

Employer portal- External user manual

May 2020

Version 2020.1.1

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1. General information

The employer portal is a Social & Health Insurances (SZV) portal for employers to facilitate declaration of the monthly ZV and OV wages, as well as submitting employee mutations. Submitting declarations and mutations online, cancels the need to submit these monthly declarations in person or submit mutations on paper.

Employers that are not registered at SZV will not be able to register for an online account to access the Employer portal. If you are a company with employees, by law you must register your company and employees by SZV.

Every registered employer at SZV, has to request an account for the employer portal. This enables them to submit, modify, view the monthly declarations electronically as well as to view payments and assessments. This also enables the employers to submit mutations (T,M,C) for current employees as well as add new employees. Please continue with the manual for more indebt details on how to start, work and navigate on the employer portal.

For other questions that you may have, please go to SZV's website at www.szv.sx.

2. User registration

To request a new user account, make sure you have the following information and documents readily available (digital):

- SZV number or CRIB number;
- If applicable: Chamber of Commerce and Industry (COCI) number; (will be automatically filled after SZV or CRIB number are entered)
- If COCI is not applicable, please add Eilandsbesluit

Documents:

- Chamber of Commerce and Industry (COCI) document not older than 6 months;
- If company is not registered by COCI, please add Eilandsbesluit
- Passport and/or ID number of the requesting legal representative.

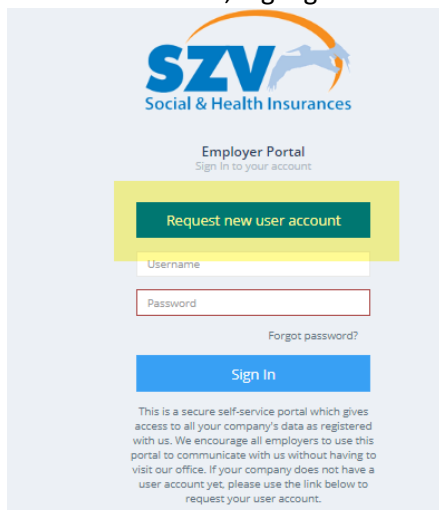
When the user request form is submitted, the legal representative (director) will receive the ADMINISTRATOR right. Other users can be added at a later stage by the administrator.

Important:

- The legal company official (director) is responsible to assign user rights to the company's internal users (employees) and external users (accountants).
- The legal company official is at all times responsible and accountable for the assignment of user rights to his business account in the Employer Portal.

2.1 Request for a user account

To request a user account, go to the following link: <https://employerportal.szv.sx> and click on 'request new user account', highlighted in the figure below.



SZV
Social & Health Insurances

Employer Portal
Sign In to your account

Request new user account

Username

Password

Forgot password?

Sign In

This is a secure self-service portal which gives access to all your company's data as registered with us. We encourage all employers to use this portal to communicate with us without having to visit our office. If your company does not have a user account yet, please use the link below to request your user account.

A new screen will open. Fill in all the required information indicated with an asterisk (*). Upload a recent document of the Chamber of Commerce and Industry (COCI) and a copy of your passport or ID. Be aware that the document size is limited to 4MB.



Request Form - Master user employer portal

This form need to be completed for the legal entity. All the files with an * are required. Requested documents have a limit of 4MB and need to be one of the following file extensions: .jpg, .jpeg, .pdf, .png, .PNG, .JPG, .JPEG, or .PDF

1. Enter the information of the legal entity (Company, Employer)

SZV Registration Number *	<input type="text"/>	Crib Number *	<input type="text"/>
Company /Entity legal name *	<input type="text"/>		
Chamber of Commerce Number *	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload COCI Document"/>
	If your existing COCI document expired please go to the COCI website where you can request your latest COCI document.		
COCI Date *	<input type="text" value="Enter date here..."/>		
	Date entered must be no older than 6 months.		

2. Identify yourself as the legal representative

ID or Passport number *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Contact phone number *	<input type="text"/>
<input type="checkbox"/> I hereby confirm to be the legal representative of this company	<input type="button" value="Upload Copy of Id or Passport"/>
<input type="checkbox"/> Person has existing username	<input type="text" value="Enter existing username"/>

When you fill in the SZV number or Cribnumber of the company, the rest of the information will be autofilled.

The Excerpt of COCI is only valid if it is not older than 6 months.

For companies not registered by the Chamber of Commerce, Please attach Eilandbesluit.

In this case, the date to enter in the field COCI date can be the date of the request. Do not fill in the date of foundation, because that will in most cases be older than 6 months and you will not be able to submit your request.

Fill in the Contact information and ID or passport number of the legal representative of the company as mentioned on the COCI document and also upload a copy of this identification document.

1. This user will become an admin user and is able to authorize third party users if needed.
2. It is possible that the requestor already has a username for the employer portal and is linked to another company. This person does not have to receive a new user name. Instead, the existing

username can be used and granted rights for the company he is requesting access for. Please check the box and fill in the username. This user will after activation be able to use the same username and password to access the company.

The new company user will receive an email that the rights are granted. He or she will be able to access the company by choosing the company in the dropdown box in the right corner on top of the screens in the employerportal.



3. *Add someone else within the company as user of the company account?* You can authorize that person to use the portal as soon as the username of the admin user is activated. Please see chapter 9 (3rd party authorization) for instructions

4. *Are you using an accountant service?*

After you receive the username as an admin, you can add the accountant as a user with finance rights or with Human resource rights. Please check if the person already has an existing username. Please see chapter 9 (3rd party authorization) for instructions

If you do not have an existing username, a new username will be created.

Please continue by accepting the terms and type the code which is shown, before pressing submit.

After submitting, you should see a confirmation in the screen and you will also receive an email as confirmation.

4. Accept terms

Terms and Conditions SZV website - January 2017.

Welcome to our website. If you continue to browse and use this website and the SZV Employers portal, you are agreeing to comply with and

The term 'SZV' or 'us' or 'we' refers to the owner of the website whose registered office is at Sparrow Road 4, Philipsburg, Sint Maarten

The use of this website is subject to the following terms of use:


Accounts.


You may register for an account via our website by completing and submitting the account registration form on our website, and clicking <

You must not allow any other person to use your account to access the website.

You must notify us in writing immediately if you become aware of any unauthorized use of your account.

I hereby agree with the terms



 Show another code

Type the code shown:

Note: SZV must first approve your user account, before the account can be used to submit declarations or submit employee mutations through the employer portal. After approval, you will receive an email with your credentials. Follow the instructions in this email to activate your user account.

From	Subject	Time (UTC)
noreply@szv.sx	Activate your account	2020-04-04 23:55:21
noreply@szv.sx	Your company account to the SZV Portal has been approved	2020-04-04 23:55:14
noreply@szv.sx	Your account request to the SZV Portal has been received.	2020-04-04 23:45:12

2.2 Activate your account

You will receive an email to activate your account. The email will also contain your username which are formed by your initials and a number.

