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### Our Company Tab

### My Portal Tab

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# ACTIVATE YOUR ACCOUNT - EMPLOYER PORTAL

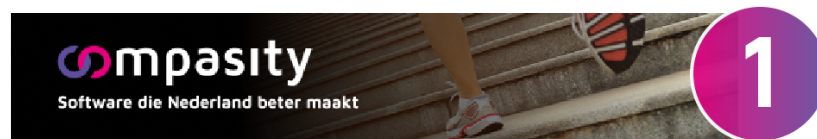
## Activate account

Welcome to the Compasity Employer Portal!

**As soon as an account has been created for you, you will receive an email from us under the name:** [companyname]@compasity-cloud.nl.

**Didn't receive an email? Please check your spam box or junk mail.**

The pink button opens an internet page where you can set your personal password for Compasity, see the image below. The password must contain at least 8 characters with at least 1 uppercase letter, 1 letter, 1 number, and 1 special character.



Geachte heer/mevrouw,

Welkom bij **Verzuimcoach!**

Klik op onderstaande link om uw account te activeren en uw persoonlijke omgeving binnen Verzuimcoach te verkennen.

Met de gebruikersnaam: **WERKGEVER\_NAAM** kunt u een persoonlijk wachtwoord aanmaken.

Bij vragen of problemen kunt u gerust contact opnemen met ons Applicatiebeheer.

Met vriendelijke groet,  
**Team Compasity**

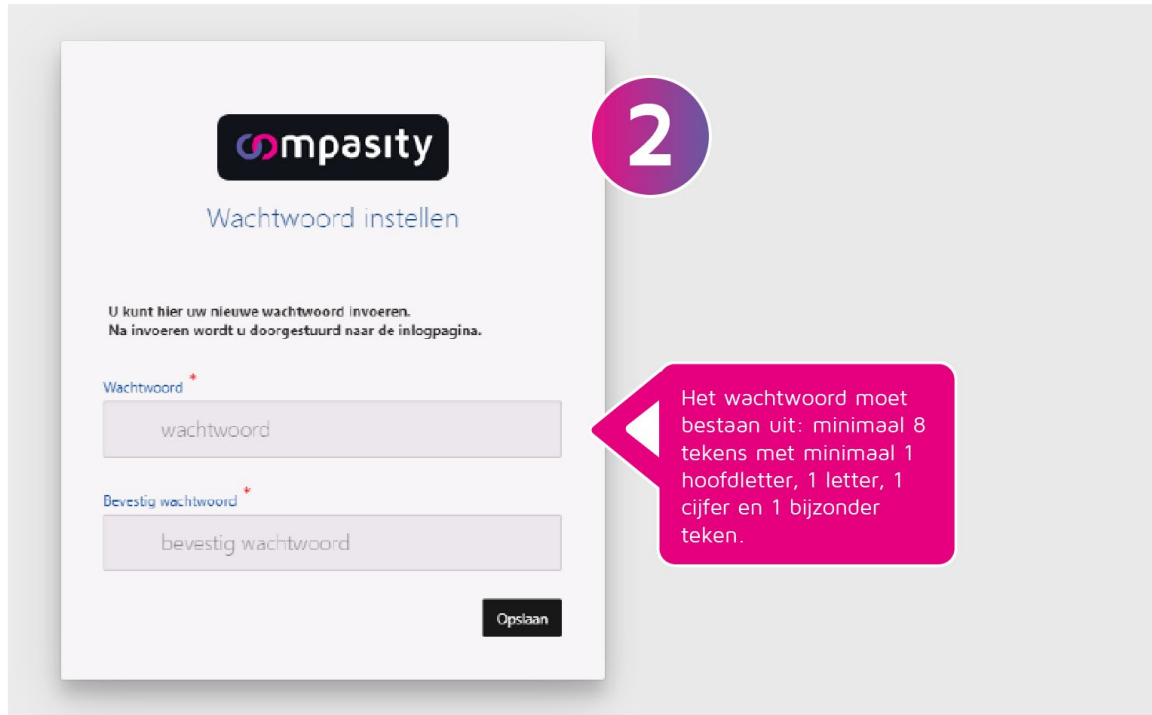


**compasity**  
Marconiweg 16  
8501 XM, Joure

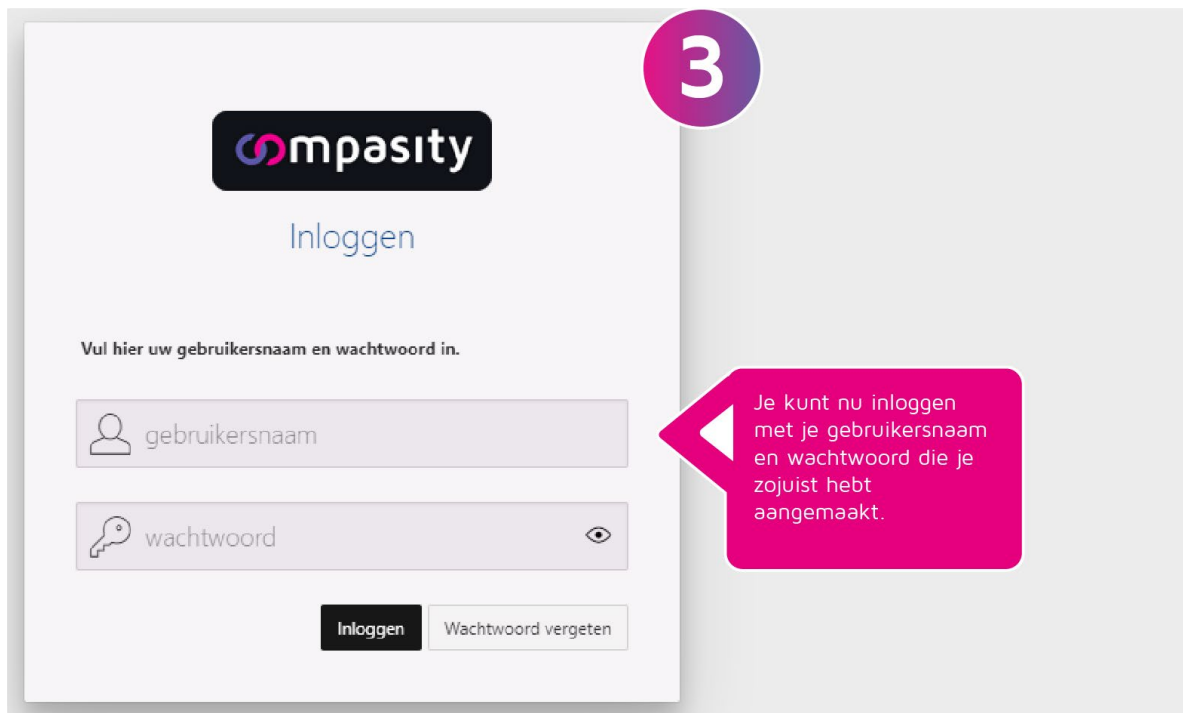
[www.compasity.nl](http://www.compasity.nl)

[info@compasity.nl](mailto:info@compasity.nl)

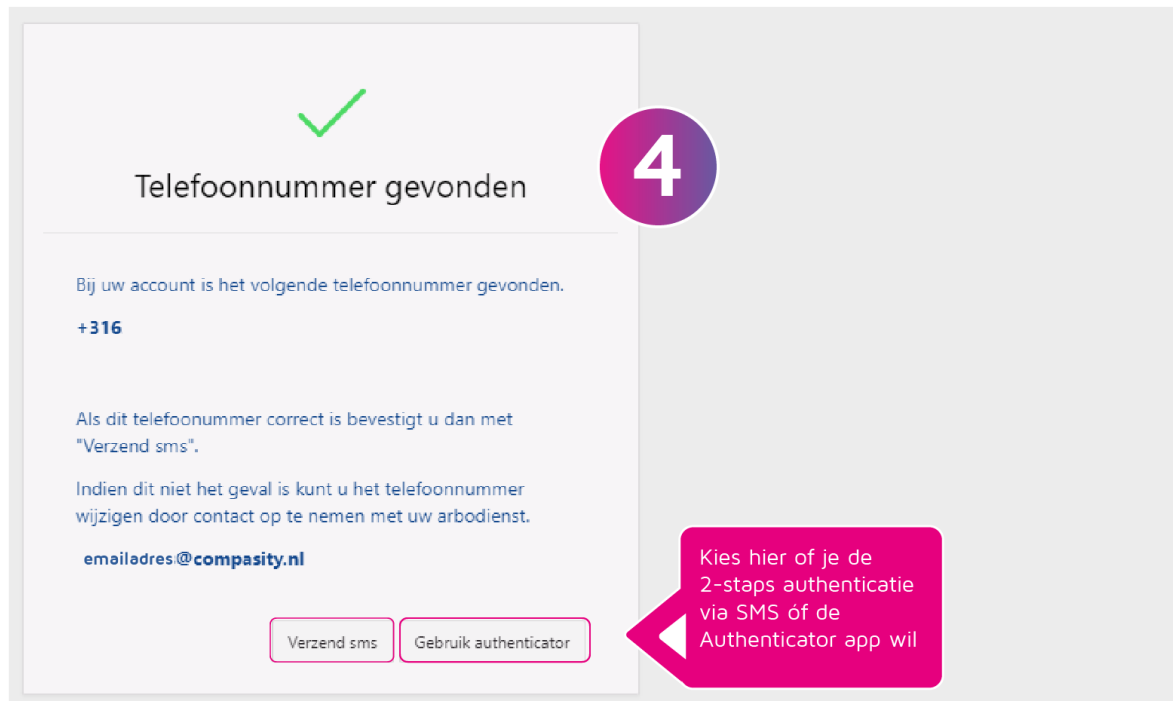
+31 (0)85 018 74 02



When you have created your password, you will be taken to the login screen as shown in the image below.



Once you are logged in, you will see a pop-up screen with information about the phone number registered on your account. With this, you can now set up the two-factor authentication required for the security of the portal (see image below).



## Setting up two factor authentication

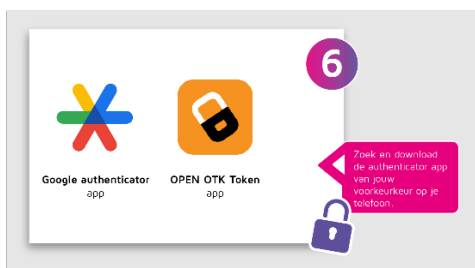
The two factor authentication is needed as extra security for the portal to properly protect all data. By logging in in 2 ways, the user is authenticated in 2 ways (2 factor).

You can set this 2nd factor via the authenticator app on your phone (both for Android and Apple).

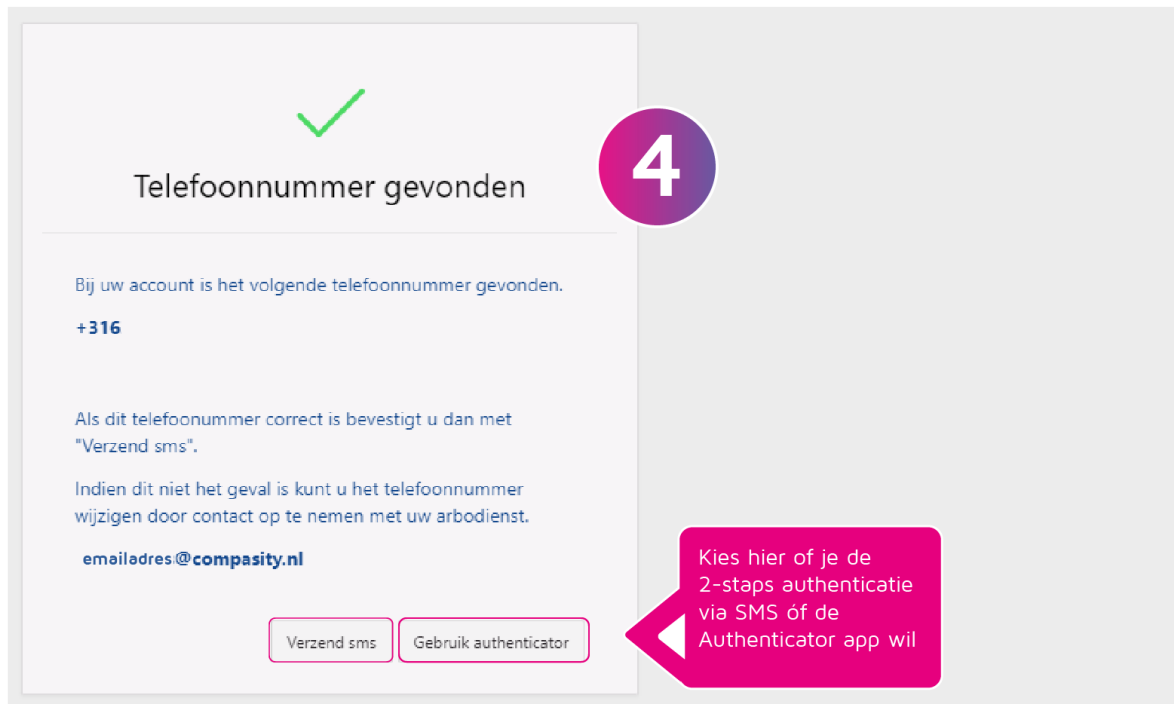
### Code via de authenticator app:

Do you want to use the authenticator app? Then you first need to download the **app 'Google authenticator' or 'OpenOTP Token'** on your mobile phone.

