

The AFAS Pocket-app: view and change data (direct employee)

This instruction card shows you how to use the AFAS Pocket-app. If you want to learn more about myafas.vebego.com, go to the instruction card 'ESS mutations direct employee via myafas.vebego.com'.

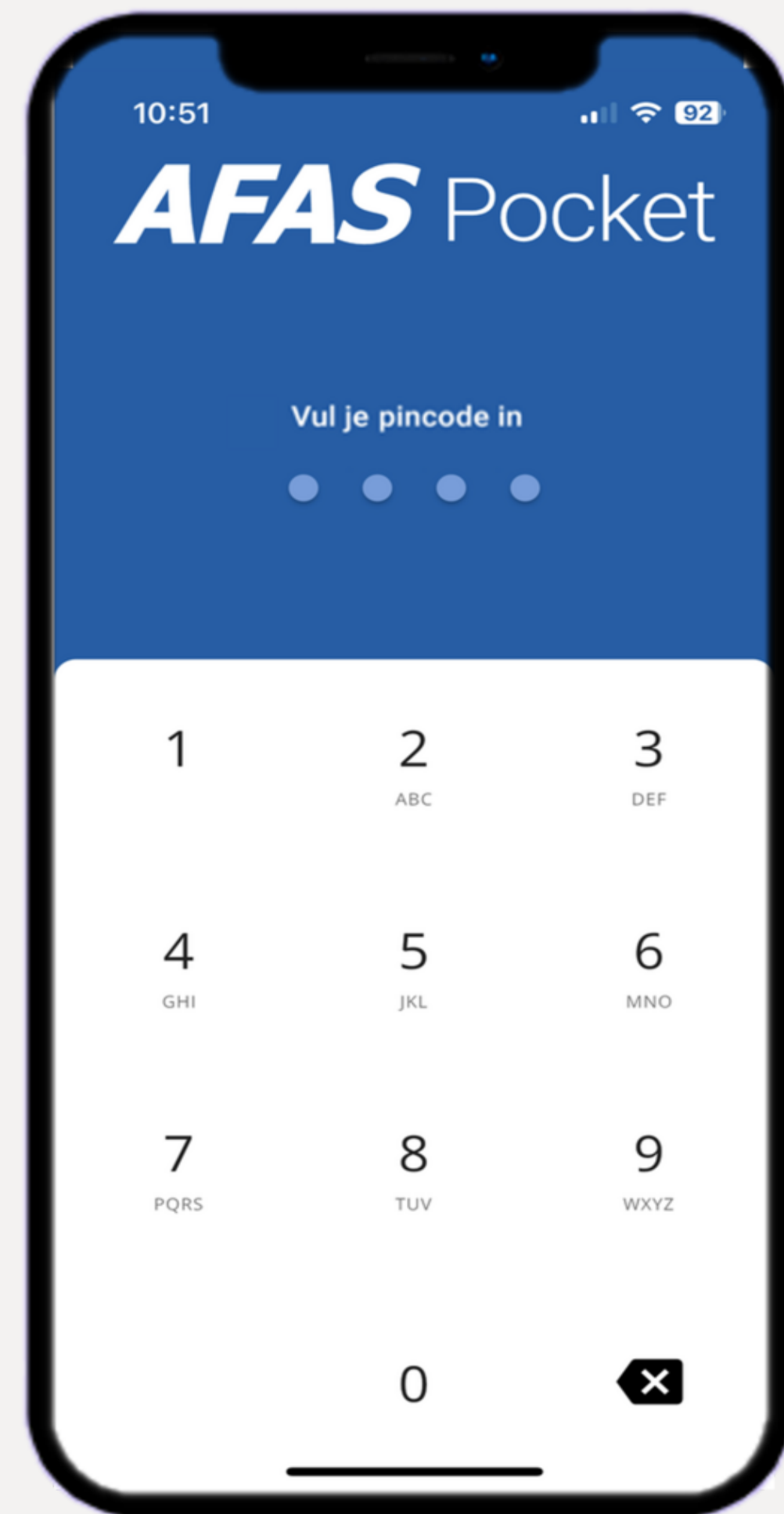
What do you need?
- Your mobile phone

1 Login with your pin-code

Open the AFAS Pocket-app on your phone and enter your pin-code.

