Draait om jou!

Manual

BCS Online for Employees

bcs
HR Software

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1   General information

This guide describes the BCS Online features that have been made available to you, as an employee.

1.1   Welcome to BCS Online

BCS Online has been developed to offer salary and HR data via a web program. Depending on the rights granted, positions can be made available for managers, employees, occupational health and safety doctors, etc.

That is why 1 or more BCS Online functions are available for you. An explanation of these functions can be found in the next chapters.

1.2   BCS Online administrator

BCS Online is part of the payroll software program of BCS HRM & Salarisadministratie. The administrator of this program is an employee of your organization. If you have any questions or comments about BCS Online, you can contact your administrator.

1.3   Internet address

BCS online can be reached via an internet browser on https://bcsonline.nl. We recommend that you save this address under the favorites of your browser.

1.4   Log in

On the login screen you will be asked for your e-mail address (login name) and password. You have received an email called 'BCS Online – Your user account has been created'. This contains your login details and the link to create your password. The aforementioned internet address is also included in this e-mail.

Click 'Login' to log in to BCS Online.

1.5 Password

Forgot your password? Click on 'Forgot password?' and a link to create a new password will be sent to your e-mail address.

1.6 Base screen

As soon as you log in, you will see at the top left under which employer your account has been added, and which functions you can use. Of the most common, and available functions for you, you will see 'tiles'.

From these tiles it is possible to directly:

- Make a new registration

- To view

- Make a change

By clicking somewhere in the middle of a tile, the corresponding data is shown.

A section can also be opened via the menu at the top left of the screen. Here you can see all the available features.

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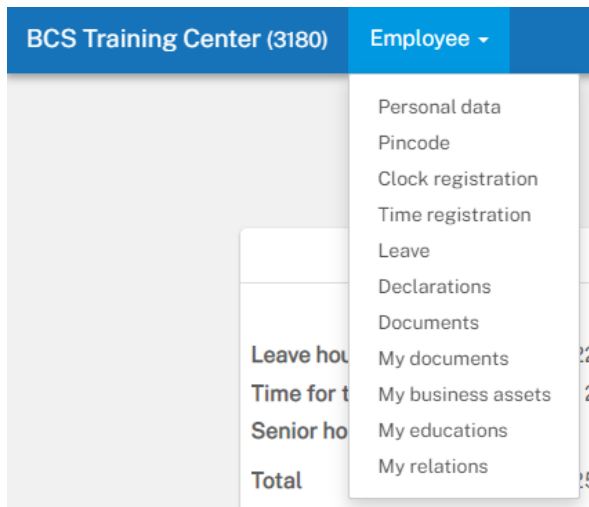
In this way, all functions can be opened. A 'breadcrumb bar' will always automatically arise if you click on available functions.

An example if you want to register new leave and choose 'Leave' in the menu option or click on the 'Leave' tile in the middle:
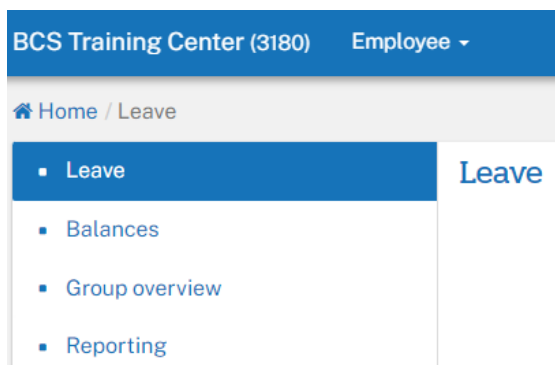
This allows you to immediately see in which program of BCS Online you are working. By clicking on a name in the 'breadcrumb bar' you can quickly navigate to another part.

You always return to the main menu by clicking the home button or on your company name at the top left of the screen.

2 Employee

Within the Employee menu, the options below can be available. Your employer can choose which parts are or are not available to you. Your employer can also give you rights for each component separately, for example, reading only, or rights to change or submit:

- Personal data (View or changing personal data such as address, telephone number. E-mail, marital status, accessibility, children, partner details etc.)

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- Pincode (Here you can change the PIN of your payslip and change the PIN for the IN and OUT clocking)
- Clock registration (entering and/or view clock times)
- Time registration (view and/or submit week reports and register project hours)
- Leave (applying for leave as a holiday, Time for time or doctor's visit, etc.)
- Declarations (submitting expense allowances).
- Documents
    - General documents (Personnel manual, Newsletters, CAO etc.)
    - Peronal documents (personal documents e.g. employment contract, performance review report, etc.)
    - Payslips (view your digital payslip)
    - Annual slips (view your digital annual statement)
- My documents (all your personal documents, such as your employment contract, copy of ID, etc.)
- My business assets (business goods provided to you personally, such as company clothing, keys, laptop, etc.)
- My educations (training and education followed by you and planned)
- My relations (relationships managed by you)

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3   Personal data

Within the menu Personal data you can manage your personal data, submit a change and view already requested changes.

3.1   Edit Personal data

Here you can submit a request for change. Everything is divided into main groups.
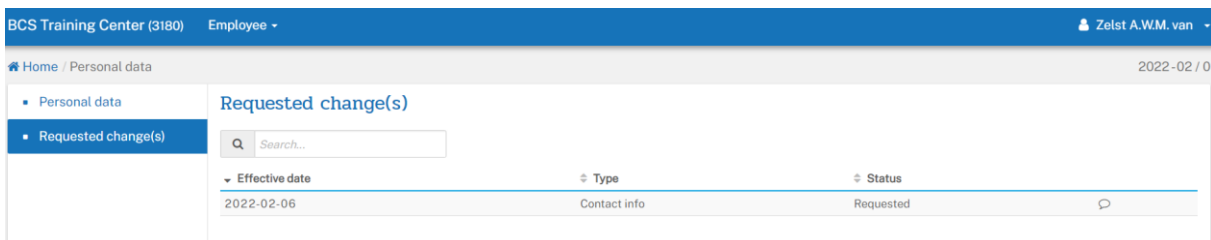
Where applicable, you will find an extra field on the right to specify the 'Effective Date'. This is practical if, for example, you want to announce your move for 6 weeks now. The effective date cannot be in the past.

You can send an extra explanation via 'Remark(s)'.

The changes can be submitted by using the 'Submit' button. When submitting, all changes will be taken into account.

3.2   Requested change(s)

Here you can view the submitted changes, where the status is also visible.
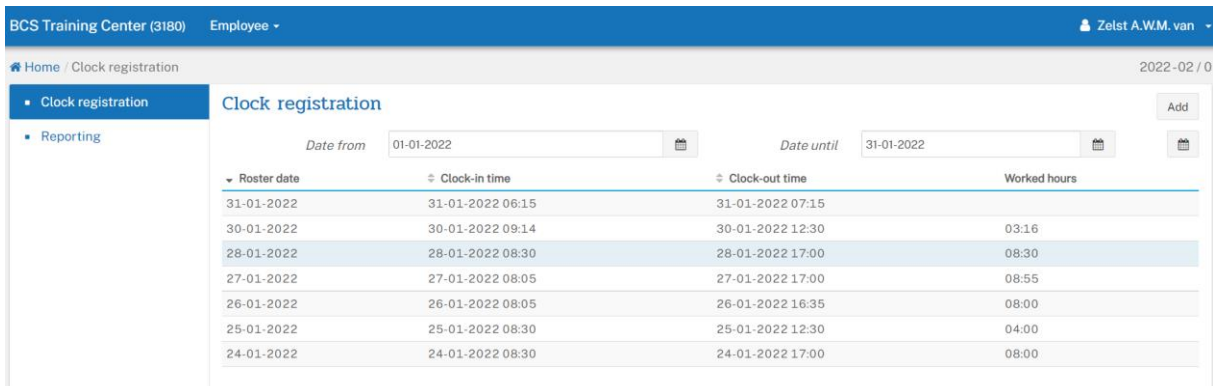
4 Pincode

This menu option allows you to change your current PIN for downloading your payslip and the PIN code for entering a clock registration.

BCS Training Center (3180) Employee ▾		👤 Zelst A.W.M. van ▾
🏠 Home / Pincode		2022 - 02 / 0
• Pincode clockregistration	Pincode clockregistration	Save Cancel
• Pincode payslip	Current pincode * 👁	
	New pincode * 👁	
	New pincode confirmation * 👁	

By clicking on 👁 and holding the left mouse button, you can check the code you have entered. This way you can see if the code entered is identical.

