Mijn Personalia” where you can enter and change your mobile phone number, your private email address and your emergency contact.



The HR department checks changes that fall under Mijn gegevens. This is because some changes may affect salary components (e.g. moving house - commuting allowance).

5.1 Changing address

Move your mouse over “Medewerker” in the top left corner until the menu opens up, go to “Mijn gegevens” and then select “Verhuizing doorgeven” from the following drop-down menu



Geef hier je verhuizing door
Corrine van den Nieuwenhoven (1000265)

Adres

Begindatum  

Land  Nederland

Postcode + huisnummer

Straat

Huisnummer

Toev. aan huisnr.

Postcode

Woonplaats

Fill in your information and click on “Aanmaken”.

5.2 Changing bank account number

Move your mouse over “Medewerker” in the top left corner until the menu opens up, go to “Mijn gegevens” and then select “Bankrekening wijzigen” at the bottom of the following drop-down menu.



Salarisrekening wijzigen (ESS)

Beste Koen, na het wijzigen van onderstaande gegevens voeg je onder het kopje bijlage ter controle een [kopie van de bankpas](#) toe.

Bankgegevens

Land van de bank ... Nederland

BIC-code

IBAN-nummer

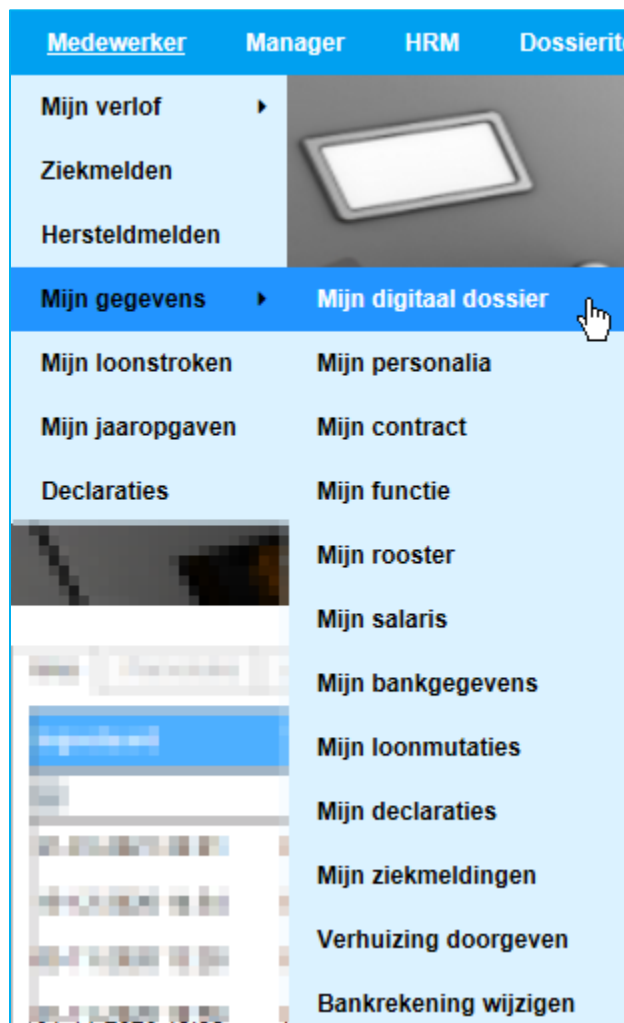
Bijlage

Bijlage(n) ▼ *

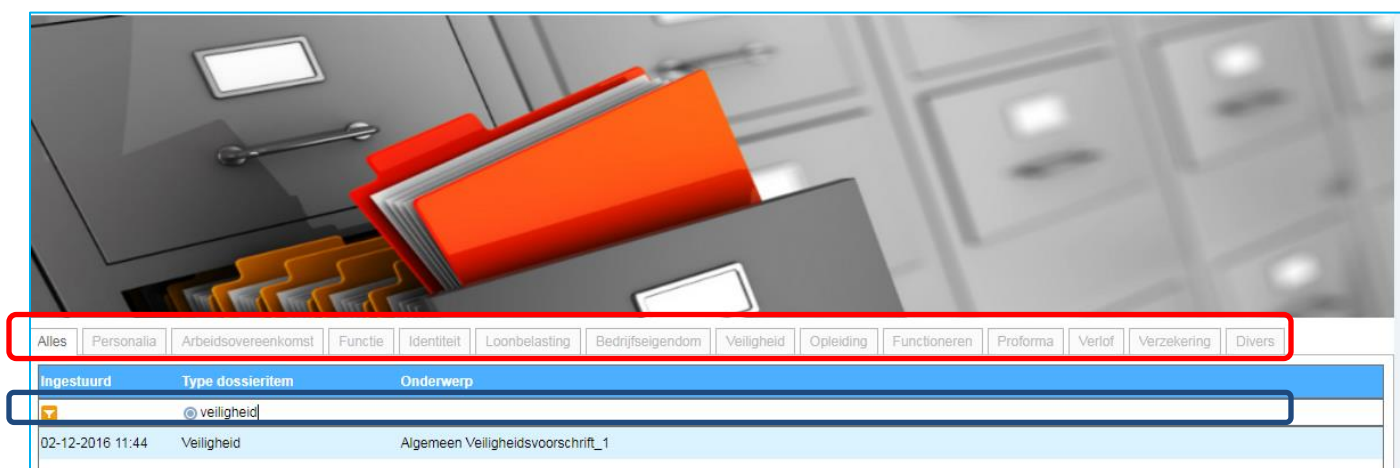
Enter your new IBAN number and attach a copy of your bank card under Attachment. Click on “Aanmaken”.

5.3 Personeel file

Move your mouse over “Medewerker” in the top left corner until the menu opens up, go to “Mijn gegevens” and then select “Mijn digitaal dossier” at the top of the following drop-down menu.

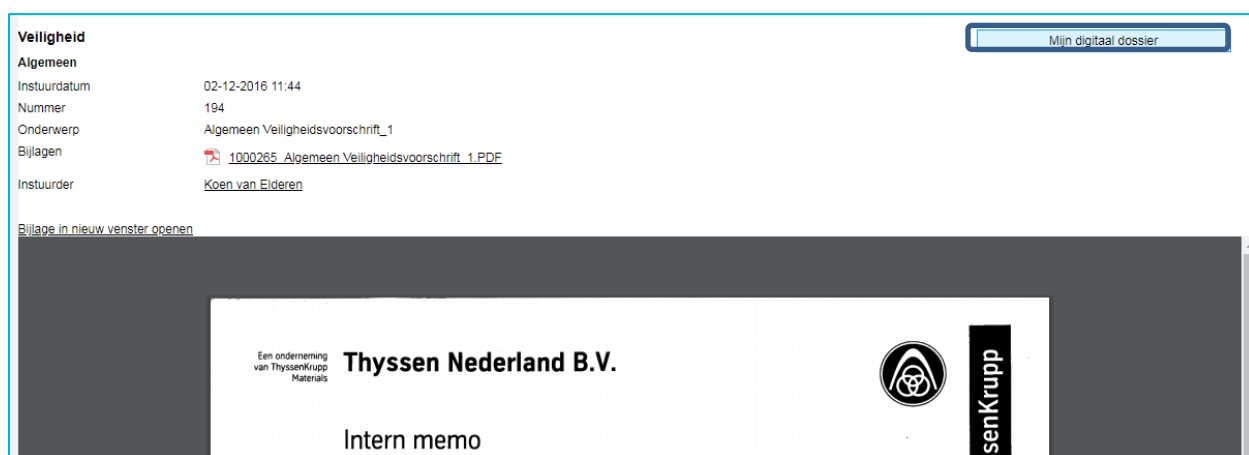


You will now see this screen:



These folders contain the digitally saved data from your personnel file.
Clicking on the tab will display all the lines of documents that have been saved.

You can search in the blank line if necessary.
Double-clicking on a line opens the document.



You can go back to your personnel file with the “Mijn digitaal dossier” button in the top right corner.

You can only view documents and print them if necessary.
The HR department can add documents to your digital personnel file.

5.4 Access for supervisors

The Works Council has given permission for supervisors to have partial access to the personnel file concerning their employees.