In the email is a link which is active for 3 days after receipt of the email.

Dear [redacted]

Welcome in the system TG0202!

Click the following link to activate your account [here](#).

This link will become inactivate 3 days after receipt of this email.

Please let us know if you have any questions.

Call our helpdesk by phone +1721 546 6782 or send us an e-mail at info@szv.sx

Best regards,

The director of the Uitvoeringsorgaan Sociale en Ziektekosten Verzekeringen (SZV)

Please DO NOT reply to this email. This mailbox is not monitored and you will not receive a response. If you have a question about this email, please call our office at 1(721) 546-6782. You can also send an email to INFO@SZV.SX Thank you.

The information contained in this communication is confidential and may be legally privileged. It is intended solely for the use of the individual or entity to whom it is addressed and any others authorized to receive it. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking of any action in reliance on the contents of this information is strictly prohibited. If you received this communication in error, please immediately notify the sender by return message and delete this communication and any copies thereof, including any electronically saved copies in your systems. SZV does not accept liability for any errors, omissions, delays of receipt or viruses in the contents of this message which arise as a result of e-mail transmission.

Press on the link and you will be directed to the page to create a password.

If you are too late to use the link, you can use your email address to receive a new activation email. (Chapter 2.4)

2.3 Log-in to the Employer portal

For optimal use of the Employer portal, it is recommended to use one of the following browsers: Microsoft Internet Explorer, Google Chrome or Mozilla Firefox.

If you use Apple operating systems (iOS or OS X), it is recommended to use Mozilla Firefox as browser.

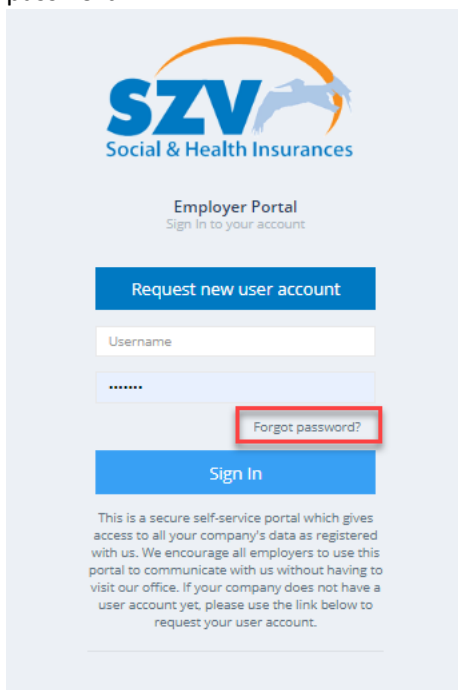
The employer portal can be accessed via the following link: <https://employerportal.szv.sx>

1. Open your browser and go to the website <https://employerportal.szv.sx>
2. Enter your username.
3. Enter your password.
4. Click on the button 'Sign in', the portal will now be opened.

2.4 Password forgotten/ request new password

In case you have forgotten your password or need to request a new password.

1. Open your browser and go to the website <https://employerportal.szv.sx>
2. Click on 'forgot password?' (marked with a red circle in picture below) to request a new password



SZV
Social & Health Insurances

Employer Portal
Sign In to your account

Request new user account

Username

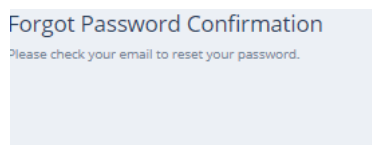
.....

Forgot password?

Sign In

This is a secure self-service portal which gives access to all your company's data as registered with us. We encourage all employers to use this portal to communicate with us without having to visit our office. If your company does not have a user account yet, please use the link below to request your user account.

Enter your email address and click on "Reset password".



Forgot Password Confirmation

Please check your email to reset your password.

3. An email will be sent to your email address. In the email, you will be requested to confirm the password change. Click on the link in the email or copy/paste the complete link from the email into your browser to complete this request.

Reset Password.

Reset your password.

User Name

Password

Confirm password

Password must be including one alphanumeric character (!@#\$\$%^&*), one digit ('0'-9'), one capital letter (A-Z) and one lowercase (a-z).

Reset

4. Type your new password twice and click the button 'reset'. Now you have confirmed the new password and re-activated your user account.
You will be automatically logged in. Click 'Home' to start using the Employer Portal.

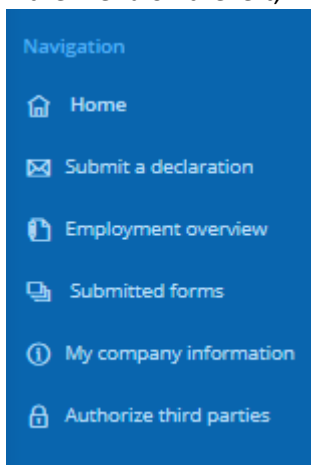
3. Home screen

After logging in as an administrator user, you will see the following screen.

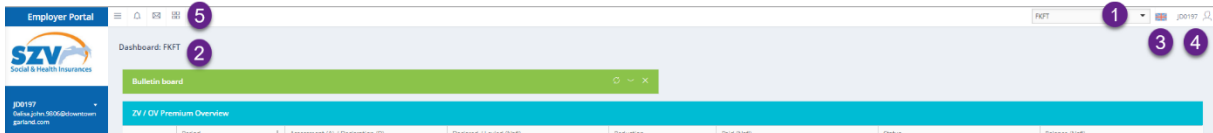
The screenshot shows the Employer Portal dashboard. On the left is a blue navigation menu with the following items: Home, Submit a declaration, Employment overview, Submitted forms, My company information, and Authorize third parties. The main content area displays a 'ZV / DV Premium Overview' table with columns for Period, Assessment (A) / Declaration (D), Declared / Levied (Nat), Reduction, Paid (Nat), Status, and Balance (Nat). The table contains several rows of data for different periods and assessment/declaration numbers.

	Period	Assessment (A) / Declaration (D)	Declared / Levied (Nat)	Reduction	Paid (Nat)	Status	Balance (Nat)
Details	202002	(D) 45888888_202002		750.00	0.00	0.00	0.00
Details	202001	(D) 45888888_202001		1,064.28	0.00	0.00	0.00
Details	201602	(D) 45888888_201602		975.00	0.00	0.00	0.00
Details	201507	(D) 45888888_201507		650.00	0.00	0.00	0.00
Details	201506	(D) 45888888_201506		612.50	0.00	0.00	0.00
Details	201505	(D) 45888888_201505		650.00	0.00	0.00	0.00
Details	201504	(D) 45888888_201504		612.50	0.00	0.00	0.00
Details	201503	(D) 45888888_201503		612.50	0.00	0.00	0.00

In the menu on the left, in the blue bar, information can be found as well as several functionalities.



