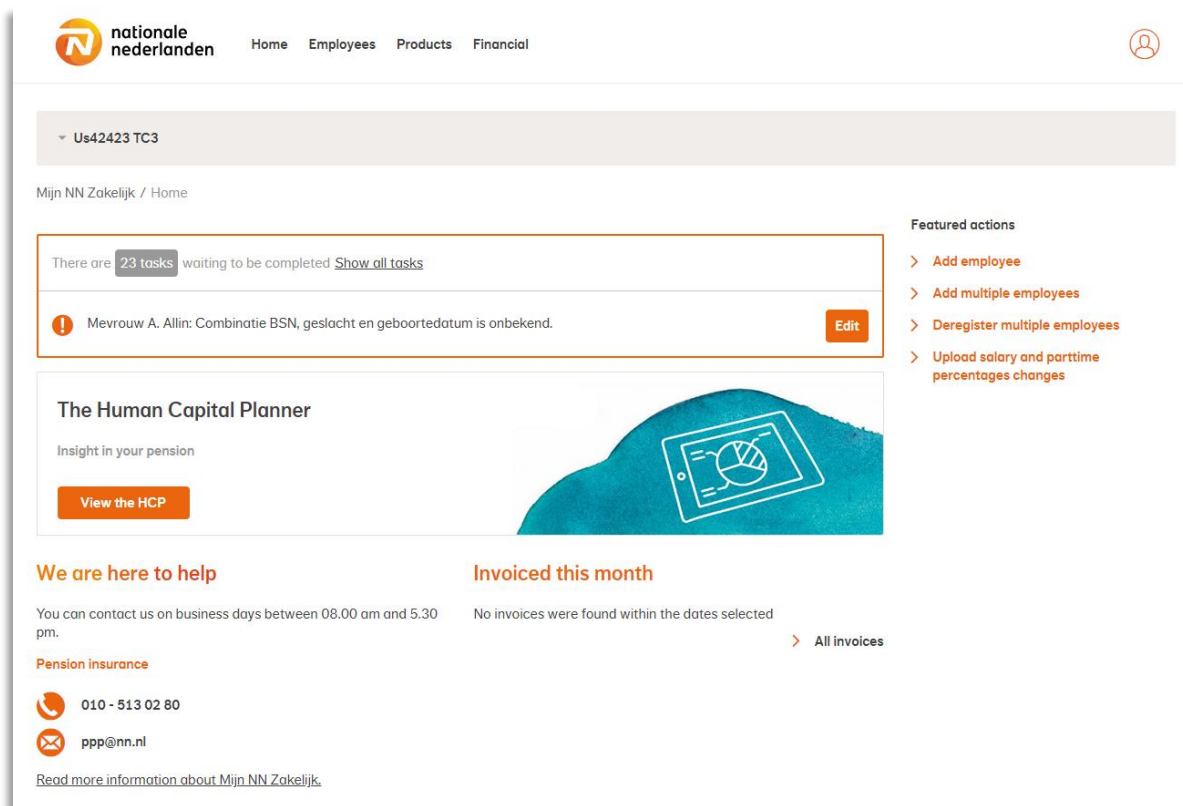


Mijn NN Zakelijk

# Deregister an employee

The employer portal Mijn NN Zakelijk makes it easy to deregister an employee.

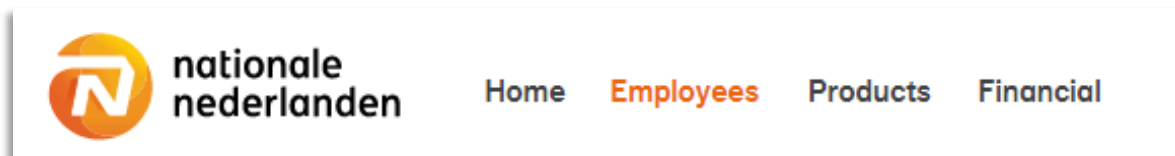
Log on to Mijn NN Zakelijk and on the [Homepage](#) see all the schemes you can manage.




The screenshot shows the homepage of the Mijn NN Zakelijk portal. At the top, there is a navigation bar with the logo and the text 'nationale nederlanden', and menu items: Home, Employees, Products, Financial. A user profile icon is in the top right. Below the navigation bar, there is a dropdown menu showing '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. [Show all tasks](#)'. Below this, a warning message for 'Mevrouw A. Allin' indicates missing BSN, gender, and birth date information, with an 'Edit' button. A section titled 'The Human Capital Planner' offers 'Insight in your pension' with a 'View the HCP' button. On the right, a 'Featured actions' sidebar lists: Add employee, Add multiple employees, Deregister multiple employees, and Upload salary and parttime percentages changes. Two columns provide support and invoicing information: 'We are here to help' (contact details) and 'Invoiced this month' (no invoices found). A 'Pension insurance' section includes contact information and a link for more information.

