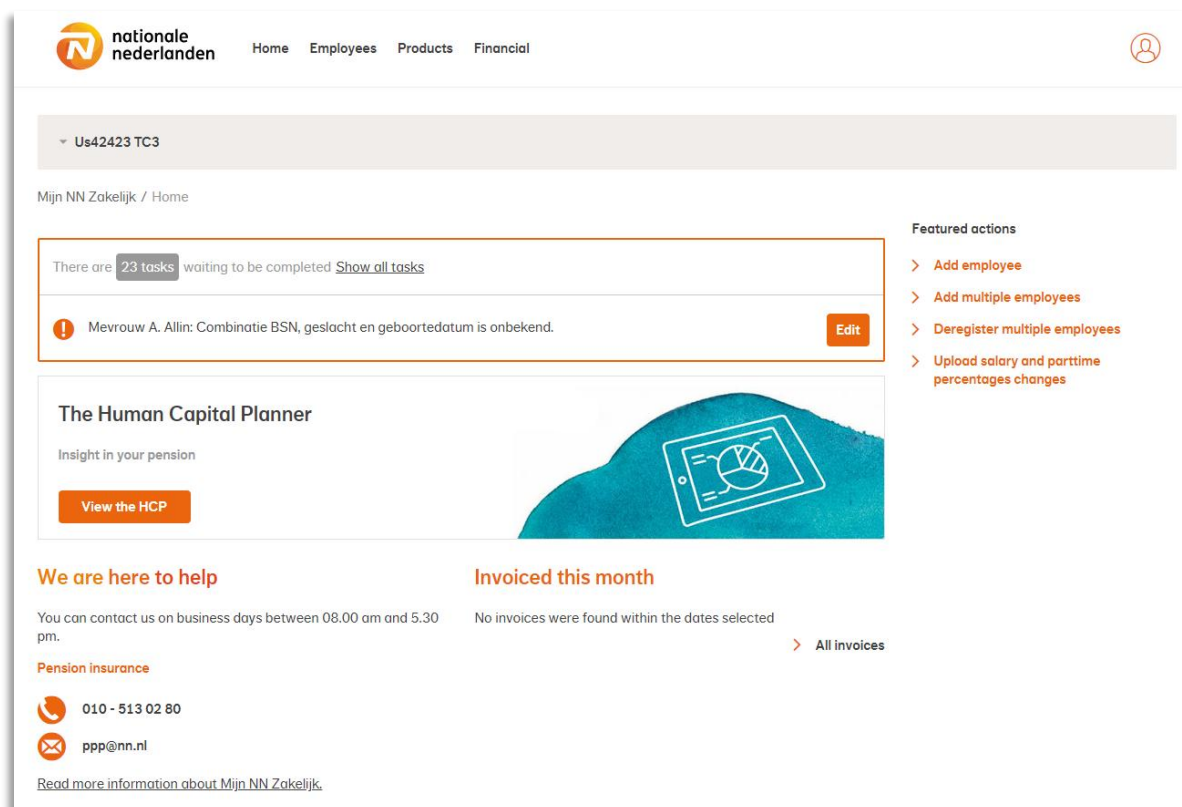


Mijn NN Zakelijk

Register an employee

The employer portal Mijn NN Zakelijk makes it easy to register a new employee.

Log on to Mijn NN Zakelijk and on the **Homepage** see all the schemes you can manage.



The screenshot shows the homepage of the Mijn NN Zakelijk portal. At the top, there is a navigation bar with the logo and menu items: Home, Employees, Products, and Financial. A user profile icon is in the top right. Below the navigation bar, a dropdown menu shows 'Us42423 TC3'. The main content area is titled 'Mijn NN Zakelijk / Home'. A task notification box states 'There are 23 tasks waiting to be completed' with a 'Show all tasks' link. Below this, a warning message for 'Mevrouw A. Allin' indicates missing BSN, gender, and birth date information, with an 'Edit' button. A 'Featured actions' sidebar on the right lists: 'Add employee', 'Add multiple employees', 'Deregister multiple employees', and 'Upload salary and parttime percentages changes'. A 'The Human Capital Planner' section offers 'Insight in your pension' with a 'View the HCP' button. Two informational boxes are present: 'We are here to help' (contact info: 010 - 513 02 80, ppp@nn.nl) and 'Invoiced this month' (no invoices found). A footer link reads 'Read more information about Mijn NN Zakelijk.'

Register a new employee

✓ In **Featured actions** click **Add employee**.

Base data

✓ Fill in the details of the new employee. While filling in, you can always click back to check what you have entered. What you have entered will remain.

✓ When the information is filled in correctly, a check mark appears and you can immediately move on to the next input field.

✓ Choose the employee group you want to register the employee for carefully.

✓ Click **Next**.

Add employee



Base data

Schemes

Salary data

Confirm

Initials

Prefix

Last name

Gender

Male Female

Date of birth

Day month year 

Employee number

E-mail address

Address located in

Netherlands Abroad

Postal code

1234AB

House number

Addition

Street name

Town/city

Employee group

-- Select an option -- 

Start date of employment

Day month year 

Next >

Schemes

- ✓ Fill in the date on which the arrangements are to take effect, and the Citizen service number (BSN)
- ✓ Click **Next**.

Add employee

Base data **Schemes** Salary data Confirm

Effective date

Mandatory schemes

Regeling component

Additional information about the employee

Citizen service number (BSN)

Salary data

- ✓ Enter the Part-time percentage.
- ✓ Fill in the Pensionable salary.
- ✓ In some pension schemes there is a separate pensionable salary for the risk-based insurances. You can enter this salary here.
- ✓ Click **Next**.

Add employee

Base data Schemes **Salary data** Confirm

! Explanation

- Pensionable salary for risk-based insurance : Pensionable salary for the partner's and orphans' pension based on fulltime employment.
- Pensionable salary: Pensionable salary based on fulltime employment.

Part-time percentage %

Pensionable salary

Pensionable salary for risk-based insurance

Confirm

- ✓ Check the entered data.
- ✓ Click on [Process Mutation](#).

Add employee ✕

Base data Schemes Salary data **Confirm**

Below you see an overview of the entered data.

Base data	
Start date of employment	01-07-2022
Employee number	54154585
E-mail address	fthomasson@gtl.com
Employee group	Alle werknemers
Initials	F.
Prefix	
Last name	Thomansson
Gender	Male
Date of birth	14-10-1970
Street name	Voorschoterweg
House number	12
Addition	
Postal code	2324AB
Town/city	LEIDEN
Country	Netherlands
Schemes	
Effective date	01-07-2022
Mandatory schemes	Regeling component
Additional information about the employee	
Citizen service number (BSN)	023456784
Salary data	
Part-time percentage	100 %
Pensionable salary	€ 42.000,00
Pensionable salary for risk-based insurance	€ 40.000,00

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