

Explanation how to use AFAS Pocket



What can you do with this app on your phone?

Login with your pin-code 1

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



Vul je pincode in

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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 3 ABC DEF 5 4 6 GHI JKL MNO 7 8 9 PQRS TUV WXYZ \mathbf{X} 0

10:54

Posibilities within AFAS Pocket 2

- You will see all your options in the AFAS Pocket app. Make your choice.

~	Mijn Taken	1
+	Insturen	
R	Verlof	
	Loonstroken	
n=	Mijn Dossier	
٢	Mijn Gegevens	
\$	Instellingen	

AFAS Pocket 🔍

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Vebegox

My tasks 3

Here you handle your current tasks. Handling tasks is easiest on
your computer or laptop because this screen is larger than your phone.

- The most recent task is at the top. You can sort your tasks by clicking on the sliders. You can also search for tasks by entering something in the search bar.



Submit information 4

- The screen shows 2 tabs:

- 1. 'Dossieritem insturen'
- Submit dossier items. We
- never use this.



2. 'Ingestuurd'

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



 Medewerker mutatie. Medewerkermutatie (Profit) 26 januari 2023 	>
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5 Absence

Here you can see your current leave balance, your taken leave and you can also submit a new leave request.

Click on the + to submit a new leave request.
Then choose which type of leave you want to submit.

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- 10:54 all 🗢 🗔 Verlof Huidig Gebruikt Totaal 407:03 0:00 407:03 uur uur uur Verlofoverzicht 2024 26 dec. 2024 00:00 26 dec. 2024 00:00 van: t/m: van: 25 dec. 2024 00:00 t/m: 25 dec. 2024 00:00 \checkmark 20 mei 2024 00:00 20 mei 2024 00:00 van: t/m: van: 19 mei 2024 00:00 \checkmark 19 mei 2024 00:00 t/m: 9 mei 2024 00:00 van: t/m: 9 mei 2024 00:00

6 Payslips

Here you can view your payslips and annual statement.

- 11:46 Constroken Loonstrok Januari Vebego Cleaning Services 26 januari 2023





My file 7

- Here you can find your own personnel file.
- The most recent actions or documents are at the top. You can
 sort it by clicking on the sliders. You can also search for
 documents by typing a word in the search bar.

- 10:55 ul 🗟 🗖 Mijn dossier **Q** Zoek op dossier 菲 Wijzigingen wet- en regelgeving 2023 Dossier - Correspondentie 📋 26 januari 2023 Loonstrook Januari Loonstrook (Profit) 힌 26 januari 2023 Medewerker mutatie: Medewerkermutatie (Profit) 🖻 12 januari 2023 Medewerker mutatie: (85546) Medewerkermutatie (Profit) 🖻 12 januari 2023

My details 8

- You can view your personal information here.
- Depending on your rights, you may have the possibility to change or add data.

- 10:58 .ul 🗢 🗔 Mijn gegevens Zakelijk Persoonlijk Familie die here Wellerst 的问题的问题 Telefoonnr. Mobiel Ũ E-mail \sim :mail.nl Adres Constant of the second second second A TRA MARCENE Compare States Proceedings





Settings 9

- Here you can change various settings:
 Your pin-code
 Your screen mode (dark/light)
 The language of the AFAS Pocket app
- At 'Notification settings' you can indicate whether you want to
 receive push messages when new items arrive.





