

INSTRUCTION

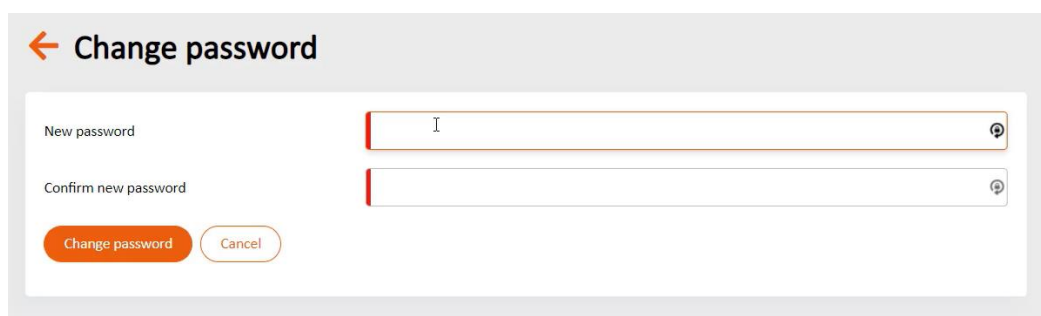
EMPLOYEE PORTAL.

Welcome to the new employee portal by Charlie works. In this portal, you can, for example see the work planning, upload your declarations and submit a vacation request. You can also find your payslip here. Here, you will find an instruction to use the portal.

LOGIN

Click on the link in the email that you have received with this document. A new window will open where you can set your password. This will be the password you use every time you login to this portal.

Choose a password and fill this in in the first and second box. Then click on 'Change password' to save it.



The screenshot shows a web form titled "Change password" with a back arrow icon. It contains two input fields: "New password" and "Confirm new password". The "New password" field has a red border and contains the letter "I". Both fields have a small circular icon with a key symbol on the right side. Below the fields are two buttons: "Change password" (orange) and "Cancel" (white with orange border).

A new window will open with three boxes, where you have to fill in the password three times. Save again by clicking on 'Change password'.

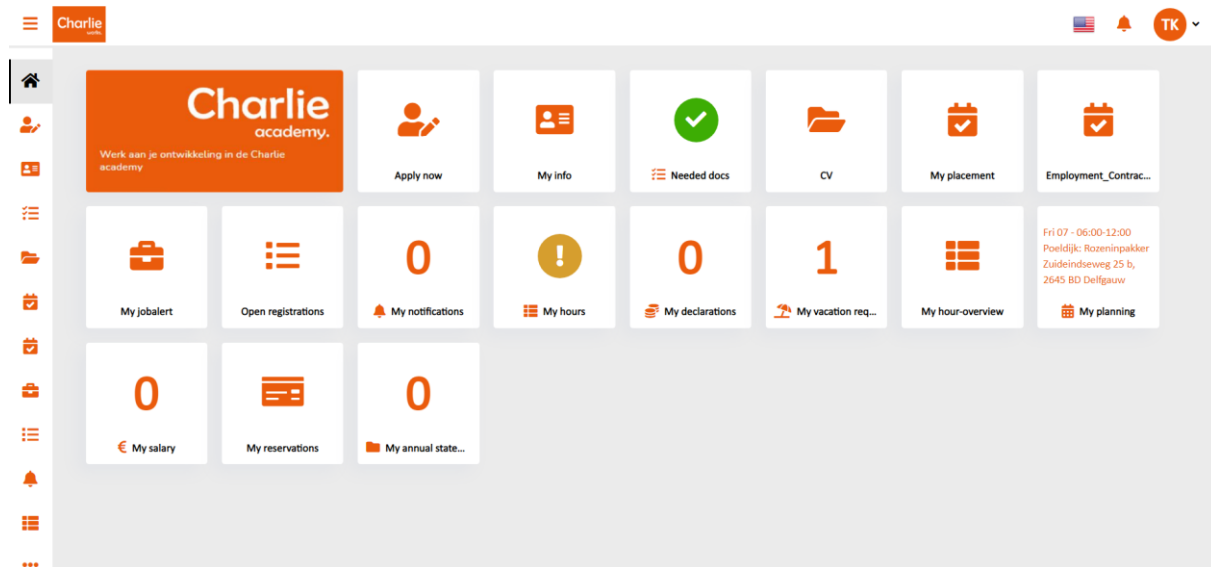


The screenshot shows a web form titled "Change password" with a back arrow icon. It contains three input fields: "Current password", "New password", and "Confirm new password". The "Current password" field has a red border and contains the letter "I", with a small square icon containing three dots on the right side. The "New password" and "Confirm new password" fields have red borders and contain the letter "I". All three fields have a small circular icon with a key symbol on the right side. Below the fields are two buttons: "Change password" (orange) and "Cancel" (white with orange border).

