

# Nmbrs Manual

## Employee login



# TENTOO

a brisker company

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## Introduction

This manual helps you find your way in <https://tentoo.nmbrs.nl>. This online portal offers you the following options:

- View and download payslips
- View and download annual statements
- Change your personal details
- Modify dashlets
- Request leave (if applicable)
- Submit expense claims (if applicable)
- Nmbrs app

All options are explained in this manual. As we have purchased Nmbrs software, we are not able to introduce specific requirements in the application. If you have any questions about using Nmbrs, please feel free to contact us via +31 (0)20-5246051 or [hr@tentoo.nl](mailto:hr@tentoo.nl).

Tip: sometimes, some of the buttons are not visible when working on a laptop. It's then useful to zoom out so that you can see all the buttons.

Kind regards,

Team Tentoo HR

## Activating your account

You must first activate your account before using the online environment. You will receive an activation link from us by email. Follow the steps in this email.



**TENTOO**  
HR | PAYROLL | ZZP

**Vul een nieuw Tentoo wachtwoord in.**

Uw account is geactiveerd. Vul een nieuw wachtwoord in.

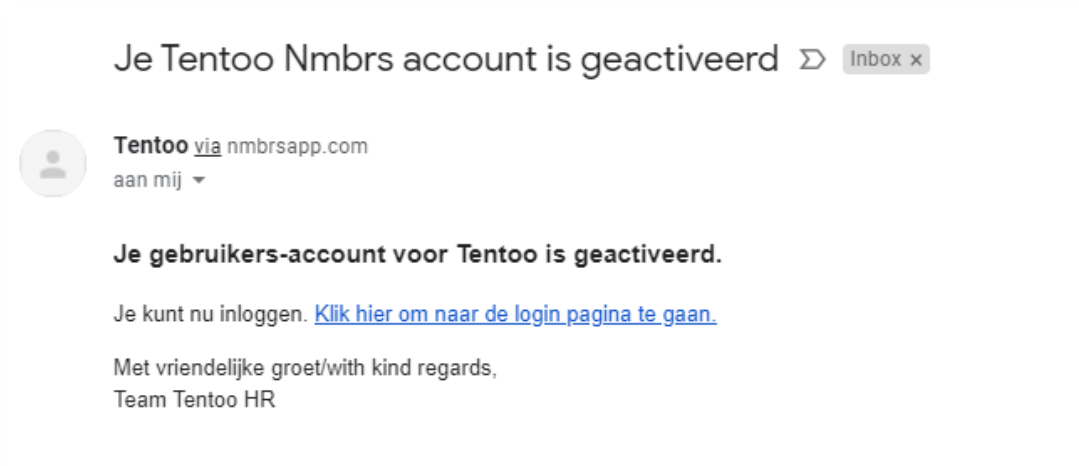
Wachtwoord 


**WACHTWOORD OPSLAAN**


Create your own password, which should meet the following requirements:

- Use at least eight characters;
- Use a capital letter;
- Use a lower case letter;
- Use a number;
- Use at least one of the following special characters: !#@\$

*Please note:* once you have activated your account you can no longer use the link from the first email! You will receive a second email after activating your account:



Je Tentoo Nmbrs account is geactiveerd  **Inbox x**

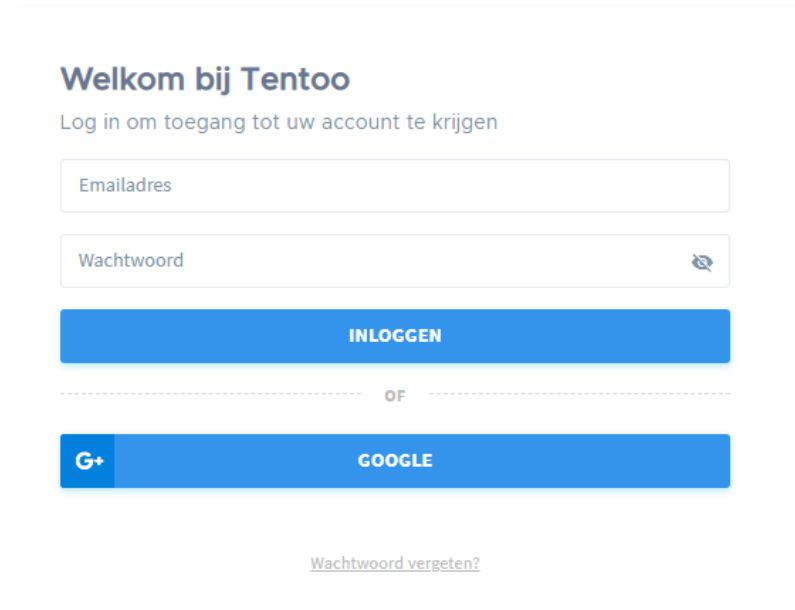
 **Tentoo** via nmbrsapp.com  
aan mij ▾