- For an Android device: download the app from the Playstore.
- For an Apple device: download the app from the Appstore.



After downloading the app, click on '**Use authenticator**' in the screen below. When you log in to the portal for the first time, you will automatically receive an email with account details and a verification code.



You can manually enter the code in the authenticator app. You can also choose to scan the attached QR code with your phone. In this way, the code is automatically entered into the app.

**Is the QR code not visible?** In the pink framed square (image below), is normally the QR code.

Many e-mail programs don't show the image. Usually it works to stand with the mouse on the square and then click on the right mouse button. Then select the option download image. You can scan this QR code with the authenticator app that you have downloaded on your phone.

Handleiding 2FA.pdf  
935 kB

Goedendag

Hierbij sturen wij u de aanvullende gegevens (twee-staps-verificatie) om in te loggen op het portaal van ArboAnders

In de bijlage vindt u een document waarin stap voor stap wordt uitgelegd hoe u deze kunt installeren en gebruiken.

Voor het generen van een verificatiecode kunt u Google authenticator gebruiken en instellen met de volgende gegevens:

Account: [zelfgekozen naam]  
Aanvraagcode: AXRCUYEEWSOMVSNR

Of u kunt de volgende QR code scannen:

Deze code kun je handmatig invoeren in authenticator



Je kunt deze QR code gebruiken om de verificatie automatisch in authenticator toe te passen.

Komt u er met de handleiding niet uit of heeft u andere vragen, dan verzoeken wij u contact op te nemen met uw applicatiebeheerder of arbo

Met vriendelijke groet.

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Once you've entered the code via the authenticator app, you can log in to the portal. Have you lost the authenticator? For example, because you have a new phone? Then click on the '**New application code**' button.



## Aanvraagcode verzonden

---

Er is een aanvraagcode verzonden naar  
**.....@compasity.nl**

Met deze aanvraagcode kunt u een verificatiecode genereren om in te loggen.

---

  
**Inloggen**

Vul hier uw verificatiecode in. Aan de hand van de aanvraagcode die u per mail heeft ontvangen genereert u uw verificatiecode. Bent u deze mail kwijt, vraag dan een nieuwe aanvraagcode aan door op de knop Nieuwe aanvraagcode te klikken.

**Inloggen** Nieuwe aanvraagcode

8

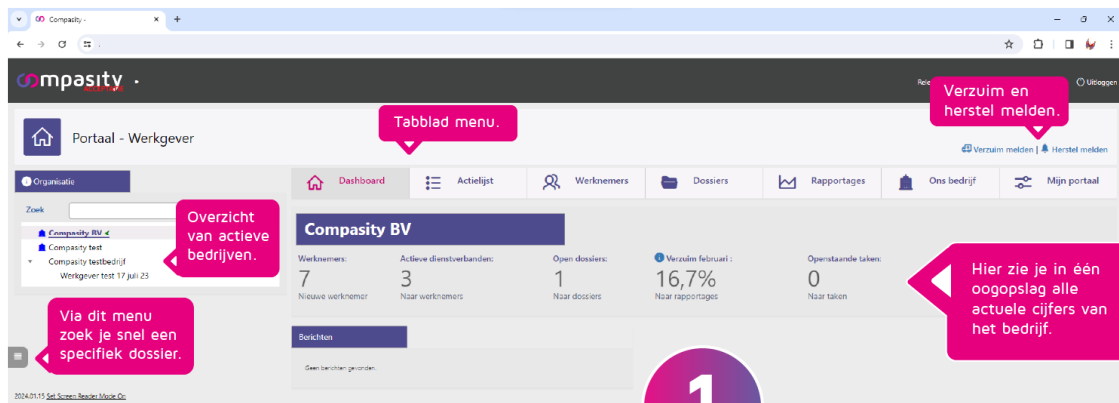
Vul hier de code in die je via de authenticator app hebt gekregen

Hier kun je een nieuwe aanvraagcode opvragen

**You are now logged in to the Verzuimcoach employer portal!**

## Portal dashboard

When you log in, you will be taken to the dashboard overview below within the Compasity portal:



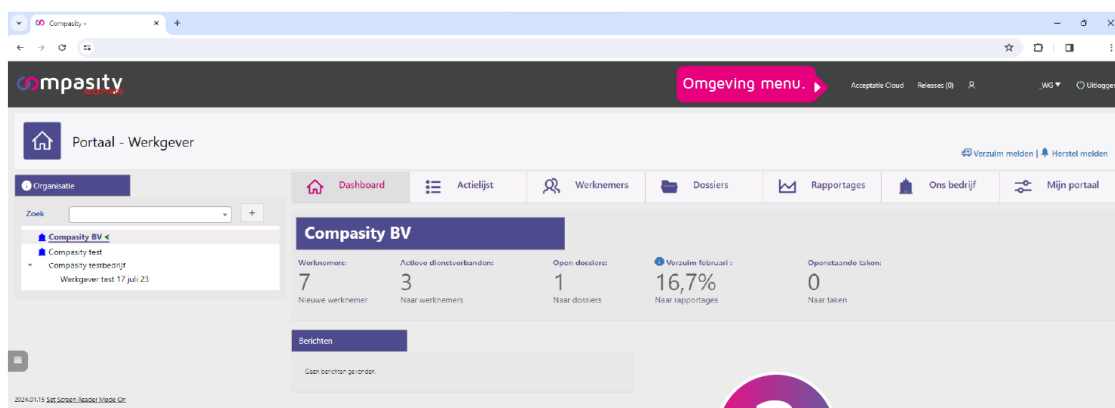
In the dashboard, you can see a global overview of the files and the most important figures at a glance.

At the top you will see the overview tab with the options: **'Dashboard'**, **'Action list'**, **'Employees'**, **'Dossiers'**, **'Reports'**, **'Our company'** and **'My portal'**. We will briefly explain these tabs for each section.

At the top right of the tab menu, you can navigate directly to the **'Report absence'** and **'Report recovery'**.

As you can see, there is also a **grey 'hamburger menu'** on the left side of the screen. This allows you to expand a window in which you can quickly and easily look up a specific file.

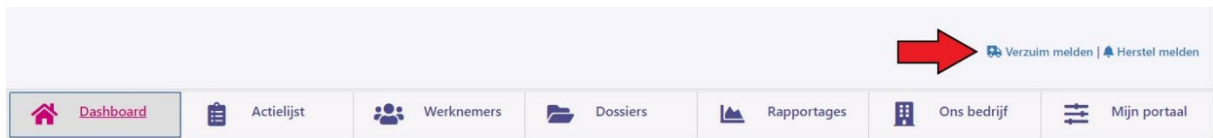
In the black bar at the top, you can see which environment you are in and you can also find the option **'Log out'**.





## Rapid action > reporting absence

Click on '**Report absence**' at the top right of your screen.

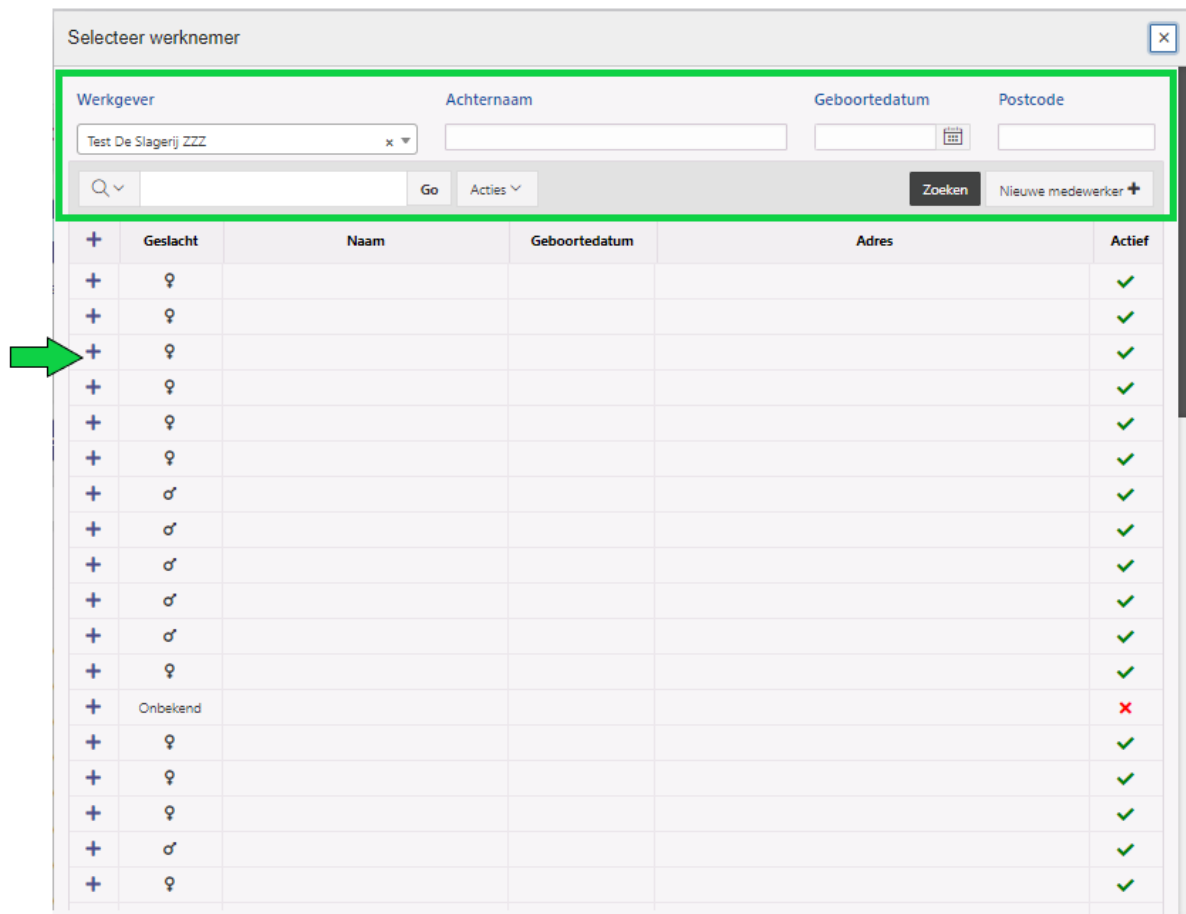


You can search for a specific employee using different search criteria (see green box). Then click on '**search**'.

Click on the + icon next to the employee in question to create the absence file.

If it concerns a new employee, you can easily create it with the '**New employee**' button at the top right of the green box.

After this, you can also report the absence in the same way.



The next screen (image below) shows an overview of the employee's data and the various options to fill in the details. Fields marked with a red asterisk are mandatory.

You can enter various criteria for this absence here. Try to fill in as much information as possible for the best and clearest possible registration. When all the details have been entered correctly, click on **'Save'**.

Dossier openen

**Registratie ziekmelding**


Naam: C Asity  
Melddatum: 11-05-2022  
Reden: Verzuimmelding  
Gesloten verzuimdossiers binnen 29 dagen worden automatisch heropend en gekoppeld.  
Te ziektedag: 11-05-2022  
Verwachte duur: Dagen  
Verwachte einddatum:  
Valt de werknemer onder een vangnetbepaling van de ziektewet?  Ja  Nee  
Is er sprake van regresrecht?  Ja  Nee  
Is er sprake van een arbeidsongeval?  Ja  Nee  
Opvolgactie:  
Contactpersoon bij de werkgever: Geen contactpersoon bekend  
Extra informatie:  
Niet toegestaan medische data in te geven.