Now, your password is confirmed and you can go to the home page of the portal.

HOME PAGE

Once you're logged in, you see this home page:



The main menu of the Charlie works portal exists of several tiles where you can find and manage information regarding your employment.



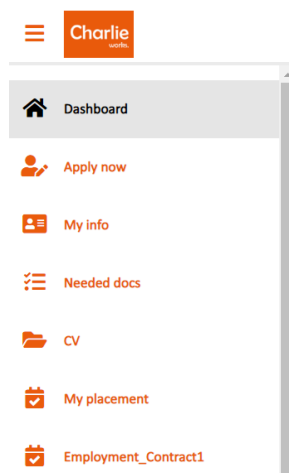
In the right upper corner you can change the language. Click on the flag to change it (it is automatically set to Dutch).

The bell in the upper right corner indicates your notifications.

You can manage your account by clicking on your initials.

You can always come back to this home page by clicking on the house on the upper left corner of the screen:

When you click on this button: in the upper left corner, you can hide or show the left menu bar:

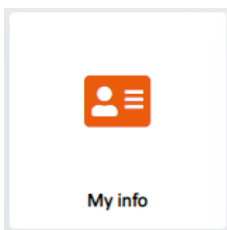


CHARLIE ACADEMY



When you click on the Charlie academy tile, you will go to the learning platform of the Charlie academy.

MY INFO



Here you can find your personal information:

General

E-mail private

Surname

First name


MiddleName

Birthdate

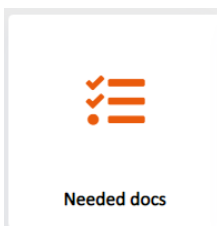
Social security number

IBAN





Always check if your information is correct.

When you click on this button:  you can edit your personal details. Click 'Save'.

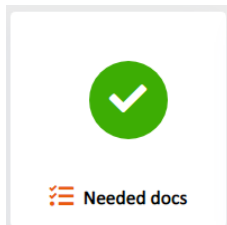
NEEDED DOCS



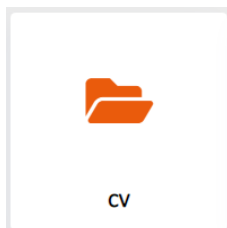
In the tile 'Needed docs', you will get to see whether you are missing any documents. This can be your bank card, BSN, driver's license, or ID card.

-  **Bank card**
This document is valid
-  **ChecklistItem_BSN verklaring**
This document is valid
-  **Drivers license**
This document is valid
-  **ID card**
This document is valid


When all your documents are complete, you will see this tile on the home page:



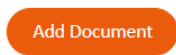
CV



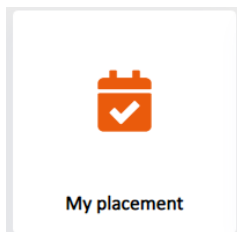
Under the tile 'CV' you will find your own CV, which you can download.

Document Type	CV
File Name	 CURRICULUM VITAE (zamiast inschrijf) (5).docx
Create Date	1/4/2022
	...

When you want to add another CV, you can click on this button:



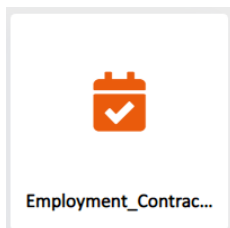
MY PLACEMENT



When you click on the tile 'My placement' you will find the document with the employment confirmation, which you can download.

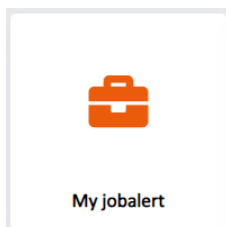
Document Type	Uitzendbevestiging
File Name	Uitzendbevestiging P000002263 2201050836.docx
Create Date	1/5/2022

EMPLOYMENT CONTRACT



Under the tile 'Employment contract', you can download your contract with Charlie works.