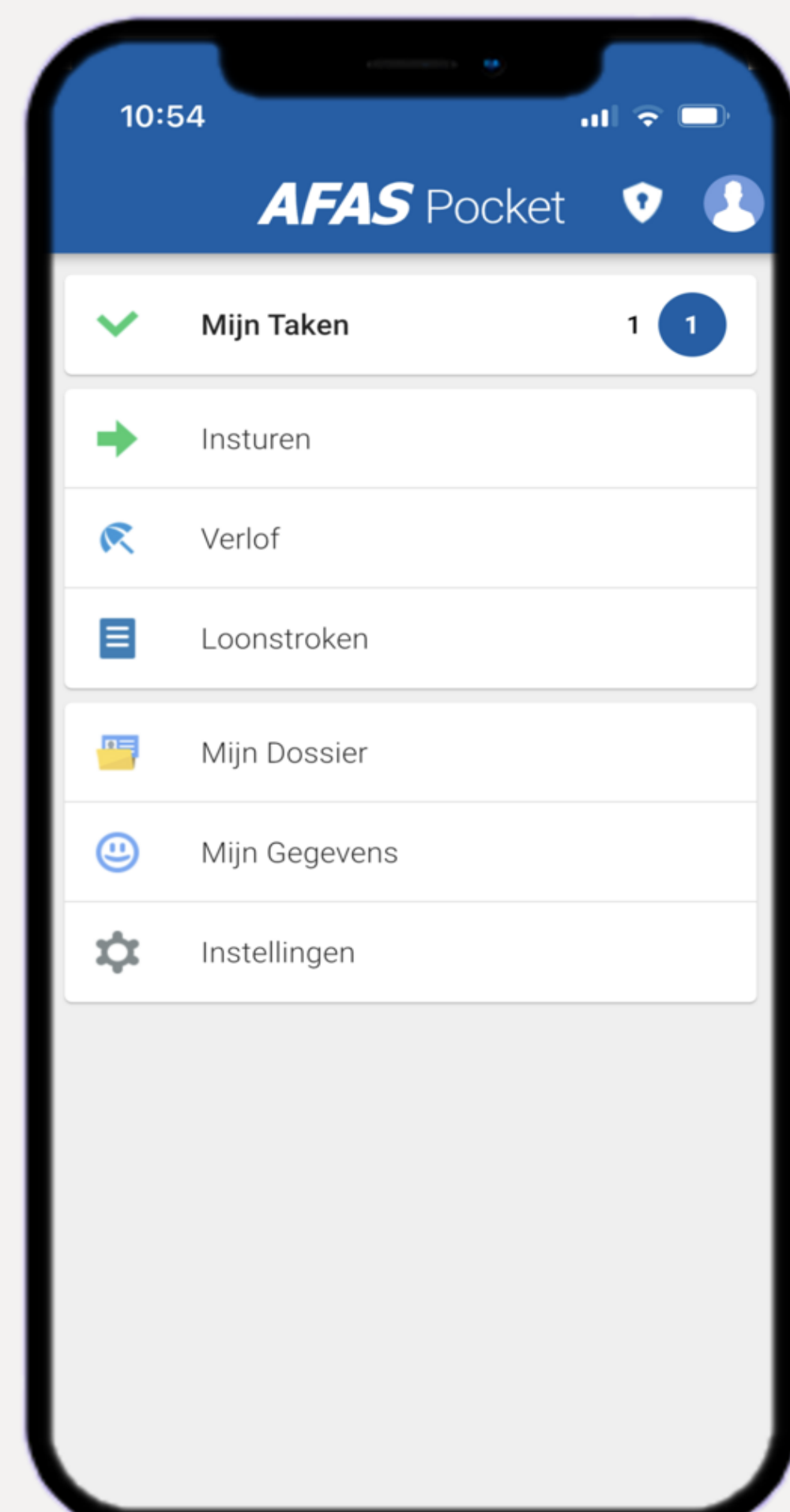
Point of attention:

In some cases you will be direct to a different screen which says: "Authentication required". If so, please enter the pin code of your mobile phone. (Don't use the pin code of the AFAS Pocket-app.)



2 Possibilities within AFAS Pocket-app

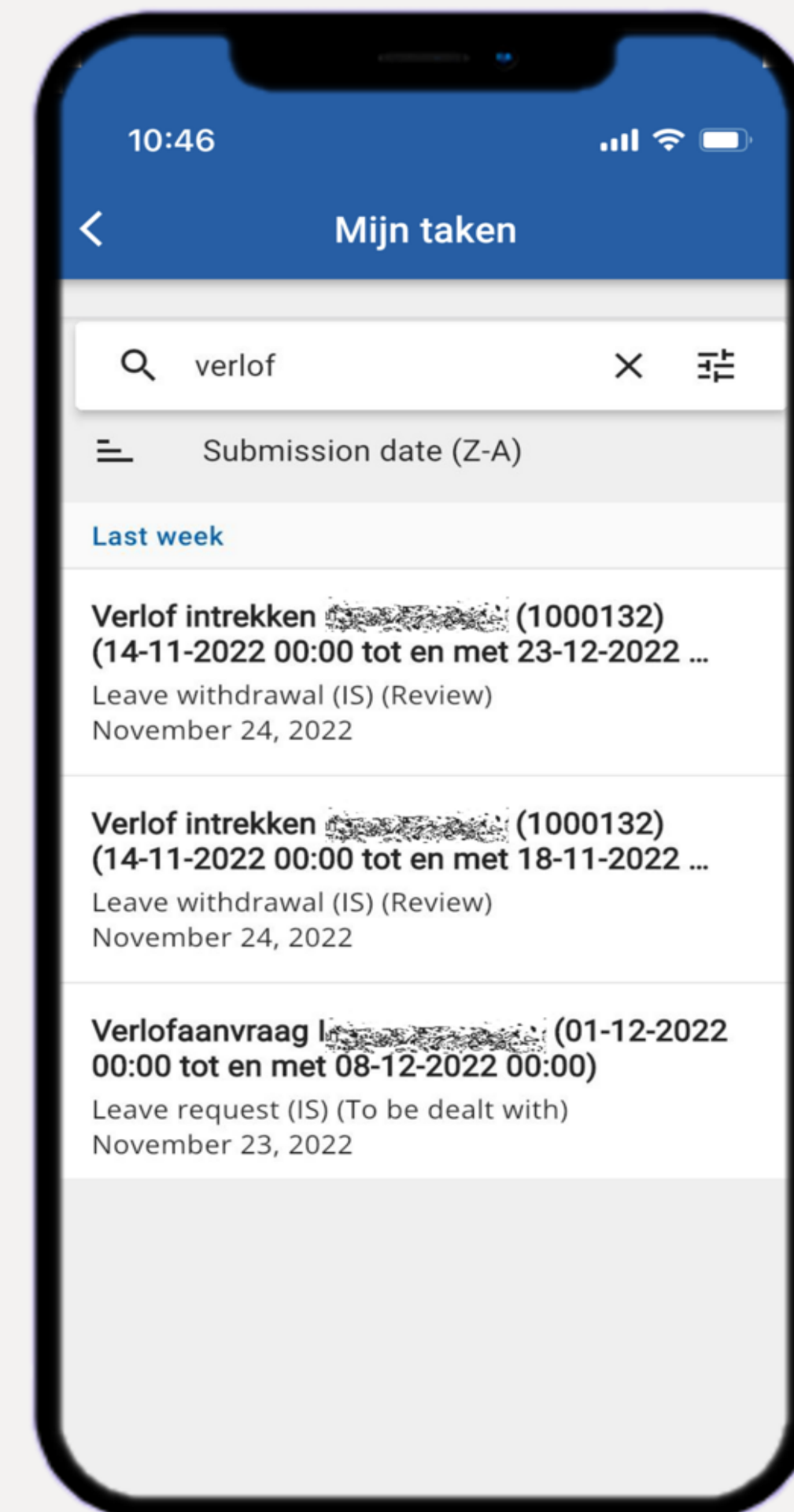
In this screen, you can see the choices you can make.



