



EMPLOYEE FILE

To access the employee's file, first search for the employee using the search function. You can look up the employee by entering a search term such as (name, date of birth, BSN and employee number) and clicking on the desired employee.

Dossier zoeken

✕

	A skywalker	Star Wars (Testwerkgever)	06-09-1990
	L. Skywalker	2 Star Wars (Testwerkgever)	21-06-1985

4.1 OVERVIEW PAGE (overzicht)

In het tabblad "Overzicht" (Overview) vindt u de recente trajecten en alle relevante informatie over de betreffende medewerkers.

Overzicht	Taken	Trajectendossier	Dossierautorisatie	Berichten
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This includes the following information:

- The recent trajectories/ absence history of this employee. Through the different icons there is a shortcut for notes, tasks and documents
- The general data of the employee
- Personal notes
- If necessary, a temporary home address
- Contact details of the supervisor
- The current employment

4.2 tasks (taken)

In the tab "Tasks" you can find all information regarding current tasks: tasks still to be performed and tasks issued (to others).

Overzicht	Taken	Trajectendossier	Dossierautorisatie	Berichten
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On this page you have the possibility to show one specific trajectory or the tasks of all (current) trajectories. You also have the possibility to use the filter. It is recommended to keep the filter "All own urgent tasks".

[Meer informatie over taken kunt u vinden in hoofdstuk 12.](#)



4.3 THE TRAJECTORY FILE (trajectendossier)

In the tab "Trajectendossier" you can find all relevant information/documents of a (current) trajectory.

Overzicht	Taken	Trajectendossier	Dossierautorisatie	Berichten
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The data in question is the following:

- Xpert Suite documents: here you can find the documents that are created and stored within XS.
- Invitations: invitations for an appointment with the company doctor are stored here
- Imported documents: here all documents that a user uploads separately are stored.
- Overview documents:
 - Contact moments overview: overview containing all notes;
 - Progress report: contact details employee and Arbodienst;
 - Overview reintegration activities: here are all activities related to the trajectory who performed them and when this happened;
 - Appointments overview: overview of appointments with the company doctor
 - Notes

4.4 File authorisations (dossierautorisatie)

The "File Authorisations" tab lists - if applicable - the assigned case manager and company physician who can handle the files.

Overzicht	Taken	Trajectendossier	Dossierautorisatie	Berichten
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4.5 Messages (berichten)

The "Messages" tab takes you to the DialogueXpert. (in red)

Overzicht	Taken	Trajectendossier	Dossierautorisatie	Berichten
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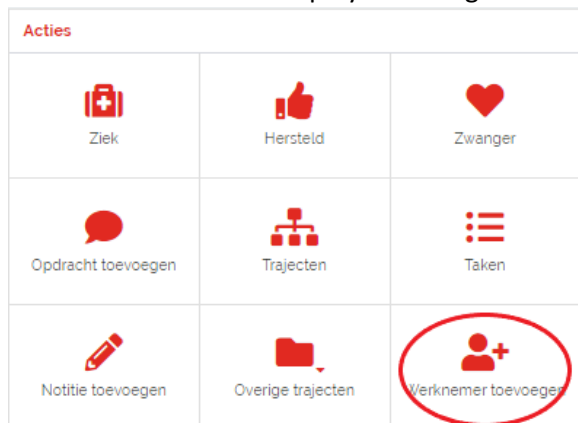
[More about DialogueXpert can be found in Chapter 13.](#)



5 ADD, CHANGE OR REPORT A NEW EMPLOYEE OUT OF SERVICE

adding a new employee (werknemer toevoegen)

You add a new employee using the 'Add Employee' button on the home screen.



In the following screen enter all the requested data. The fields marked with an * are mandatory.

The fields are categorized in:

- Personal data
- Address
- Contact details
- Financial details - this includes the start date of employment
- Note
- Employment

Once you have entered all the information, click SAVE (OPSLAAN).

At this point an employee file is created. After saving the data, you can choose to open this file immediately.