MY JOB ALERT



'My jobalert' is a function that gives you an alert when there is a job available that you like. You can indicate here which vacancies you want to be informed about.

Record here which vacancies you want to be informed about

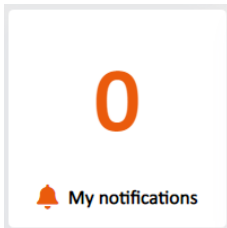
msf__Search_Function__c

- Accountmanager
- Sales manager
- Marketeer
- Marketing manager
- Controller
- Accountant
- CFO

Select your choices, enter your email address and click on 'Submit'.

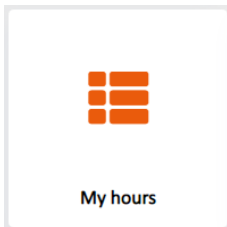
E-mail address

MY NOTIFICATIONS



Under this tile you will find your notifications. For example, a reminder to fill in your hours.

MY HOURS



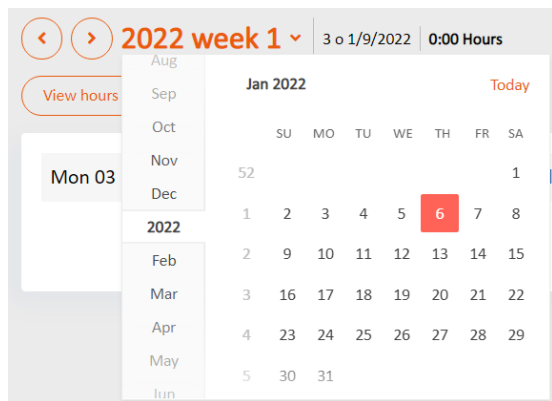
In the 'My hours' tile you can find the hours that you have worked per week.

Mon 03	Tue 04	Wed 05	Thu 06	Fri 07	Sat 08	Sun 09

With these arrows, you can select the week:



Or you can view the calendar by collapsing the week number. Click on the arrow down:



MY DECLARATIONS

Here, you can enter your declarations. For example, travel costs.

With this button:  you can change the timeframe.

With the search bar you can search your existing declarations. With the filter button, you can add filters to all the data, such as date, number or description. With the last button, you can download an export of all your declarations.



Click on the button:  to add a new declaration.

1 Date and Project

Date

Project

Previous
Next →
Cancel

Add the date by typing it in (month/day/year) or by clicking on the calendar icon on the right.

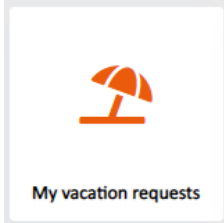
Select the right project. Click on: 

Add the declaration type:

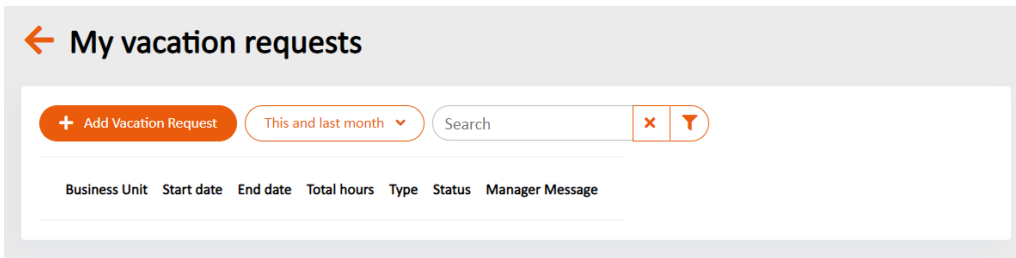
2 Declaration Type

And submit the declaration:

MY VACATION REQUESTS




If you want a day off or if you don't want to be planned for a specific period, you can request your vacation under this tile. You can see an overview of your planned vacation days, and if you do not have any, there will be no information.



With this button:  you can change the timeframe.

With the search bar you can search your recent vacation requests. With the filter button, you can add filters to all the data, such as the date, hours and status.