3 My tasks

The most recent task is at the top:

- Sort by clicking on the sliders.
- Search by typing something in the search bar.



4 Submit information

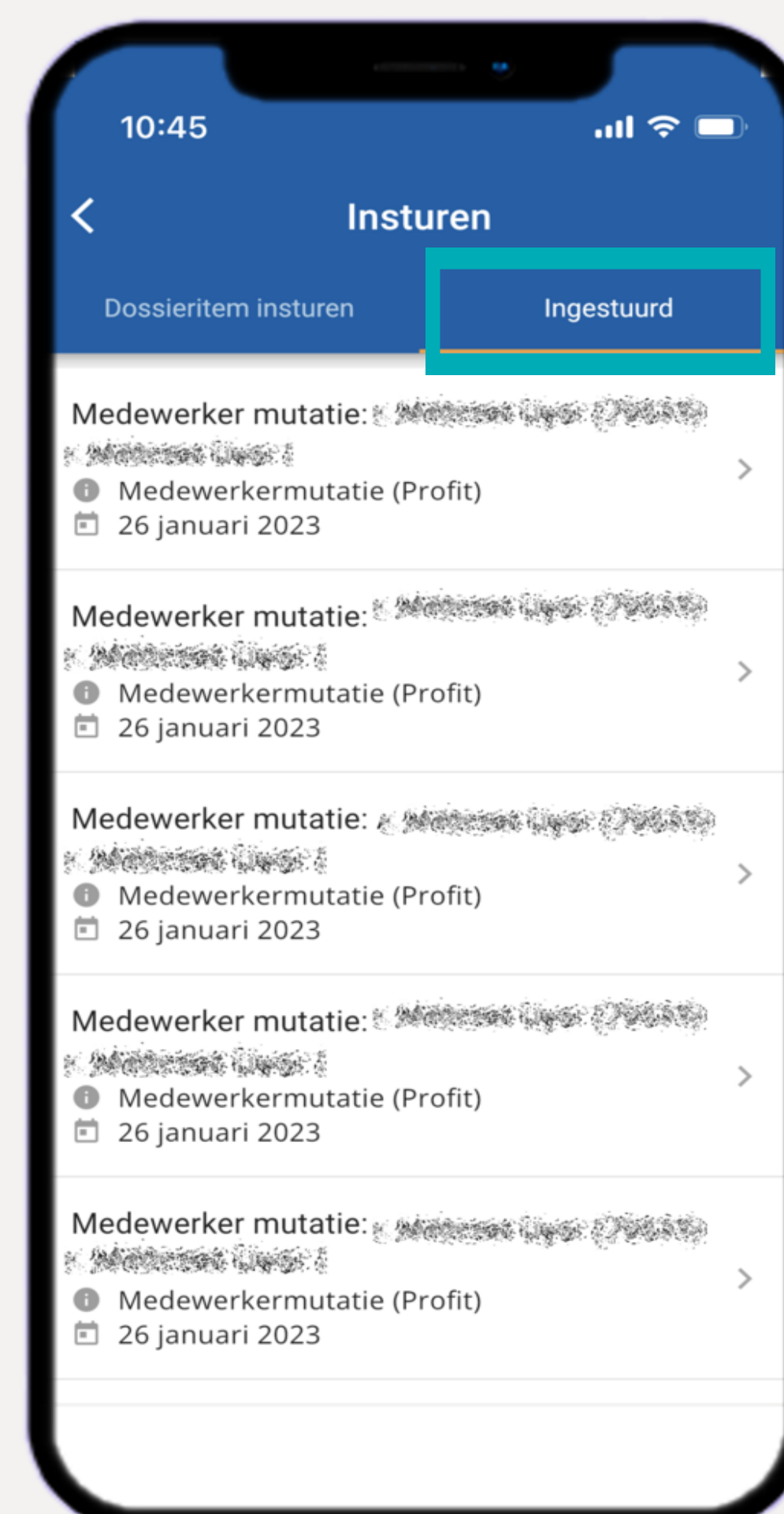
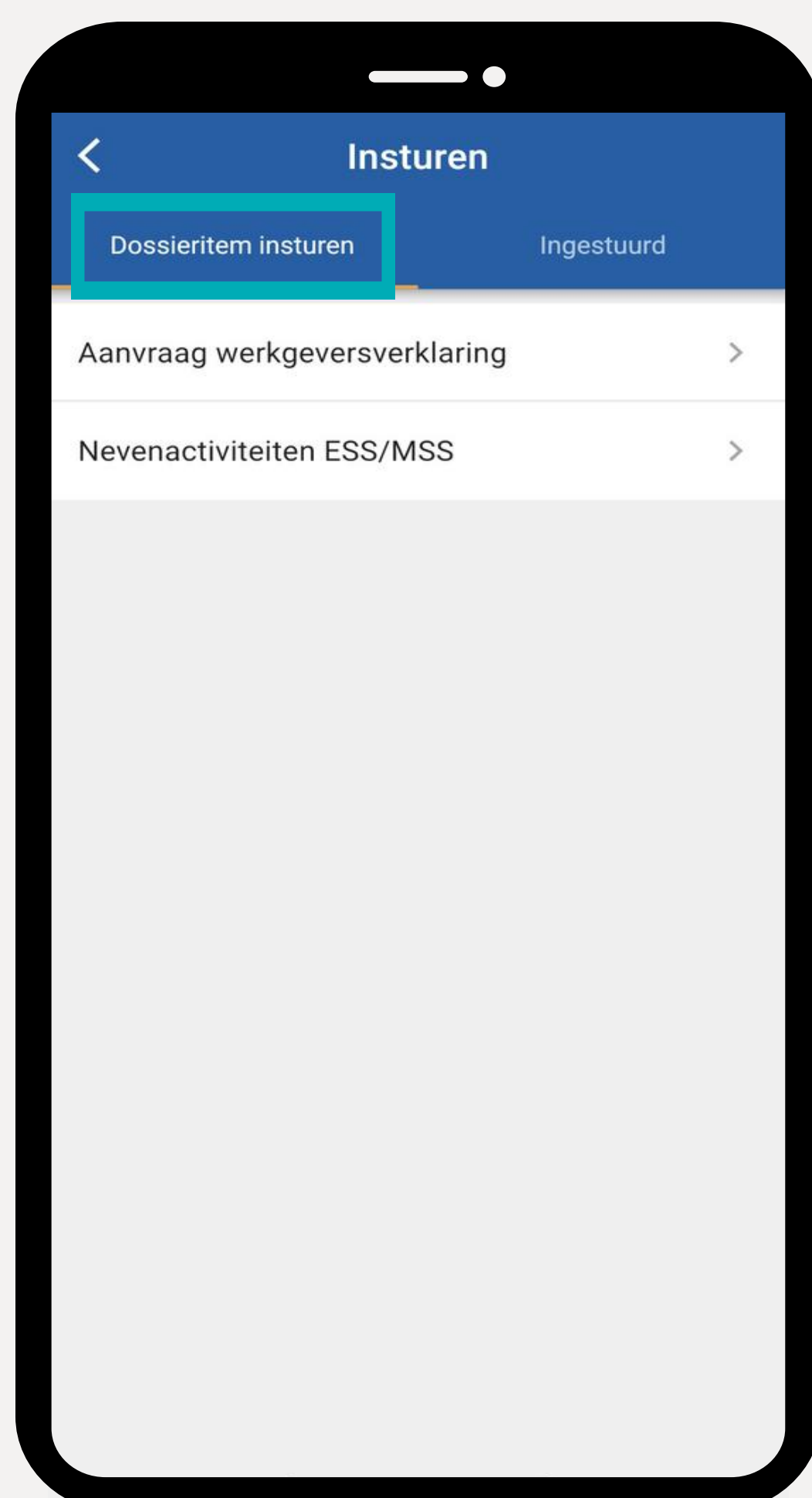
The screen shows 2 tabs:

