

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

Login with your pin-code 1

Open the AFAS Pocket-app on your phone and enter

your pin-code.

10:51 **AFAS** Pocket

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.)

Posibilities within AFAS Pocket-app

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

Vul je pincode in \bullet \bullet \bullet \bullet 2 3 ABC DEF 5 6 4 JKL MNO 7 8 9 TUV PQRS WXYZ 0 \mathbf{X}



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~	Mijn Taken 1 1
+	Insturen
R	Verlof
	Loonstroken
	Mijn Dossier
٢	Mijn Gegevens
✡	Instellingen



My tasks 3

• The most recent task is at the top:

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

10:46			≈		
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<u>=</u>	Submission date (Z-A)				
Last w	veek				
Verlof intrekken (1000132) (14-11-2022 00:00 tot en met 23-12-2022 Leave withdrawal (IS) (Review) November 24, 2022					
Verlof intrekken (1000132) (14-11-2022 00:00 tot en met 18-11-2022 Leave withdrawal (IS) (Review) November 24, 2022					
Verlofaanvraag log (01-12-2022 00:00 tot en met 08-12-2022 00:00) Leave request (IS) (To be dealt with) November 23, 2022					

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
- Vebego.

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







Leave

5

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.





Payslips 6

Here you can view your payslips and annual statement.

11:46 .ul 🗢 🗔 Loonstroken Loonstroken Jaaropgaves Loonstrook Januari Vebego Cleaning Services 26 januari 2023





My file 7

• The most recent document is at the top:

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

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My details 8

- You can view and change your personal information here.
- To update your information, click on
- I 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.





Settings 9

- 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.

11:08		···· ? ••
<	Instellingen	
Ø	Supportcode: U5V115Q	LOG
¢	Status:	Klaar met bijwerken
ê	Pincode wijzigen	>
÷	Donkere modus	Systeem 💌
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•	Twee-factorauthenticatie	>

11:08		::!! ? -
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Taken		
Signalen		-
Berichten		-
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Loonstroken		-



Done