5 Clock registration

Within the Clock Registration function, an overview of your clock lines is shown. By default, the period from 01-01 of the current year to the current date is shown. You can adjust the period if desired.

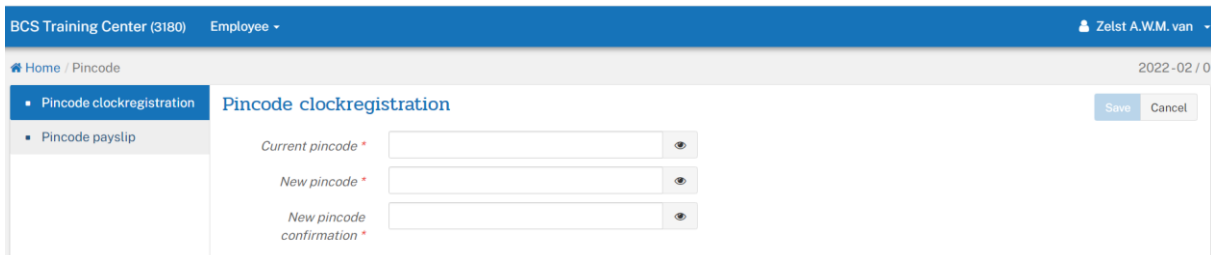| BCS Training Center (3180) Employee ▾				👤 Zelst A.W.M. van ▾
🏠 Home / Clock registration				2022 - 02 / 0
• Clock registration	Clock registration			Add
• Reporting	Date from 01-01-2022 📅	Date until 31-01-2022 📅		📅
	⌄ Roster date	⇕ Clock-in time	⇕ Clock-out time	Worked hours
	31-01-2022	31-01-2022 06:15	31-01-2022 07:15	
	30-01-2022	30-01-2022 09:14	30-01-2022 12:30	03:16
	28-01-2022	28-01-2022 08:30	28-01-2022 17:00	08:30
	27-01-2022	27-01-2022 08:05	27-01-2022 17:00	08:55
	26-01-2022	26-01-2022 08:05	26-01-2022 16:35	08:00
	25-01-2022	25-01-2022 08:30	25-01-2022 12:30	04:00
	24-01-2022	24-01-2022 08:30	24-01-2022 17:00	08:00

By default, the list view is displayed. If hours are shown under "Hours worked", these have already been processed within the salary program.

A calendar view is displayed after clicking on the icon 📅

You can then go back to the list view by clicking on the icon ☰

The calendar overview shows, if registered, calculated overtime.

By double-clicking on a line, the next screen opens.

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This shows the date and time of the chosen time schedule date. It also shows who did the clocking and which clock was used (Source). The Source shows "BCS Online" when the clicking Is Insereted via an internet browser.

Here you can choose [Add] or [Edit]

If the hours have already been processed by the manager, they can no longer be changed. You will then receive a notification.

Type (Choice of: In, Uit, Pauze begin, Pauze begin extern, Pauze einde, Bezoek begin and Bezoek einde).

- The field shows only logical options. For example, if you have already clocked out, the option 'OFF' is not visible.

5.1 Place new registration

In the tile, click

- Choose the right type
- Click 'Save'.

Note: A registered clock time cannot be undone!

After registration, the registration is added under 'Clock registration'.

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5.2 History
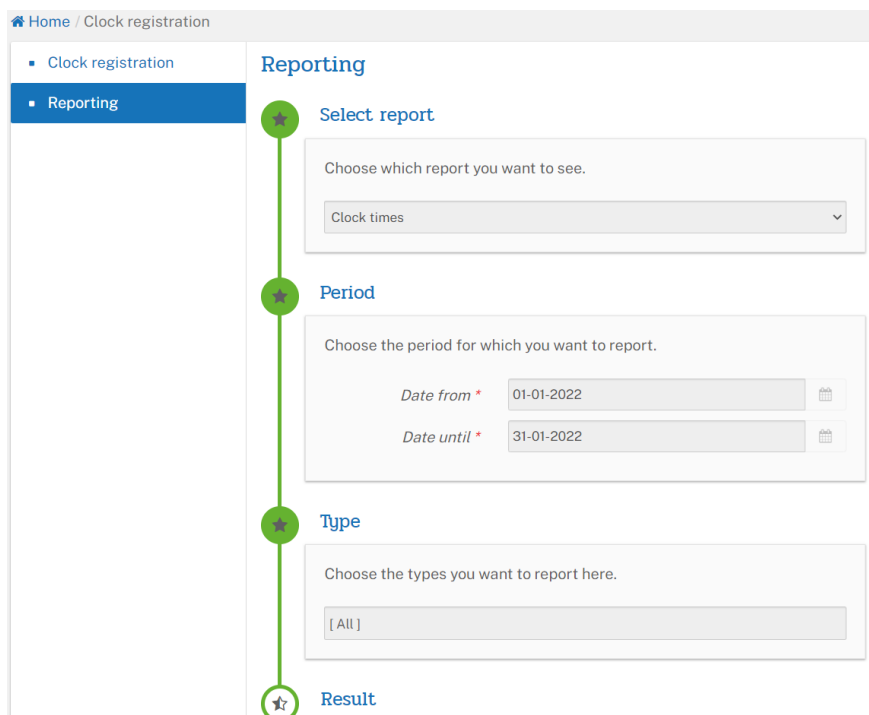
Here you can see all historical clock registrations where changes have been made. Original clock times and corrected clock times are also visible here.

If your employer has chosen to allow times to be entered, you have the option to choose days and enter times.

Note: BCS online always shows times in minutes. This is recognizable by the ':' sign.

5.3 Reporting

With the menu choice reporting you have the possibility to show reports of your "Clock times" or "Worked hours". By choosing a number of variables you can compile your own report.
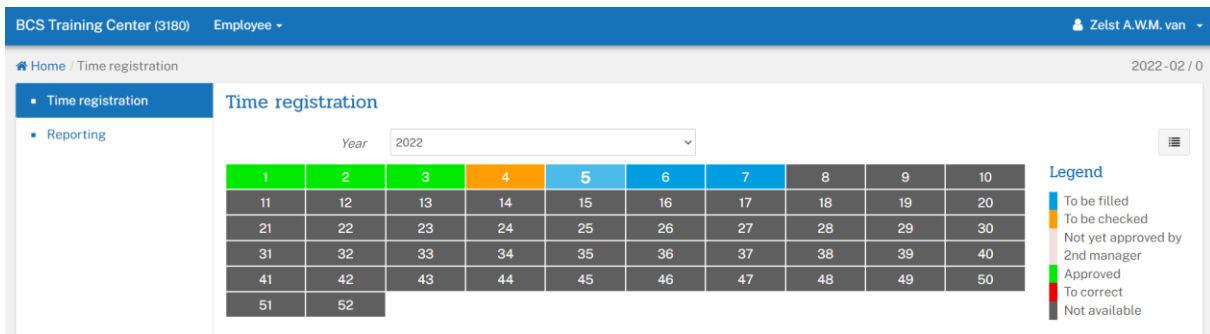
You can print or download your report by pressing the key combination "CTRL+P".

6 Time registration
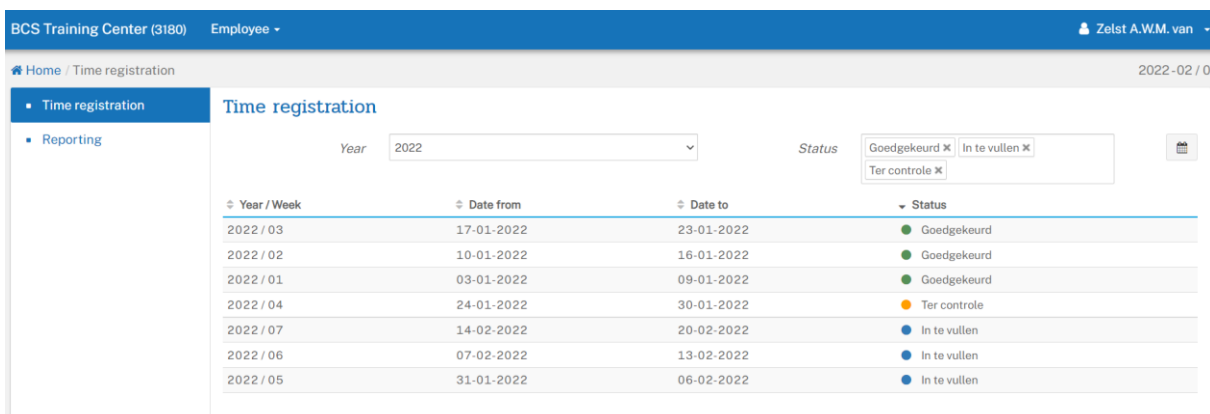
Within Time registration you can register worked time (attendance hours) and entered project registrations.