**Overige info**

E-mail: voorbeeld@example.nl	Telefoon:	Mobiel: 00000000077	Geboortedatum: 07-07-1977 (44)
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**Adres**

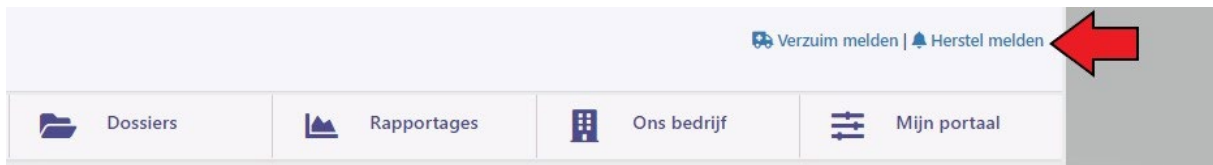
Postcode: 7777CS	Huis nr.: 77	Land: Netherlands
Straat: Compstraat	Plaats: ITopia	
Verpleegadres: <input type="radio"/> Ja <input checked="" type="radio"/> Nee		

Annuleren  Opslaan

Now the absence file has been created for this employee. You can always find the file under the tabs **'Files'**, **'Employees'** or quickly search via the hamburger menu on the left side of the screen. You can also easily add notes, tasks, and attachments in the file.

## Report Quick Action > Recovery

Click on 'Report recovery' at the top right of your screen.



You can search for an employee using various search criteria (see green box in the image below). Then click on 'Search'.

From the filtered list, you can select the employee in question by pressing the indicated arrow (green arrow). Click 'Next' (red arrow) to continue.

The screenshot shows the 'Herstel melden' (Report Recovery) form. The form is titled 'Herstel melden' and has a close button (X) in the top right corner. Below the title, there are two tabs: '(1) Werknemer' (selected) and '(2) Melding'. A green box highlights the search section, which includes a 'Werknemer zoeken' header and several input fields: 'Werkgever' (with a dropdown menu showing 'Test De Slagerij ZZZ'), 'Achternaam', 'Geboortedatum', and 'Postcode'. There are also 'Go', 'Acties', and 'Zoeken' buttons. Below the search section is a table with the following columns: 'Selecteer', 'Naam', 'Dossiernummer', 'Geslacht', 'Startdatum', 'Geboortedatum', 'Werkgever', 'Email', 'Telefoon', 'Mobiel', and 'Adres'. The table contains six rows of employee data. A red arrow points to the 'Volgende >' button at the bottom right of the form.

Selecteer	Naam	Dossiernummer	Geslacht	Startdatum	Geboortedatum	Werkgever	Email	Telefoon	Mobiel	Adres
→	Bolo Beer	132500	♀	12-05-2020	01-04-1986	Test De Slagerij ZZZ	klaas@compasity.nl	1234567890	06288	Asingaborg 850, 10825H Amsterdam
→	Bolo Beer	138204	♀	01-11-2020	01-04-1986	Test De Slagerij ZZZ	klaas@compasity.nl	1234567890	06288	Asingaborg 850, 10825H Amsterdam
→	Bor de Wolf	138575	♂	01-10-2020	01-01-1980	Test De Slagerij ZZZ	no@no.li	-	1	Poeldijkstraat 1, 1059VM Amsterdam
→	Chicó Lama	138225	♂	01-11-2020	01-01-1980	Test De Slagerij ZZZ	klaas@compasity.nl	0123456789	+31628887177	'L'-Fabeltjeskrantstraat 2-C, 9711HG 's'-Hertogenbosch
→	Do Test	136076	♀	28-07-2020	01-08-1980	Test De Slagerij ZZZ	-	0	-	Braksán 1, 8939EJ Leeuwarden
→	Jolanda Bunola	133376	♀	21-05-2020	31-03-1977	Test De Slagerij ZZZ	werknemer@demo.nl	020-0000000	06-20202020	Hoofdweg 67, 5000AA Amsterdam

In the screen below, you can choose between a partial or full recovery. Once the details have been filled in, you can complete the operation by clicking on **'Save'**. Now the recovery notification has been completed.

Herstelmelden

(1) Werknemer (2) Melding

**Melding**

Startdatum \* 09-05-2022 Melddatum 09-05-2022

Melding \*  Deelherstel  Dossier sluiten

Herstelpercentage \* % Loonwaarde

Aanwezigheid (uren)

< Vorige Opslaan

## Explanation tabs

### 'Action List' tab (Figure 3)

In the action list, you can see the actions/tasks that are open. You can sort this in different ways (green box). You can use the sub-tabs to switch to completed tasks, feedback and notes (see red box).

In the search window, you can search with a specific filter, for example by file or name (blue box).

Dossier	Organisatie-eenheid	Werknemer	Taak	Uiterlijk afronden	Status
42497	Demo VC en MO - afdeling 2	O Test	Evaluatie	21-04-2021	To laat
61257	Demo VC en MO - afdeling 3	L Test	Klaarzetten vraagstelling arts	22-11-2021	To laat



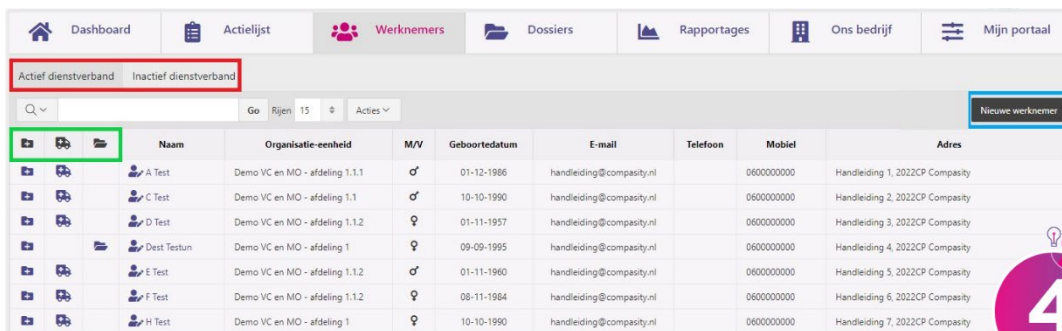
## 'Employees' tab (Figure 4)

In the '**Employees**' tab, you can choose between files of employees with an active employment contract or an inactive employment contract (red box). In addition, under the '**Action**' option, you can choose how you want to sort the files and you can choose to download the data, among other things.

In the overview (green box) you will see the following icons:

 = create a new file,  = an up-to-date medical file and  = an ongoing other file (e.g. pregnancy).

If you click on one of the icons, you will go directly to the file.

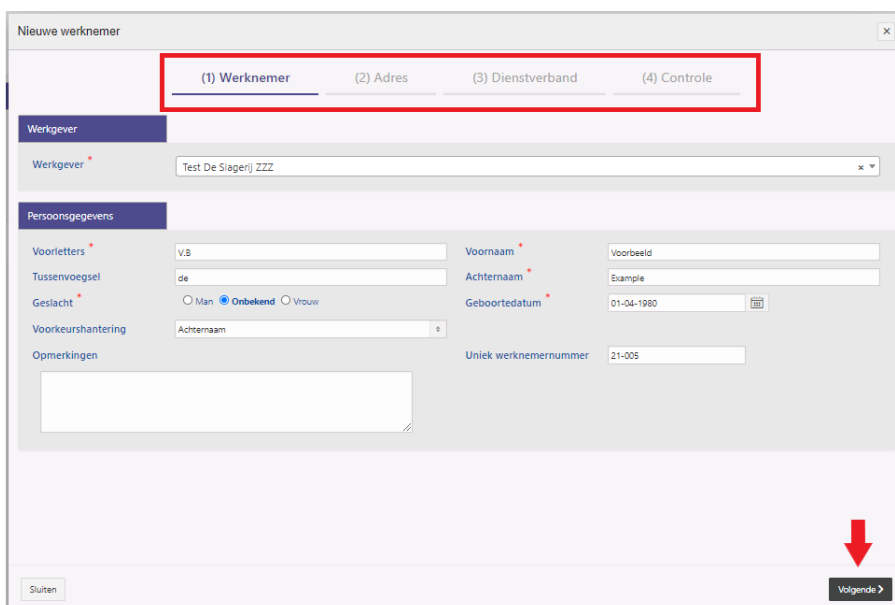


	Naam	Organisatie-eenheid	M/V	Geboortedatum	E-mail	Telefoon	Mobiel	Adres
	A Test	Demo VC en MO - afdeling 1.1.1	♂	01-12-1966	handleiding@compasity.nl		0600000000	Handleiding 1, 2022CP Compasity
	C Test	Demo VC en MO - afdeling 1.1	♂	10-10-1990	handleiding@compasity.nl		0600000000	Handleiding 2, 2022CP Compasity
	D Test	Demo VC en MO - afdeling 1.1.2	♀	01-11-1957	handleiding@compasity.nl		0600000000	Handleiding 3, 2022CP Compasity
	Dest Testun	Demo VC en MO - afdeling 1	♀	09-09-1995	handleiding@compasity.nl		0600000000	Handleiding 4, 2022CP Compasity
	E Test	Demo VC en MO - afdeling 1.1.2	♂	01-11-1960	handleiding@compasity.nl		0600000000	Handleiding 5, 2022CP Compasity
	F Test	Demo VC en MO - afdeling 1.1.2	♀	08-11-1984	handleiding@compasity.nl		0600000000	Handleiding 6, 2022CP Compasity
	H Test	Demo VC en MO - afdeling 1	♀	10-10-1990	handleiding@compasity.nl		0600000000	Handleiding 7, 2022CP Compasity

In the blue box in the image above, you will see a button to create a new employee.

### To create a new employee:

When you have clicked on '**New employee**' you will be taken to the screen below. Fill in the employee's details here and click on '**Next**' (fields marked with a red asterisk are mandatory).



Nieuwe werknemer

(1) Werknemer (2) Adres (3) Dienstverband (4) Controle

Werkgever

Werkgever \* Test De Slagerij ZZZ

Persoonsgegevens

Voorletters \* V.B. Voornaam \* Voorbeeld

Tussenvoegsel \* de Achternaam \* Example

Geslacht \*  Man  Onbekend  Vrouw Geboortedatum \* 01-04-1980

Voorkeurshantering \* Achternaam Uniek werknernummer 21-005

Opmerkingen

Sluiten Volgende >

Then, in the next screen (image below), fill in the employee's address and communication details. After that, click on **'Next'**.

Nieuwe werknemer

(1) Werknemer (2) Adres (3) Dienstverband (4) Controle

Adres

Postcode \* 6633AD Straat \* Voorbeeldstraat Nr \* 111 Toevoeging Woonplaats \* Exampleland Land \* Nederland

Communicatie

Email \* voorbeeld@example.nl Veilig mailen  Telefoon mobiel \* 0650403020 Telefoon vast:

< Vorige Volgende >

Then, in the next screen (image below), fill in the employee's employment details. Try to fill this in as completely as possible. If this does not happen, it can have consequences for your reporting overviews. After that, click on **'Next'**.

Nieuwe werknemer

(1) Werknemer (2) Adres (3) Dienstverband (4) Controle

Dienstverband

Soort dienstverband \* Tijdelijk

Startdatum \* 01-04-2021 Einddatum 30-04-2021

Uren per week \* 12

Salaris Uitbetaling salaris Maandloon

No risk van toepassing

< Vorige Volgende >

Finally, you will see the control screen below. Here you can check all the fields you have filled in for inaccuracies. When everything is correct, click on **'Save'**. The employee has now been created.

x

(1) Werknemer   (2) Adres   (3) Dienstverband   (4) Controle

Overzicht

**Werkgever**

<b>Bedrijfsgegevens</b>	<b>Adres</b>
Test De Slagerij ZZZ	Morseweg;8 8503 AD;Joure

**Werknemer**

<b>Persoonsgegevens</b>	<b>Legitimatie</b>
Voorbeeld (V.B) de Exemple Onbekend;01-04-1980	Nee

**Adres**

<b>Adres</b>	<b>Email</b>
Voorbeeldstraat;111 6633AD;Exempleland	voorbeeld@example.nl Veilig mailen Ja Telefoon Mobiel 0650403020

**Dienstverband**

<b>Type</b>	<b>Periode</b>
Tijdelijk 12 uren per week	<b>Start:</b> 01-04-2021 <b>Eind:</b> 30-04-2021
<b>Functie</b>	
<b>Salarisgegevens</b>	<b>No-risk</b>
Maandloon	Nee

← Vorige

Opslaan

### Modifying employee details:

If you want to change the employee's details, you can easily do so via the **'Employees'** tab or quickly search via the hamburger menu on the left side of the screen.