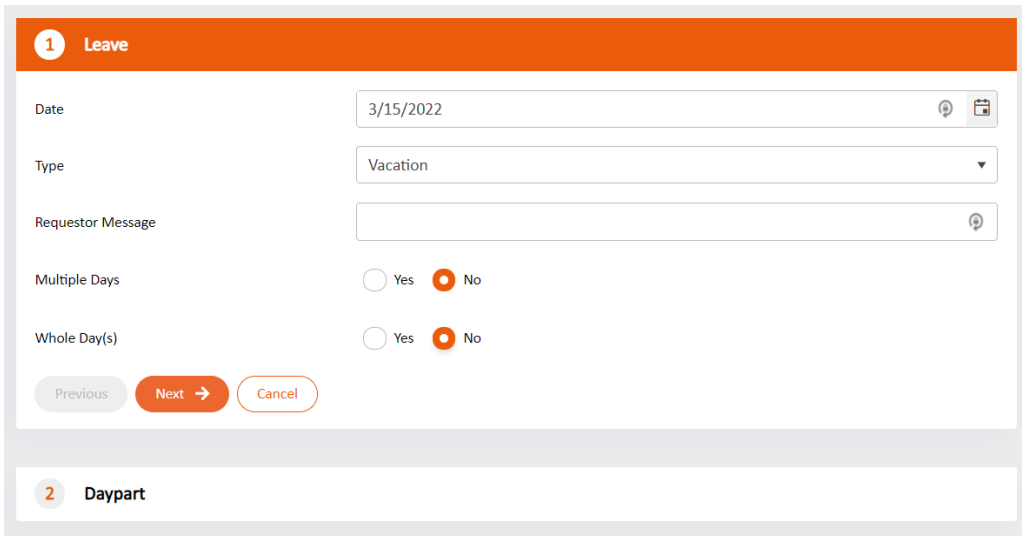


When you click on:  you will start the process of requesting vacation days.

A new window will open where you have to enter some information. First you have to enter the date of your vacation day. If there are multiple days you want off, you enter the first day of the period.

* If you have the portal set to English, you first have to enter the month, then the day and the year. In other languages it is first the day and then the month and year.

Next you have to select the type of request. Select vacation. In the next field you can add a message, which is not mandatory. If you want to ask more than one day in a row off, you can select the "multiple days" option to Yes.



1 Leave

Date: 3/15/2022

Type: Vacation

Requestor Message:

Multiple Days: Yes No

Whole Day(s): Yes No

Previous Next → Cancel

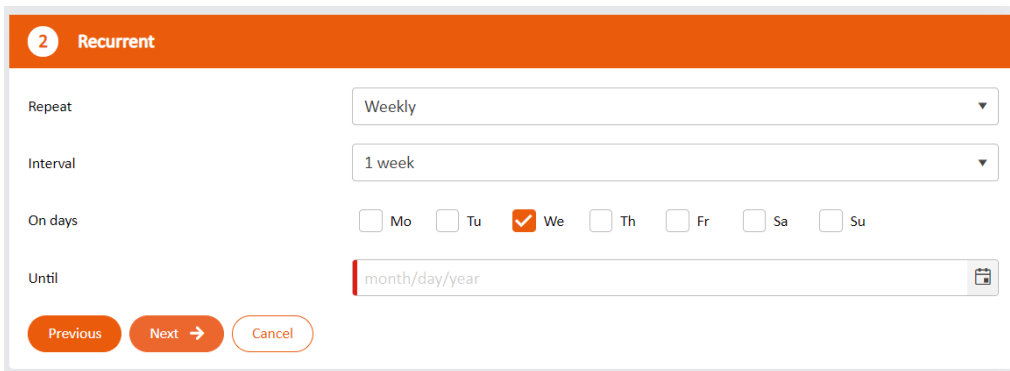
2 Daypart

If you selected multiple days you will go the next page to select the period. For the “repeat” option you have to choose how often this needs to repeat.

For “interval” you choose the period where it needs to be repeated.

For “on days” you choose which days of the week you want to take off. If you want the whole working week, select mo-tu-we-th-fr all together.

Then for the “until” field you can select the date of when the vacation period ends. This date should be the last day of the vacation period.