6.1 List or 52-week view

The overview shows an overview with all weekly statements to be submitted or already submitted. By default, the screen opens in 52-week view.

Draait om jou!

You can switch to list view by using the list view button

Both overviews show the weekly statements of the current year. By default, the list view is sorted by "Status" and then by week number. In the 52-week view you can see what the status is by the colors. The week of which the weekly block is light-colored shows the current week.

There are 6 statuses:

- You have not submitted the relevant weekly statement. (blue).
- The weekly statement has been submitted. Your approver will review the registrations. (orange).
- The weekly statement has not yet been approved by your second approver. (light grey).
- The approver has approved the weekly statement. (green).
- The weekly statement has been submitted, but the manager has rejected the weekly statement. Change the registrations and resubmit the week report. (white).
- Week report is not (yet) available. (dark grey).

The weeks that you do not have to submit, for example because you were not yet employed at that time, will not be visible / unavailable. In the overview screen, those weeks are colored gray. Weeks in the future will also be colored grey.

6.2   Shared week

If you see the same week number twice, then there is a transition to the next month. This setting is optional.

Draait om jou!

Time registration

Year	2022											

1	2	3	4	5	5	6		7		8	9	9	10
11	12	13	13	14	15		16		17	17	18	19	20
21	22	22	23	24	25		26	26	27		28	29	30
31	32	33	34	35	35	36		37		38	39	39	40
41	42	43	44	44	45		46		47		48	48	49	50
51	52	52										

If you click on the first part of that week, you can only fill in the last days of that month. The first days of the next month cannot be approached.

2022 - 5 (deel 1)

⦿ Week report   ◯ Project registrations   ◯ Show all registrations

Σ

31 Jan − 06 Feb 2022

wk5	Mo 31-01	Tu 01-02	We 02-02	Th 03-02	Fr 04-02	Sa 05-02	Su 06-02
Hours							
0:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00	Gewerkte uren						
11:00							
12:00	Pauze onbetaald						
13:00							
14:00	Gewerkte uren						
15:00							
16:00							
17:00							
18:00							

By clicking on a week number in the overview, a detail screen opens where all details for the week in question are shown. Only for the status 'To be filled in' and 'To be checked' can the week REPORTS still be changed.
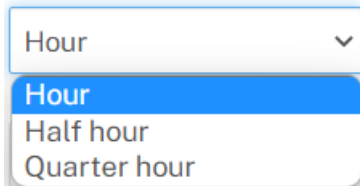
At the top left you can switch between:

⦿ Week report   ◯ Project registrations   ◯ Show all registrations

Draait om jou!

6.3 Detail screen Week Reports

The detail screen shows a weekly calendar containing your timetable hours. The date corresponding to the day is indicated in the column heading.

The default view is per hour. You can adjust the view to half an hour or quarter by selecting from the list:

Hour
Hour
Half hour
Quarter hour

The totals of the entered data and the timesheet data are visible by pressing the Sum button:

Σ

○ Week report   ○ Project registrations   ○ Show all registrations

Type	Mo 10-01	Tu 11-01	We 12-01	Th 13-01	Fr 14-01	Sa 15-01	Su 16-01	Total	Schedule hours
Gewerkte uren	0:00	4:00	8:00	0:00	0:00	0:00	0:00	12:00	
Feestdag	8:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00	
Schedule hours according to planning	8:00	4:00	8:00	0:00	0:00	0:00	0:00	20:00	
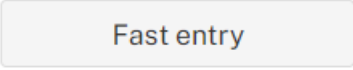
Approved leave requests, sick, holidays, etc. are also shown, but can no longer be changed and / or deleted. This read-only view is intended to remind you which hours are already known in BCS Online and therefore no longer need to be (re)submitted.

6.4 Register hours

There are 2 ways to fill in hours. These can also be combined with each other.

- Manually, by double-clicking on the day; a fill-in screen appears on which the following data must be entered:
  - **Type:** This is the hour type you want to specify.
  - **Date:** By default, the date of the day on which you double-clicked is entered here.
  - **Remark(s).** Field to type a short explanation for the worked hours
  - **Timeslot:**
    - Free entry: Enter times in the 'Time from' and 'Time until' fields.
    - Fixed time slots: (all day, half day etc.). 'All day' means whole working time. For example, if you work 8 hours a day and choose 'First 1/2 day', then 4 hours will be calculated. At 6:3, at 4:2, etc.

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- You can also choose to enter a value. You then enter this in the field 'Hours'. The data will then be filled in at the top of the screen at hours instead of divided over the day.
- You can also enter your hours faster, via the button on the right side. Then you only have to

enter a number per box.   **Fast entry**

To return to the annual overview, click on 'Time registration' in the Breadcrumb bar.

6.4.1   Available options:

Button	Description
<< Previous week	Scroll to the previous week.
Next week >>	Scroll to the next week.
According roster	Fills the week report, according to the hours of your schedule, with the registration type 'Hours worked'.
Delete selection	If one or more registrations are selected (by clicking on them, or selecting several by ctrl-key) then only the selected registration(s) will be deleted. This button is only available if one or more registrations have been selected.
Delete all	Deletes all registrations. Please note: Leave registrations cannot be changed and/or deleted. This button is only available if one or more registrations have been registered.
Fast entry	This opens a new screen in which the number of hours per available registration type can be entered. You do not enter a start and end time in this way.

Draait om jou!

Fast entry

Types	Mo 17-01	Tu 18-01	We 19-01	Th 20-01	Fr 21-01	Sa 22-01	Su 23-01
Gewerkte uren	08:00	04:00	08:00	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
Meeruren 100%	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
TVT opbouw	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
Uren overwerk 125%	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
Uren overwerk 150%	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
Uren overwerk 200%	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)

Confirm Cancel

If you click on 'Confirm' after registration, the registrations will be visible at the top of the weekly calendar.

2022 - 3

( ) Week report   ( ) Project registrations   ( ) Show all registrations

Σ

17 − 23 Jan 2022

wk3	Mo 17-01	Tu 18-01	We 19-01	Th 20-01	Fr 21-01	Sa 22-01	Su 23-01
Hours	Gewerkte uren	Gewerkte uren	Gewerkte uren				
0:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

Remarks employee Here you can add additional information. This information is intended for the approving manager. The approver can also post a comment. Only then will the memo field of the approver become visible. Regardless of whether the week report is approved or rejected.

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Remarks employee	Hi boss, Herewith my hours of week 3.
Remarks approver	You don't have to report which week it is every time!

The comment of the employer (manager / approver) can only be viewed. A reaction from the approver is especially practical if a week reports are sent back for correction. The approver can express what is not correct and what needs to be adjusted.

Save	With this button you save the entered registrations. They are not yet visible to the approving manager. This also closes the program. This is practical if you want to enter the hours worked at the end of each day, but do not want to submit the full week report until Friday. This button is only visible with at least 1 registration. This may also only be a project registration.
Submit	The hours are saved, the position is closed and the week report is presented to the approving manager. You can still make changes to this week report and resubmit it. Even if the approver has approved the week report.

6.5 Detail screen Project registration

In addition to the weekly state hours, or instead of the weekly state hours, you can also specify hours on projects and activities.

Draait om jou!

2022 - 3

○ Week report   ● Project registrations   ○ Show all registrations

Σ

17 – 23 Jan 2022

wk3	Mo 17-01	Tu 18-01	We 19-01	Th 20-01	Fr 21-01	Sa 22-01	Su 23-01
Hours							
0:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00	8:30-17:00	8:30-12:30	8:30-17:00				
9:00	Training BCS	Training	Training				
10:00	Online	klokregistratie	klokregistratie				
11:00	Training geven	Voorbereiding	Training geven				
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							

Your employer can use this to steer on internal cost monitoring or to be able to declare the hours worked externally.

These projects and activities are defined elsewhere in BCS Online. There, it is also defined which activities belong to which projects and which employees are allowed to book on each projects.

6.6   Register projects

There are 2 ways to register project hours. These can also be combined with each other.