Dashboard		Actielijst		Werknemers		Dossiers		Rapportages	
Actief dienstverband					Inactief dienstverband				
Q		Go		Rijen 15		Acties			
		Naam	Organisatie-eenheid	M/V	Geboortedatum	E-mail	Telefoon		
		Hand Leiding	Demo omgeving - VC en MO	♀	07-07-1977	voorbeeld@example.nl			00
		Handleiding Compasity	Demo omgeving - VC en MO	♀	08-08-1988	voorbeeld@example.nl			00

This will take you to the employee file of the employee in question.

Under the **'General'** tab, you can change various personal and contact details of employees.

Under the tab **'Employment'** you can adjust the employment contracts of employees.

Under the tab **'Dossier card'** you will find an overview of any absence reports. The

**'Decisions'** tab contains information if a WIA, WAO or wage sanction decision applies.

Werknemer
✕

**Algemeen**
Dienstverbanden
Dossierkaart
Beschikkingen

**Werkgever**

Werkgever \* > > Compasity Afdeling 1

**Persoonsgegevens**

Voorletters \* T

Tussenvoegsel

Geslacht \*  Gendernutraal  Man  Vrouw

Voorkeurshantering

Opmerkingen

Voornaam Titus

Achternaam \* Tester

Geboortedatum \* 10-10-2000

Uniek werknemernummer

**Adres**

Postcode \* 1234 NL

Nr \* 1

Toevoeging

Straat \* Teststraat

Woonplaats \* Joure

Land \* Nederland

**Communicatie**

Email: \* @compasity.nl

Veilig mailen

Telefoon mobiel: \* +31

Telefoon vast:

Sluiten
Opslaan



## Tab 'files' (5)

This selection can be sorted into 'Open files', 'Closed files' and 'Recent files'. By clicking on the name of the employee, you go to the employee details (green box). On the far right of the screen, you can see how far the sick report has progressed compared to the period of the Gatekeeper Improvement Act (purple box).

Type	Organisatie-eenheid	Werknemer	Adres	Startdatum	Verwachte einddatum	Duur (dagen)	Hersteld perc	Laatste herstel	Week	Voortgang	Vangnet
Zwangerschap	Demo VC en MO - afdeling 1	Dietl Testun	Handleiding 1, 2022CP Compasy	04-05-2022	-	5	n.v.t.	n.v.t.	0		✓
Verzuim	Demo VC en MO - afdeling 1.1.1	A Test	Handleiding 2, 2022CP Compasy	12-10-2020	14-10-2020	5999	0%	02-03-2022	82		✗
Verzuim	Demo VC en MO - afdeling 1.1.1	A Test	Handleiding 3, 2022CP Compasy	12-10-2020	14-10-2020	5999	0%	02-03-2022	82		✗
Verzuim	Demo VC en MO - afdeling 1.1.1	A Test	Handleiding 4, 2022CP Compasy	12-10-2020	14-10-2020	5999	0%	02-03-2022	82		✗
Verzuim	Demo VC en MO - afdeling 1.1.2	F Test	Handleiding 5, 2022CP Compasy	24-11-2020	-	531	0%	-	75		✗
Verzuim	Demo VC en MO - afdeling 1.1.2	D Test	Handleiding 6, 2022CP Compasy	15-03-2022	-	55	77%	04-05-2022	7		
Verzuim	Demo VC en MO - afdeling 1.1.1	D Test	Handleiding 7, 2022CP Compasy	19-04-2021	21-04-2021	385	0%	-	55		
Verzuim	Demo VC en MO - afdeling 1	H Test	Handleiding 8, 2022CP Compasy	25-04-2022	-	14	0%	-	2		
Verzuim	Demo VC en MO - afdeling 1.1	Test Test	Handleiding 9, 2022CP Compasy	08-04-2022	12-05-2022	7	100%	02-05-2022	4		
Verzuim	Demo VC en MO - afdeling 1.1	Test Test	Handleiding 10, 2022CP Compasy	08-04-2022	12-05-2022	7	0%	02-05-2022	4		

By clicking on the icon on the left, you can open the file in question (blue box). You will then be taken to the screen as shown in the image below:

**Dossier 137038 - Tinus Tester**

**Werknemer info en adres**

Tinus Tester  
10-10-2000  
Uniek werknemersnummer: -  
Werkgever: Compasy Afdeling 1  
No Risk policy: -  
Functie: Test

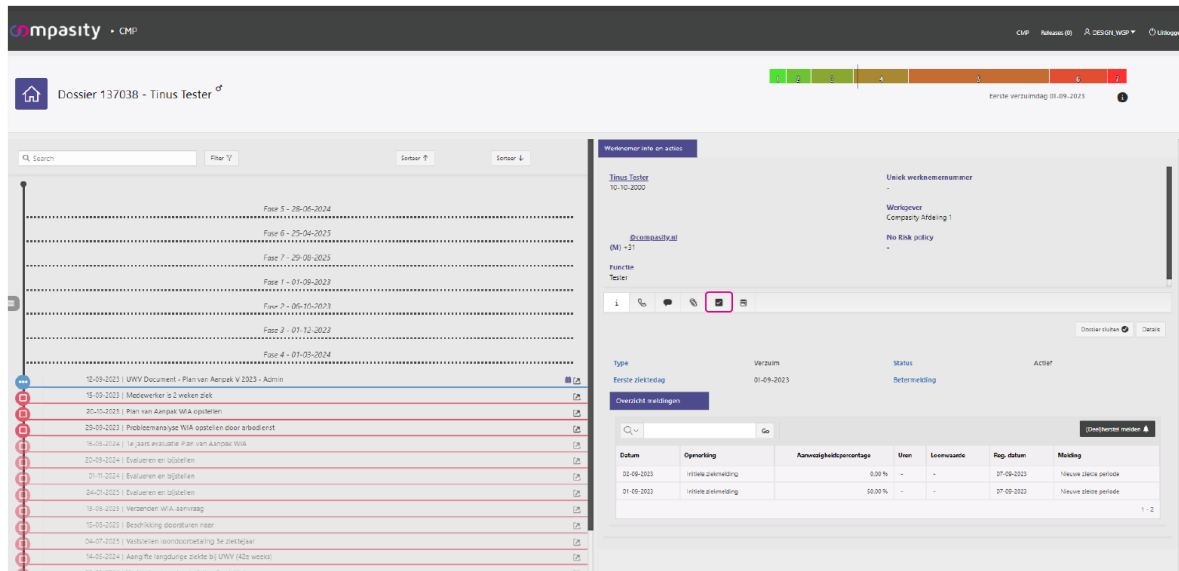
Datum	Opgenring	Aanwezigheidspercentage	Uren	Locuscode	App. datum	Meeting
02-09-2023	inbre zwaaiwijd	0.00 %	-	-	07-09-2023	Nieuwe ziekte periode
01-09-2023	inbre zwaaiwijd	0.00 %	-	-	07-09-2023	Nieuwe ziekte periode

You can see the timeline of this case on the left side of the file. In this timeline you will find an overview of all appointments, documents and notes related to this file. In the box on the right, you can see the details of the employee in question. You can also add notes, tasks, attachments, contacts, and more.

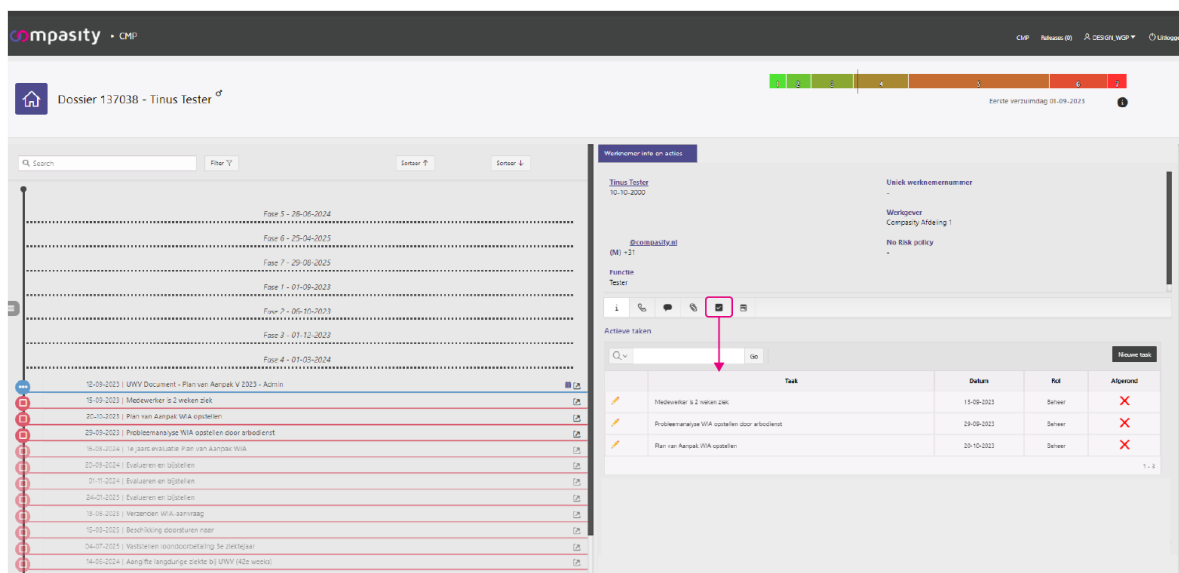
## To add a task to a file:

In the file, you can add tasks, among other things. This allows you, for example, to draw your attention to a note or appointment that you have made. When you are in the relevant file, you can click on the icon in the right column in the

taskbar menu  to create a task (see image below).



You will now see an overview of the active tasks with their status completed/not completed (see image below).




You can edit tasks more actively by clicking on the  icon.

Click on the 'New task' button at the top right (above the completed tasks). You'll see the screen below:

Taak ✕

**Titel** \*

**Omschrijving**


**Uiterlijke afronden** \*  

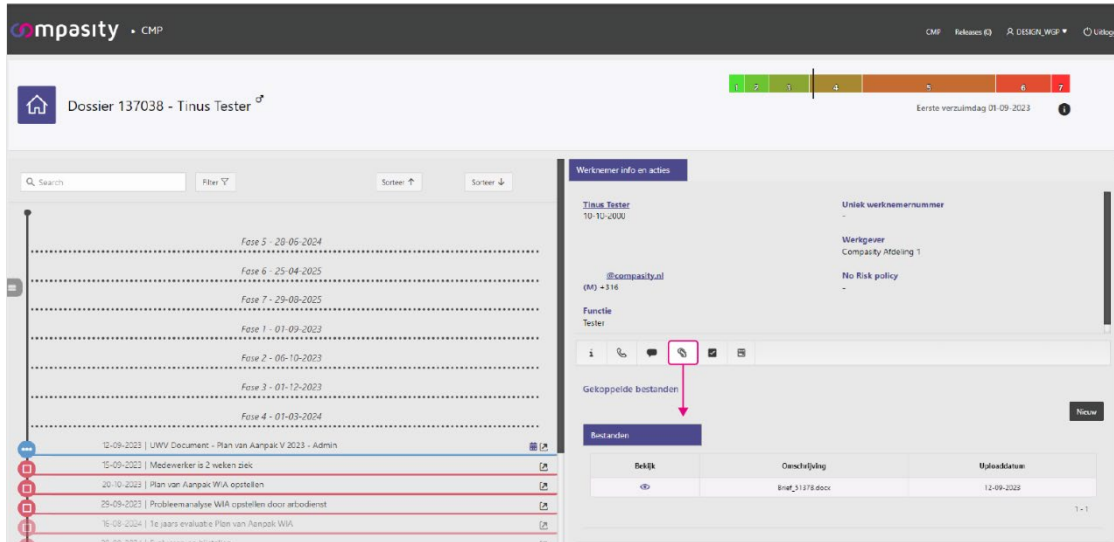
**Uitvoerende rol** \*


- Beheer
- HR
- HR Operations
- Keurling
- Leidinggevende

When you create a new task, it is mandatory to give it a title. Under '**Description**', briefly write down what the task entails so that it is clear to the person reading it. Give a due date for this task, and then choose the executive role for this task (i.e., who is this task for?). Finish by clicking '**Save**'. The task has now been created and can be seen in the '**Active tasks**' list.