- Submit a declaration (Admin and finance only) see chapter 4
- Employment overview (Admin and HR user)
- Submitted forms (all users)
- My company information (all users)
- Authorize third party user rights (Admin only)



1. The name of the company is visible. If multiple companies are linked to the same user account, a different company can be selected by clicking on the arrow at 1. Changing the company name at 1, will result in a change in 2 and in other fields where the company name is presented.
2. Language selection: the employer portal is available in 2 languages, Dutch and English. The language can be changed by clicking on the flag by number 3.
3. Username by number 4, clicking on the username several options appear, user profile, the settings and a help function.
4. Mailbox to receive or send emails to SZV related to the employer portal by number 5
5. Dashboard with a bulletin board for information and an overview of the online declared and all assessed ZV, OV premiums. Shown are the period, amount, if payment is received y/n, and the balance.
6. Username and email address, after clicking on it you can go to your user profile. User profile will show how the user is registered in the employer portal. Only as an admin it is possible to make changes.

User Profile

First Name * John
 Last Name * Doe
 Identification
 Email * Delta.john.9826@downtowngarland.com
 Address 1
 Address 2
 Zip Code
 Country

Phone
 Address 1
 Area
 State
 Comments

Add picture
 User Account
 User Name
 jdo197

Companies/Individuals	Roles	Start Date	End Date	Comments
FKFT_458888888(Crib)_4061102(SZV)	Admin User	31-03-2020		

Save

3.1 Dashboard

In the dashboard you will find the submitted ZV/OV declarations.

For more details about the declaration, press details and the screen will open with the information about the amount of employees and the ZV and OV wages and applicable sum to be paid.

Dashboard: FKFT

Bulletin board

ZV / OV Premium Overview

	Period	Assessment (€) / Declaration (€)	Declared / Leased (half)	Reduction	Prof (half)	Status	Balance (half)
Details	202002	(D) 458888888_202002		750.00	0.00	0.00	0.00
Details	202001	(D) 458888888_202001		1,056.25	0.00	0.00	0.00
Details	201902	(D) 458888888_201902		975.00	0.00	0.00	0.00
Details	201908	(D) 458888888_201908		731.25	0.00	0.00	0.00
Details	201907	(D) 458888888_201907		650.00	0.00	0.00	0.00
Details	201906	(D) 458888888_201906		812.50	0.00	0.00	0.00
Details	201905	(D) 458888888_201905		850.00	0.00	0.00	0.00
Details	201904	(D) 458888888_201904		812.50	0.00	0.00	0.00
Details	201903	(D) 458888888_201903		812.50	0.00	0.00	0.00
Details	201902	(D) 458888888_201902		812.50	0.00	0.00	0.00
							Total: 0.00

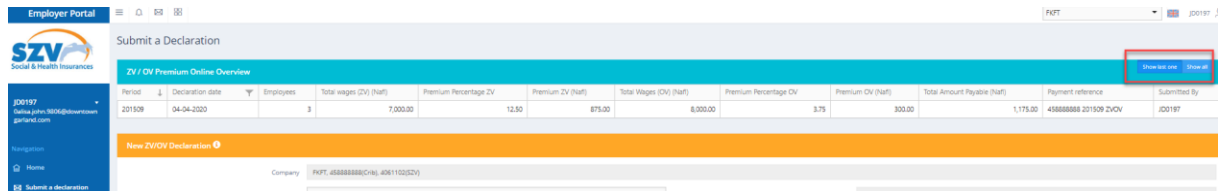
Page 1 of 2 (11 items)

It is possible that if no declaration was submitted in a period, or the declaration was not submitted in time, an assessment was made. This information can also be found in the dashboard, including the balance of the declaration/assessment.

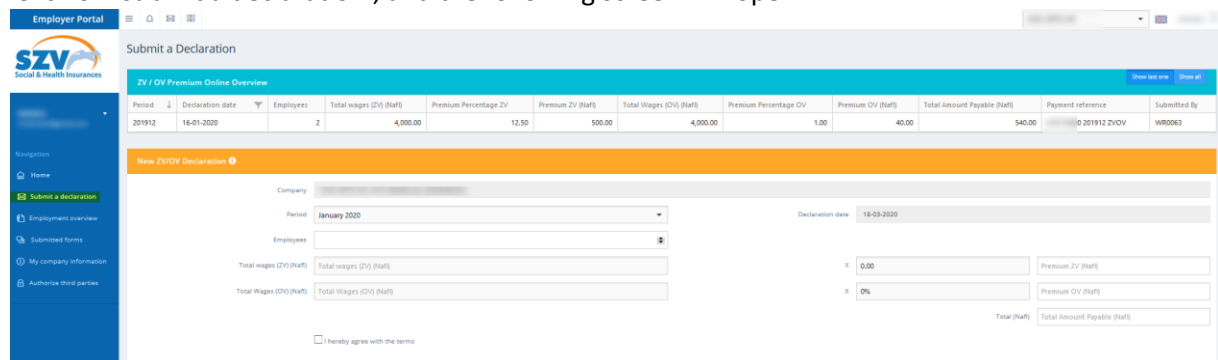
4. Submit a declaration (admin and finance users)

If you open the screen Submit declaration, you will see the last declaration on top.

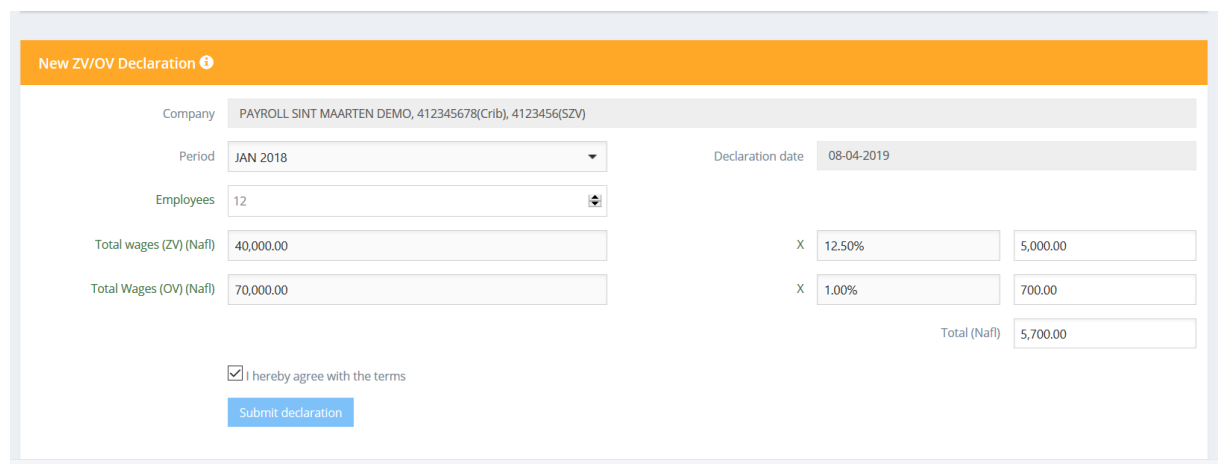
If you would like to see all declarations, please press the button in the right corner.