2 Recurrent

Repeat: Weekly

Interval: 1 week

On days: Mo Tu We Th Fr Sa Su

Until: month/day/year

Previous Next → Cancel

If you selected one day for your vacation, you will only have to choose the hours on the next page. This is also the next screen after you selected the period when you are taking multiple days off. This is automatically set to 8:00, which is a regular working day. Then click on the orange “save” button again.

2
Daypart

Time From

Time To

Hours

Previous
Save
Cancel

In the next screen you will see an overview of the requested vacation period. You can see the start and end date, the total amount of hours requested, the type and the status. At this moment, the status is set to "invoeren", which means that you are still entering the information.

Attention: finalize your request by clicking the "request" button on the top right!

General

Request

Business Unit	110 CHARLIE WORKS
Start date	3/15/2022
End date	3/29/2022
Total hours	40:00
Type	Vacation
Status	Invoeren
Manager Message	<input style="width: 100%;" type="text"/>

Once you do this, you will go back to the main vacation screen and see the requested dates, hours and status. If this is set to "requested" the planning department will automatically be informed about your holiday request.

←

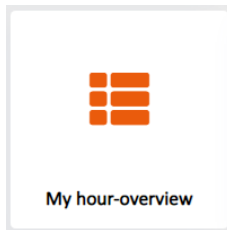
My vacation requests

+ Add Vacation Request
This and last month ▾

✕
⌵

Business Unit	Start date	End date	Total hours	Type	Status	Manager Message
110 CHARLIE WORKS			0:00		Goedgekeurd	▶
110 CHARLIE WORKS	1/9/2022	1/18/2022	80:00	Vacation	Goedgekeurd	▶
110 CHARLIE WORKS	3/15/2022	3/29/2022	40:00	Vacation	Request	▶

MY HOUR-OVERVIEW

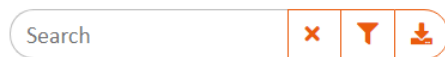


In 'My hour-overview', you can find an overview of all the hours that you have worked in the past, including the date, client, work type and hours.

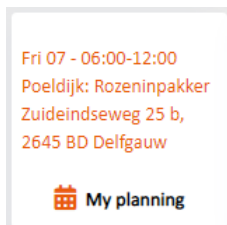
Period	Date	Customer	Project	Cost centre	Work type	Hours	Number	Amount	Description
						0:00	0.00	€0.00	

With this button:  you can change the timeframe.

With the search bar you can search your hours. With the filter button, you can add filters to all the data, such as date, number or description. With the last button, you can download an export of all your hours.




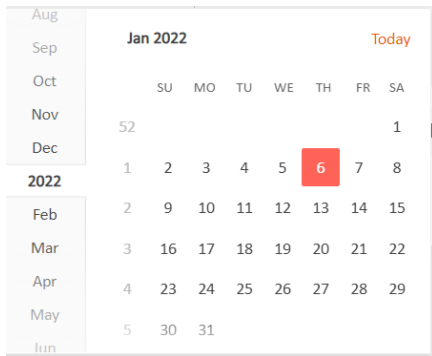
MY PLANNING



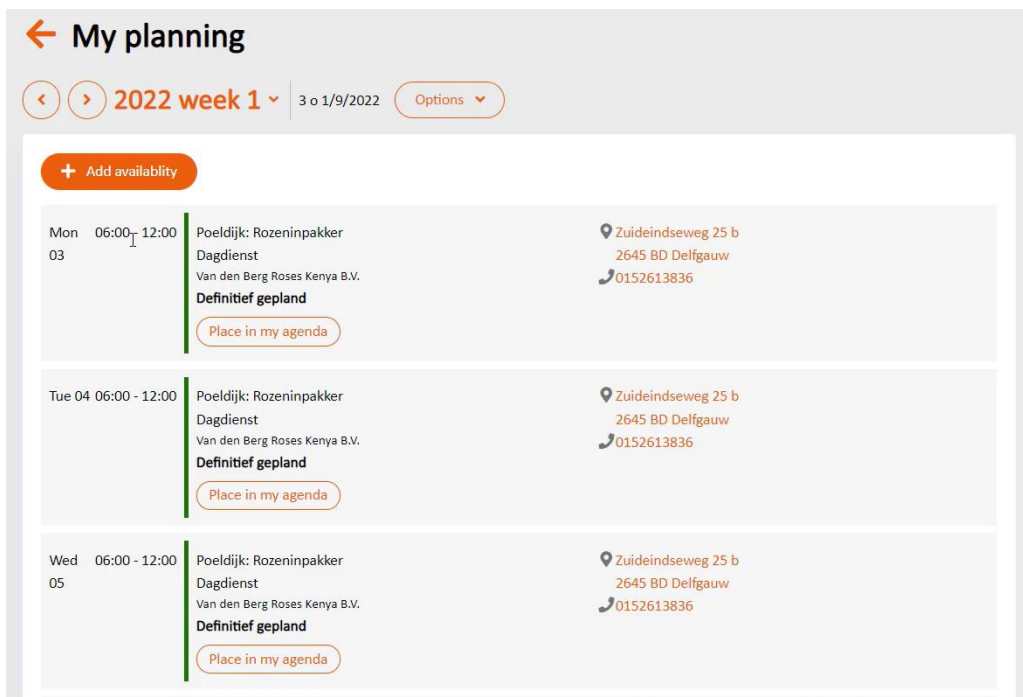
Under this tile, you can see your work planning. You will find the planning of the current week.