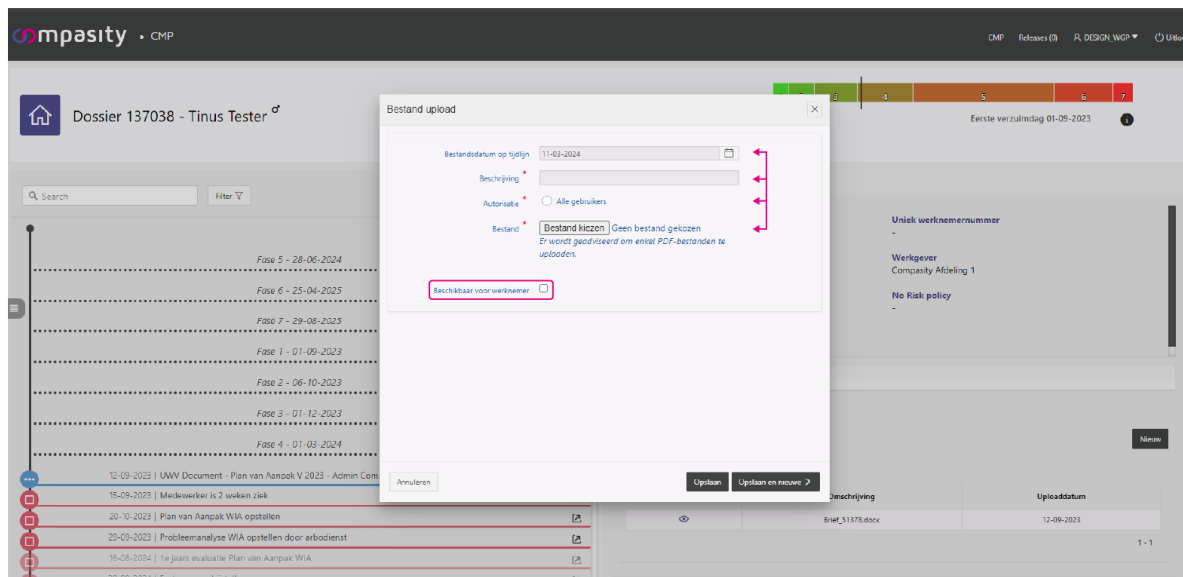
## To add an attachment in a file:

You can add attachments to a file. Open the relevant file to which you want to add an attachment. Click on the  icon. You will then be taken to the screen below.




Attachments that are already in there can be viewed immediately when there is an  icon in front of them. Click on the  icon to view this attachment right away.

To create a new attachment, click on '**New**'. You will then be taken to the pop-up window below.



First, set when you want this attachment to appear on timeline. Then provide a short, clear description of the attachment and select the authorization.

Click on the '**Add file**' button to find the relevant attachment. The preferred file format is PDF. This is because these files are easy to view via the  icon. Other files must first be downloaded by the reader.

As a last option, indicate whether you want to give the employee access to this attachment. Then click "**Save**" or "**Save & New**" to add another attachment.

## Composite absenteeism report to WAZO

Those who are pregnant and working or receiving benefits are entitled to maternity leave and maternity pay. And after giving birth, you are entitled to maternity leave and a maternity allowance.

*Below you will find information about the three different ways in which you can register a composite absence report in Absenteeism Coach. This concerns the combination of absenteeism and pregnancy.*

*Scenario 1* - absenteeism before and after the WAZO period.

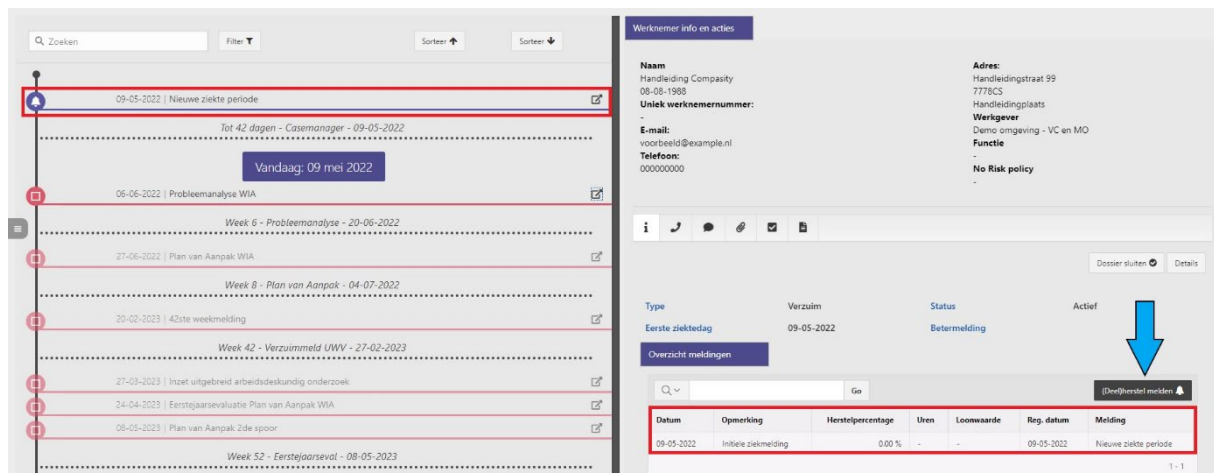
*Scenario 2* - absenteeism in the follow-up of a WAZO period.

*Scenario 3* - from an absence period to WAZO period and then to recovery.

### Scenario 1 - absenteeism before and after the WAZO period.


In a composite absence report relating to a WAZO period, there is already an absence file before an employee actually enters her WAZO period. Below we go through this scenario with a test employee:

On 1 January 2021, an absence report was submitted to this employee in Absenteeism Coach. A file has been created for this purpose (see image below).



The screenshot displays the Absenteeism Coach interface. On the left, a vertical timeline shows various absence periods, including '09-05-2022 | Nieuwe ziekte periode' (highlighted with a red box) and '06-06-2022 | Probleemanalyse WIA'. On the right, the 'Werknemer info en acties' panel shows employee details for 'Handleiding Compasity'. Below this, the 'Overzicht meldingen' table is visible, with a blue arrow pointing to the '(Deel)herstel melden' button. The table contains the following data:

Datum	Opmerking	Herstelpercentage	Uren	Loonwaarde	Reg. datum	Melding
09-05-2022	Initiele ziekmelding	0.00 %	-	-	09-05-2022	Nieuwe ziekte periode

When the employee starts her WAZO period on 3 January, you can register this by clicking the button  (see the blue arrow in the image above). You

will now automatically be taken to the recovery window as shown in the image below.

(Deel)herstel melden

**Personalia**

Roepnaam	Tussenvoegsel	Achternaam	Geboortedatum
Hand		Leiding	07-07-1977 (44)

**Contact info**

E-mail	Telefoon	Mobiel
voorbeeld@example.nl		000000000

**Melding**

Startdatum: 06-05-2022

Melding:  Deeherstel  Dossier sluiten

Opmerkingen

Niet toegestaan medische data in te geven.

Reden sluiten: Ingang zwangerschapsverlof

**Adres**

Postcode	Huisnr.	Telefoon
7722HL	88	

Annuleren Opstaan

In the image above, you indicate in the blue box that you want to close the file together with the date that applies here. Now you will be given the option to specify a reason in the selection menu. Select '**Maternity leave entry**' and then click '**Save**'.

You will now automatically go to a new screen where you open a new file, see image below. Check whether the '**Reason**' checkbox is set to '**Maternity leave**' and whether the date of the start of the WAZO period is correct. (blue frame in image). Then save the file.

Dossier openen

**Registratie ziekmelding**

Naam: H Leiding

Melddatum: 06-05-2022

Reden: Zwangerschapsverlof

Te ziektedag: 06-05-2022

Contactpersoon bij de werkgever: Geen contactpersoon bekend

Extra informatie

Niet toegestaan medische data in te geven.

**Overige info**

E-mail	Telefoon	Mobiel	Geboortedatum
voorbeeld@example.nl		000000000	07-07-1977 (44)

**Adres**

Postcode	Huis nr.	Land
7722HL	88	Netherlands
Straat	Plaats	
Handleidingstraat	Handleidingplaats	

Verpleegadres:  Ja  Nee

If you then open the card in the employee file, you will see the screen as shown in the image below.

Blue box = first file (1st absence notification) where the first line is about the opening of the absence file. The second line indicates that the absenteeism file is closed because maternity leave has commenced.

Red box = maternity leave file. This is a new file that is separate from the previous absenteeism file.

Status	Dossiernummer	Dossier type	Startdatum	Einddatum	Duur (dagen)
	116866	Verzuim	03-05-2022	-	3
	116868	Zwangerschap	04-05-2022	05-05-2022	1

In this scenario, the maternity leave ended on 5 January 2021, but the employee is not yet able to work because the complaints of the first absence report are still present. The image below shows that the employee's maternity leave file is closed:

Startdatum: 06-05-2022

Reden sluiten:  Deelherstel  Dossier sluiten

Reden sluiten dropdown menu:

- Ingang zwangerschapsoverlof
- Uit dienst
- Volledig herstel
- Ziek uit dienst
- Overleden
- Einde wachttdij
- AOW gerechtigde leeftijd bereikt
- Overige reden
- Wederom 100% ziek
- Vermoedelijke hersteldatum
- Ingang zwangerschapsoverlof**
- Nieuwe ziekte periode
- Einde dienstverening

After you have closed this file, you will automatically be taken to a window in which you can submit a new absence report. Because this absence is related to the absenteeism file from before the maternity leave, you want to link this file to the file before that.

In the image below, select the desired file under the blue arrow that you want to link and check in the blue box whether the correct absence notification has been selected and the date has been entered correctly. Then click on 'Save'.

Dossier openen

**Registratie ziekmelding**

Naam: E Ple  
 Melddatum: 06-05-2022  
 Reden: Verzuimmelding  
 Gesloten verzuimdossiers binnen 29 dagen worden automatisch heropend en gekoppeld.  
 Te koppelen dossiers: Verzuimdossier: 116817 - Start: 05-05-2022, gesloten weg  
 Te ziektedag: 20-05-2022  
 Verwachte duur: Dagen  
 Verwachte einddatum:  
 Valt de werknemer onder een vangnetbepaling van de ziektewet?  Ja  Nee  
 Is er sprake van regresrecht?  Ja  Nee  
 Is er sprake van een arbeidsongeval?  Ja  Nee  
 Opvolgactie:  
 Contactpersoon bij de werkgever: Geen contactpersoon bekend  
 Extra informatie:  
 Niet toegestaan medische data in te geven.

**Overige info**

E-mail: voorbeeld@example.nl  
 Telefoon:  
 Mobiel: 000000000  
 Geboortedatum: 07-07-1977 (44)

**Adres**

The first file containing the absence report now looks like this (see image below). In the blue box, you can see that this file was started with an absence report. This is then transferred to a WAZO period and ends in an absence report.