- Manually by double-clicking on the day; a fill-in screen appears and the following data must be entered:
  - **Project:** Select the project you're authorized for. If projects or activities are missing, please contact yourBCS Online _administrator. He can add the projects and activities you mis.
  - **Activity:** Can consist of 1 or more activities such as Installation work, Repair, travel hours, administration hours etc.
  - **Billable:** Are it billable hours?
  - **Direct:** Are it direct hours?
  - **Date:** By default, this is the day you clicked on. You can change this to another day of the week in question.
  - **Remark(s):** Field to type a short explanation for the project hours

Draait om jou!

- o Time slot:
    - Free entry: Enter time in the 'Time from' and 'Time until' fields.
    - Fixed time slots: (full day, half day etc.). 'All day' means whole working time. For example, if you work 8 hours a day and choose 'First 1/2 day', then 4 hours of leave will be calculated. At 6:3, at 4:2, etc.
    - Value. Now only the number of hours is registered, without a start and an end time. You enter this in the field 'Hours'.
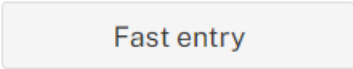
- Fast, via the button [Fast entry] on the right side. This makes all projects visible and all activities per project. The selection field allows you to select the desired project. Even if you select other projects in the meantime, the hours that have been entered in the meantime are saved.

Fast entry

[All projects] ▾

Project	Activity	Mo 17-01	Tu 18-01	We 19-01	Th 20-01	Fr 21-01	Sa 22-01	Su 23-01
Training BCS Online	Nazorg	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
	Training geven	8:00	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
	Voorbereiding	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
Training klokregistratie	Nazorg	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
	Training geven	(hhh:mm)	(hhh:mm)	8:00	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)
	Voorbereiding	(hhh:mm)	4:00	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)	(hhh:mm)

Confirm   Cancel

You cannot indicate here whether the hours are direct and /or billable. Also, you can't fill in a remark.

If you have placed registrations, you can click on [OK] . The hours are then visible in the top line.

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○ Week report ● Project registrations ○ Show all registrations

Σ

17 − 23 Jan 2022

wk3	Mo 17-01	Tu 18-01	We 19-01	Th 20-01	Fr 21-01	Sa 22-01	Su 23-01
Hours	Training BCS Online Training geven	Training klokregistratie Voorbereiding	Training klokregistratie Training geven				
0:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

After that, at the top of the project registration screen, click on **Submit** or **Save**. (see Available options) If you forget this and want to navigate to another page or close the browser, you will see this notification:

> **Site verlaten?**
>
> Wijzigingen die je hebt aangebracht, worden mogelijk niet opgeslagen.
>
> ☐ Voorkomen dat deze pagina extra dialoogvensters weergeeft
>
> **Verlaten**   Annuleren

To return to the annual overview, click on 'Time registration' in the Breadcrumb bar

🏠 Home / Time registration / 2022 - 4

6.6.1   Available options:

These are exactly the same as the available options of the Detailed Screen Week report.

6.6.2   Reporting

You can generate a report on Week activities and/or Project activities.

Draait om jou!

Reporting

Select report

- ◉ Week activities
- ○ Project activities

Period

Choose the period for which you want to report.

Date from *	01-01-2022 📅
Date to *	31-01-2022 📅
Including employee and manager remarks	☐
Including registration remarks	☐
Grouped by *	Registration
Sorted by *	Date
Only approved week reports	◉ Yes ○ No

Result

Zelst A.W.M. van - 01 0013 000005
BCS Training Center
0013 - HRM

Registration: Feestdag

Date from	Date until	Status	Hours
10-01-2022 08:30	10-01-2022 17:00	(Created from Delta)	08:00
			Total: 8:00

Registration: Gewerkte uren

Date from	Date until	Status	Hours
03-01-2022 08:30	03-01-2022 17:00	Goedgekeurd	08:00
04-01-2022 08:30	04-01-2022 12:30	Goedgekeurd	04:00
05-01-2022 08:30	05-01-2022 17:00	Goedgekeurd	08:00
11-01-2022 08:30	11-01-2022 12:30	Goedgekeurd	04:00
12-01-2022 08:30	12-01-2022 17:00	Goedgekeurd	08:00
17-01-2022	17-01-2022	Goedgekeurd	08:00
18-01-2022	18-01-2022	Goedgekeurd	04:00
19-01-2022	19-01-2022	Goedgekeurd	08:00
24-01-2022 08:30	24-01-2022 12:30	(Created from Delta)	04:00
24-01-2022 13:00	24-01-2022 17:00	(Created from Delta)	04:00

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7 Leave

Within the menu option 'Leave' you can request leave, view your leave balance, view your holiday law balances, view the presence of your direct colleagues and make reports.

In the main screen you can see your already requested absence and also absences that have been entered in another way by your BCS Online week. For a complete overview, click the list view button:

Example of list view

The submitted absences are sorted by the 'Date of' column.

Draait om jou!

An registration can be selected by clicking on the registration in the list (this registration will then turn blue when you point at it). A new screen will pop-up, with all the details of the registration. In the example below, 'List view' has been chosen.

The layout-out is the same as the screen with which the request is made. The big difference with the original request screen is that the screen is now displayed in 'read only' mode.

7.1 Revoke

This button is not available if your absence has already been definitively processed. With revoke, you can withdraw your entire leave request in one go. If the status is 'Pending request' (and therefore not yet approved), the revocation will be implemented immediately. The registration will then be completely deleted.

If a request has the status 'Approved', the revocation must also be approved by your manager. After that, the request will be deleted. If this request is not approved, the original registration will be maintained and scheduled.

7.2 Change

This button is also not available if your absence has already been definitively processed. With this button, the same applies as with 'Revoke' in terms of status. All changes can be found under 'History', displayed in a timeline.

7.3 Balances

For an explanation of Balances see separate description below. ("Balances")

7.4 Group overview

For an explanation of Group overview see separate description below. ("Group overview")
 Groepsoverzicht

7.5 History

Here you will find a timeline of all changes in the leave request.

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The original request and changes including comments will be shown.

7.6 Request

With this button you can submit a leave request. The Data block shows the following fields:

- **Type:** When requesting an absence, a type must always be chosen. The balance of the type is displayed. For example, "Holiday hours (92:30h)".
- **Roster date from:** Select here the first day for which the absence is requested.
- **up to and including (u/i):** Select here the last day for which the absence is requested.
- **Time slot:**
  - Free input: Enter times in the 'Time from' and 'u/i' fields.
  - Fixed time slots: (all day, First 1/2 day etc.). 'All day' means whole working time. For example, if you work 8 hours a day and choose 'First 1/2 day' as the time slot, then 4 hours of leave will be calculated. At 6:3, at 4:2, etc.
  - Value: Now only the number of hours will be saved, without a start and an end time. You enter this in the field 'Value'. You fill in an hour and a half as 1:30 so in minutes. By checking the 'Total' field, you can decide whether the number of hours entered per day counts or as a total for the number of days chosen. BCS online then divides the hours over the calendar days, not taking into account the schedule.

It is possible that a choice has been made by your employer and that you only have 1 possibility to enter times or values and not both.

- **Repeating request:** It is possible to register a daily or weekly return pattern.

In this leave screen it is also possible to go directly to the 'Group overview'. Click [group icon] . See for explanation

Gro.

Draait om jou!

- **File:** You can upload a file (pdf, jpg, etc.). For example, a scan of a wedding invitation.
- **Remarks employee:** Here you have the opportunity to explain the leave request. The text will be visible to the approver as soon as you have submitted the leave.

7.7 Balances

Balances shows your leave positions.

Group	Remainder	Right	Recorded	Booked	Between balance	Planned	Requested (+/-)	End balance
Leave hours	120:00	130:00	0:00	0:00	250:00	60:00	8:00	182:00
Time for time	4:00	16:00	0:00	0:00	20:00	0:00	0:00	20:00
Senior hours	0:00	12:00	0:00	0:00	12:00	0:00	0:00	12:00
Total	124:00	158:00	0:00	0:00	282:00	60:00	8:00	214:00

Legal holiday balance

	Current			Future until 31-12		
Year	Legal	Above legal	Total	Legal	Above legal	Total
2016	0:00	0:00	0:00	0:00	0:00	0:00
2017	0:00	0:00	0:00	0:00	0:00	0:00
2018	0:00	0:00	0:00	0:00	0:00	0:00
2019	0:00	0:00	0:00	0:00	0:00	0:00
2020	0:00	0:00	0:00	0:00	0:00	0:00
2021	68:00	0:00	68:00	28:00	0:00	28:00
2022	80:00	2:48	82:48	60:00	2:48	62:48
Totaal	148:00	2:48	150:48	88:00	2:48	90:48

7.7.1 Section 'Balances':

For all groups made available, the following data is shown:

- Group	For example, Holiday hours, Time for time or Senior hours.
- Remainder	The remaining number of hours left over from previous years.
- Right	The new right for the new/current year in hours.
- Recorded	The realized recorded hours up to and including yesterday.
- Booked	If the balance has been increased in the meantime, the number of additional hours booked will be shown here.
- Between balance	The balance up to and including yesterday (the total of Remainder + Entitlement + Added minus the number recorded).
- Planned	The total number of hours of already approved registrations of today and in the future.
- Requested (+/-)	The total number of hours requested today and in the futures that have not yet been approved.
- End balance	The Intermediate Balance minus the number scheduled and requested. In in principle, the total number of hours that are still available for a request.

