

TENTOO

Payroll Professionals

Guide

My.tentoo for employees

General

In this guide we explain on a step-by-step basis all the possibilities that my.tentoo offers you as an employee.

Go online and open the website my.tentoo.nl

If you are using my.tentoo for the first time, you should click on 'Register for my.tentoo' and then fill in your social security number (BSN). You will see the following message: 'You are registered as a my.tentoo user'. A few minutes later you will receive an email containing your login details, which will give you access to your personal my.tentoo.

If you do not receive an email giving you your login details, it is possible that we have no email address or the wrong email address on file for you. Please give the service desk a call on +31(0)20 420 2020 to check this.

General terms and conditions

The first time you log in, the screen below will appear. This contains our general terms and conditions. If you have read these general terms and conditions and you agree to be bound by them, scroll to the very bottom and place a tick in the box to confirm your agreement.

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HOME | CONDITIONS

General terms and conditions

Before you can continue working with my.tentoo, you have to agree to our general terms and conditions, which are outlined below. Read them carefully and check the box below the text to confirm your agreement (you have to scroll through the complete text to activate the checkbox). Finally press OK to send your agreement to us. Your agreement will then be confirmed by e-mail.

If you would like to **print** the terms and conditions, press **here** to open them in a separate window and subsequently use the print functionality of your internet browser.

GENERAL TERMS AND CONDITIONS

Article I: Definitions

In these general terms and conditions the terms listed below are defined as indicated:

1.1 Tentoo:
The Amsterdam-based foundation and private limited liability companies:

- Tentoo Administratie Stichting
- Tentoo Directors Cast & Crew B.V. (DC&C)
- Tentoo Collective Freelance & Flex B.V. (CF&F)
- Tentoo Intern B.V.
- Tentoo Support B.V.
- Tentoo Partners B.V.

subsidiaries of the parent company Tentoo Holding B.V. that (are to) perform work or provide services for a client and a contractor in accordance with an engagement agreement, and Tentoo Holding B.V.

1.2 Contractor:
Any natural person or legal entity that performs work or provides services or is to perform work or provide services for a client on the basis of an engagement agreement, temporary work agency contract or flexible work contract.

1.3 Client:
All natural persons and legal entities for whom or for which Tentoo performs work or provides services in accordance with an engagement agreement.

1.4 Sole trader:
Any natural person or legal entity that performs work or provides services or is to perform work or provide services for a client on the basis of an engagement agreement.

1.5 Agency worker / flexible worker:
Any natural person who performs work or provides services or is to perform work or provide

I accept the general terms and conditions **OK**

Changing your password

You are then required to change your password immediately. The password must be made up of a combination of letters, numbers and symbols (for example: password1! or password9+). The minimum number of characters for a password is 8 and the maximum is 15.

Once you have changed your password, the welcome screen will appear offering you all the various options. This will also display the latest updates to my.tentoo and any notifications from Tentoo.

Now you have access to all the functions that my.tentoo offers for employees.



Personal details

The 'Personal details' menu consists of the following options:

- **Personal details**
'Personal details' contains the personal details that we have on file for you. You can amend some of these details yourself and submit the changes to us.
- **Registration form**
If you registered with Tentoo via our website, your registration form is saved here in electronic form.
- **Change password**
In 'Change password' you can change the password you have created to a different password. If you want to change your password, you will need to bear in mind that your password must consist of at least six letters, one number and one symbol, for example tentoo1! or p@ssw0rd.
- **Settings**
'Settings' allows you to change the settings for creating a jobsheet. For example, you can decide on the format for the date and how you want to show the time period.

Group members

In 'Group members' you can send employees a request for permission to fill in jobsheets on their behalf. For more information on this subject, please refer to the guides covering 'Inviting group members' and 'Accepting invitations'.

Jobsheets

The 'Jobsheets' menu offers two options:

Jobsheet list

This list sets out all your jobsheets and their status.

The status options are as follows:

- **confirm:**
you still need to approve the jobsheet and send it to Tentoo
 - **confirm client:**
you have created the jobsheet and the client still needs to confirm it
 - **not yet sent:**
you have created the jobsheet, but have not yet submitted it for the client to confirm
 - **not yet processed:**
the jobsheet still needs to be confirmed by the client or has been sent to Tentoo but has not yet been processed
 - **processed:**
the jobsheet has been received and processed by Tentoo
 - **invoiced:**
the jobsheet has been invoiced to the client
 - **paid:**
you have been paid for the work described in the jobsheet
 - **postponed:**
the jobsheet has been processed and an invoice has been created, but you cannot be paid yet, for example because your registration has not yet been completed
 - **deleted:**
there are a number of possible reasons for this; if you did not delete the jobsheet yourself then you should contact our service desk for more information
- **Create**
You can create jobsheets and send these to the client for approval. The client can then send the confirmed jobsheet to us (either digitally or by post).

Editing jobsheets

It is possible to amend or delete jobsheets, for example if you have completed a jobsheet incorrectly and it has not yet been confirmed and sent to Tentoo. If you amend a jobsheet, the old jobsheet will be deleted and replaced with a new jobsheet. Tentoo is therefore only able to process the new jobsheet. To amend or delete a jobsheet, you should double-click on the line describing the relevant jobsheet and then select 'Edit'. At the bottom of this screen you also have the option to delete the jobsheet.

Please note: performing artists can complete their total fee statement form (*gageverklaring*) via the my.tentoo jobsheet. This means that it is no longer necessary to send a separate total fee statement form to Tentoo.

