

## Important information when starting to work

### Employment Contract

As soon as we have received your online registration, we will invite you to sign your contract. The invitation is send to you by email. You can sign your contract directly online in your personal portal. Your salary cannot be paid before your registration is complete and your contract signed.

### Payment

We can only process your worked hours, when we have received these from your Director or Manager on Wednesday, before 12.00 hours. Your worked hours are registered online by your Director. Also your Manager with an authorised signatory on behalf of the Director of the company you work for, is allowed to register your worked hours.

### Income Tax Rebate and Social Insurance

When you register online, you fill in whether you want to apply the Income Tax Rebate with EasyStaff. When you do apply this, you pay less Income Tax and Social Insurance. You can only apply this Income Tax Rebate with one Employer at the time.

If you not have applied for the Income Tax Rebate, it may occur that when you fill in your Income Tax form and you have paid too much Tax in the concerning year, you might receive a certain amount of the Income Tax form the Dutch Tax Authorities.

Please send us an email if you would like to change your Income Tax Rebate: [backoffice@easystaff.nl](mailto:backoffice@easystaff.nl)

### Absenteeism

Your first two days of absenteeism are waiting days and will not be paid. All relevant information regarding absenteeism, is also mentioned on the sickness absence form and can be found on [www.easystaff.nl](http://www.easystaff.nl).

Notification of absenteeism	Monday – Friday before 09.30hours by phone on 013 – 542 3308
Who should be informed?	EasyStaff and your Director or Manager of the company you work for.
Are you recovered?	Please inform EasyStaff, Acture and your Director of Manager of the company you work for.
Telephone numbers	EasyStaff 013 – 542 3308 Acture 024 – 890 9470

### Payment slips / Annual statement

After your weekly or 4-weekly payment, you will find your payment slip in your personal portal. You can download and print the payment slips from your personal page. Each year, your annual statement will also be published on your personal page.

### Questions or more information

Should you have any further questions regarding your employment contract, salary components, absenteeism, NBBU (Collective Agreement) or others, please read the FAQ in your personal portal or contact our Backoffice:

[Backoffice@easystaff.nl](mailto:Backoffice@easystaff.nl)

Tel: 013 – 542 3308