**Je gebruikers-account voor Tentoo is geactiveerd.**

Je kunt nu inloggen. [Klik hier om naar de login pagina te gaan.](#)

Met vriendelijke groet/with kind regards,  
Team Tentoo HR

Then log in with your username (= your email address) and the password you created:



The image shows a login form for Tentoo. At the top, it says "Welkom bij Tentoo" and "Log in om toegang tot uw account te krijgen". Below this are two input fields: "Emailadres" and "Wachtwoord". The "Wachtwoord" field has a small icon of an eye with a slash through it, indicating a password visibility toggle. Below the input fields is a blue button labeled "INLOGGEN". A dashed line with the word "OF" in the center separates this from a Google+ login option, which consists of a blue button with the "G+" logo and the word "GOOGLE". At the bottom of the form, there is a link that says "Wachtwoord vergeten?".

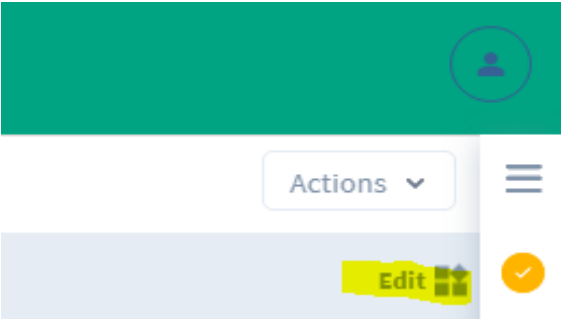
You can request a new password at any time by clicking on 'forgotten password?' (wachtwoord vergeten).

### **New IP address**

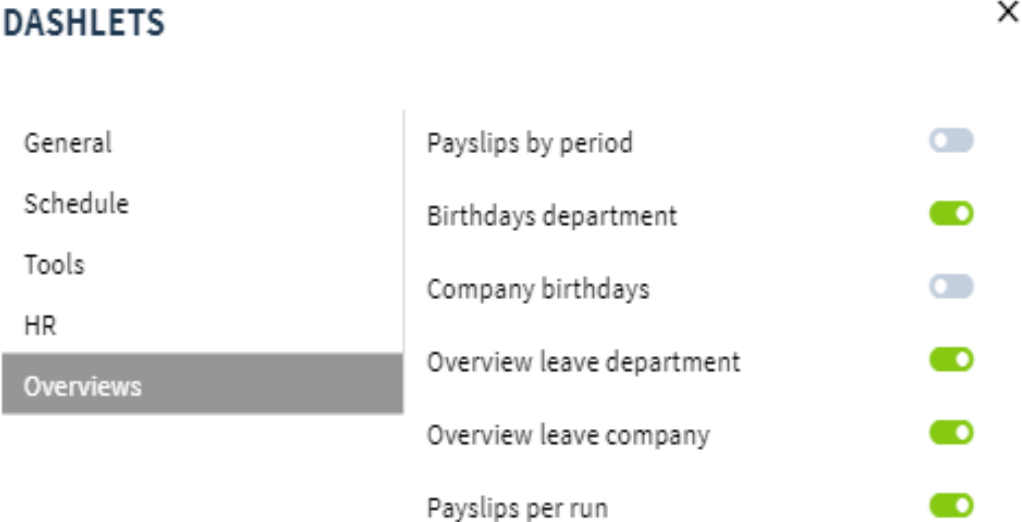
For security reasons, you must link the IP address to your account from every new location. When you log in from a new location for the first time you will receive an email with a link. You can use this link to link the new IP address. You only need to do this once per location.

# Modifying dashlets

There are various headings on the homepage, such as personal details and payslips per period. These are also known as 'dashlets'. To modify these, click on the 'edit' square in the top right.



You will then arrive at the next screen, where you can indicate which dashlets you wish to enable or disable. You can also select various tabs (general, schedule, tools, HR, and overviews).



## View payslip

You can view your payslips by period or per run. See the dashlets below.

The image shows two stacked dashlets. The top dashlet is titled 'PAYSLIPS BY PERIOD' and contains the text 'There are no runs for this year 2021' with a 'more...' link in the bottom right corner. The bottom dashlet is titled 'PAYSLIPS PER RUN' and also contains the text 'There are no runs for this year 2021' with a 'more...' link in the bottom right corner. Both dashlets have a light blue background and a white content area.

If you cannot see these dashlets, this means you still need to enable these. Please see the explanation on modifying dashlets above. The payslips per run/period are available under the 'overviews' tab.

There could be multiple runs per period, for example if corrections have been made at a later time.

