

TENTOO

Payroll Professionals

Guide

Entering timesheet

Where can you enter a job sheet?

Once you have logged in to my.tentoo, go to 'Job sheets' and click on 'Enter'. You will then see this screen.

Personal details | **Jobsheets** | Wage slips | Annual statements | Clients | Requests | Report sick | Insurance

HOME | JOBSHEETS | NEW

Enter jobsheet

Client	<input type="text" value="[Select a client]"/>	*
Contact	<input type="text" value="[Select a contact]"/>	*
Production description	<input type="text"/>	
Production no.	<input type="text"/>	(P.O.-no)
Production location	<input type="text"/>	
Country	<input type="text" value="Netherlands"/>	
Function	<input type="text" value="[Select a function]"/>	*
Agreed fee	<input type="text"/>	*
Fee is per	<input type="text" value="Hour"/>	
Fee type	<input type="text" value="Net commission excl."/>	*
Production start	<input type="text"/>	*
Production end	<input type="text"/>	*
Kilometre allowance	<input type="text"/>	[€/km]

[Show days](#)

Allowances

description	Expenses per day	number of days	total	Coupon
travellingexpenses public transport	0,00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
meal allowance	0,00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
material	0,00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
telephone	0,00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
other <input type="text"/>	0,00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
total			0,00	

Advance payment Amount already received from client (if you didn't receive anything, you can skip this field)

Bonus

[Confirm](#)

* This field is required

Enter client

If you will be working for a new client, select 'new client' in the drop down menu beneath 'client'.

Personal details | **Jobsheets** | Wage slips | Annual statements | Clients | Requests | Report sick | Insurance

HOME | JOBSHEETS | NEW

Enter jobsheet

Client	<input type="text" value="[New client]"/>	*
Name	<input type="text"/>	*
Address	<input type="text"/>	*
Postcode	<input type="text"/>	*
Town	<input type="text"/>	*
Country	<input type="text" value="Netherlands"/>	
Phone no.	<input type="text"/>	*
Faxnumber	<input type="text"/>	
VAT no.	<input type="text"/>	
Contact	<input type="text" value="[New contact]"/>	*
Usual name	<input type="text"/>	
Prefixes last name	<input type="text"/>	
Last name	<input type="text"/>	
Gender	<input type="radio"/> Male <input type="radio"/> Female	
Phone no.	<input type="text"/>	
E-mail address	<input type="text"/>	
Production description	<input type="text"/>	*
Production no.	<input type="text"/>	(P.O.-no)
Production location	<input type="text"/>	
Country	<input type="text" value="Netherlands"/>	
Function	<input type="text" value="[Select a function]"/>	*
Agreed fee	<input type="text"/>	*
Fee is per	<input type="text" value="Hour"/>	
Fee type	<input type="text" value="Net commission excl."/>	*
Production start	<input type="text"/>	*
Production end	<input type="text"/>	*
Kilometre allowance	<input type="text"/>	[€/km]

[Show days](#)

Here you fill in the details of the client and your contact person at the client. The lines with an asterisk (*) are mandatory fields.

If you have worked for this client before, you can automatically select the client in the dropdown menu. In that case you do not need to fill in all the details again.

Enter job sheet details

After you have filled in your client's details, fill in the details of the work you performed. Give a project description and, if applicable, a production number. Production number is not a mandatory field. The client has the option of indicating this in its my.tentoo environment however.

You also fill in here the location where the work was performed and your position during the assignment. If your position has not yet been added to the list, you can add it using the search function.*

Please note! The verification of the kilometres driven takes into account your address and the location where the work was performed. Only one destination can be entered in this field. If you visited multiple locations, you can fill this in in the time overview.

*If your contract falls under Tentoo Flexolutions, the fields with your position and the agreed price are already filled in. You no longer need to do this yourself.

Enter price agreement

After that you fill in the details on the period worked and what should be invoiced. If the agreed amount comes to less than the minimum wage, it is automatically increased to the minimum gross hourly wage when the invoice is created. You can click on  for an explanation of the agreed amount. You can also find a link here to an overview of minimum wages. As soon as you click on  next to 'Fee type', you will see more information on the different price agreements that Tentoo uses.

