

TENTOO

a **brisker** company

**Manual: Pay4me and
Matching platform**

Welcome to Pay4me and the matching platform

Pay4me is the online portal of Tentoo. The matching platform displays all open vacancies from employment agencies and the employers/hirers at a glance. Through the matching platform, you can apply for a job and we can provide you with new contracts. To access the matching platform, click *vacatures* (vacancies) in our online portal Pay4me, or go to jobs.brisker.nl.

Log in to Pay4me

You simply log on into the online portal with your personal username and password. We have sent this personal login details to the e-mail address you specified. Make sure you save this e-mail.

Log on

1. Go to www.pay4me.nl or click on the link in the e-mail that contains your login details.
2. Enter your username and password.
3. Click on login.

Tip: Did you forget your password? Then click on forgot password. You will receive a new password by e-mail.

Note: Don't remember your username? Please contact our Servicedesk at servicedesk@tentoo.nl or 020 - 420 20 70.

Your personal homepage

As soon as you log on, you will be redirected to your personal homepage. On the left you see a selection menu.

Message board

Important messages can be found on the message board in the center of the home page. For example, a message is showed here if you have to sign an employment contract. You will also receive a personal notification here if we need additional information from you to pay your salary.

WIJ HEBBEN ONDERSTAANDE DOCUMENTEN OF GEGEVENS NOG VAN U NODIG

Nodig van	Wat is nodig	Hoe aan te leveren
van u	kopie arbeidsovereenkomst	klik op documenten

Signing an employment contract

You can easily sign an employment contract digitally via Pay4me. Follow the following steps for this.

1. Click via the notification on **click on documents**, or go to **other → my data → documents**.
2. Click on **Download**.
3. You will see a pop-up with the question: **You can digitally sign this contract. Do you want to do this?** Click on **ok**.
4. Read the agreement carefully and agree with the content.
5. Click on 'request code via sms' to receive the authentication code and enter the code.
6. Now put your signature in the intended box. **Please note:** according to the law, the digital signature must exactly match the signature on your proof of identity. It can be difficult to place a digital signature. Because of that we advise you to practice a few times. Click on **reset** to place your signature again. Once you are satisfied with your digital signature, click on **save**. We will directly send the employment contract digitally to your contact person.

- When we have received and approved the employment contract, you will find the contract under **other → my data → documents**. Here you will find all your employment contracts with the date of approval.

It is also possible to print and sign your employment contract. You print the employment contract by clicking on 'cancel' when the pop-up asks: **'You can digitally sign this contract. Do you want to do this?'** After that you upload a copy of the signed employment contract to Pay4me.

When the pop-up shows the question: 'You can digitally sign this contract. Do you want to do this?' you click on 'cancel'. After that you can print the employment contract, sign it and then upload a copy of the signed contract to Pay4me.

Hours

If the client has chosen that you are allowed to enter your worked hours yourself, you will be given the option **hours**. Here you can enter your worked hours, you can approve hours, declare expenses and review hours worked.

Week	Soort	%	MA	DI	WO	DO	VR	ZA	ZO	TOTAAL	Toelichting
14 (2/4 - 8/4)	Normale uren	100	0	0	0	0	0	0	0	0	+ [edit]
15 (9/4 - 15/4)	Normale uren	100	0	0	0	0	0	0	0	0	+ [edit]
16 (16/4 - 22/4)	Normale uren	100	0	0	0	0	0	0	0	0	+ [edit]
17 (23/4 - 29/4)	Normale uren	100	0	0	0	0	0	0	0	0	+ [edit]
18 (30/4 - 6/5)	Normale uren	100	0	0	0	0	0	0	0	0	+ [edit]

To enter your worked hours, click on **hours** and then on **enter**. Select the correct placement and the correct period. Do you want to claim other reimbursements in addition to your normal hours? Then click on the **plus sign (+)** to add an extra line. You can find various components via the drop-down function, such as **vacation days**, **overtime** and **variable travel costs**. You can add a 'kostenplaats', project name or project number via **kostenplaats** in your jobsheet.

datum	kostenplaats
maandag 16-12-19	19600 Groningen
dinsdag 17-12-19	
woensdag 18-12-19	
donderdag 19-12-19	
vrijdag 20-12-19	

Click on **the pin** to change the line. Once you have entered the correct hours, approve the hour message. You do this via the options **hours** or **messages**, or via the notification on the homepage. After approval, the message is presented to your client for verification. Tentoo processes the worked hours and prepares them for payment after the client has approved the worked hours.

Please note: Provide a clear description of the reimbursement. We need this information for the tax authorities. For travel expenses please fill in the addresses and the distance.

Please note: To ensure that your client doesn't receive the hours for approval separately every day, you can submit your worked hours once a week. This means that once the hours have been agreed, supplementing or correcting is no longer possible. Our advice is therefore to submit your hours worked in one go at the end of the week.