## Annual statement

Once the year has ended, you can download your annual statement. This is usually in January, but no later than February. As soon as the annual statement is available, you will receive a notification by email.

Go to 'payslips by period' to view the annual statement and click on the relevant year. All that year's payslips will now appear. The annual statement also appears there, see the image below. If you cannot see an annual statement, this means that it is not yet available. You can ask your employer about this.

### ← PAYSPLIPS BY PERIOD

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Year: 2015

Year: 2016

Year: 2017

Year: 2018

Year: 2019

Year: 2020

2020-1-M

2020-2-M

2020-3-M

2020-4-M

2020-5-M

2020-11-M

2020-12-M

Annual statement



## Requests for leave

**Please note; this option is only available if your employer has purchased the Tentoo leave module.**

You can submit a leave request via the green 'requests for leave' button on the homepage.

### LEAVE

Type	Take up	Build up	Balance
Vakantie uren	0,00	0,00	588,58
Bijzonder verlof	0,00	0,00	0,00
Tijd voor tijd	0,00	0,00	0,00

Request for leave

[more...](#)

You will land on the following screen. First select the 'group' from which you wish to request leave. You can do this by clicking on the arrow. Now select the correct leave group. Then enter the start and end date of your leave, check the number of hours, and change this if necessary. If everything is correct, click on 'save', after which your request will be sent to your manager.

### REQUEST FOR LEAVE

Group:

Type: **Take up**

Start date :

Until end date :

Total hours:

Description:

**SAVE**

Once the leave request has been processed, you will receive a notification of this by email.

## Overview leave

Your leave balances are shown at the bottom of your payslip. You can also view these in more detail. To do this, go to the leave dashlet and click on 'more'.

### LEAVE

Type	Take up	Build up	Balance
Vakantie uren	0,00	0,00	588,58
Bijzonder verlof	0,00	0,00	0,00
Tijd voor tijd	0,00	0,00	0,00

Request for leave

more...

You will now arrive at a screen that shows all your requests for that year. You can also change the year, see the image below. Click on 'opening balance' to find out how many hours you have carried over from the previous year.

← LEAVE

Year: 2021

OVERVIEW **OPENING BALANCE**

HISTORY

Vakantie uren				
Active	Balance Description	Remaining last year	Opening balance current year	Opening balance current year (transferred balance incl.)
<input checked="" type="checkbox"/>	Verlof	429,20	159,38	588,58 (Automatic)

Bijzonder verlof				
Active	Balance Description	Remaining last year	Opening balance current year	Opening balance current year (transferred balance incl.)
<input checked="" type="checkbox"/>	Bijzonder verlof	0,00	0,00	0,00 (Automatic)

Tijd voor tijd				
Active	Balance Description	Remaining last year	Opening balance current year	Opening balance current year (transferred balance incl.)
<input checked="" type="checkbox"/>	Tijd voor tijd	0,00	0,00	0,00 (Automatic)

## Change your personal details

You can change various details yourself via the change form. These changes include:

### MUTATION FORMS

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#### + Initiate Request

Application Form	>
Change Address	>
Change Bank Account	>
Change Personal Info	>
Change Wage Tax Rebate	>
Expenses Declaration	>
First day at work form	>

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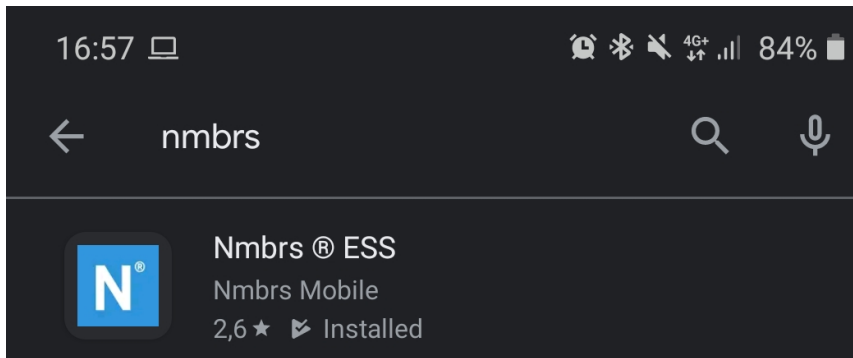
[more...](#)

Click on the relevant form and enter the details. Please note! After entering the details click on 'next' and then on 'submit' otherwise the form will not be submitted.

**Please note:** you can only submit expense claims if your employer uses the expense claim module.

## NMBRS app for your smartphone

You can also use the free app, which is available in the App Store and Google Play Store. Search for 'Nmbrs'.



You will be asked for a domain name when you open the app for the first time. Use [tentoo.nmbrs.nl](http://tentoo.nmbrs.nl) as domain name and to log in use the login details you created previously on the website (see the first page of this manual).