**Werknemer info en acties**

**Naam:** Hand Leiding  
 07-07-1977  
**Uniek werknemersnummer:** -  
**E-mail:** voorbeeld@example.nl  
**Telefoon:** 000000000

**Adres:** Handleidingstraat 88  
 7722HL  
 Handleidingplaats  
**Werkgever:** Demo omgeving - VC en MO  
**Functie:** -  
**No Risk policy:** -

Dossier sluiten Details

Type	Verzuim	Status	Actief
Eerste ziektedag	03-05-2022	Betermelding	

**Overzicht meldingen**

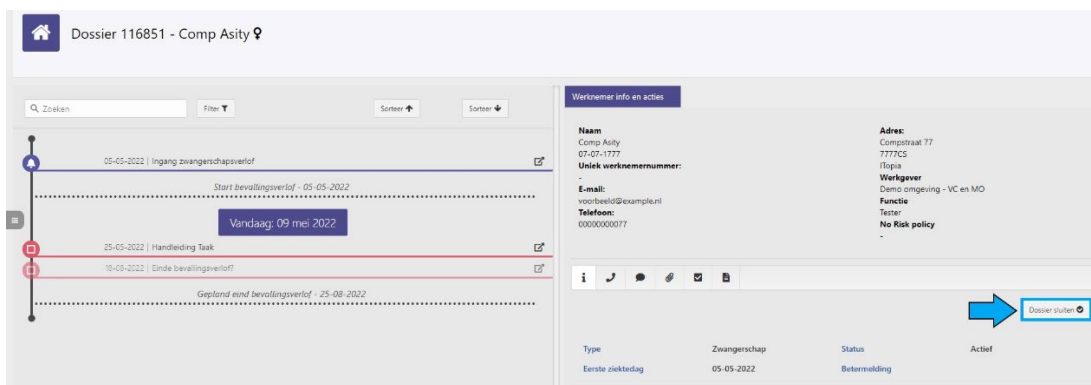
Datum	Opmerking	Herstelpercentage	Uren	Loonwaarde	Reg. datum	Melding
09-05-2022	Initiele ziekmelding	0.00 %	-	-	09-05-2022	Nieuwe ziekte periode
06-05-2022	-	100.00 %	-	0.00	06-05-2022	Ingang zwangerschapsverlof
05-05-2022	Initiele ziekmelding	0.00 %	-	-	06-05-2022	Nieuwe ziekte periode

## Scenario 2 - absenteeism in the follow-up of a WAZO period.

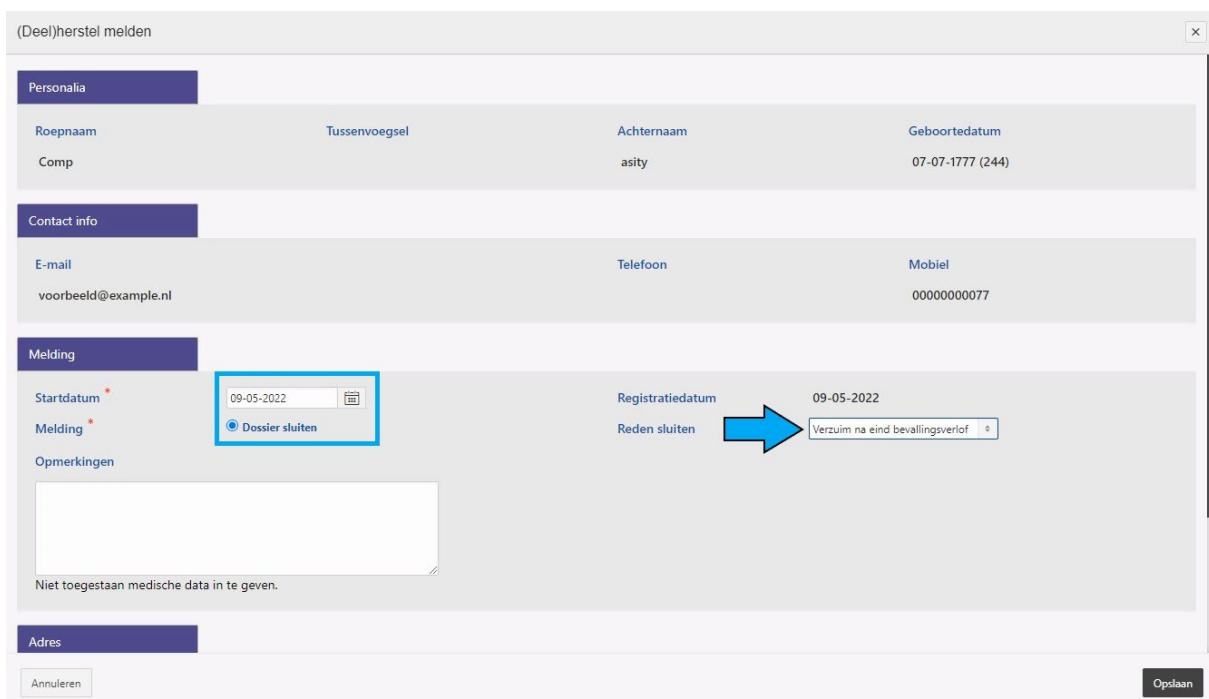
In this scenario, an employee becomes ill within a WAZO period. The absence notification must then be entered after the WAZO period. On 1 January 2021, a file was created for this employee for a WAZO period.



On 12 February 2021, the WAZO period ended, but the employee reported her absence for this. Click on '**Close file**' within the existing file, see the blue arrow in the image below.



The 'Report (partial) recovery' **window will then automatically appear**. Check in the blue box (see image below) that the correct start date is selected. Then select '**Absence after the end of maternity leave**' at the blue arrow. Now click on '**Save**'.



Now a new absence window will open where you can report a new absence, see **image below**. Again, check the correct reason and select the date in the red box. Fill in the interruptive information about the absence, and then save the notification.

Dossier openen

Registratie ziekmelding

Naam C Asity

Melddatum 09-05-2022

Reden \* Verzuimmelding

Gesloten verzuimdossiers binnen 29 dagen worden automatisch heropend en gekoppeld.

1e ziekte dag 09-05-2022

Verwachte duur Dagen

Verwachte einddatum

Valt de werknemer onder een vangnetbepaling van de ziektewet?  Ja  Nee

Is er sprake van regresrecht?  Ja  Nee

Is er sprake van een arbeidsongeval?  Ja  Nee

Opvolgactie

Contactpersoon bij de werkgever Geen contactpersoon bekend

Extra informatie

Niet toegestaan medische data in te geven.

In the employee's file card, you can now see the overview as shown in the image below.

Blue box = start of the WAZO period and the end of the WAZO period with absence notification.

Red box = start of new absenteeism file.

Werknemer

Algemeen | Dienstverbanden | Dossierkaart | Beschikkingen

Dossiers

Q Go Acties

Status	Dossiernummer	Dossier type	Startdatum	Einddatum	Duur (dagen)
	116817	Verzuim	05-05-2022	-	4
	116855	Zwangerschap	13-05-2022	20-05-2022	7

1 - 2

Sluiten

### Scenario 3 - from absence to WAZO and to recovery.

In this scenario, there is already an absence notification before the employee enters a WAZO period. After the WAZO period, the employee has recovered. The absence notification was made on 1 April 2021 (see also the blue box in the image below).

Dossier openen

Registratie ziekmelding


Naam: Z Wanger  
Melddatum: 09-05-2022  
Reden: Verzuimmelding  
Gesloten verzuimdossiers binnen 29 dagen worden automatisch heropend en gekoppeld.  
1e ziekte dag: 09-05-2022  
Verwachte duur: Dagen  
Verwachte einddatum:  
Valt de werknemer onder een vangnetbepaling van de ziektewet?  Ja  Nee  
Is er sprake van regresrecht?  Ja  Nee  
Is er sprake van een arbeidsongeval?  Ja  Nee  
Opvolgactie:  
Contactpersoon bij de werkgever: Geen contactpersoon bekend  
Extra informatie:  
Niet toegestaan medische data in te geven.

On 14 April 2021, the WAZO period begins. To register this, open the previously created absence report and press the '**Report (partial) recovery**' button (see the blue arrow in the image below).

Dossier sluiten  Details

Type	Verzuim	Status	Actief
Eerste ziekte dag	09-05-2022	Betermelding	

Overzicht meldingen

Go (Deel)herstel melden 

Datum	Opmerking	Herstelpercentage	Uren	Loonwaarde	Reg. datum	Melding
09-05-2022	Initiele ziekmelding	0.00 %	-	-	09-05-2022	Nieuwe ziekte periode

1 - 1

You will now automatically be taken to the recovery screen as shown in the image below. Enter the correct date in the blue box and select the **'Close file' option**. Under **'Close Reason'** you will now be given a number of options; choose **'Commencement of maternity leave'** (see blue arrow) and then click on **'Save'**.

(Deel)herstel melden

**Personalia**

Roepnaam	Tussenvoegsel	Achternaam	Geboortedatum
Zarah		Wanger	07-05-1977 (45)

**Contact info**

E-mail	Telefoon	Mobiel
voorbeeld@example.nl		000000000

**Melding**

Startdatum *	09-05-2022	Registratiedatum	09-05-2022
Melding *	<input type="radio"/> Deelherstel <input checked="" type="radio"/> Dossier sluiten	Reden sluiten	Ingang zwangerschapsverlof

Opmerkingen

Niet toegestaan medische data in te geven.

You will now automatically be taken to a new absence screen as shown in the image below. Check in the blue box whether '**Reason**' has '**Maternity leave**' selected. Also check that the correct date has been entered. After that, save the notification.

Dossier openen

Registratie ziekmelding

Naam: E Ple

Melddatum: 05-05-2022

Reden\*: Zwangerschapsverlof

1e ziekte dag: 13-05-2022

Contactpersoon bij de werkgever: Geen contactpersoon bekend

Extra informatie

Niet toegestaan medische data in te geven.

When you go to the file card of the employee in question, you will see your screen as shown in the image below.

The top blue box indicates the start date of the first absence notification and the bottom blue box indicates the end date of this absence notification with the start of maternity leave.

In the red box you can see the new file for maternity leave (WAZO period).

We are now going to report the end of this employee's WAZO period. To do this, open the last file with '**Commencement of maternity leave**' by clicking on the icon in the red box.

Werknemer

Algemeen | Dienstverbanden | Dossierkaart | Beschikkingen

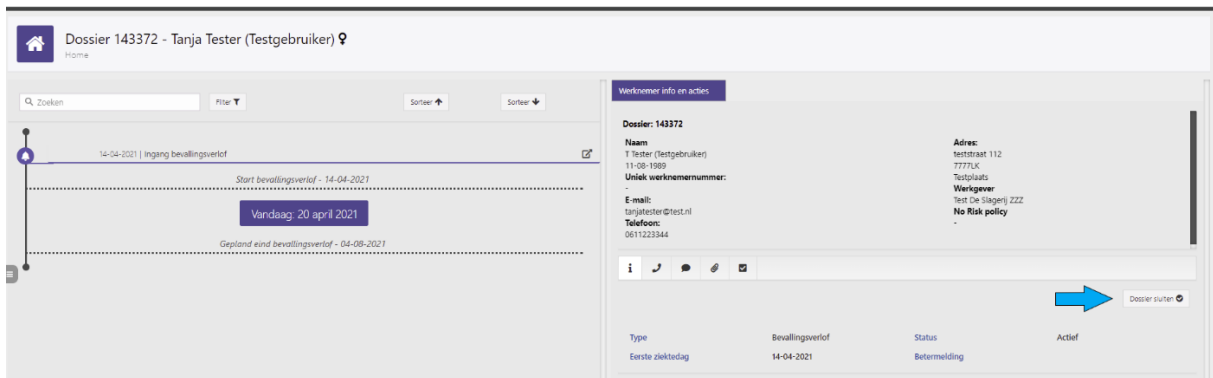
Dossiers en meldingen

Status	Dossiernummer	Dossier type	Melding type	Datum	Verzuimpercentage	Duur (dagen)	Opmerkingen
	143368	Verzuim	Nieuwe ziekte periode	01-04-2021	100	13	Initiële ziekmelding
	143372	Bevallingsverlof	Ingang bevallingsverlof	14-04-2021	-	Openstaand	-
	143368	Verzuim	Ingang bevallingsverlof	14-04-2021	-	Openstaand	-