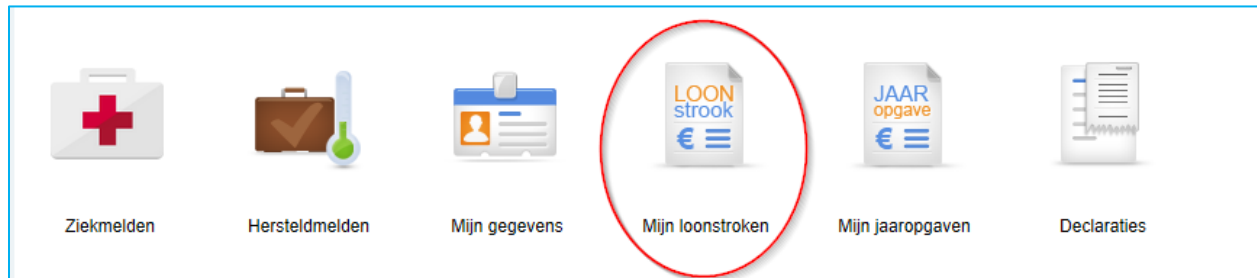
This is possible via Manager - Medewerkers:



The GDPR privacy legislation has been in force since 25 May 2018.
The information for supervisors meets this requirement.

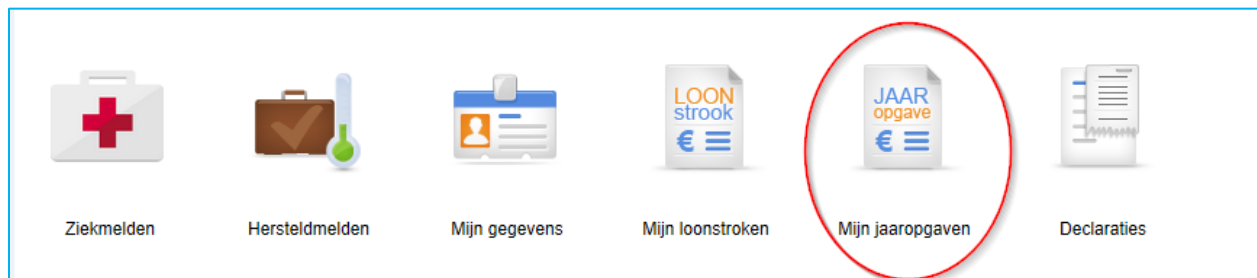
6. Pay slip

If you click on the “Mijn loonstroken” button, a list of available payslips is displayed. Your new payslip is visible on the 23rd of each month. You can click on your desired month and print it out.

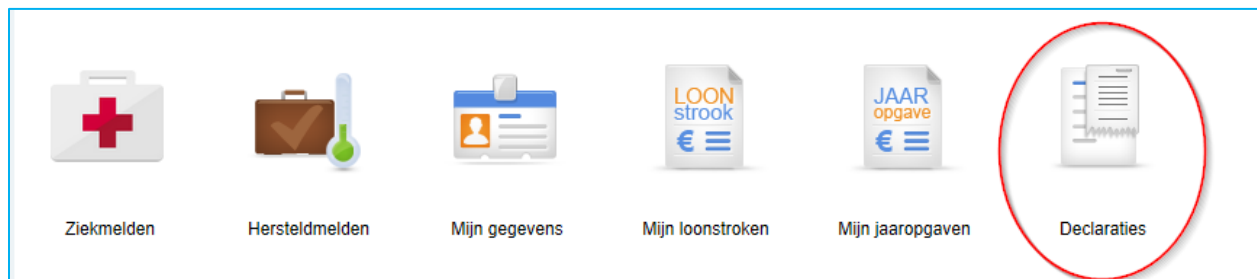


7. Annual statement

Under the “Mijn jaaropgaven” button, you can find your annual statement and print it out if desired.



8. Declaring expenses



When you click on the “Declaraties” icon, the following screen will appear

Nieuwe declaratie indienen (keuzelijst)

Bedrag declareren ▼

In behandeling Alle declaraties Salarisverwerking

Geen gegevens om te tonen.

In the dropdown menu, you can choose what you want to declare:
You only see the choices you are entitled to.

Bedrag declareren = An amount, see chapter 8.1

Kilometers declareren (dienstreis) = Kilometres (business travel), see chapter 8.2

Openbaar Vervoer (dienstreis) = public transport (business travel), see chapter 8.3

Reisuren = Travel hours, see section 8.4

Nieuwe declaratie indienen (keuzelijst)

Bedrag declareren ▲

Bedrag declareren

Kilometers declareren (dienstreis)

Openbaar vervoer (dienstreis)

Reisuren

8.1 Declaring an amount

Choose 'Bedrag declareren' and fill in the fields with an * and click Create.