Here you also indicate whether you want to fill in the period worked by hour or by day.

Agreed fee	<input type="text"/>	  *
Fee is per	<input type="text" value="Hour"/>	
Fee type	<input type="text" value="Net commission excl."/>	 *
Production start	<input type="text"/>	 *
Production end	<input type="text"/>	 *
Kilometre allowance	<input type="text"/>	[€/km]
<input type="checkbox"/> Agreed fee includes distance allowance		

The 'production start' and 'production end' are the first and last days worked of the period you want to have invoiced with this timesheet and for 'kilometre allowance' you fill in the amount per kilometre. If you have two rates for the kilometre allowance, click on 'different km allowance', after filling in the first rate.

Kilometre allowance [€/km] different allowance

After you have filled this in, click on 'Show days'.

If you are an artist: For the position of artist (or, for example, model, actor, etc.), we cannot reimburse expenses tax free (except for the kilometre allowance). These expenses can be claimed with the tax return at the end of the year. An advance for deductible expenses can be requested per performance by means of the Standard expense deduction scheme. For more information, click on .

Enter working days

After you click on 'Show days', you can fill in the hours or days that you worked for the particular working day. If these days are shown in grey, hours have already been filled in for the days. If the date appears in purple, this means you called in sick for the particular date. In the event of sickness, you cannot fill in any hours for these days since you receive a benefit under the Sickness Benefits Act via the UWV or Acture (depending on the operating company under which your contract falls). It is

possible to fill in multiple timesheets for one or more clients. Under the hours overview, an explanation is given for why the date appears in a different colour.

different hourly fees 				
concerns overtime <input type="checkbox"/>				
	hours	hours with different fees / overtime hours	km	cost center
Tu 17-09-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
We 18-09-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Th 19-09-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fr 20-09-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sa 21-09-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Su 22-09-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mo 23-09-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tu 24-09-2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
total	0,00	0,00	0,00	

* In case one or more different fees apply you need to contact Tentoo.

In the first column you fill in the standard hours which you worked for the agreed amount. It may be possible to fill in overtime hours or a deviating hourly rate in the column 'Hours with different fees/overtime hours'. In the white box in the blue bar you can fill in the amount per hour, and check the box if these are overtime hours.

If you work more than 14 hours, it may be the case that you cannot fill in any more hours in the standard hours column. In that case you can report the remaining hours in the 'Hours with different fees/overtime hours' column. If you do not check the box next to 'concerns overtime', these hours will be regarded as standard hours.

Please note! Overtime hours are subject to higher tax. As soon as you start to fill in the column 'Hours with different fees/overtime hours', an extra column for more deviating hourly rates appears. You can fill in a maximum of five deviating hourly rates per timesheet.

At Tentoo Flexolutions: If your contract falls under Tentoo Flexolutions, then for the option 'Week', select the week number for which you want to report your hours. After you click on 'Show days', you can fill in the worked hours for the particular working day. In addition to your worked hours, you can also fill in hours with a deviating rate or overtime hours. Do not forget to fill in the deviating hourly rate above the column and to check the overtime box if applicable. You report vacation hours and short leave in the column 'Hours with different fees/overtime hours'.

Kilometre allowance

In the kilometres column, fill in the total number of kilometres per day. If a client indicates that a cost centre must be filled in, you can do that in the column designated for that. The kilometres you fill in will be verified using the ANWB route planner. There may be a deviation of 5% between what you have filled in and what it should be according to the ANWB route planner. It may be the case that you have a deviation greater than this. In that case you will get the notification below.

 On this day, the entered distance is greater than the commuting distance.

The given distance is greater than the distance between your home address and the specified location (according to the **ANWB route planner**). You can add the postal code (letters + digits) to the destination to refine the distance determination, for example 'Amsterdam (1018 MR)'. Or enter the reason for the deviation below.

Reason for deviation *

Select the reason for deviation in the drop down menu.

Enter expenses

After filling in the hours you worked and any kilometres driven, you enter any expenses you incurred. If you want to have these expenses reimbursed to you tax free, Tentoo always needs the original receipts. If you have the receipts, indicate this by putting a check mark at the end of the line. After you have confirmed the timesheet, you will receive an email which you can send to Tentoo together with the receipts. Tentoo cannot reimburse the expenses tax free without the original receipts (except for the kilometre allowance).