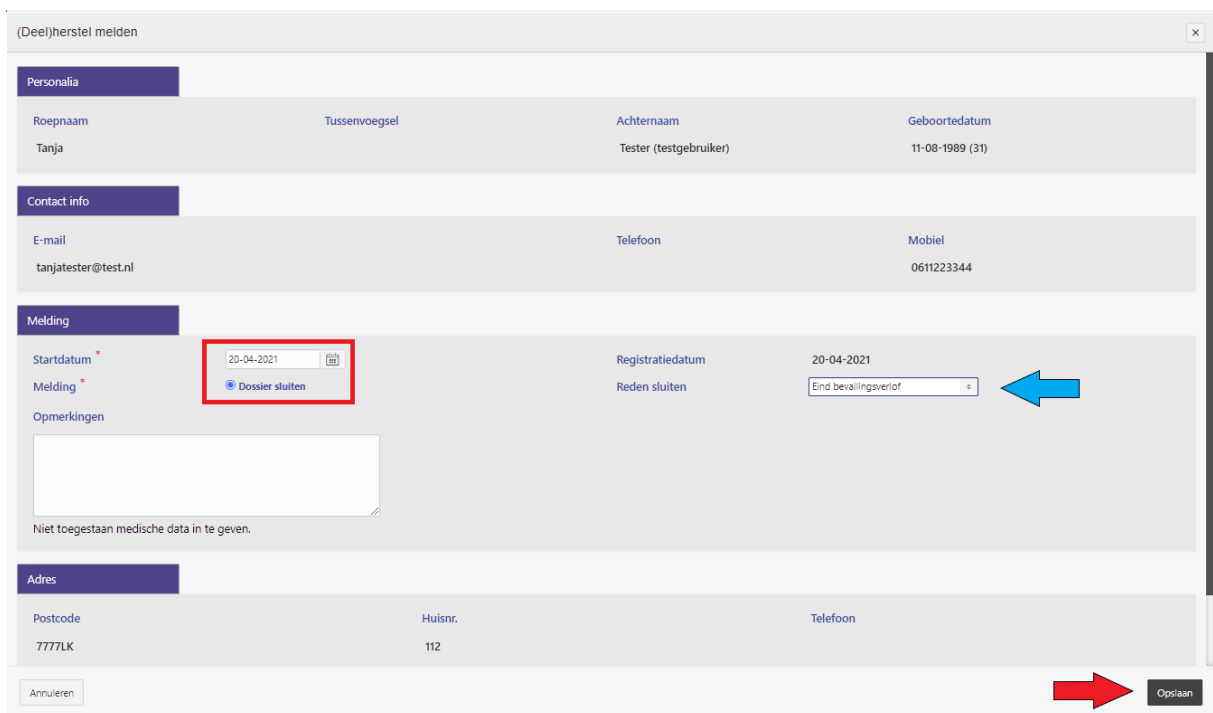
1 - 3

Sluiten

You will be taken to the screen below. Click on 'Close file' (blue arrow).



You will now automatically be taken to the new window 'Report (partial) recovery' as shown in the image below. Check the date in the red box. Then choose from the selection list: 'End of maternity leave' (blue arrow). Save the notification now.



When you now go back to the file card of this employee, you will see the image below.

In the red box, you can see the absence notification prior to the WAZO period.  
In the yellow box, you can see the start of the WAZO period in a new file.  
In the blue box, you can see the end of the absence notification of the file.  
In the green box, you can see the end of the WAZO period and the closure of the file.

Werknemer

Algemeen | Dienstverbanden | Dossierkaart | Beschikkingen

Dossiers en meldingen

Q v Go

Status	Dossiernummer	Dossier type	Melding type	Datum	Verzuimpercentage	Duur (dagen)	Opmerkingen
	143368	Verzuim	Nieuwe ziekte periode	01-04-2021	100	13	Initiele ziekmelding
	143372	Bevallingsverlof	Ingang bevallingsverlof	14-04-2021	-	6	-
	143368	Verzuim	Ingang bevallingsverlof	14-04-2021	-	Openstaand	-
	143372	Bevallingsverlof	End bevallingsverlof	20-04-2021	-	Openstaand	-

1 - 4

Sluiten

## Tab 'Reports' (6)

When you click on the 'go to reports' button, you will be taken to the reporting environment.

The authorization is based on the user's profile. Are you a user with a medical profile? Then you have access to all reports. Are you a user with an 'employer' profile? Then you only have access to reports that are known in the employer portal.

In the employer portal, several options are possible within the reporting module:

- Comparison Reporting
- Absence duration classes
- Absenteeism rate
- Reporting frequency
- Download reports

Dashboard | Actielijst | Werknemers | Dossiers | **Rapportages** | Ons bedrijf | Mijn portaal

Ga naar rapportages

**6**

**mpasity** | Releases (0) | ADMIN\_JAP | Uitloggen

Home | Medisch | Archiverend | Werkgever | Receptie | Verzekeraars

Welkom bij de rapportages.

Kies in het navigatiemenu de gewenste rapportage.

## 1. Reports - Comparison Reporting

With this option, you can easily compare all reports that can also be made separately here, namely:

Absence duration classes

Absenteeism rate

Reporting frequency of illness (frequency of absence)

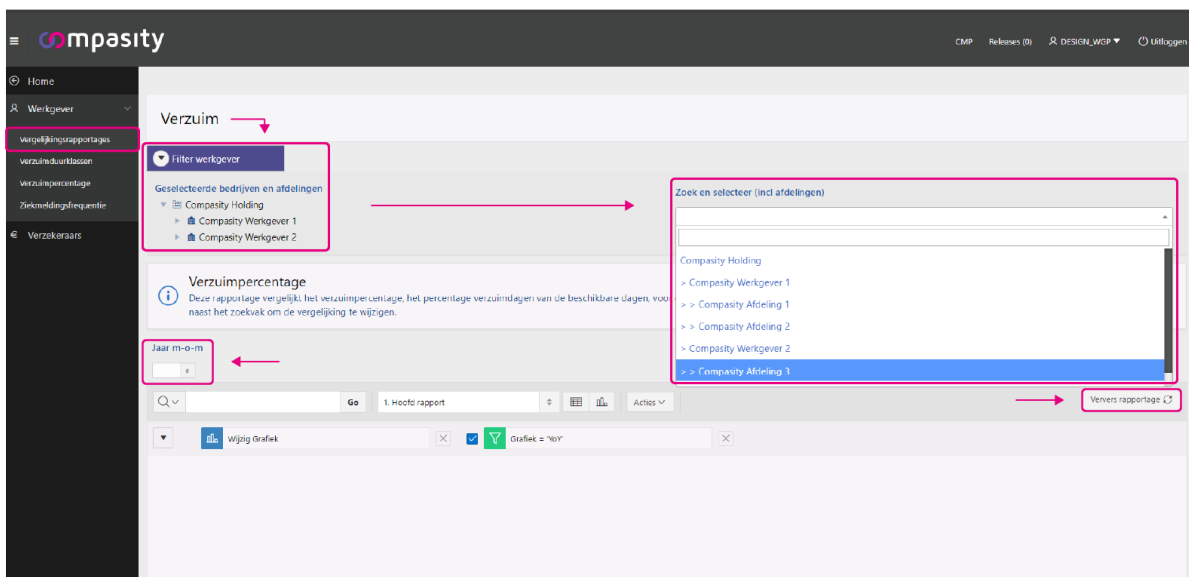
To draw up a comparison report, start by setting up the employer and/or department (see image below).

At the bottom of the heading '**Absenteeism**' (top left of the screen) you can filter the employer on which you want the report to run in the options bar.


You can then choose a specific department to the right of the screen.

At the top, you can first set up the **absence report**. This report compares the absence rate, the percentage of absence days of the available days, for the reference periods month, year and the average from the last twelve months, use the selection box next to the search field to change the comparison.

Choose the year over which you want this absence report to run. Click on '**Refresh report**'.



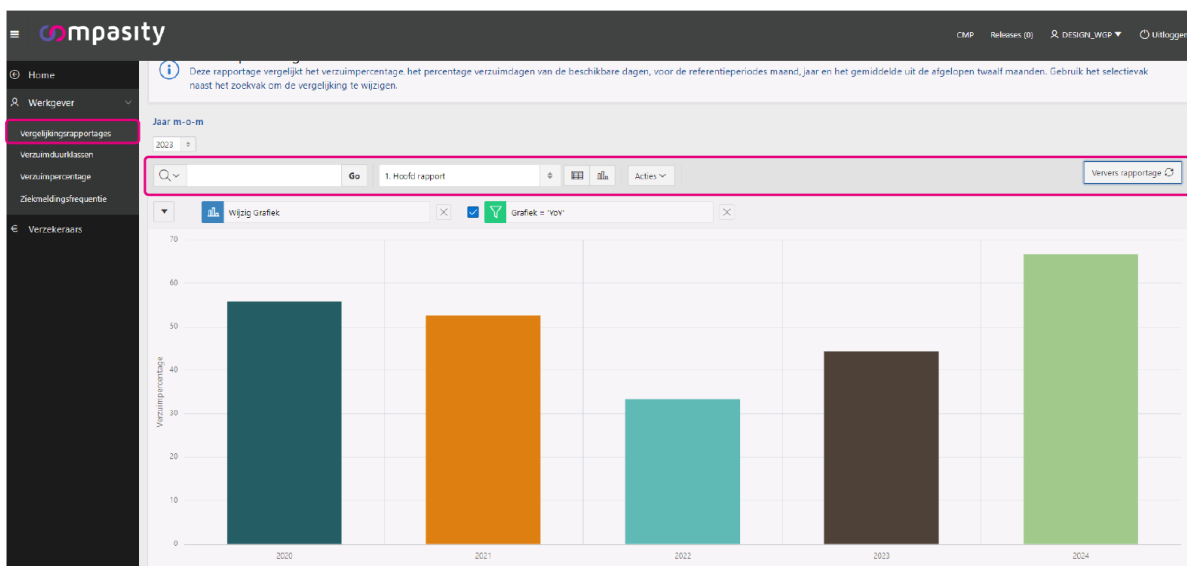
After that, you will immediately see the report on absenteeism percentage as shown in the image below.

At the  icon you can set certain search criteria in this report. If you don't use a graph, but only the data, you can bring up certain data or, for example, names in this report.

In addition, you can **set "Main Report" or "Month by Month and Annual Average."**

Under '**Actions**' you can divide certain columns and, for example, download the report. For additional information on how to download, please see the heading '**Download report**' at the end of this chapter.

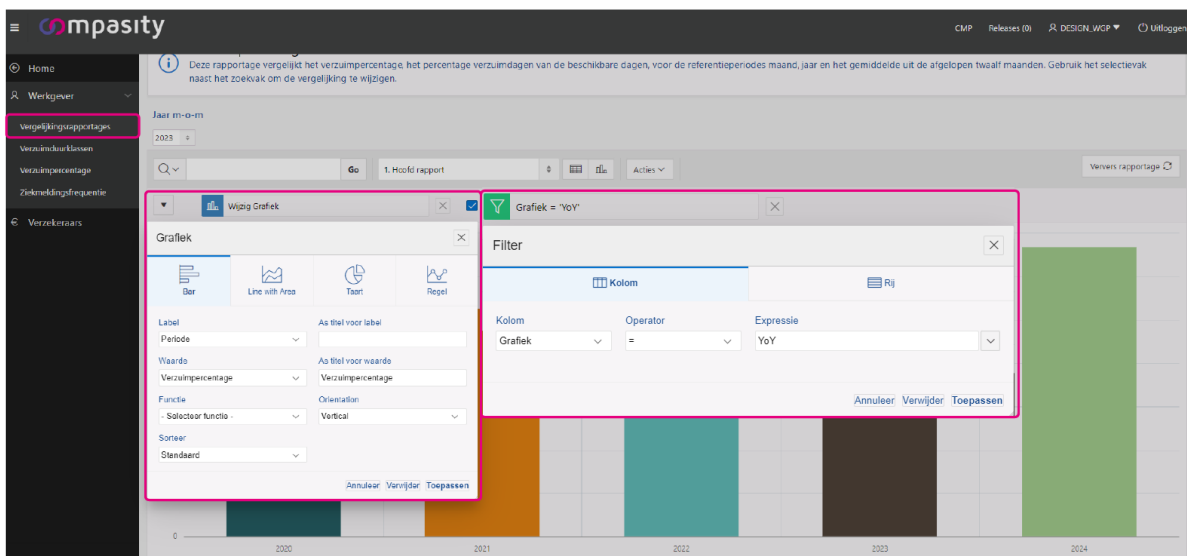






See image below.

Under **Edit Chart**, you can change special actions and the look of the chart. Click **'Apply'** to set your choices.

At the green box next to it, you can set a filter for the graph data. Click **'Apply'** to set your choices.



After this, you can set the **frequency of reporting sick** and the **duration of absence** in the same way. To show the data or graph, first choose **'Main report'** or **'Month by Month'** or **'Annual average'** and click on the  or  icon to show the data. After that, you can start adjusting the data or graph in the same way (see image below).

The screenshot shows the 'Verzuimfrequentie' report in the Compassity system. The table below shows the absence frequency data for the years 2020 to 2024.