Bedrag declareren

Datum declaratie

 *

Declaratie

Soort declaratie

 *

Totaalbedrag

*

Overig

Opmerking

*

Bijlagen

 Bestanden kiezen



*

WKR Categorie

Te bepalen werkgever



Aanmaken

Explanation fields:

Declaration date: enter the date on which the costs were incurred.

Type of expense claim: click on the 3 dots and choose what type of expense it is.

Total amount: enter the total amount that corresponds to the receipt.

Note: Enter here what you incurred the costs for.

Attachments: here you add a copy of the receipt.

WKR Category: you don't have to do anything here.

As soon as you have submitted an expense claim, it will be sent to the Finance department for verification and your manager for approval. You can see the status of your claim on the home screen of Declaraties.

Nieuwe declaratie indienen (keuzelijst)

Bedrag declareren



In behandeling

Alle declaraties

Salarisverwerking

Geen gegevens om te tonen.

Payment of your declaration

Only after approval of the Finance department and your manager, your claim will be paid with the next salary payment. The closing day of the salary payment is around the 10 th of the month.

8.2 Declaring business kilometres

Aanmaken kilometerdeclaratie (dienstreis)
Corrine van den Nieuwenhoven (1000265)

Datum declaratie:  *

Kilometerdeclaratie

Van: *

Naar: *

☐ Retour

Berekende kilometers:

Aantal te declareren:

Overig

Opmerking: *

Weergave route

Kaart Satelliet



Aanmaken

Enter the date when you travelled for business.

Under “Van” and “Naar”, enter the departure address and the destination address. The number of kilometres of your business trip is then automatically entered under calculated kilometres. If you tick the Retour box, Afas multiplies the number of kilometres.

Attention! You must adjust the number of kilometres to be declared if you start your business trip from home and have a commuting allowance.

For example: your commute is 15 km and your business trip is from home to a customer and then on to the office, which is a total of 60 km. You have a commuting allowance. You can then declare a total of $60 - 15 = 45$ km instead of 60 km. To finalise your declaration, click on the “Aanmaken” button.

“Vervoermiddel”: use the dropdown menu to select the means of transport you used for your business trip.

Note: enter the reason for your business trip.

To complete your declaration, click on the create button (“aanmaken”).

Your declaration will now be sent to your manager for verification.

If this declaration is submitted and approved before the 10th of the month, it will be paid out with your salary the same month. If your declaration is submitted and approved after the 10th of the month, it will be paid out with your salary the following month.

8.3 Public transport (business trip)

If you are making a business trip and travel by public transport, you can declare it here.

The screenshot shows a web form titled "Aanmaken declaratie: Openbaar vervoer (dienstreis)". It contains several input fields: "Datum declaratie" with a date picker icon, "Declaratie" with a "Totaalbedrag" field, "Overig" with a large text area for "Opmerking", "Bijlagen" with a "Bestanden kiezen" button, and "WKR Categorie" with a dropdown menu set to "Te bepalen werkgever". A blue "Aanmaken" button is at the bottom right. Yellow asterisks indicate required fields.

Datum declaratie (= Date of declaration): enter the date on which you traveled by public transport.

Declaratie (= Declaration): enter the total amount of the costs you incurred for bus, train, tram, metro.

Overig (= Other): Enter in the comment where your business trip was/reason for business trip.

Bijlage (= Attachment): attach a copy of your transport tickets/receipts.

Datum WKR Categorie (= Date WKR Category): must be left as "Te bepalen werkgever" (= Employer to be determined).

Click "aanmaken" (= create)

Once you have clicked on create, your declaration will be sent to the Finance department for verification and to your manager for approval. You can see the status of your declaration on the home screen.

The screenshot shows a form titled "Nieuwe declaratie indienen (keuzelijst)". It has a dropdown menu labeled "Bedrag declareren". Below this are three tabs: "In behandeling", "Alle declaraties", and "Salarisverwerking". The "In behandeling" tab is highlighted with a red box. At the bottom, it says "Geen gegevens om te tonen."

Payment of your declaration

Your declaration will only be paid out with the next salary payment once the Finance department and your manager have approved your declaration. The salary payment cut-off is around the 10th of the month.

8.4 Declaring travel time

Only possible in case of overtime on Saturday and/or Sunday.