1. 'Dossieritem insturen'

Request an employer's statement here or indicate how many hours you spend on side activities besides working at Vebeego.

2. 'Ingestuurd'

Here you will find all tasks and dossier items submitted by you.



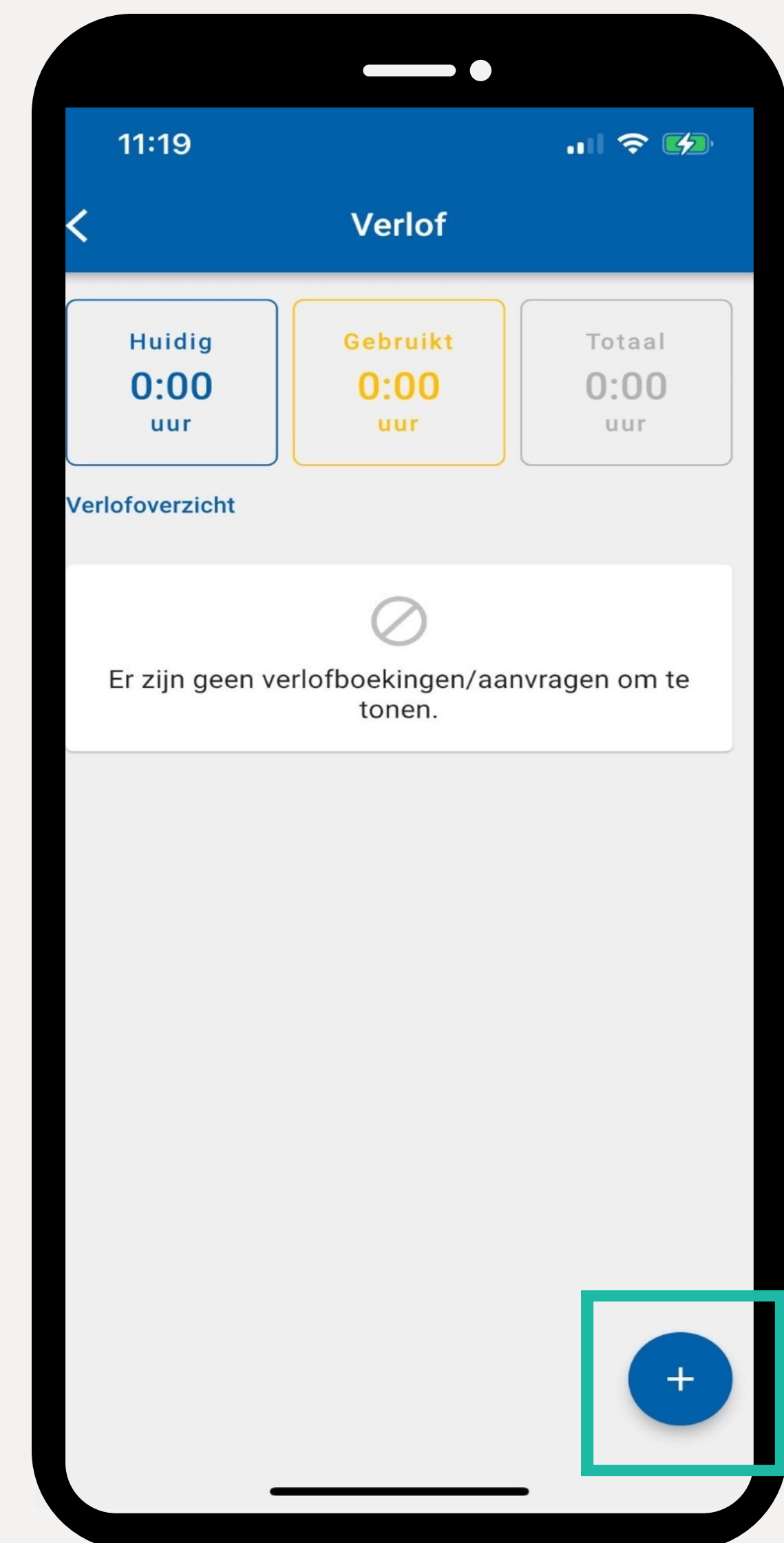
5 Leave

Your balance in this screen always shows '0'. This is because the accrual