Periode	Verzuimfrequentie	Periode Dt	Grafiek
2020	1	01-01-2020	YeY
2021	333	01-01-2021	YeY
2022	333	01-01-2022	YeY
2023	333	01-01-2023	YeY
2024	0	01-01-2024	YeY

## 2. Reports - Absence duration classes

The duration of the absence is the number of calendar days from the first day of absence to the recovery date/end date.

See number 1 in image below:

First of all, you can select the period over which you want the report to run. In addition, you can select the desired age categories.

If you want to select the report including safety net, you can also indicate this. Then press the 'refresh report' button to display the results.

*At the 'Info' button you can find information about the different absence duration classes.*

See number 2 in image below:

In the first column you can make a selection of how you want to look up these different data. In the second column, you can choose the report type: **1. Main Report**, **2. Percentage higher than 14%** or **3. Distribution within reporting period**

At the 'Action' button, you can adjust various overview options, but you can also download reports, save them or designate subscribers.

### 3. Reports - Absenteeism rate

The absenteeism rate is calculated by the total number of sick days of the employees (in percentages), of the total number of available calendar days in the reporting period.

See number 1 in image below:

In the first marquee, you can select the period over which you want the report to run. The second marquee allows you to select specific ages. As a final option, you can also indicate whether you want all employees including the safety net to be included in the report. Then click Refresh **Report** to view the data you want.

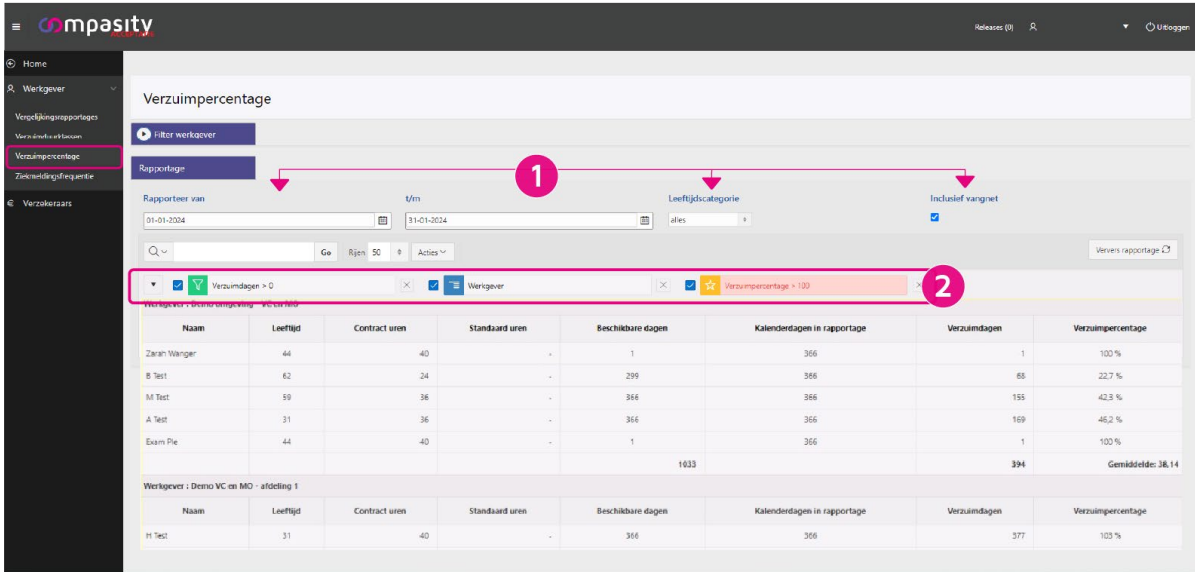
See number 2 in image below:

This box indicates 2 standard filters that you can check or uncheck. '**Absenteeism rate > 0**' shows the report of only sick employees.

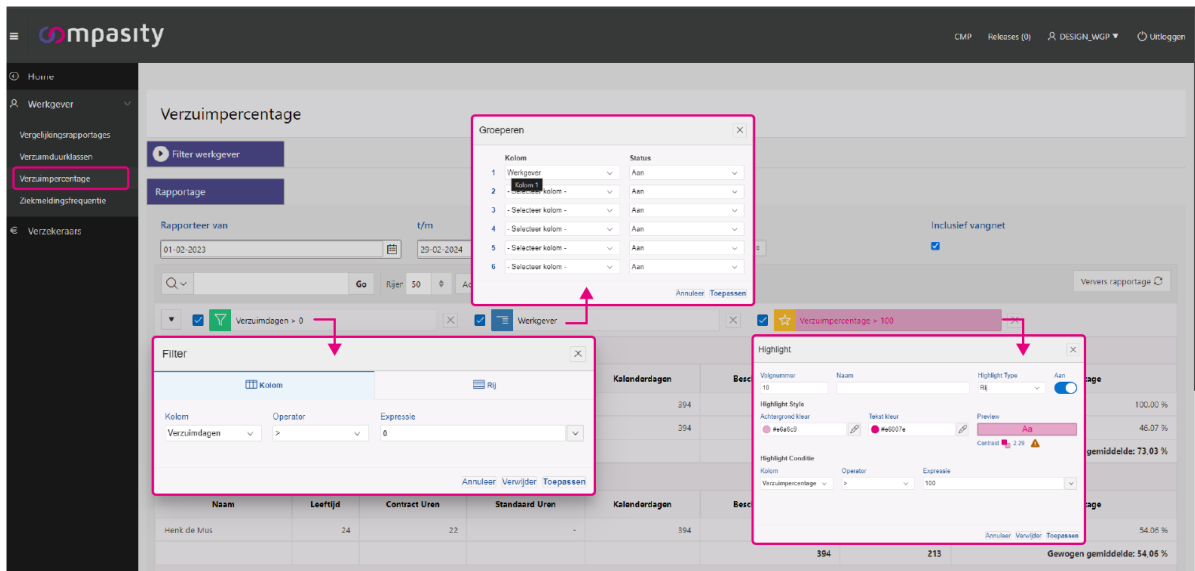
*Please note that the total average is only about the absenteeism population and not the entire population!*

If you **tick 'Employer'**, you will see the list of absences per employer/department. This allows you to see the difference per employer/department. Now you get an overview of the absenteeism percentage based on your preferences.

*It is important that all employees have a valid employment contract, the correct working hours, correct processing of absenteeism and/or improvement reports and full-time hours entered in their file. This way you get the right results within this report and a clear overview.*



Again, you can use the various filters to adjust the reporting (see image below). For the '**Absenteeism percentage**' bar, you can also choose a specific color setting.



## 4. Reports – Reporting frequency (absenteeism frequency)

See number 1 in image below:

Select from which period you want to show the report. In addition, you can select age categories.

See number 2 in the image below:

Here you can make certain selections in the view of your report, such as the number of columns. Then click on '**Refresh report**'.  
Now you will see the custom report.

The screenshot shows the 'Ziekmeldingsfrequentie' report in the ompasity system. The interface includes a sidebar with navigation options like 'Home', 'Werkgever', 'Verzekeringsrapportages', 'Verzuimduurklassen', 'Verzuimpercentage', 'Ziekmeldingsfrequentie', and 'Verzekerders'. The main content area displays the report title and filters. A pink box highlights the report filters and table. A red circle '1' points to the date range filter, and a red circle '2' points to the 'Ververs rapportage' button.

Werkgever	Naam Werknemer	Leeftijd	Aantal Meldingen
Kaunigen	Werknemer	24	1

## 5. Download rapportages

This option is available from any reporting overview.

Click on the '**Actions**' button and then choose '**Download**'. From that action you will get a window with the available download files: CSV, HTML, Excel, PDF and (depending on whether this has been set up by your health and safety service) email.

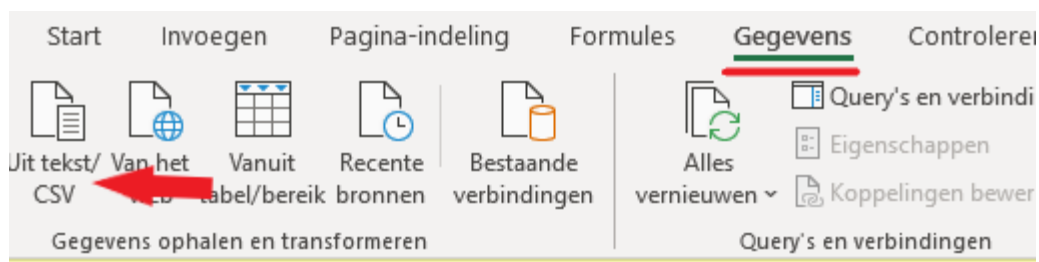
Usually, the file is downloaded as a CSV file. A CSV file is editable with Excel. CSV stands for '**comma-separated values**'. Most of the time, Excel does recognize the comma separation and turns it into columns right away and you can get started right away. See image below.

	A	B	C	D	E	F	G	H	I
	Werkgever	Naam	Leeftijd	Kalenderc	Beschikba	Verzuimd	Verzuimpercentage		
2	Test De Slag	Zaza Zebra	10	30	18	18	100		
3	Test De Slag	Test Mede	7	30	6	1,6	26,7		
4	Test De Slag	C. Lama - I	40	30	30	0	0		
5	Test De Slag	Zoef de Ha	40	30	24	0	0		

Sometimes this is not the case. You will then see columns separated by ; or . If this is the case, do the following:

CSV without columns can be converted quite easily with the help of Excel. Download the file and then open a new worksheet in Excel and click on '**Data**' in the bar at the top.

Then click on '**From Text/CSV**'. Then select the CSV file you want to convert. The rest is pretty much automatic.



You can also separate the columns from the CSV file. The following link from Microsoft Excel is available:  
<https://support.microsoft.com/en-us/office/split-text-into-different-columns-with-the-convert-text-to-columns-wizard-30b14928-5550-41f5-97ca-7a3e9c363ed7>

## 6. Insurers

Under the **tab 'Insurers'** you will find all data/files that can be forwarded to the insurers.

## Tab 'Our company' (7)

In the **'My company'** tab you will find all the information about your company and the specific settings in Absenteeism Coach.

In addition to company details, you can also assign contacts per department, addresses, roles per contact under the other tabs, set insurance and retention periods for this company.

The screenshot shows the 'Our company' tab in the Compassity portal. The page title is 'Portaal - Werkgever'. The navigation menu includes 'Organisatie', 'Dashboard', 'Actielijst', 'Werknemers', 'Dossiers', 'Rapportages', 'Ons bedrijf', and 'Mijn portaal'. The 'Ons bedrijf' tab is selected and highlighted with a pink box. Below the navigation, there is a search bar and a list of organizations. The main content area is titled 'Bedrijfsgegevens' and contains several form fields for company information, including 'Bedrijfsnaam', 'Bedrijfsomschrijving', 'E-mail', 'Rechtsvorm', 'Type organisatie', 'Website', 'Standaard uren', 'Bedrijfsnummer', 'Loonheffingsnummer', 'BTW inschrijfnummer', 'KVK inschrijfnummer', 'Debiteurennummer', and 'Contractvorm'. A large pink circle with the number '7' is overlaid on the left side of the page.

## 'My Portal' tab (8)

In the **'My portal'** tab, you can set which tasks you receive an alert for.

The screenshot shows the 'My Portal' tab in the Compassity portal. The page title is 'Portaal - Werkgever'. The navigation menu includes 'Organisatie', 'Dashboard', 'Actielijst', 'Werknemers', 'Dossiers', 'Rapportages', 'Ons bedrijf', and 'Mijn portaal'. The 'Mijn portaal' tab is selected and highlighted with a pink box. Below the navigation, there is a search bar and a list of organizations. The main content area is titled 'Mijn portaal' and contains a section for 'Signalering'. It includes a text box with the following text: 'Er zullen e-mails verstuurd worden naar het e-mailadres wat bij ons bekend is (marje@compassity.nl). Klik hier voor meer informatie over signalering.' Below this text, there are four checkboxes: 'Nieuw bestand', 'Nieuw onderzoek', 'Nieuwe melding (inclusief informatie omtrent no-risk, regies, frequent verzuim en ziek t.g.v. zwangerschap)', and 'Nieuwe motie'. There is also a 'Open taken' button. A large pink circle with the number '8' is overlaid on the left side of the page.