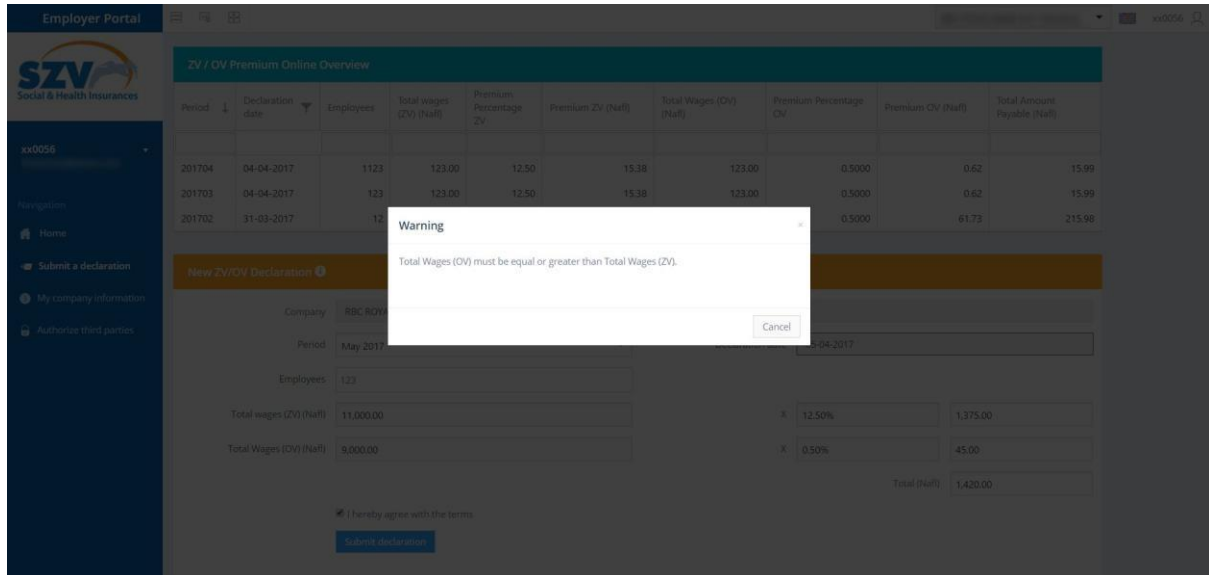
Click on 'submit a declaration', and the following screen will open.



Automatically the company that is selected (on top on the right) will be presented in the bar for company. After selecting the period (dropdown), the premium percentage is filled in. Fill in the actual number of employees, total wages ZV and OV and automatically the premium is calculated. After filling in the data, agree with the terms and the button submit declaration will appear. Click 'submit declaration'.



If the filled in ZV wage is lower than the OV wage you will receive the following warning:



Click cancel and make the correction. After that, you can submit the declaration again.

After successfully submitting the declaration, a message will be shown. Your declaration can now be found in the declaration overview as well as in the dashboard on the home screen. In addition, you will receive an email, with a summary (PDF) of the submitted declaration.

4.1 Nihil declarations

NIHIL online declarations are not allowed. Please submit your declaration to fingroup@szv.sx. A confirmation letter of receipt will be send to your mailbox.

For further information please contact the Employers Desk at 5466782 - ext 6724 or 6748 or email fingroup@szv.sx

4.2 Submit and pay declaration

When bank information is added to the company information, after agreeing with the terms, you have two options to submit:

1. Submit declaration: declaration will be submitted and the amount payable will have to be paid by you before the deadline.
2. Submit and pay declaration: the declaration will be submitted and you will be directed to the webpage of the default bank added to your company information. (see chapter 8.1 Adding Bank to the company)

Employer Portal

SZV Social & Health Insurances

JD0197
Dalia John.9806@downtowng.irland.com

Navigation

- Home
- Submit a declaration
- Employment overview
- Submitted forms
- My company information
- Authorize third parties

New ZV/OV Declaration

Company: FKFT, 45888888(Crib), 4061102(SZV)

Period: Aug 2015 Declaration date: 04-04-2020

Employees: 2

Total wages (ZV) (NafI): 4,500.00 X 12.50 = 562.50

Total Wages (OV) (NafI): 4,500.00 X 3.75% = 168.75

Total (NafI): 731.25

I hereby agree with the terms

Submit declaration

Payment option: ZV/OV premium RBC

Payment reference: 45888888 201508 ZVOV

Submit and pay declaration

5. Employment overview: limited or full view

Most companies will have a limited view of the employment overview. This means that only the tab of current employees is visible and only after a search, the respective employee will be shown.

Employment overview

Search Clear

Current registered employees

Commencement date	Termination date	ID-Number	Insurance number	Date of birth	Surname	Maiden name	Married to	Given names	Occupation	Salary	Time unit	Weekly work days	Work hours	View employment
No data to display														

When the full view is shown, the following tabs are visible and fully filled with information: Current employees, employee mutations and History of employment (terminated contracts)

Employment overview

Current registered employees Employees mutations History of employment

Enter text to search...

Commencement date	Termination date	ID-Number	Insurance number	Date of birth	Surname	Maiden name	Married to	Given names	Occupation	Salary	Time unit	Weekly work days	Work hours	View employment
31-01-1996									MANAGING DIRECTOR	4,766.52	M	5	8.00	Termination/Modification
31-01-1996									MANAGING DIRECTOR	4,766.52	M	5	8.00	Termination/Modification

This page can only be viewed by users with the admin role or HR role. From this screen, new employees can be added or changes in contracts of current employees can be registered by SZV.

6. Submitting employee mutations

Submitting employee mutations can be done via the employment overview screen.

6.1 Mutation of an existing employee

On top of the page you will see the search bar.

Commencement date	Termination date	ID-Number	Insurance number	Date of birth	Surname	Maiden name	Married to	Given names	Occupation	Salary	Time unit	Weekly work days	Work hours	New employee
No data to display														

If you enter the name, last name or ID number of the employee and press search, the respective employee will appear.

Commencement date	Termination date	ID-Number	Insurance number	Date of birth	Surname	Maiden name	Married to	Given names	Occupation	Salary	Time unit	Weekly work days	Work hours	Termination/Modification
22-10-2015		1985114123	85114123	14-11-1985	Doer			Jane	Kappers en Schoonheidspecialisten	2.000,00	M	5	8.00	

You can press on the button: Termination or modification

Termination/Modification

The following screen will open:

Instructions: Here, you state whether the mutations regard a commencement of employment (C), a mutation (M) or termination (T).