7.7.2 Section 'Legal holiday balance'

This function shows the current and future balance of the legal and above-legal hours.

The legal balance is valid for 1.5 years, calculated from the first day of the year of grant.

The above-legal balance is valid for 5 years, calculated from the first day of the year of grant. The legal balance of 2015 therefore expired on 1 July 2016, the above-legal on 1 January 2021.

The current balance shows values up to and including yesterday. The future legal and above-legal balance includes all approved holiday registrations that are in the future. So also those in a next year.

If you request annual leave, it will automatically be deducted from the least valid hours. If the legal balance of the past year was already 0, you will have noticed that the 'oldest' above-legal balance is reduced.

In January of each year you get new annual rights. As a result, the write-off may have been moved from that oldest above-legal hours to the less-long-lasting legal balance of the new year.

It may be that your employer does not make use of the holiday law, the Legal holiday balance will not be shown.

7.8 Group overview

Group overview shows the absences of your direct colleagues. In this screen you can see in the top line the schedules of yourself and your direct colleagues. In the possible second line you will find the

Draait om jou!

absence. The type of absence becomes visible when the mouse is moved over it. An absence with a '*' means that this absence is still 'in request'.

Group overview

Approval group			✎	✕	
Date from	31-01-2022	📅	u/i	1 Week	⌄
Including weekends	☑				

Name	31	01	02	03	04	05	06
Liempd A.J.M. van 010013000022	08:30-17:00 (08:00)	08:30-17:00 (08:00)	RV	08:30-17:00 (08:00)	08:30-17:00 (08:00)	RV	RV
Zelst A.W.M. van 010013000005	08:30-17:00 (08:00) *08:30-17:00 (08:00)	08:30-12:30 (04:00) *08:30-09:30 (01:00)	08:30-17:00 (08:00) 13:00-17:00 (04:00)	RV	RV	RV	RV

- **Approval group:** Here you can select other approval groups (departments) for insight into their absence. (optionally set by employer).
- **Date from:** Select the date you want to include as the first column in the overview and how many weeks you want to see.
- **Including weekends:** Indicate whether you want to see the weekends in the overview or not.

7.9   Reporting

This feature allows you to view two different reports:

- **Leave:** An overview of all approved leave requests registered in BCS Online can be requested here. This concerns all registrations registered in BCS Online, regardless of whether these applications have been requested via the leave registration or not. Applications that are still 'Pending request' or that have been rejected or withdrawn do not appear on this overview.

Employer: BCS Training Center
   Department: 0013-HRM
      Employee Number: Zelst A.W.M. van-01 0013 000005
      Overview of current balances

Type	Remainder	Right	Recorded	Booked	Between balance	Planned	Requested	End balance
Leave hours	120:00	130:00	00:00	00:00	250:00	64:00	00:00/08:00	178:00
Time for time	04:00	16:00	00:00	00:00	20:00	00:00	00:00/00:00	20:00
Senior hours	00:00	12:00	00:00	00:00	12:00	00:00	00:00/00:00	12:00

Type	Date from	Date until	Start	End	Hours	Roster	Total hours	Cal. days
Feestdag	10-01-2022	10-01-2022	08:30	17:00	08:00	08:00	08:00	1

- **Year calendar:** This overview consists of two pages and shows on page 1 an annual calendar with time registrations and on page 2 the balances of the leave types. In the wizard, select which registration types you want to see.

Draait om jou!

Employer: BCS Training Center
Department: 0013 - HRM
Employee Number: Zelst A.W.M. van - 01 0013 000005

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Januar		GU:08:	GU:04:	GU:08:						FD:08:	GU:04:	GU:08:					GU:08:	GU:04:	GU:08:					GU:08:	GU:04:	GU:08:	GU:08:	GU:08:		GU:03: U3:03:	
Februa	V-:04:0																														
Maart																															
April																		FD:08:									FD:08:				
Mei																															
Juni						FD:08:													V-:08:0	V-:04:0	V-:08:0						V-:08:0	V-:04:0	V-:08:0		
Juli				V-:08:0	V-:04:0	V-:08:0																									
Augus																															
Septe																															
Oktob																															
Novem																															
Decem																															

Overview of current balances
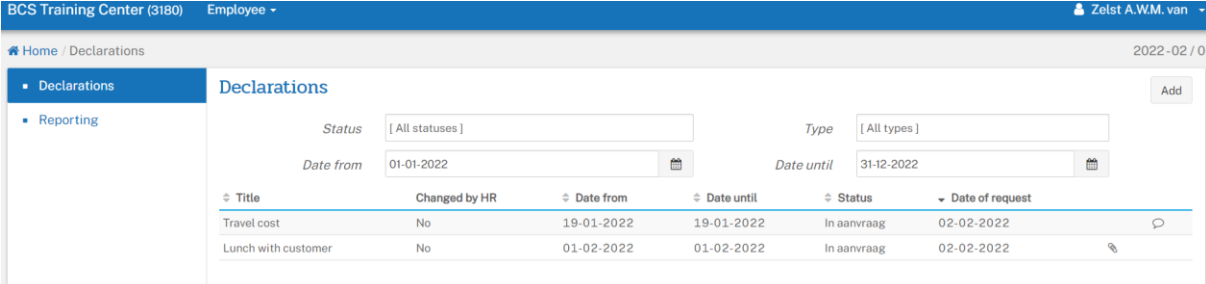
Type	Remainder	Right	Recorded	Booked	Between balance	Planned	Requested	End balance
Leave hours	120:00	130:00	00:00	00:00	250:00	64:00	00:00/08:00	178:00
Time for time	04:00	16:00	00:00	00:00	20:00	00:00	00:00/00:00	20:00
Senior hours	00:00	12:00	00:00	00:00	12:00	00:00	00:00/00:00	12:00

Again, the reports can be printed via "CTRL+P".

8 Declarations

Within the menu option 'Declarations' you can submit declarations digitally.

In the main screen you will find an overview of all previously made declarations.
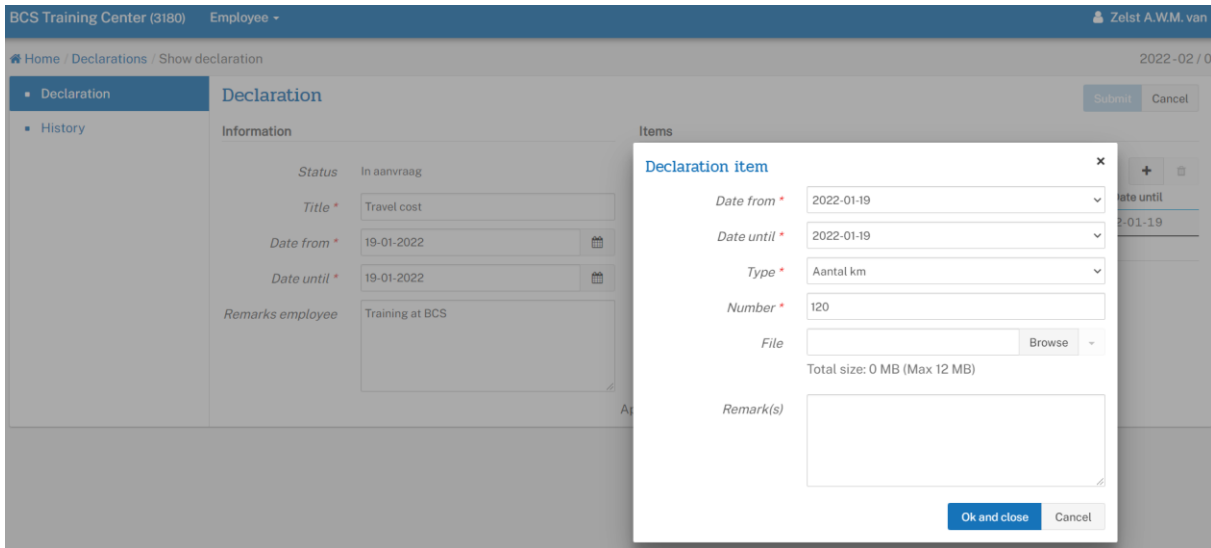
- By default, the declarations are sorted by 'Status'. If a declaration has been definitively processed, it can no longer be withdrawn.
- Changed by HR: here you see If the HR department has changed your declaration. Via the 'History' in the details screen you can see what is changed.
- Clicking on a declaration line opens the details screen of the declaration. Here you can see the individual declaration types. You can read more about this under "Add new declaration".
- Revoke: In the details screen, you can revoke the declaration. This is also possible after the manager has given approval. If you withdraw a declaration, an e-mail will be sent to the approving manager.
- Edit: in the details screen you can change the declaration. This is only possible if the declaration has not yet been approved by the manager.
- History: overview of all made changes.