Declaratie reisen
Corrine van den Nieuwenhoven (1000265)

Datum declaratie

 *

Declaratie

Aantal te declareren

*

Overig

Opmerking

Aanmaken

- Enter the date of overtime work
- Enter the number of hours using the chart below:

Travel hours *for overtime on Saturday and Sunday*

One-way distance 00-10 km	0.5 hours
One-way distance 11-30 km	1.5 hours
One-way distance 31-50 km	2 hours
One-way distance >50 km	3 hours

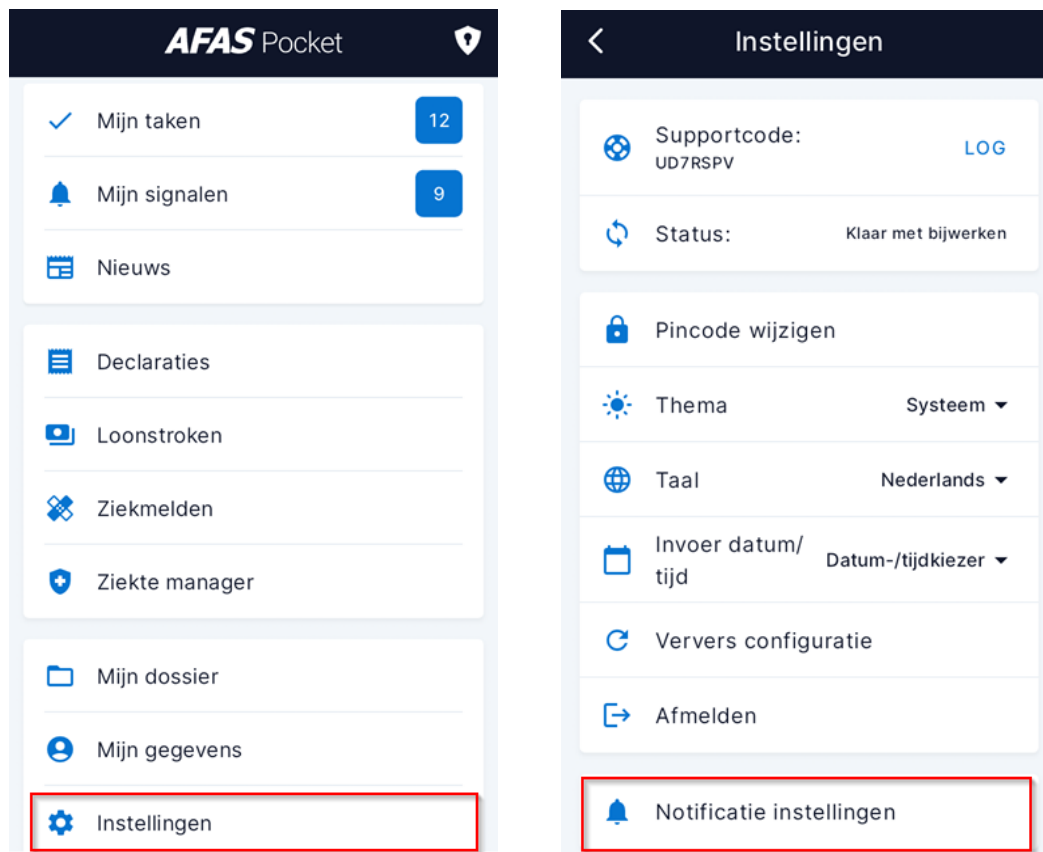
To complete your declaration, click on the create button (= aanmaken).

Your declaration will now be sent to your manager for verification.

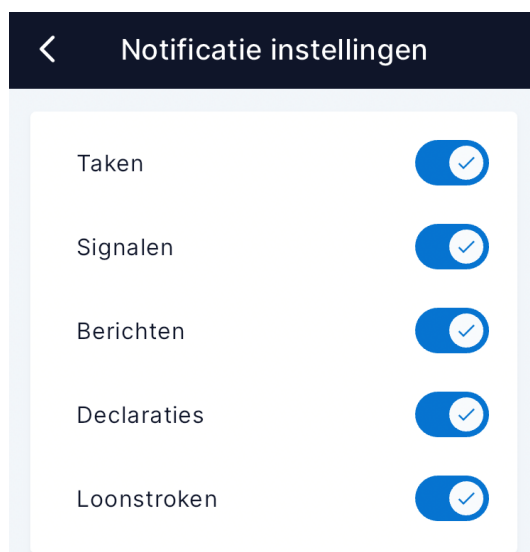
If this declaration is submitted and approved before the 10th of the month, it will be paid out with your salary the same month. If your declaration is submitted and approved after the 10th of the month, it will be paid out with your salary the following month.