Tip: Fill in worked hours in time. A period that is too long ago disappears from the overview.

Vacancies and the matching platform

Via the vacancies button you go to the matching platform. You can also go directly to the matching platform via jobs.brisker.nl.

Have you forgotten your password? Then click on **forgot password**. Enter your e-mail address or username and request a new password.

Logging in for the first time

When you log in for the first time, we will ask you to enter some information.

- 1. Personal details**

Enter your personal details, address, and desired visibility. **Tip:** Upload a photo so a potential employer can put a face to a name straight away.

- 2. Work experience**

Enter your training/qualifications, work experience, language skills, driving licences, and certificates. This is optional, but we recommend entering as much detail as possible. That will help us to find the best job match for you.

- 3. Preferences**

Specify your desired job category and title. You can also enter a sector, required level of education, desired salary, maximum travel distance, desired working hours, and your availability (optional). Enter as much detail as possible to find the best job to match your profile.

The screenshot shows a user interface for Tentoo. At the top, it says "Hallo Thijs" and "Welkom in je persoonlijke omgeving. Hier vind je een overzicht van jouw opgeslagen vacatures, kun je reageren op matches en wijzig je jouw persoonlijke profiel." There is a button for "Mijn profiel". Below this is a navigation bar with four items: "Voorgestelde vacatures 3", "Favoriete vacatures", "Mijn sollicitaties", and "Mijn matches". Underneath the navigation bar, it says "3 vacatures gevonden die passen bij jouw profiel". The main content area shows a job listing for "Scrum master" with details: "Amsterdam", "40 hour / week", "Management", and "Directeur". There is a heart icon next to the job listing.

Dashboard

Once you are logged in, you will see your personal dashboard. Here you can find an overview of your **saved vacancies**, **respond to matches**, and change your **personal profile**. We will also show the job vacancies that best match your profile.

1. **Suggested job vacancies**

Here you can see an overview of all vacancies that might be of interest to you based on your profile.

2. **Favourite job vacancies**

This is where you will find all the job vacancies you have saved as a favourite. You can favourite a job vacancy by clicking on the heart icon next to it.

3. **My job applications**

As soon as you have responded to a vacancy, you can view it under **My job applications**.

4. **My matches**

If an employer accepts your application, they will let you know by changing the *status*. The possible statuses are: *geselecteerd* (selected), *gesprek* (invited for interview), *afgewezen* (declined), *aanbod gedaan* (offer made), and *aangenomen* (approved). Depending on the status allocated, you can then make contact with each other.

My profile

Click on **My profile** to modify your personal details, work experience, preferences, and account information.

Search vacancies

A potential client can share a job ID with you. The vacancy ID gives you direct access to a vacancy. Did you receive a vacancy ID? Then enter it in the search bar.



Apply

If you want to apply for a job, click on the vacancy. Then click the **Apply** button next to the job title. Specify whether you have previously worked for the employer. Once you have entered all the required information, click **Confirm**. Congratulations, you have now applied for a job! You will find the job under **My applications**.

Payslips

On the page **payslips** you will find an overview of the payslips that you have received from Tentoo. You can also request your **annual statements** on this page.

Via the menu option **Period** you can click on any desired period for which you want to see the payslip overview.

LOONSTROKEN

BEKIJK UW LOONSTROKEN VANAF

TOT EN MET

Klik hier voor uw loonstrook

OF KIES HIERONDER EEN PERIODE

Periode

Request annual statements

Request your annual statements from Tentoo under **jaeropgaaf**. To do this, click on the year for which you want to request the annual statement.

Making a pro forma gross-net calculation

A pro forma calculation is a test payslip that shows which premiums and deductions are made. Fill in all fields for these calculations and click on calculate. Please note that the result of the calculation is an estimate. No rights can be derived from the result.

Contracts and documents

You can find your employment contract(s) on the homepage in the menu via the button **Other**. Open the menu and choose the **My data** page. To view an employment contract, click on **Documents** and on **View**. You can also print the document.

MIJN GEGEVENS
CONTRACTEN
DOCUMENTEN
LOONSTROKEN

Bekijk hier uw contracten. Klik op het contract om het uit te printen en om de bijbehorende plaatsingen te bekijken.

Soort contract	Startdatum	Einddatum	Akkoord
fase 1/2 - oproep overeenkomst			

N.B. Als bij een contract nog geen datum onder 'Akkoord' staat hebben wij het contract nog niet getekend ontvangen en verwerkt. Download het contract als pdf-bestand, print het uit en onderteken het. Stuur het vervolgens op, samen met een goed leesbare kopie van uw identiteitsbewijs.

You can also find **downloads** via the button **other**. Here you can find a list of documents about different subjects, such as manuals and collective labour agreements. You can also find more information about reporting sick and wage payments.