NOTE: If your organization uses an interface between your HR-system and Capability, you need to enter your employees in your HR-system. The connection will take care of entering your employees in XS.

If you are insured by Aegon, you need to make sure that your employee file is registered in the Aegon-portal.



MODIFY AN EMPLOYEE'S DATA

You can change an employee's data through their employee record.
First, look up the employee using the 'File Search' option on the home screen.

Dossier zoeken

☐ Ook op uit dienst getreden werknemers zoeken

UITGEBREID ZOEKEN

The employee record is now displayed.

Overzicht

Taken

Trajectendossier

Dossierautorisatie

Berichten

Recente trajecten

Nr	TyJD	Protocol	Startdatum	Einddatum	Duur	Percentage	Status	Classificatie
1	1209	VerzuimExpert - Ziekte (WVP)	27 okt 2021	-	1 Week 3 Dagen	0 % hersteld	Lopend	Ziek

Werknemer

Naam: D. Sillout

Voornaam: Darrh

Gebortedatum: 27 okt 1975

Geslacht: Man

BSN: 2702021

Personennr: 2702021

E-mail: E-mailadres onbekend

E-mail privé: E-mailadres onbekend

Tel. werk: 031 2345678

Tel. thuis: 031 2345678

Tel. mobiel: 031 2345678

Adres: Hogeweg 3, 5301 LB Zeilsum, Nederland

Persoonlijke notitie

Contactpersonen van werkgever

Geen contactpersoon opgegeven

Tester

Sinds 27 oktober 2021

Afdeling

The Resistance

Vestiging

Hoofdvestiging

Werkuren

0 uur / 0 PTE

Dienstverband type

Geen bijzonderheden

UWV referentie

Sector: Bouwbedrijf

Risicopremiegroep: 01

Tijdelijke verblijfplaats


Geen tijdelijke verblijfplaats opgegeven

AO status

Werknemer heeft geen recente arbeidsgeschiktheidstatus

No-riskpolis

No-riskpolis is onbekend

Using the button  under the Employee data, you can change the data.
If you click on this button, the modification screen will open. The following data can be changed through this screen:


- Personal data
- Address
- Contact details
- Financial data

You can also add a note here
Once you have changed the desired data, click on SAVE (OPSLAAN).

To change an employment record or report an employee out of employment

To change employment information, click on the three dots in the employment screen:




Tester
 Sinds 27 oktober 2021

Afdeling
 The Resistance

Werkuren
 0 uur / 0 FTE

Dienstverband type
 Geen bijzonderheden

UWV referentie
 Sector: Bouwbedrijf
 Risicopremiegroep: 01

Vestiging
 Hoofdvestiging
 €0,00

Wijzig dienstverband
 Uit dienst melden
 Historie weergave

⋮

As soon as you click on the 3 dots, a screen will open in which you can choose Change employment (Wijzig dienstverband), Report out of service (Uit dienst melden) and View history Historie weergave).

Change of employment:

When changing employment, there may be 2 situations:

- Correcting the employment data: the current employment will be overwritten
- Employment will change: the current employment will be closed, a new employment will be created.

Lopende dienstverbanden

Tester, The Resistance (Star Wars (Testwerkgever))

☒ Dienstverbandgegevens corrigeren

☐ Het dienstverband gaat veranderen

⚠ U kunt hier dienstverbandgegevens corrigeren en extra dienstverbanden toevoegen. Met het corrigeren van gegevens overschrijft u de huidige geregistreerde gegevens.

ANNULEREN

→ VERDER

On the next screen, fill in all the requested information and click the 'VERDER'

Depending on your choice, the existing employment will now be modified or a new employment will be created.

Reporting an Employee Out of Service:

To report an employee off duty, click on the three dots in the employment screen again. Now choose "Report from service. On the next screen, fill in the reason and the out of service date and click SAVE (OPSLAAN).

Reden uit dienst

Geen

Datum uit dienst

05-11-2021

ANNULEREN

OPSLAAN