and registration of leave takes place in ORTEC. If you want to know your leave balance, check your payslip.

Do you work for Hago Zorg or 1 of the Joint Ventures? Check your current leave balance on the ORTEC ESS app.

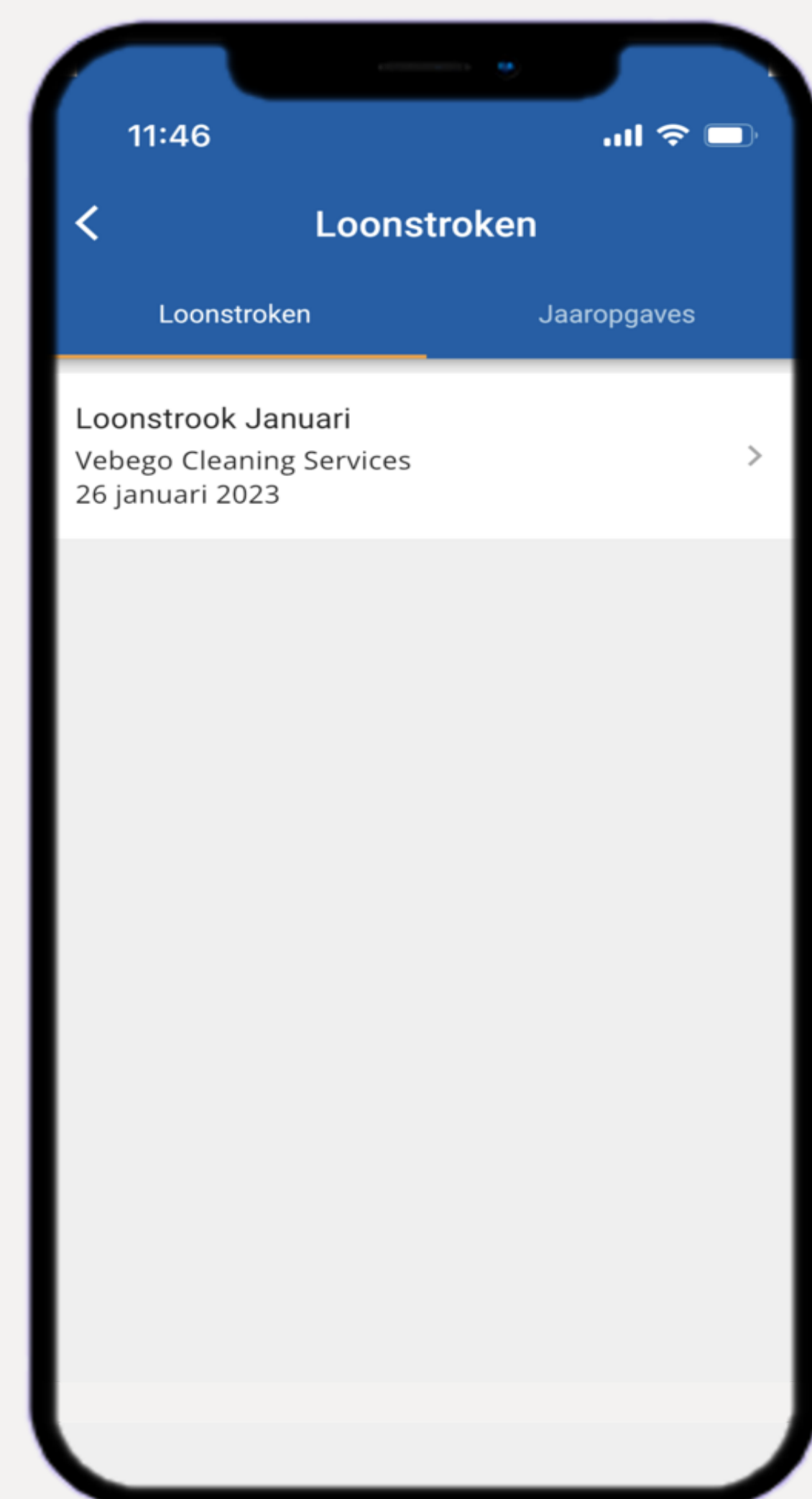
If you click on the +, you will see the types of leave that you can request via the AFAS Pocket-app.