8.1 Add new declaration

- You can claim costs you made, If your employer has approved, via this button.
- **Title:** Enter a title for this declaration. For example, "Expenses week [week number]"
- **Date from:** Enter the date you made the expense.
- **Date until:** If you want to declare over multiple dates at the same time, you can select the end date here. The same declaration will then be placed on every day. For example, if you want to book travel expenses over a longer period of time, you need to book the number per day here. Please note: the booking does not take into account the schedule, but books on calendar days (incl. weekend days).
- **Remarks employee:** here you have the opportunity to explain the declaration. This information is mainly intended for the approving manager.
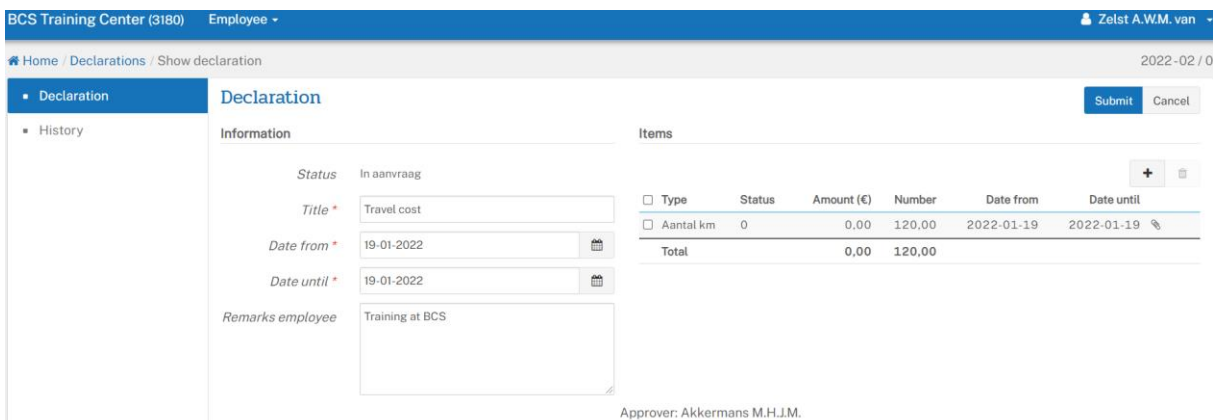
Finally, click [+] to add expense items.

Draait om jou!

8.2 Declaration item:

- **Date from and date until:** Here you enter the first and last day of the period to which the declaration line relates. Of course, you can only choose dates that fall within the period of the previously entered dates. Choosing multiple days is practical if you have incurred the same costs over all these days, for example coffee money or travel expenses. The specified value will then be placed on all dates.
- **Type:** you indicate the type of expenses per declaration line.
- **Value:** depending on the unit of the registration type, enter an 'Amount (€)' or a 'Number' here.
- **File:** This includes scanned expense reports or receipts. You can submit multiple files per claim but a maximum of 1 per line. It may be that your employer has determined that it is mandatory to add an attachment.
- **Remark(s):** Here you can explain the declaration per detail line. The text that is entered here will also be visible to, for example, the HR administrator or accountant of your organization.

Click "OK and close" to add this item to the declaration.

Draait om jou!

📎   Indicates that a file has been added to this declaration item.

🗑   Deletes this declaration item.
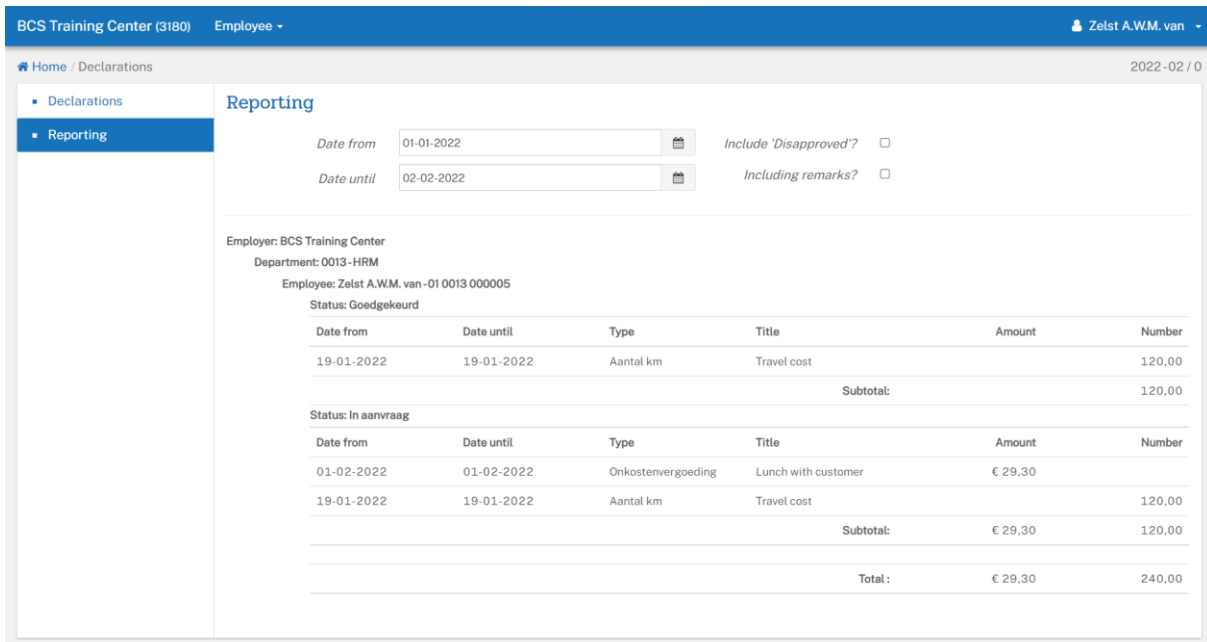
8.3   Buttons at the top of the screen:

Submit	Save	Cancel
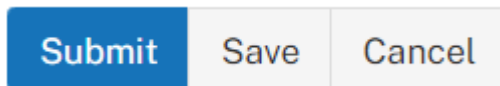
- Submit: If the declaration is complete, you can submit it to your approving manager.
- Save: (is also available if you haven't added a title) with this you can save the declaration in the meantime and complete it later if necessary.
- Cancel: This will not save the entered data.

8.4   Reporting

An overview of all declarations submitted in BCS Online can be requested here. It is grouped by status. The report can be printed via "CTRL+P".

9 Documents

Documents gives you access to general documents such as the personnel manual and newsletters. You will also find your payslips and annual slips here.

9.1 General documents

Read or download your collective labour agreement, newsletters or other general documents here. If a new document has been placed, the tile 'Unread general documents' will be shown. As soon as the document has been viewed, this tile will disappear again and the document can be found in the menu under Documents.
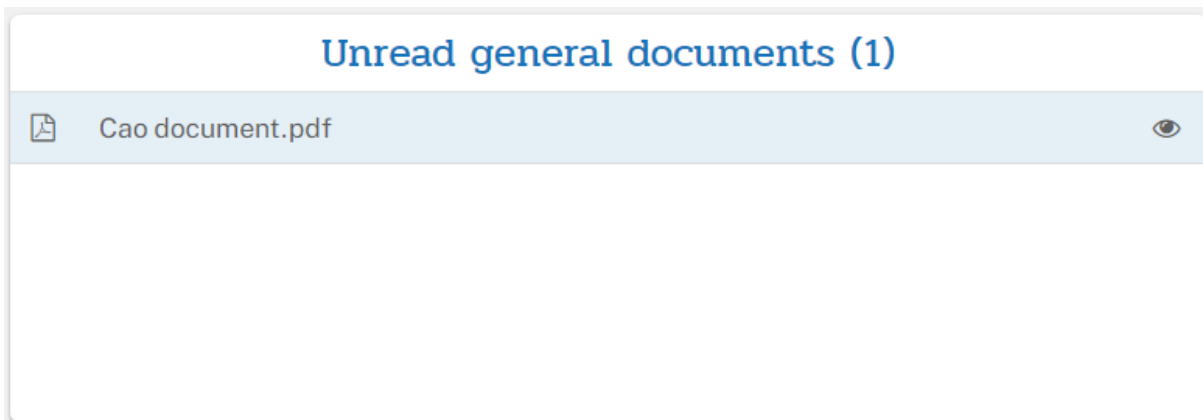
9.2 Payslips

Here you will find your payslips. The **Period** column indicates the month (or 4-weekly period). The **Run** indicates the number 0, except when two payslips have been produced within 1 period. It is wise to download your payslip to your own computer.