## Deregister one employee


✓ Choose **Employees** in the top navigationbar.



This screenshot shows the top navigation bar of the portal. It features the 'nationale nederlanden' logo on the left, followed by the navigation menu items: Home, **Employees**, Products, and Financial. The 'Employees' item is highlighted in orange.



 **nationale nederlanden** [Home](#) [Employees](#) [Products](#) [Financial](#)

Mijn NN Zakelijk / Employees

Search by name or employee number 

Name ▲	Date of birth ▲	Employee number ▲	Annual premium
Schroën, P.	09-12-1990		€ 4.539,84 >

✓ Select the employee you want to deregister.

 **nationale nederlanden** [Home](#) [Employees](#) [Products](#) [Financial](#) 

Mijn NN Zakelijk / Employees / Employee details

**Mr P. Schroën**

Citizen service number (BSN)	385462426	<b>Actions</b>
Date of birth	09-12-1990	
Start date of employment	01-11-2020	
Employee group	Alle werknemers	


- > [Change salary and part-time percentage](#)
- > [Change employee number](#)
- > [End of employment](#)
- > [Change employee group](#)

✓ Click [End of employment](#).


✓ Fill the date of termination of employment.

This is the first day that the employee is no longer employed.

✓ Click [Process mutation](#).

**End of employment** 

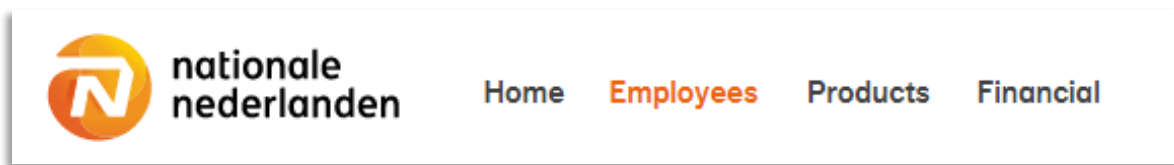
You want to deregister mr P. Schroën from the schemes. Enter the date of termination of employment below. This is the first day that the employee is no longer employed.

Date of termination of employment  

[Process mutation](#)

## Deregister multiple employees

✓ Choose **Employees** in the top navigationbar.



✓ In **Actions**, choose **deregister multiple employees**.

The screenshot shows the 'Mijn NN Zakelijk / Employees' page. At the top left is the logo and navigation links. Below the logo is the text 'Mijn NN Zakelijk / Employees'. There is a search bar with the placeholder text 'Search by name or employee number'. Below the search bar is a table with the following columns: 'Name', 'Date of birth', 'Employee number', and 'Annual premium'. The table contains four rows of employee data. To the right of the table is an 'Actions' menu with several options, including 'Deregister multiple employees'.

Name	Date of birth	Employee number	Annual premium
Vogel, A.	07-12-1967		€ 18.685,20
Walle, P.	18-09-1976		€ 15.739,56
Einstein, A.	12-08-1974		€ 13.849,44
Schaap, K.L.O.E.T. de	17-05-1950		€ 21.611,64

- > Add employee
- > Download employee overview per policy
- > Download employee overview per coverage
- > Add multiple employees
- > Deregister multiple employees
- > Upload salary and parttime percentages changes
- > Change multiple employee numbers
- > Mutation overview

✓ Download the template, make adjustments and upload the file.

The screenshot shows a modal dialog titled 'Deregister multiple employees'. It has a close button (X) in the top right corner. Below the title is the section 'Upload employee file'. There is a warning icon and the text 'Explanation of employee data' followed by a paragraph: 'Date of termination of employment: "Please note! The date of termination of employment should be entered. This is the first day that the employee is no longer employed.' Below this is the text 'Complete the file for the employees you want to deregister. Then select the file to upload it.' and 'You can upload your file here.' To the right of this text is the text 'No file available? Please download the template here.' At the bottom, there are two buttons: 'Choose file' with a file icon and 'Download' with a download icon, separated by the word 'or'.

✓ The file is automatically placed in your **Downloads** folder .



✓ In this file you fill the empty columns with the correct data.

	A	B	C	D	E	F
1	Werknemer	Geboortedatum	BSN	Personeelsnummer	Datum in dienst	Datum uit dienst
2	Basten, M. van	05-04-1985	448980836	-	01-07-2021	
3	Beek, V.L.A.A.I. van	10-06-1970	011502502	-	20-07-2021	
4	Churchil, W.	23-08-1995	153495662	-	01-09-2021	
5	Einstein, A.	12-08-1974	449126377	-	01-07-2021	
6	Schaap, K.L.O.E.T. de	17-05-1950	011472145	-	20-07-2021	
7	Vogel, A.	07-12-1967	448975816	-	01-07-2021	
8	Walle, P.	18-09-1976	360672280	-	01-01-2021	

✓ Then choose upload and click **Process**.