With these arrows, you can select the week: 

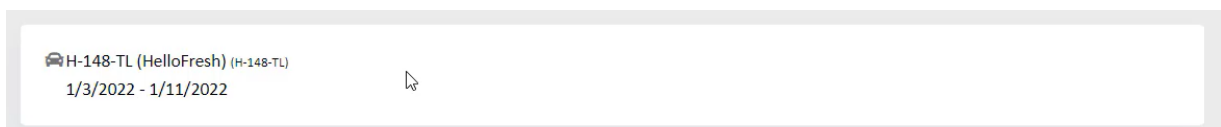
Or you can view the calendar by collapsing the week number. Click on the arrow down: **2022 week 1**  and select the date.



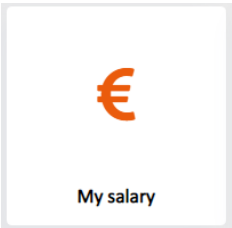
In the planning you can see the day and times of the shift on the left side. This is the period that you are expected at the shift. Next to that you see the type of shift and at which company you will work. With the button "place in agenda" you can connect your online agenda and have the shift automatically transferred. On the right side of the planning you find the address and contact information of the company where you will work.



When you scroll down on the planning page you will find the transportation information. If you are driving by yourself you will only find information about the car and the dates. If you have a passenger, the name and contact details will show next to the car information. If you are the passenger, you will also see the information of the driver and his/her contact details.



MY SALARY



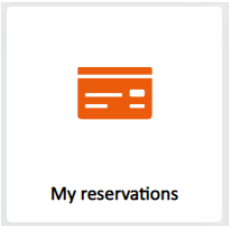
When you click on the tile 'My salary', you can find your payslips.

Date Description Appendix Period type Period

With the search bar, you can search for your payslip. With the filter button, you can add filters to all the data, such as date, description or period. With the last button, you can select the payslips that you like, and you can then do something with only the selected items.



MY RESERVATIONS

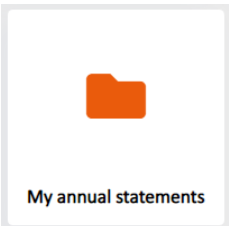


Here, you can find all your reservations. For example, holiday pay.

Reservations

Business Unit	Description	Balance (Posted)	Unit (Posted)	Balance (Expected)	Unit (Expected)
---------------	-------------	------------------	---------------	--------------------	-----------------

MY ANNUAL STATEMENTS



Here, you will find all your annual statements of your payslips.

Date Description Appendix Period type Period

With the search bar, you can search for your annual statements. With the filter button, you can add filters to all the data, such as date, description or period. With the last button, you can select the annual statements that you like, and you can then do something with only the selected items.

A search bar with the word "Search" inside. To the right of the search bar are three icons: a red 'x' for clearing the search, a red funnel for filtering, and a red checkmark for selection.

NEED HELP?

In case something is still not clear, or if you have any questions, you can always contact Charlie supports:

W: supports.charlieworks.eu

E: supports@charlieworks.eu

T: +31 71 528 0859