

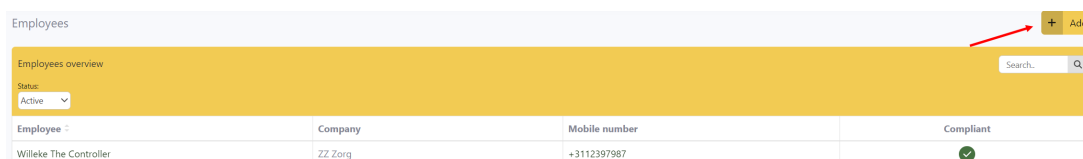


How to add an Employee (EN)

Zeljana Zokic - 2023-04-27 - How to



Once the Project is saved, the user can **add (their own) employees**. The process is the same as for the project, user needs to enter Employee module and click on 'Add'.



Employees			
Employees overview			
Status: Active			
Employee	Company	Mobile number	Compliant
Willeke The Controller	ZZ Zorg	+3112397987	

Note

Employee can be added and will be visible as an employee, but without an active project it is not possible to perform the questionnaire for the employee for a project. This questionnaire is required to determine/define the necessary employee compliance items for a project. Without validated compliance items an employee can't check-in with the app.

There are two ways of verifying an employee's identity, by uploading their documents or employee's self-verification.

Add employee



The company responsible for payment of wages must add the employee.

Is the employee not paid by your company? Or is the employee a self-employed person?
Please go to the *My Company* module and select the appropriate project. Next, click *Invite Company*

☒ I declare that D & D Tuinen is responsible for the payment of this employee's wages

How would you like to verify the employee's identity?

Upload copy of ID 

Live ID verification 

Once the documents are uploaded, the identity document details and BSN number are automatically populated inside the compliance items table and sent for **validation**.

Note

Please note that the ID document is not being saved, the platform only reads document details and the document itself is automatically deleted.

After uploading the documents, the user must fill out the questionnaire about the employee to check whether any additional documents are required. Only after both these steps are done, and the documents approved, the employee will be compliant

The pop-up notification in the left side ribbon will indicate and remind the user in case the questionnaire is not completed.

English

▼

Action required for 1 employee(s).

View

The validation of the documents is done by Compli's Validator within 24h timeframe (working days only).