9.3 Annual slips

Around February of each year you will be able to download your annual slip here.

10 My documents

Here you will find personal documents that your employer has published for you and documents that have been uploaded by yourself, for example for leave requests or expense claims.
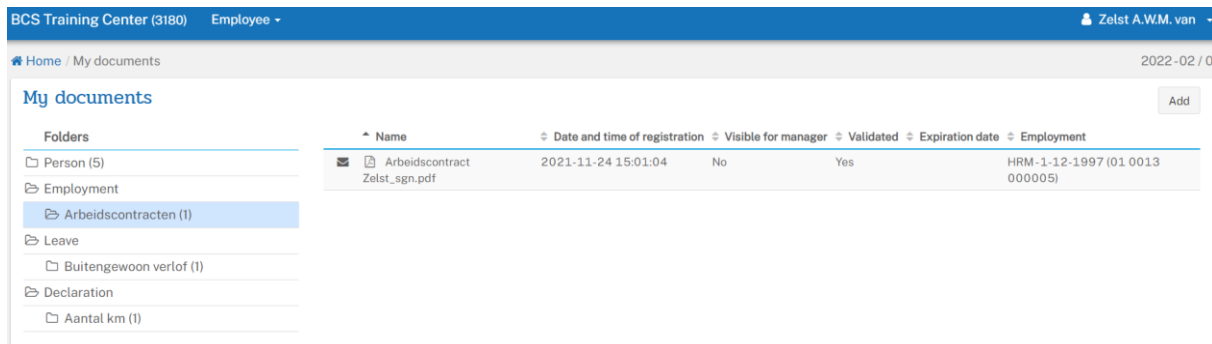
After double-clicking on, for example, a Microsoft Office file, the following message follows:
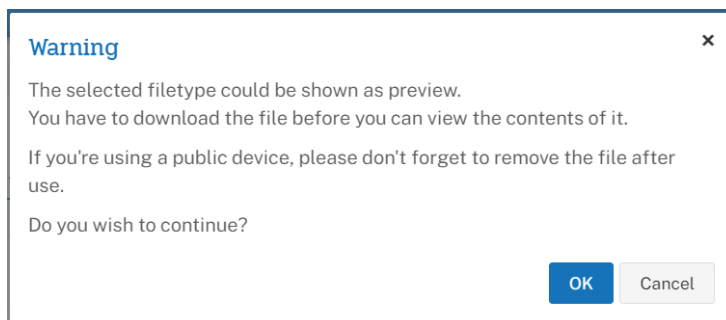
After clicking OK, the document is downloaded and you can view it, edit it, print it, etc.

In addition, all files, of the type "PDF", immediately displayed in the browser!!

Depending on the chosen settings, you have the option to add documents to your file with the 'add' button. These documents will always have to be validated by an Administrator.

If a new document has been placed in your file by HR, the tile 'My unread documents' will be shown. As soon as the document has been viewed, the tile will disappear again and the document can be found In the menu under My Documents.

My unread documents (1)

📄	Arbeidscontract Zelst_sgn.pdf	👁

11 My business assets

Here you will find company goods that have been provided to you by the employer and registered for you in BCS online. This may include, for example, work clothing, electronics and KEYS. You can only view the data.

My business assets

Type	Business asset	Date of issue	Scheduled replacement	In possession
Electronica	iPhone 10 -ID:8545214587	2021-02-03	2025-02-03	Yes
Electronica	Laptop HP2000 -ID:125478	2020-04-13	2023-04-13	Yes

12 My educations

Here you will find training courses that you have followed and have been registered by your employer. Or courses that you will follow in the future. You can only view the data.

My educations

Education	Start date	End date	Level	Type	Achieved	Valid until
BHV Basis	2021-05-05	2021-05-05	Havo	Training	Yes	2022-05-05
Excel Basis	2017-02-14	2017-02-14	Havo	Cursus	Yes	

13 My relations

Here you can personally enter your relations. Think of people who need to be warned in case of emergency. Such as partner and/or doctor etc.

All the relationships you enter here are visible to your employer. Your employer can also change and/or delete this information.

The add button shows the screen below:

Draait om jou!

Add my relationship   Save Cancel

General

Initials	
Nickname	
Birth name *	Prefix / Surname
Partner name	Prefix / Surname
Gender *	[Select an option]
Date of birth	dd-mm-yyyy
Date of death	dd-mm-yyyy

Relationship

Type of relation *	[Select an option]

In case of emergency

Alert relation in case of emergency?	☑
Priority *	[Select an option]

Communication private

Country *	Nederland
Postalcode	
House number	Addition
Street	
City	
Location	
Phone *	
Mobile number *	
Email	

Relationship   Edit Delete

General

Initials	P.
Nickname	Piet
Surname	de Vries
Partner surname	
Gender	Mannelijk
Date of birth	1966-02-01
Date of death	

Relationship

Type of relation	Partner

Communication details

Address	
Location description	
Postalcode / City	
Country	Nederland
Phone	
Mobile number	06-25212368
Email	

In case of emergency

Alert relation in case of emergency?	Yes

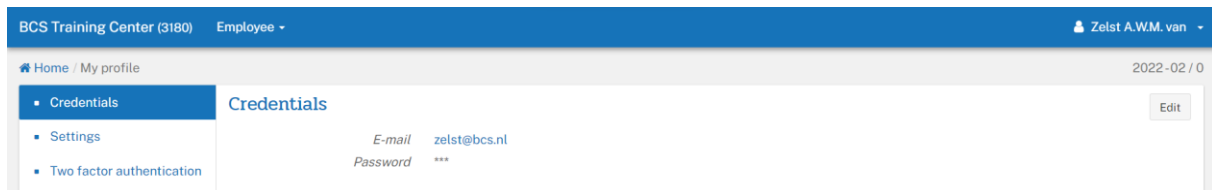With an entered relation, you have the change and delete buttons.

14 My profile

You can changeyour settings, such as password and language, by clicking on your name at the top right of the screen and then on 'My profile'.
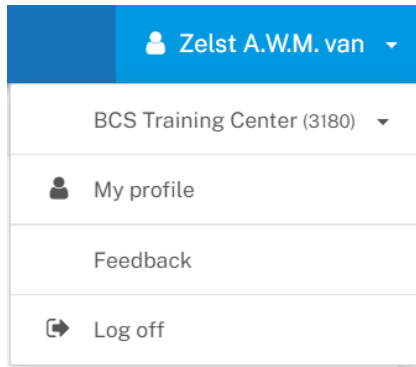
14.1 Login credentials

At the menu option 'Credentials' you can change your password.

If you choose 'Changes', the screen below will be shown:

This screen shows what requirements are for your password.

It is possible that your employer has set other requirements.

14.2 Settings

General:

In the menu option 'Settings' you can change the language of BCS online. You have the choice for Dutch (= set by default), German, English and Polish.

Dashboard: The order of the tiles and whether they should be shown centered, each employee can set the tiles by himself.

The settings can be adjusted via the "Edit" button. For each category (employee – manager – HRM) the tiles are shown.

Dashboard

Display dashboard tiles centered

Yes
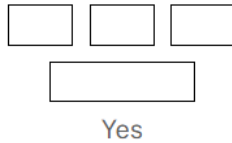
Category	Name	Order
Employee	Clock registration	50
Employee	Declarations	40
Employee	Leave	10
Employee	My unread documents	80
Employee	Open tasks	70
Employee	Payslip	30
Employee	Personal data	60
Employee	Time registration	20
Employee	Unread general documents	90
Manager	Declarations employees	120
Manager	Leave requests employees	100
Manager	Time registration requests employees	110
Manager	Unread documents employees	130
HRM	Non-validated documents	140

14.3 Two factor authentication

Two factor authentication is a more secure way of logging in. The identity of you as a user is determined by means of two steps.