9. Turn notifications on or off

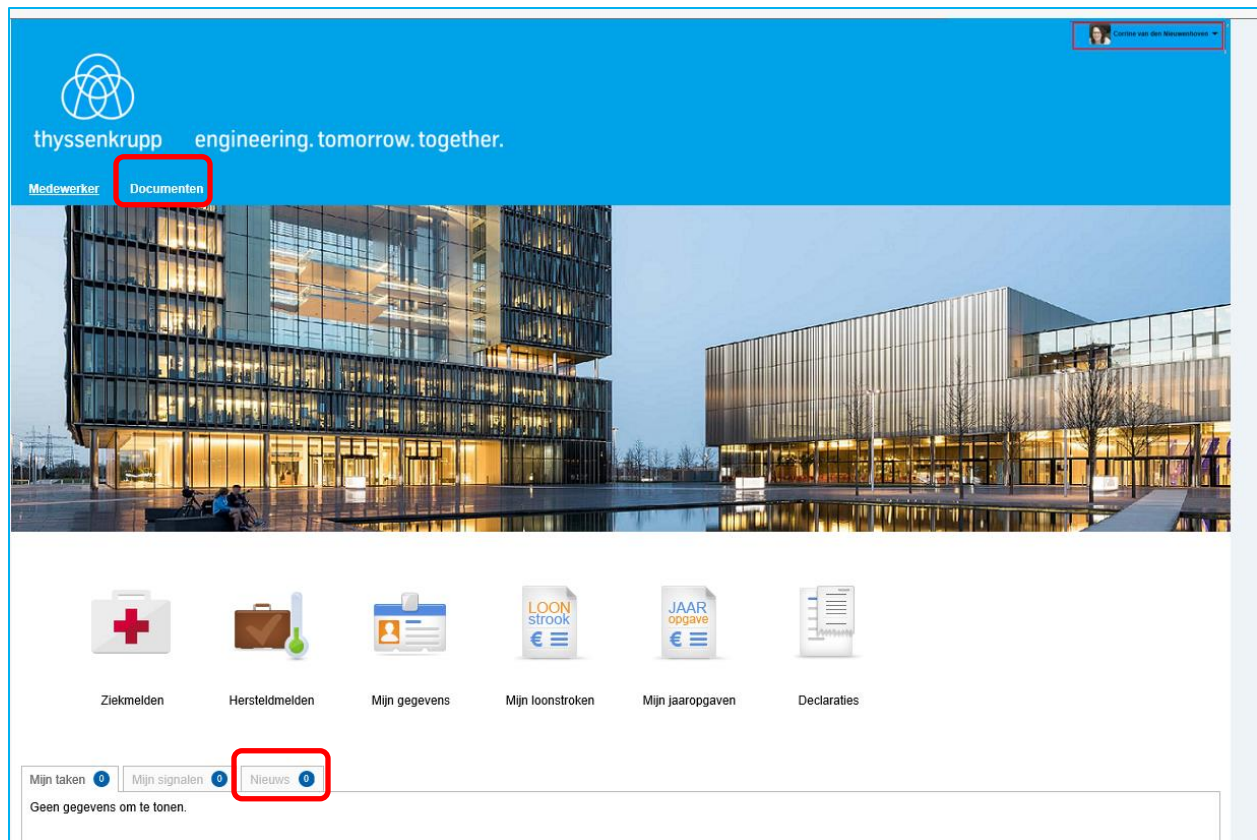
In the Afas Pocket app, go to 'Settings' and then to 'Notification settings'.



You can switch 5 different notifications on or off here.



10. News items



You can see new messages in the “Nieuws” tab. If a message is ready for you, you will receive an email at the email address you use to log in.

If you have read a message, you can find it under “Documenten” in the top left corner.

Finally, if you have any questions, feel free to ask the HR department.

Preferably by email.

The general email address of the HR department is hr.mx.nl@thyssenkrupp-materials.com