An example of a jobsheet list:

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HOME | JOBSHEETS | JOBSHEET LIST

Jobsheet list

Below you'll find a list of the last entered jobsheets and extra payments. Selecting a jobsheet allows you to look into, revise and, if entered by the client, confirm that jobsheet. To enter a new jobsheet select Enter in the menu. [Click here for an explanation of the date search fields.](#)

Only show jobsheets that have to be confirmed

Ref. no.	Production start	Production end	Days	Production description	Client name	Contact	State	Pre pay	Invoice no.	Invoiced	Paid
421728	06-06-2011	09-06-2011	2	Test (test)	TENTOO TEST BV	Docter, José	Confirm client				

Wage slips

The 'Wage slips' menu allows you to view your wage slips digitally. Simply select the period for which you want to see your wage slip(s) and any wage slips in that period will be shown. The list shows the month in which the payroll was carried out, the sequence number and the number of the wage slip in the relevant month. In the example below 3 wage slips (sequence numbers 0001, 0002 and 0003) were issued in the month of October (period 10).

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HOME | WAGE SLIPS

Wage slips

Enter a date range and click on Ok to show the available wage slips.
Click on a line to open/download the wage slip as a PDF document.
To open and print documents in PDF format you'll need the freely available **Adobe Acrobat Reader**.

until

OK
<<
>>

Office	Year	Period	Sequence number	Attachment	Pay date
Tentoo Directors Cast & Crew B.V.	2011	5	0001		6-6-2011
Tentoo Directors Cast & Crew B.V.	2011	5	0002		6-6-2011
Tentoo Directors Cast & Crew B.V.	2011	5	0003		9-6-2011
Tentoo Directors Cast & Crew B.V.	2011	5	0004		9-6-2011
Tentoo Directors Cast & Crew B.V.	2011	5	0005		22-6-2011
Tentoo Directors Cast & Crew B.V.	2011	5	0006		22-6-2011
Tentoo Directors Cast & Crew B.V.	2011	5	0007		22-6-2011

Annual statements

You can view your annual statements from 2008 onwards here, for each calendar year in which you were payrolled by Tentoo. These statements are stored in electronic form in the system. If you need an annual statement for 2007 or an earlier year, you can request this via 'Requests'.

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HOME | ANNUAL STATEMENTS

Annual statements

Click on a line to open/download the annual statement as a PDF document.
To open and print documents in PDF format you'll need the freely available **Adobe Acrobat Reader**.
The annual statement for 2010 will be available februari 2011.

Office	Year
Tentoo Directors Cast & Crew B.V.	2008
Tentoo Directors Cast & Crew B.V.	2009
Tentoo Directors Cast & Crew B.V.	2010

Clients

Selecting 'Clients' displays a full list of all the clients for whom you work (or have worked). If you click on a client on the list, you will see an in-depth overview containing details of your client. This also allows you to view or amend your contact person's details.

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HOME | CLIENTS

Client list

Select a client to view its contacts.

Name	Address	Post code	Town	Phone no.	No. of contacts
TENTOO TEST BV	Oostenburgervoorstraat 162	1018 MR	AMSTERDAM		4

download XLS 

Show deleted clients.

Requests

The 'Requests' menu allows you to request an annual statement or salary calculation. The documents requested will then be sent to you by post or email.

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HOME | REQUESTS | ANNUAL STATEMENTS

Request annual statement

For control purposes your name and address are given here

Name
Address

You can request an annual statement here. You can download the annual statements for 2008 and later via the menu **Annual statements**. The annual statement for 2010 will be available February 2011.

Year to which your request applies: 2007 2006

Remarks

Submit

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HOME | REQUESTS | SALARY CALCULATION

Salary calculation

Complete the form below to request a salary calculation.

Function

Agreed fee *

Fee is per

Fee type ⓘ

Duration of the job * ⓘ

Number of hours per day *

Number of days per week

Wages tax credit Yes No

Allowances and other remarks

Submit

Report sick

Under 'Report sick or end of sick leave' allows you to report yourself sick or report that you are no longer on sick leave. It also gives you a full overview of all your sick leave.

The screenshot shows the TENTOO Payroll Professionals interface. At the top left is the logo 'TENTOO Payroll Professionals'. To the right is a search bar and a 'Logout' button. Below this is a navigation menu with items: Personal details, Group members, Jobsheets, Wage slips, Annual statements, Clients, Requests, Report sick (highlighted), and Insurance. The breadcrumb trail reads 'HOME | REPORT SICK | OVERVIEW SICK LEAVES'. The main heading is 'Overview sick leaves'. Below it is a table with three columns: 'Start date of sick leave', 'End of sick leave', and 'Number of days'. The table contains one row with the values '15-02-2011', '15-02-2011', and '0'. At the bottom right, there is a control for 'Maximum number of lines' set to '15' with an 'OK' button.

Start date of sick leave	End of sick leave	Number of days
15-02-2011	15-02-2011	0

Insurance

Under 'Insurance' you can view all your insurance policies with Delta Lloyd, make any amendments and apply for any new insurance policies.

The screen looks like this:

The screenshot shows the TENTOO Payroll Professionals interface for the 'Insurance' section. The breadcrumb trail reads 'HOME | INSURANCE'. The main heading is 'Introduction Tentoo Insurances'. The text below explains that employed persons can profit from various employee discounts, which can be accessed via Tentoo Insurances. It mentions that in addition to a collective health care discount, users can now take out other insurances such as car insurance, residence contents insurance, liability insurance, etc., with premium discounts up to 25%. It also states that Tentoo Insurances offers direct access to an up-to-date overview of all current insurances and related policies via my.tentoo, and that it is very easy to change policies online. The text notes that users do not have to cancel their current insurances, as Tentoo Insurances takes care of this. It encourages users to scroll down to make their own calculations and find out how much they can save on their insurance, as applying for various insurances is very easy and only one click away. It provides links for more information on mortgages, salary savings schemes, pensions, and disability insurance.

We hope you enjoy the benefits of my.tentoo!