Mutation type: Commencement (C), Mutation (M), Termination (T)

Effective date: [calendar]

Identification Number: 1985114123

Birth Date: 14-11-1985

Surname: Doer

Maiden name: [text]

Married to: [text]

Comments: [text area]

First Name: Jane

Occupation: Kappers en Schoonheidspecialisten

Wages in net: 2.000,00

Time unit: [dropdown]

Weekly work days: 5:00

Work hours: 8:00

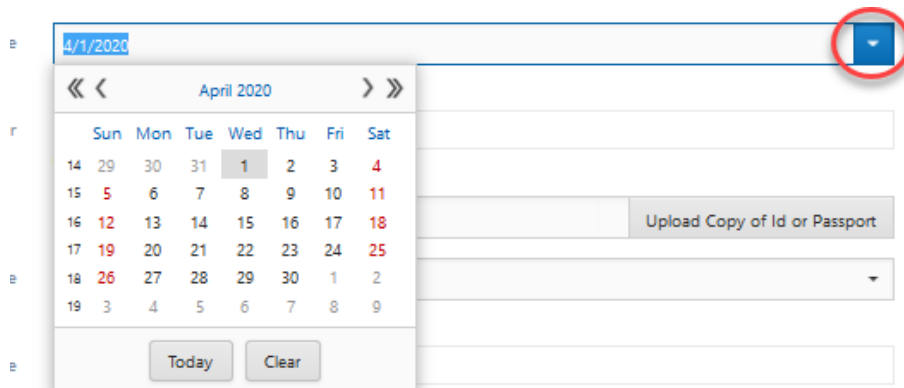
Duration of contract: [text]

For more information about the fields, you can press on the orange numbers.

Fill in the fields and where provided, use the dropdown box and choose the applicable option.

The ID number will be shown since the employee is already registered by SZV. Also the Date of Birth, Last name and first name will be shown.

The effective date is the date that this change will take place. Please use the arrow for the dropdown box and a calendar will appear.



If there is a change in name, please attach the copy of an ID or Passport.

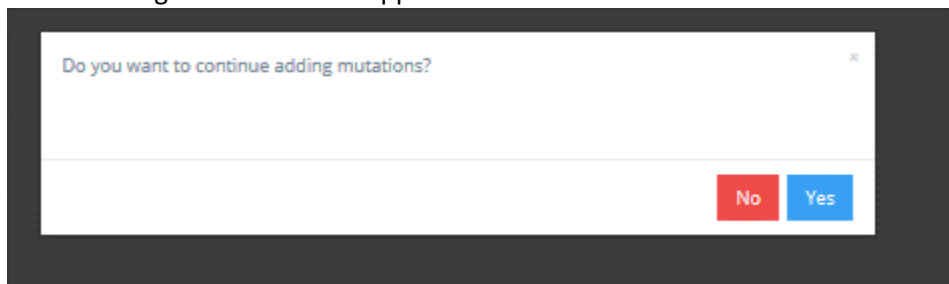
If there is a change in occupation, you can enter the name of the occupation and also the amount of wage in ANG. The time unit can be chosen by using the dropdown box.

Conclude with checking the workdays and hours and the duration of contract.

The date should be indicated as follow: DD-MM-YYYY or in case of an indefinite contract with an I or an O (Onbepaalde tijd).

You can then press create.

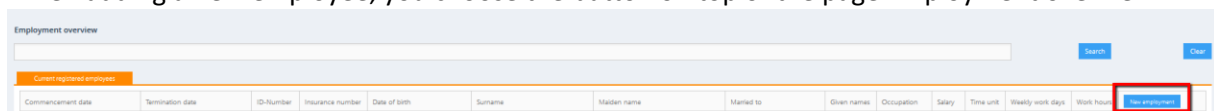
The following notification will appear:



Press yes if you want to add another mutation. If you press no, you will be directed to the 'submitted forms' page. Here you will see the form with the created mutation(s) in the status 'pending for submission'. Please see chapter 6.3 Submitting the final mutation form to proceed.

6.2 Commencement of a new employee

When adding a new employee, you choose the button on top of the page Employment overview.



A commencement can concern a person WITH existing SZV number, or without an SZV number. If it concerns a person without an SZV number, you will have to attach a copy of the passport or St. Maarten ID.

The effective date is the date that this change will take place.

For **new employees with no SZV number**, please indicate the unknown SZV number with the following format: YEAR of birth, followed by the Month and date ending with 2 zero's. YYYYMMDD00. A normal ID number will contain of 11 numbers. For a new employee this will be 10 numbers. For example: DOB: February 8, 1998 will be indicated as: 1998020800

New employee mutation

MUTATION DETAILS

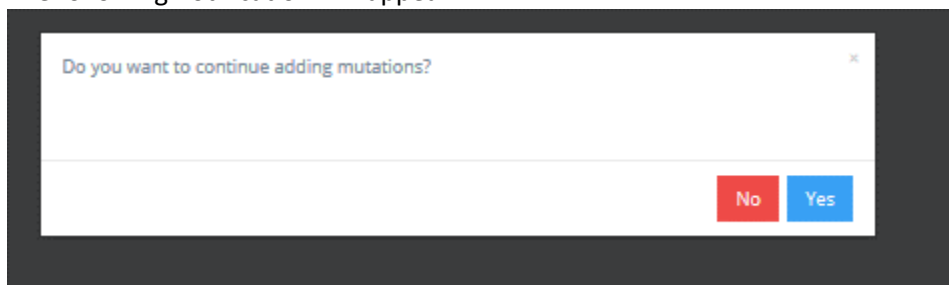
Mutation type	Commencement/In Dienst	First Name	
Effective date	02-09-2020	Occupation	receptionist
Identification Number	1972011200	Wages in full	1,200.00
Birth Date	13-01-73	Time unit	M
Surname		Weekly work days	5.00
Maiden name		Work hours	8.00
Married to		Duration of contract	31-12-2020

Comments

Create Close

When you are done filling in the form, press create.

The following notification will appear:



Press yes if you want to add another mutation. If you press no, you will be directed to the 'submitted forms' page. Here you will need see the form with the created mutation(s) in the status 'pending for submission'. (Chapter 6.3 Submitting the final mutation form)

Adding more mutations

If you need to add new employees, please consult chapter 6.2 Commencement of a new employee. If you want to make modifications or terminations of a current employee, please search for the employee in your employment overview. (Chapter 6.1 Mutation of an existing employee). If there are more mutations to submit, look for the employee and modify the information. You can create all mutations until you are finished and then submit them all in one form. If you already created a mutation, the screen will look as the one below for the next mutation(s)

New employee mutation

MUTATION FORM

Company name: [redacted]
Confirmation No.: MUT-3/1820-000372
Date Received: 18-03-2020
SZO Number: 4030848
CRE number: 410174860

MUTATION DETAILS

Mutation type: **Commencement/in Dienst**
Commencement (C), Mutation (M), Termination (T)

Effective date: 02-03-2020
(dd-mm-yy)

Identification Number: 1975120100
(999999)
[Upload Copy of id or Passport](#)