Then choose which type of leave you want to submit.



6 Payslips

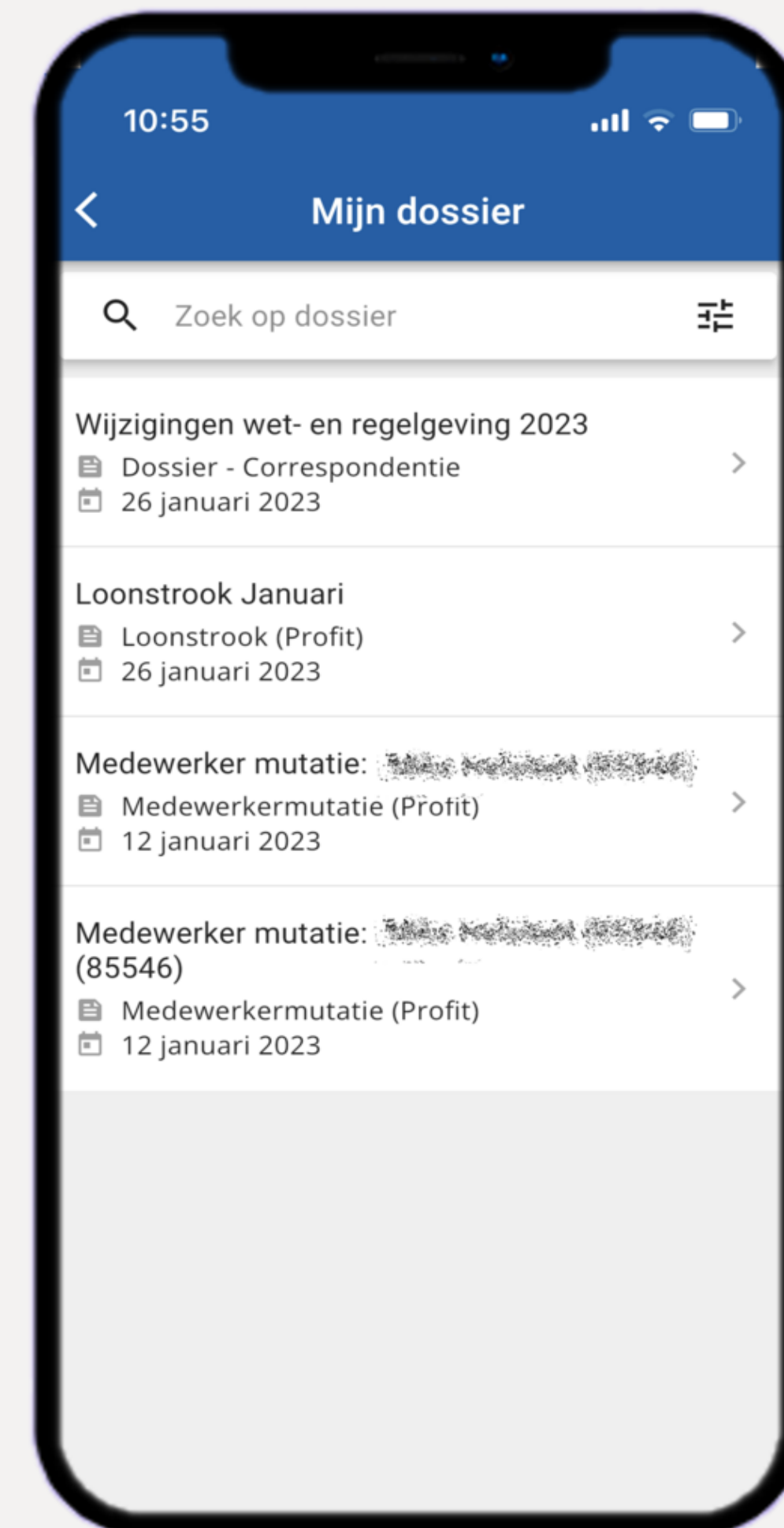
Here you can view your payslips and annual statement.



7 My file

The most recent document is at the top:

- Sort by clicking on the sliders.
- Search by typing something in the search bar.