Please note! We cannot reimburse parking expenses. The Tax and Customs Administration assumes these are included in the kilometre allowance. We can only reimburse these expenses if the client has approved the claim for parking expenses and will pay for these expenses.

Allowances

description	Expenses per day	number of days	total	Coupon
travellingexpenses public transport	0,00			<input type="checkbox"/>
meal allowance	0,00			<input type="checkbox"/>
material	0,00			<input type="checkbox"/>
telephone	0,00			<input type="checkbox"/>
other <input type="text"/>	0,00			<input type="checkbox"/>
total			0,00	

Agreed fee includes expenses 

Advance/bonus

If you have received an advance or a bonus, you can fill this in in the fields below. An advance is settled with the client by deduction from the total invoice amount. On your end it is settled with your net salary. An advance could be, for instance: part of a salary received, lunch expenses from the client, etc. If the client wants to give you a bonus, this can also be filled in here.

Advance payment Amount already received from client (if you didn't receive anything, you can skip this field)

Bonus

Confirm

When entering an advance, the amount filled in cannot be more than 25% of the agreed amount. The reason for this is that your advance may never be more than the net salary to be paid out.

Please note! If you receive a bonus, this is subject to higher tax.

Confirm timesheet

After you have filled everything in, click on 'Confirm'. If everything has been filled in correctly, you will be taken to the next screen (if any information is missing, this will be indicated with a pink bar). Your client has the option of designating certain fields as mandatory. This means that a field that was not mandatory has nonetheless become mandatory.

After you click on 'confirm', you come to the screen below.

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Confirm jobsheet

Check the data in the jobsheet, and choose the preferred method to confirm this jobsheet.

Jobsheet no. **693582**  [Edit](#)

Confirm:

- Print: Click on the PDF above to print and send it to the client. The client must sign the job sheet and send or fax it to Tentoo for further processing.
- Mail: The jobsheet will be sent to the client. It will be processed as soon as it is confirmed by the client.

To:

Send me a copy

Subject:

Attachment: **693582** 

Message

Select Font | Size | Header | 

Enclosed you will find a jobsheet. Could you please either: confirm the jobsheet by [my.tentoo](#) OR sign the jobsheet and fax it to 020-6251655 OR sign, scan and e-mail the jobsheet to jobsheet@tentoo.nl. Thank you in advance.

To open the attached document you need **Adobe Acrobat Reader**.

You can send the job sheet to the client by email along with a copy to yourself. Or you can opt to print the job sheet and hand it in to your client yourself.

If you decide to email the job sheet, your email address and the email address of the contact person will automatically be filled in. The text in the message box is a standard text to your client. You can add to or change this text if you wish.

If everything has been filled in, click on 'Confirm'. A copy of the email you have sent to your client will be emailed to you. Because you log in using your personal details, the job sheet is digitally approved. You do not need to do anything further.

Change or delete timesheet

You may want to change or delete a job sheet. In the job sheet overview, click on the line of the particular job sheet. This will bring you back to the screen where you confirm the job sheet.

At the bottom you will find the option of editing the job sheet by clicking on the button 'Edit'. This will bring you to the same screen in which you entered the job sheet. Here you can make the changes and then click on 'Save changes'. The reference number of the original job sheet lapses and a new reference number is generated. This is so that we do not process the wrong job sheet. After that you can confirm the job sheet by clicking on 'Confirm'. The new job sheet will be sent to the client. The client will receive an email confirmation that the job sheet has been revised. Please note that your client can only approve this (revised) job sheet. If your client has approved the old job sheet, that approval will lapse.

In order to delete the job sheet, you also go to the job sheet overview and click on the line of the particular job sheet. In the screen 'Confirm job sheet', click on 'Edit'. At the bottom of the screen click on 'Delete job sheet'. You will then get the notification

If you now click on 'OK', the job sheet will be deleted and you and your client will both receive an email confirmation.

We hope you enjoy the convenience of my.tentoo!