Birth Date: 01-12-75
(dd-mm-yy)

Surname: De
Maiden name: [redacted]
Married to: [redacted]
(if woman and married)

Comments: [redacted]

First Name: John
First name in full

Occupation: manager

Wages in net: 3,000.00
(incl. compensations)

Time unit: M
WEEKLY/BIWEEKLY

Weekly work days: 5.00
(31=night)

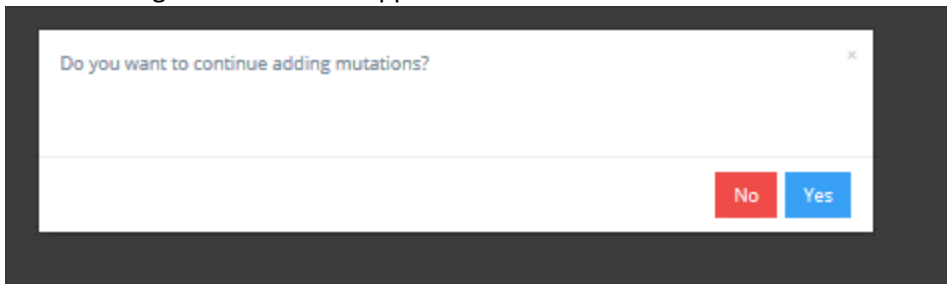
Work hours: 8.00
(per day)

Duration of contract: 0

[Create](#) [Close](#)

Press create.

The following notification will appear:



If you press no, you will be directed to the 'submitted forms' page. Here you will need see the form with the created mutation(s) in the status 'pending for submission'.

6.3 Submitting the final mutation form

Submitted forms

Enter text to search...

Confirmation No.	Date	Form type	Description	Status				
MUT-3/1820-000372	18-03-2020	Manual Employee Mutation	Employee Mutation Manual	Pending For Submission	0 processed out of 2	View	Cancel	

In the screen 'Submitted forms' you will find the form in the status 'Pending for Submission'. Press on VIEW.

The form will open. Please check if these mutations are correct.

Employees mutations

Employee:
 SZV-Number: 4030848
 Number: MUT-3/1820-000372
 Previous Comments:

Date Received: 18-03-2020
 Mutation status: New
 Comments:

No.	Mutation type	EffectiveDate	ID-Number	BirthDate	Surname	Matrnr name	Married to	Given names	Person	Occupation	Occupation SIC	Wages in null	Time unit	Weekly work days	Work hours	Duration of contract	Status
1	C	02-03-2020	1973011300	13-01-1973	Müller			Yvoni				1200.00	M	5.0	8.0	31-12-2020	New
2	C	02-03-2020	1975120100	01-12-1975	Dow			Jon		manager		3000.00	M	5.0	8.0	O	New

You can still edit or cancel the mutations. If you are ready, please press submit. You will receive a notification: Are you sure that you are going to submit the form?

Warning

You are going to submit the whole form. Are you sure?

If you want to continue submitting, please press yes. The status of the submitted form is now Submitted.

If there are no warnings, it will receive the status processing.

Submitted forms

Confirmation No.	Date	Form type	Description	Status	
MUT-3/1820-000372	18-03-2020	Manual Employee Mutation	Employee Mutation Manual	Processing	0 processed out of 2 <input type="button" value="View"/>
MUT-3/1720-000369	17-03-2020	Manual Employee Mutation	Employee Mutation Manual	Processing	0 processed out of 1 <input type="button" value="View"/>

If there are still things to be looked into, you will see the status: Pending your review.

6.4 Pending your review

If you must review the mutation or if the mutation is rejected by the system, a yellow triangle will appear. Please hover over this icon and you will see what the warning is for.

Employees mutations

Employee:
 SZV-Number: 4030848
 Number: MUT-3/1820-000372
 Previous Comments:

Date Received: 04-04-2020
 Status: In Review
 Comments:

No.	Mutation	ID-Number	BirthDate	Surname	Matrnr name	Married to	Given names	Person	Occupation	Occupation SIC	Wages in null	Time unit	Weekly work days	Work hours	Duration of contract	Status
1	External warnings	1973011300	13-01-1973	DE LUDE			Yvoni		Rezeptionisten- und Rezeptionisten	8200	1750.00	M	4.0	8.0	O	In Review (CV)
2	Warning [24] - The duration of contract form is incorrect, must be dd.MM.yyyy or dd.MM.yyyy-0000-0000	1973011300	13-01-1973	DE LUDE			Yvoni		Rezeptionisten- und Rezeptionisten	8200	1200.00	M	5.0	8.0	31-12-2020	In Review
3		1975120100	01-12-1975	Jemson			Jon		Manager		3000.00	M	5.0	8.0	31-12-2020	In Review (CV)

In the case above you see that the duration of the contract was not correctly entered. To change this, open the mutation by pressing edit. You can then change the date and save the mutation.

If there is a warning, but you feel it is correct, you can accept it like it is. You can do that by pressing accept and after that submit. If you opened the mutation by pressing edit, don't make changes and close the screen and press accept. If you would like to cancel the mutation, you can press cancel.

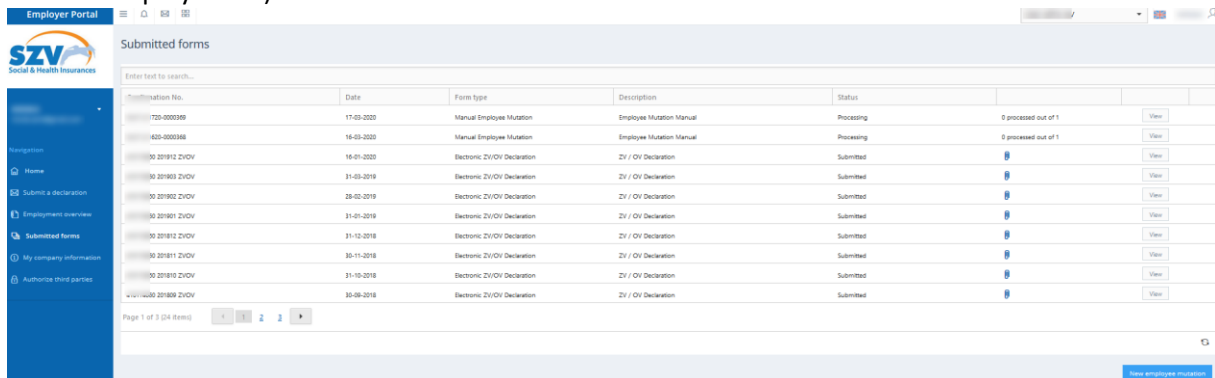


7. Monitoring submitted forms

In submitted forms you will find employee mutations, but also submitted declarations.

When submitting a declaration or a mutation, a confirmation number will be generated. The confirmation number is shown in the first column.