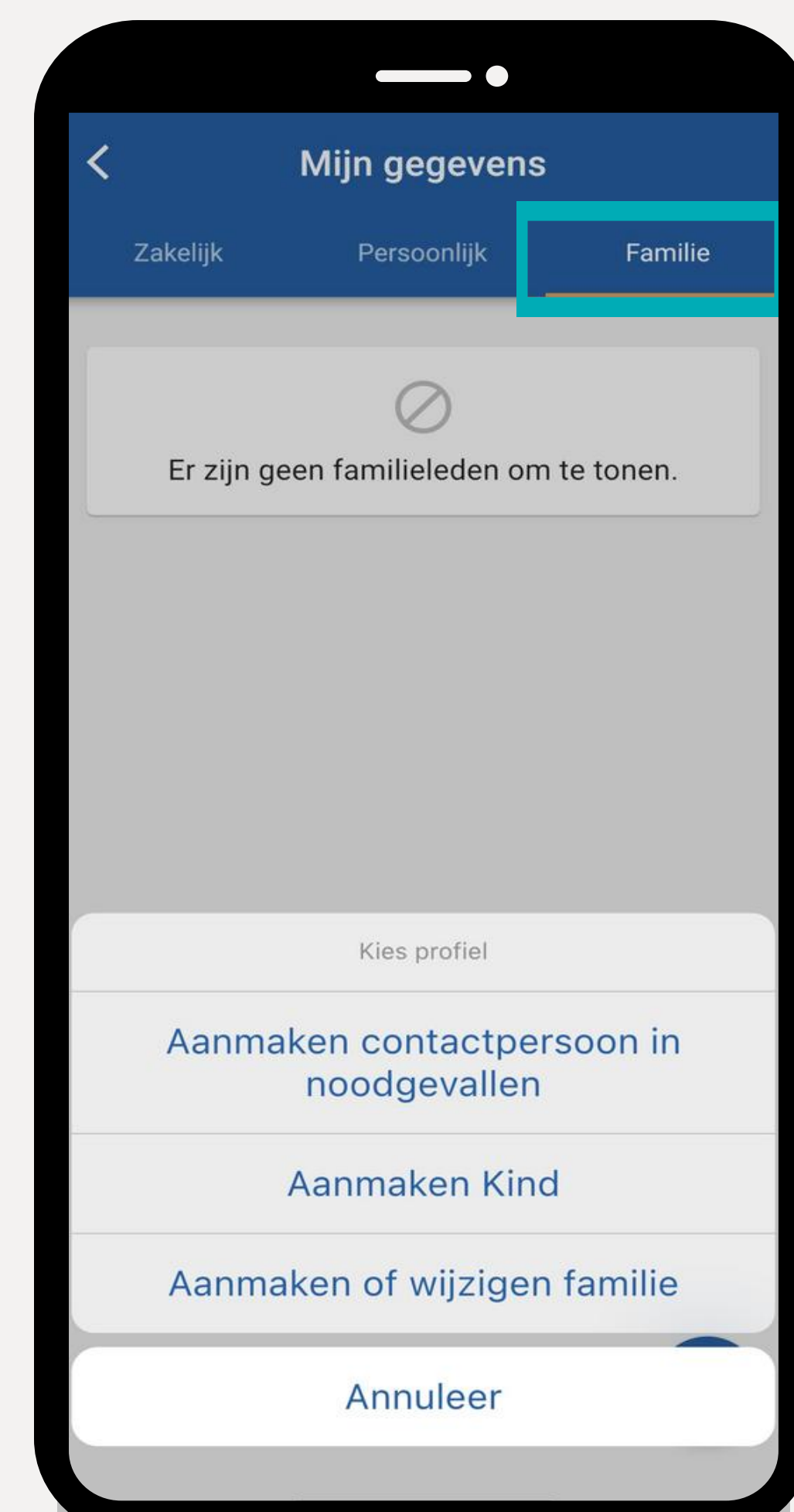
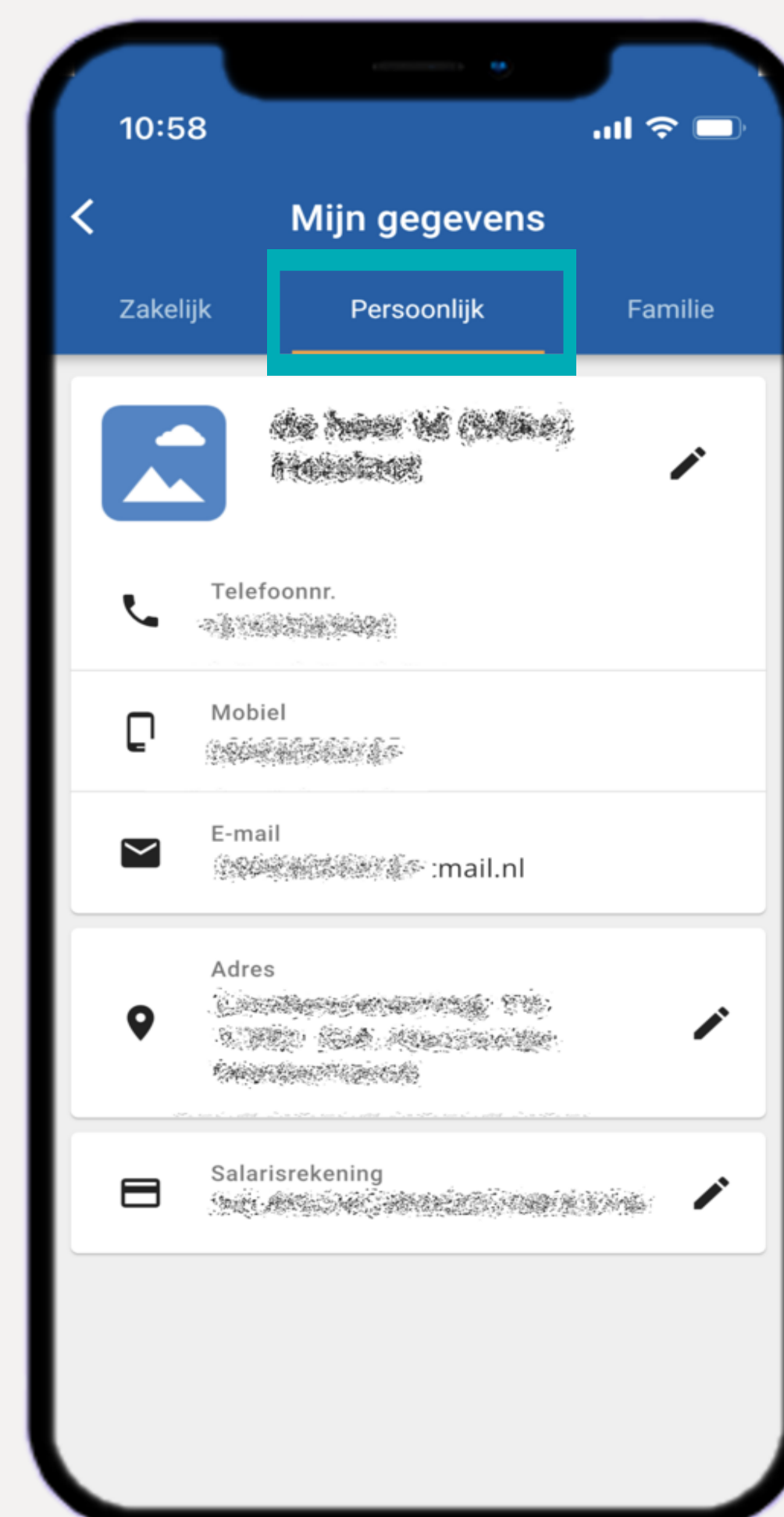


