

➤ Declarations employee holiday hours

When applying for holidays you have a choice of two options.

1. If you are entering your working hours yourself, or if your employer submits the hours you have done but you haven't worked during one of the weeks, use instruction 1.
2. If your employer fills in your working hours and you have received an email notification informing you about it, use instruction 2.

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Instruction I

'T-Point'

1. Go to www.tempo-team.nl/payrolling and choose 'T-Point'. Log in here.
2. The login details are the same as for viewing your wage slips. If you don't have them anymore, click on "login problems", once here, choose for the option 'forgot my password'. Your password will be sent to your email address again.
3. Go to 'Declarations'

What to do to enter your holiday hours?

You can enter your holiday hours under 'Declarations'

Warning! You can save your hour declaration and add information or modify it afterwards, but you can submit your declaration only once.



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Submitting a declaration

1. Open the tab 'Declarations' and click on 'Add a new declaration.'
2. Select the week for which you'd like to enter your declaration.

The screenshot shows the 'tempo-team' web application interface. At the top, there is a navigation bar with tabs: 'Overzicht', 'Mijn gegevens', 'Loonspecificatie', 'Betalingen', and 'Declaraties'. The 'Declaraties' tab is active. Below the navigation bar, there is a user profile for 'Ineke Jansen' with a '+ Nieuwe declaratie' button. A modal window titled 'Selecteer je week' is open, displaying the current date 'Het is vandaag woensdag 11 april (week 15)' and a dropdown menu labeled 'selecteer je week'. The modal also has an 'annuleren' button.

3. First choose under the kind of hours 'holiday hours'.
4. If an invoice department or invoice project has been entered already, then you mustn't change anything here.
5. Click 'save' after you've entered all your hours.

Please note! The hours should be entered in decimals (not in minutes). Half an hour must be entered as 0.5 and fifteen minutes as 0.25.

Voeg een declaratie toe voor week 22 (28 mei t/m 3 jun)

Gebruik decimale getallen: 1 uur en 30 minuten voer je in als 1,50

[Raadpleeg de invul instructie](#)

► **Uren naar decimalen omrekenhulp**

PostNL Productie BV_VBG ZUID Eindhoven Postbezorger (referentienummer: 6098193)

Voor deze opdracht voer je de (gewerkte) uren niet via Internet Declareren in. Bij vragen neem contact op met je contactpersoon.

Prorest / Neways NAA 49898 Medewerker bedrijfsrestaurant (referentienummer: 6203482)

	ma	di	wo	do	vr	za	zo	totaal
kies het soort uren								0 *
Gewerkte uren								
Feestdag uren								
Vakantie uren								
Overuren (150%)								
toeslag ploegen								
totaal	0	0	0	0	0	0	0	0

annuleren **opslaan**

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Submitting your declaration

1. You can still edit a saved declaration (in order to add hours or change/add a department).
2. Click **Submit** in order to submit the week's declaration.
3. Once submitted, the hour declaration can no longer be edited.

Please note: The maximum number of holiday hours per day is 8. If you are applying for more hours than you have accumulated then you will be paid from your accumulated credit. You can find this credit specified on your last wage slip, which can be accessed under the tab 'wage specifications'.

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Je bent ingelogd. [Uitloggen](#)

T-Point

Mijn Tempo-Team

Overzicht | Mijn gegevens | Loonspecificatie | Betalingen | **Declaraties**

Ineke Jansen
Gebruikersnaam of wachtwoord wijzigen

+ Voeg een nieuwe week toe

! Je moet nog declaraties voor 1 week/weken indienen.
Dien week 12 direct in

Declaraties

Week	Bedrijf	Functie	Status
▼ 12 (19/03 - 25/03)			indienen bewerk
	Bedrijfsnaam	Medewerker tentoonstelling	draft
	Uren	Vergoedingen	
	ma	di	wo do vr za zo totaal
Gewerkte uren	8	6	14
Toeslag ploegen uren (50%)		6	
			Totaal uren 14
► 11 (12/03 - 18/03)			bewerk
	Bedrijfsnaam	Medewerker tentoonstelling	in behandeling

[Meer declaraties >>](#)

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Instruction 2

You've received a message in your email box that your hours have been entered into 'T-Point'.

Go to the tab 'declarations' and click on 'edit'
Under the tab 'kind of hours', click on 'holiday hours' and then on 'save'.

The hours will be added to your declaration.

Please note: The maximum number of holiday hours per day is 8. If you are applying for more hours than you have accumulated then you will be paid from your accumulated credit. You can find this credit specified on your last wage slip, which can be accessed under the tab 'wage specifications'.

The screenshot shows the 'tempo-team' web application interface. At the top right, it says 'Je bent ingelogd. Uitloggen'. Below the logo, there is a navigation bar with tabs: 'Overzicht', 'Mijn gegevens', 'Loonspecificatie', 'Betalingen', 'Declaraties', and 'T-Point'. The 'Declaraties' tab is active. Below the navigation bar, there is a user profile section for 'Kees Appel' with a button to 'Gebruikersnaam of wachtwoord wijzigen' and a '+ Nieuwe declaratie' button. The main section is titled 'Declaraties' and contains a table with columns: 'Week', 'Bedrijf', 'Functie', and 'Status'. A row is expanded for week 28 (09/07 - 15/07) showing 'Opdrachtgever 1' and 'Functienaam' with a status of 'in behandeling'. Below this, there is a table for 'Uren' and 'Vergoedingen' with columns for days of the week (ma, di, wo, do, vr, za, zo) and a 'totaal' column. The data shows 8,25 hours on Wednesday and 4,5 hours on Friday, totaling 12,75 hours.

Week	Bedrijf	Functie	Status
28 (09/07 - 15/07)	Opdrachtgever 1	Functienaam	in behandeling

Uren	Vergoedingen	ma	di	wo	do	vr	za	zo	totaal
Gewerkte uren				8,25		4,5			12,75
Locatie 1									
Team 1									

The screenshot shows a modal window titled 'Voeg een declaratie toe voor week 28 (9 jul t/m 15 jul)'. It contains instructions: 'Gebruik decimale getallen: 1 uur en 30 minuten voer je in als 1,50' and a link to 'Raadpleeg de invul instructie'. Below this, there is a section for 'Opdrachtgever 1' and 'Functienaam (referentienummer: 5927934)'. A table shows the current declaration data for week 28, including 'Gewerkte uren - Locatie 1 - Team 1' with 8,25 hours on Wednesday and 4,5 hours on Friday, totaling 12,75 hours. There are also rows for 'Toeslag ploegen uren (20%) - Locatie 1 - Team 1' (0,75 hours on Wednesday, 3 hours on Friday) and 'Toeslag ploegen uren (40%) - Locatie 2 - Team 1' (1,5 hours on Friday). Below the table, there is a dropdown menu for 'kies het soort uren' with options: 'Feestdag uren' and 'Vakantie uren'. There is also a text input field for 'extra informatie (over deze declaratie)'.

Opdrachtgever 1	Functienaam (referentienummer: 5927934)	ma	di	wo	do	vr	za	zo	totaal
Gewerkte uren - Locatie 1 - Team 1				8,25		4,5			12,75
Toeslag ploegen uren (20%) - Locatie 1 - Team 1				0,75		3			0
Toeslag ploegen uren (40%) - Locatie 2 - Team 1						1,5			0
									0