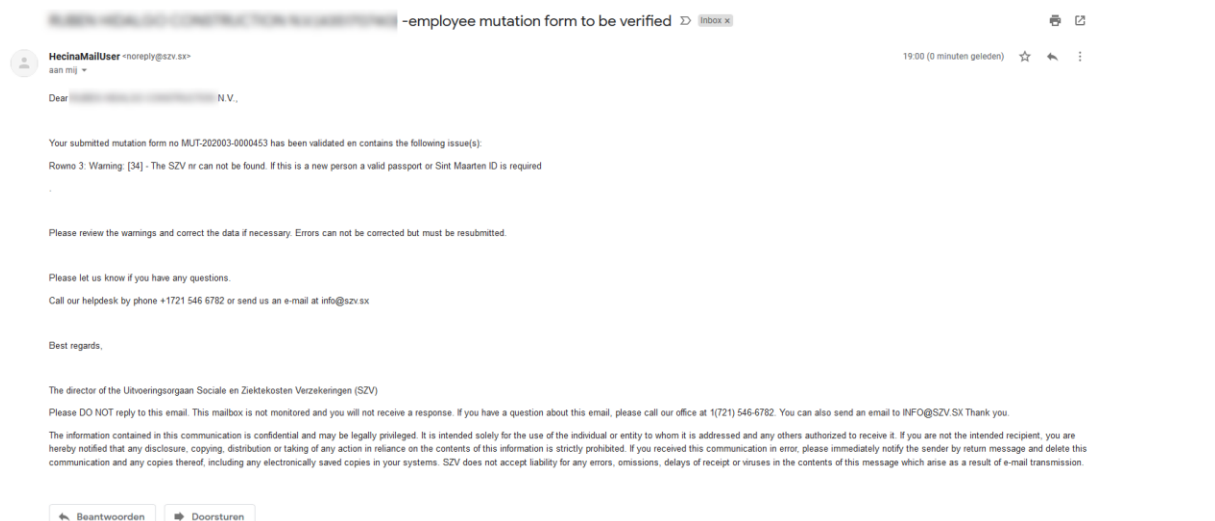
In the description you can see what was submitted (Employee mutations, the ZV/OV declaration or the Full employee list).



Once you submit, you will receive a confirmation email on the email address(es) linked to the company. If you press on View, the submitted mutations or declarations will be visible in more detail.

7.1 Reviewing and cancelling employee mutations

It is possible that the mutations are not immediately processed and send to SZV for the internal review or acceptance. In that case, the submitter will have to review it. You will also receive an email.



Reviewing gives you 3 options:

1. Accept it as it is (with the possibility that SZV will reject the mutation). For that, please check the box in between edit and cancel.
2. Edit the mutation, so you can either add documents or change DOB or names.
3. Cancel the mutation

Employees mutations

Employer: [redacted]
 SZV Number: 4030848
 Number: MUT-31820-000372
 Previous Comments: [empty]

Date Received: 18-03-2020
 Mutation status: In Review
 Comments: [empty]

No.	Mutation	Person	BirthDate	Surname	Maiden name	Married to	Given names	Person	Occupation	Occupation SIC	Wages in net	Time unit	Weekly work days	Work hours	Duration of contract	Status
1	External warnings	00	18-01-1973				Yasin				1200.00	M	5.0	8.0	31-12-2020	In Review SZV
2	Warning [16]: The SZV file can not be found. If this file has been given a valid passport or Sint Maarten ID is required	00	01-12-1975	Die			John		manager		8000.00	M	5.0	8.0	0	In Review

Buttons: Submit, Cancel, Close

After reviewing all the warnings, please submit the mutations again.

Warning

You are going to submit the whole form. Are you sure?

Buttons: No, Yes

Press yes if you are ready to submit.

If after submitting no new warnings appear for review, the mutations will get the status Processing and will be reviewed by SZV.

Submitted forms

Confirmation No.	Date	Form type	Description	Status	View
410018188 ZVDV	04-04-2020	Electronic ZV/OV Declaration	ZV / OV Declaration	Submitted	View
	04-04-2020	Electronic ZV/OV Declaration	ZV / OV Declaration	Submitted	View
	04-04-2020	Electronic ZV/OV Declaration	ZV / OV Declaration	Submitted	View
	04-04-2020	Electronic ZV/OV Declaration	ZV / OV Declaration	Submitted	View
MUT-44402-000054	04-04-2020	Manual Employee Mutation	Employee Mutation Manual	Processing	View

Canceling of the mutation form or specific mutations

You have the possibility to cancel the mutations or to cancel the mutation form.

You can cancel the form:

Before submitting when the form status is: Pending for submission

After submitting when all mutations are In Review

You can cancel the mutation:

Before submitting when the mutation status is: NEW

After submitting when in the status In review

When the form is processing or when the mutations are In Review SZV or Processing, cancelling the mutations is not possible anymore.

8. My company information

In 'My company information' the information of the company as registered can be found.

My company information

No.:	4061102
Name:	FKFT
Legal Name:	FKFT
Legal Representative Name:	Fake Company For Test
Role Type:	Employer
CRIB No.:	458888888
Chamber of Commerce No.:	123456
Date Established:	01-01-2020
Date Registered:	01-01-2020
Date Terminated:	

8.1 Adding a bank to the company

An admin of the company can add a bank to the company information. If the bank information is entered, the possibility to be transferred to the bank of the employer can be used to do the payments for the ZV/OV declarations.

At the moment, the only link we can make to the bank is the opening page for online banking. Unfortunately we cannot fully integrate the system to include the payment reference and your bankaccount. We hope to be able to offer that in the near future with the cooperation of the banks.

1. Press New

My company information

No.:	4061102
Name:	FKFT
Legal Name:	FKFT
Legal Representative Name:	Fake Company For Test
Role Type:	Employer
CRIB No.:	458888888
Chamber of Commerce No.:	123456
Date Established:	01-01-2020
Date Registered:	01-01-2020
Date Terminated:	

Banking Information

New	Banks	BankAccountNumber	Start Date	End Date	Description	Is Default Option
Edit Delete	RBC	0001894667	4/1/2020		ZV/OV premium RBC	<input checked="" type="checkbox"/>

BankAccountNumber:
Start Date*:
End Date:
Description*:
Is Default Option*:

[Update](#) [Cancel](#)

2. The following screen will open. You can use the dropdown box to select the bank you want to add

Banking Information

New	Banks	BankAccountNumber	Start Date	End Date	Description	Is Default Option
Edit Delete	PSB Bank		2020		ZV/OV premium RBC	<input checked="" type="checkbox"/>

Banks:
Start Date*:
Description*:

BankAccountNumber:
End Date:
Is Default Option*:

[Update](#) [Cancel](#)

3. Enter the start date

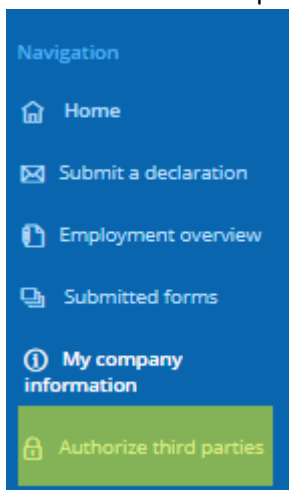
The screenshot shows the 'Banking Information' form with a date picker open for the 'Start Date' field. The date picker is set to April 2020, and the date 4 is selected. The form includes fields for Banks, BankAccountNumber, Start Date, End Date, Description, and Is Default Option. A table below the form shows a row with BankAccountNumber 0001894667, Start Date 4/1/2020, Description ZV/OV premium RBC, and Is Default Option checked.