8 My details

You can view and change your personal information here.

To update your information, click on

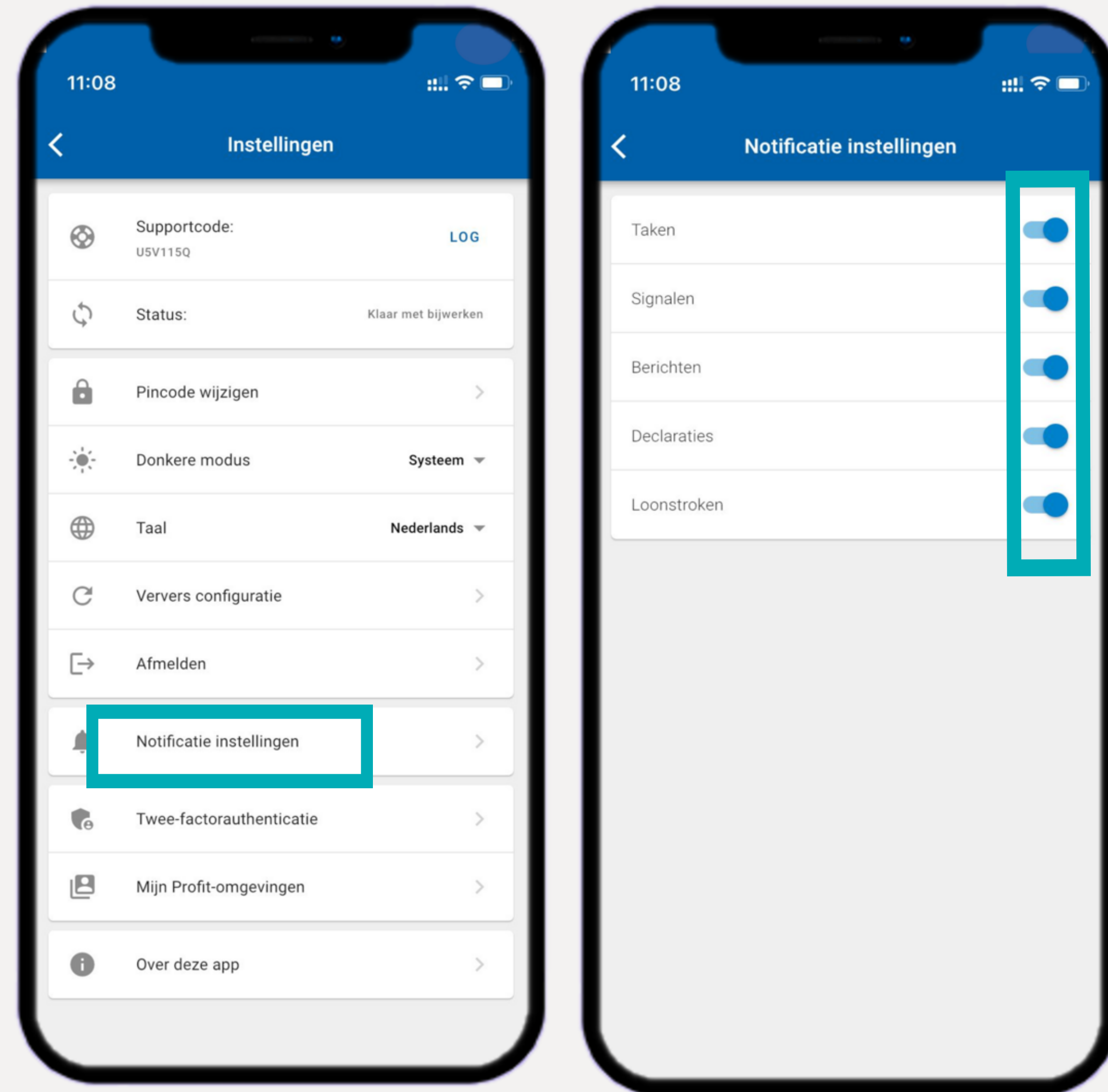
If you want to add or change family information, click on the '**Familie**' option. If you click on the + sign, you'll have some choices to make. You can also create an emergency contact here.



9 Settings

- Here you can change various settings:
- Your pin-code
 - Your screen mode (dark/light)
 - The language of the AFAS Pocket-app

At '**Notificatie instellingen**' you can indicate whether you want to receive push messages when new items arrive.



Done