4. Enter the bank account number, if applicable an end date and press update. If this is the second bank you are adding and it will be the default bank you will be using, check the box.

The screenshot shows the 'Banking Information' form with three numbered callouts: 1 points to the BankAccountNumber field, 2 points to the End Date field, and 3 points to the Update button. The form includes fields for Banks, BankAccountNumber, Start Date, End Date, Description, and Is Default Option. A table below the form shows a row with BankAccountNumber 0001894667, Start Date 4/1/2020, Description ZV/OV premium RBC, and Is Default Option checked.

9. 3rd party authorization (Admin users only)

An admin of the company has access to the link Authorize third parties



All persons linked as users to the company in the employer portal are listed in the tab 'Authorize third parties'

Site	Location	Full Name	Email	Mobile	Country	Identification	Phone
ES1	DE00	Maria Doe	2766145336@vodafone.com				
ES1	DE00	John Doe	John.Doe@company.com	1234567			
ES1	DE00	Jane Doe	jane.doe@company.com				
ES1	DE00	Ronald Reams	rd@company.com				
ES1	DE00	Antoin Kubner	akubner@company.com				
ES1	DE00	Mark Doe	mark.doe@company.com				

A third party can be added to or removed from the company.

9.1 Add a new user without existing username

In the tab click on <new> and fill in the form that opens.

New		Salutation ▼	Full Name
Edit	Delete		Marisa Doe

You will be creating a new user, someone who does not have access to the employerportal as yet. So please don't check the box 'Person has an existing username'. Instead, fill in all the details

The information as highlighted below is mandatory. Feel free to fill in more information.

Create

Person has existing username

First Name * [highlighted]

Last Name * [highlighted]

Email * [highlighted]

Country [dropdown]

Company/Individual

Company/Individual FKFT

Role *

- Finance User (can declare ZV/OV, and view payments)
- Admin User (Company administrator (All rights))
- Human Resource User (Can submit employee mutations)

Start Date * [highlighted]

End Date [dropdown]

Comments [text area]

Clear form Save

4. Select the user rights(s) the person will be granted. If you assign the admin rights, the person will be able to submit ZV/OV declarations, employee mutation and also create new users. If this rights is assigned, the HR or Finance right cannot be assigned and is also not necessary, as all the rights are already included in the admin function The finance user will be able to submit ZV/OV declarations. The HR role will be able to submit employee mutations.
5. Continue entering the start date of the authorization and the end date (if the authorization is for a short period, or end of contract date of the person, otherwise leave open).

The new company user will receive an email to activate the account and create a password.

9.2 Add a user with an existing username

You are going to give access to a user who already has a username in the employer portal

1. Please select new

New	Salutation ▼	Full Name
		Marisa Doe

[Edit](#) [Delete](#)

2. Check the box ' person has existing username'. In this case, the information will be automatically filled with what is known . What needs to be done is assign a role to the user.

Create

Person has existing username

First Name * Marisa

Last Name * Doe

Identification

Mobile

Address 1

Area

Zip Code

Comments

User Name * AK0195

Salutation

Email * zhelen.kelly.336m@funb301.com

Phone

Address 2

State

Country SXM

Company/Individual

Company/Individual FKFT

Role *

- Finance User (can declare ZV/OV, and view payments)
- Admin User (Company administrator (All rights))
- Human Resource User (Can submit employee mutations)

Start Date *

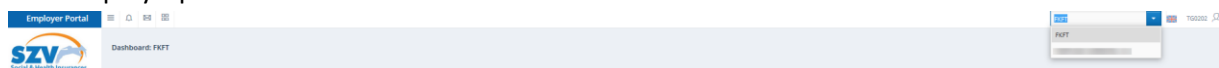
End Date

Comments

Clear form Save

3. Select the user rights(s) the person will be granted. If you assign the admin right, the person will be able to submit ZV/OV declarations, employee mutation and also create new users. If this right is assigned, the HR or Finance right cannot be assigned and is also not necessary, as all the rights are already included in the admin function. The finance user will be able to submit ZV/OV declarations. The HR rights will be able to submit employee mutations.
4. Continue entering the start date of the authorization and the end date (if the authorization is for a short period, or end of contract date of the person, otherwise leave open).

The new company user will receive an email that the rights are granted. He or she will be able to access the company by choosing the company in the dropdown box in the right corner on top of the screens in the employerportal.



9.3 Editing and deleting users

If a third person is no longer authorized to view and act on behalf of the company, this user can be deleted by clicking on delete. Your company will be deleted from his/her company list.

If you want to edit the information of a person, press edit.

Edit

First Name * Mariza
Last Name * Doe
Identification
Mobile
Address 1
Area
Zip Code
Comments

Salutation
Email * zhenen.alex@lunob201.com
Phone
Address 2
State
Country DOM

Add picture
User Account
User Name
ID00201

Company/Individual
Company/Individual RWT
Role *
 Finance User (Can declare ZV/OV, and view payments)
 Admin User (Company administrator (All rights))
 Human Resource User (Can submit employee mutations)
Start Date * 01-04-2020
End Date * 31-12-2020
Comments

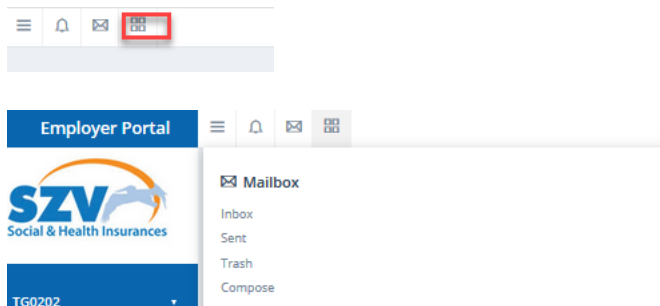
Save

You will be able to edit the contact details or roles assigned to a user. You can also enter a end date if changes on the contract of the specific person were made.

10. Contact Employer desk

It is possible to send messages via the Employer portal.

To compose a message, please press the icon with 4 squares in the corner on the left which is visible on every page.



You will then be able to read your messages in the inbox and also reply in those messages.

You can also start a message by pressing: Compose.

Messages you sent can be found in the box: sent.

Messages which were deleted are to be found in the box: Trash.