Your employer can determine whether it is mandatory to use Two Factor Authentication.

In that case, we refer you to the manual 'BCS online two factor authentication Users'.

Draait om jou!
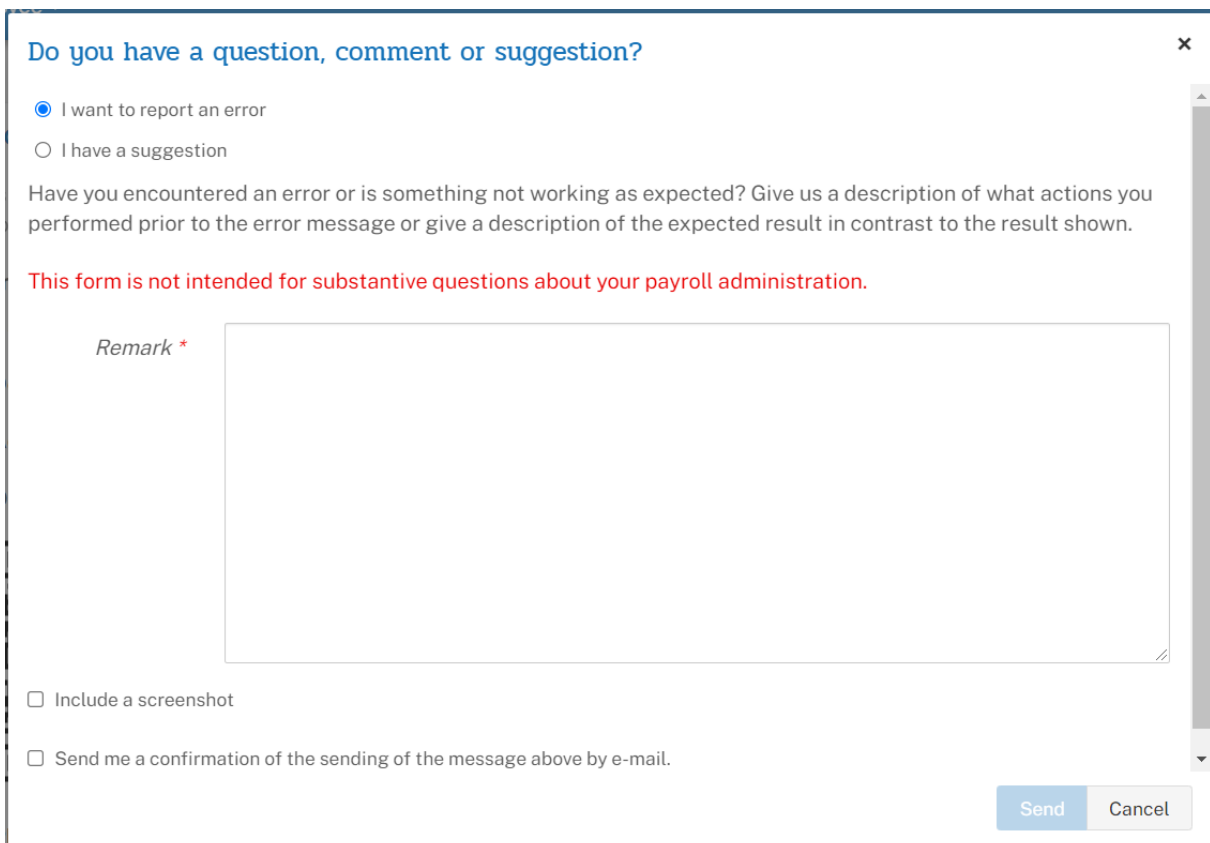
14.4 Feedback function

You can give feedback about BCS Online via the menu option 'Feedback'.
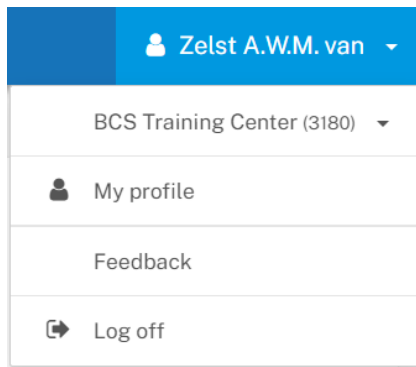
You can then report an error or submit a suggestion. The feedback is sent to the BCS Online in your organization, usually the HR/Salary Manager.

14.5 Log off

You can log off by clicking on 'Log off'.

Draait om jou!

15 BCS Online on telephone or tablet

BCS Online, the employee portal, can be used on any device. So on your PC/laptop, your tablet and on your phone. BCS online works well in the Browser on all devices. Via the browser you use the URL: bcsonline.nl

All BCS Online functions are available in this way.

If you wish, you can pin this URL to your phone's home screen.

15.1 BCS Online shortcut on iPhone home screen

To get the icon on your home screen, follow these steps:

1. Open the Safari program
2. Type the URL: bcsonline.nl and press Go (See image 1)
3. Select the option at the bottom center of the screen
4. Slide the screen up and choose the option: Put on home screen (see image 2)
5. Choose the name you want to add to the icon and click Add (see image 3)
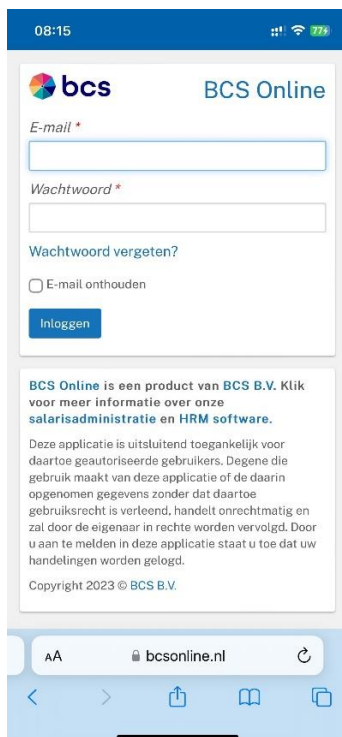6. Your icon is on your home screen and you can now move it if necessary (see images 4

IMAGE 1 LOGIN SCREEN BCS ONLINE

IMAGE 2 OPTION: SET ON HOME SCREEN
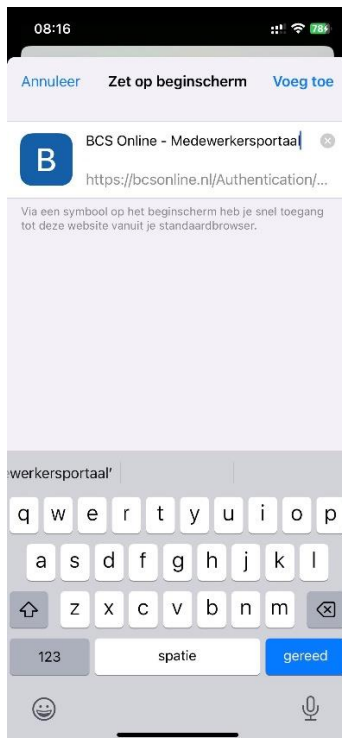
Draait om jou!
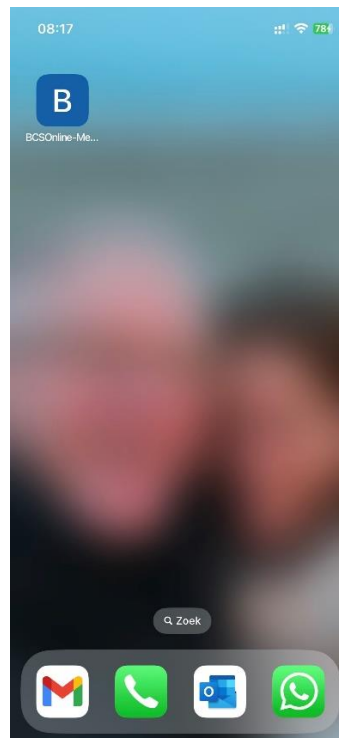
IMAGE 3 ENTER NAME AT ICON

IMAGE 4 BCS ONLINE ICON ON HOME SCREEN

15.2 BCS Online shortcut on Android phone home screen

To get the icon on your home screen, follow these steps:

Please note: there may be small differences in the Android phones and therefore also in the steps!

1. Open the Chrome program
2. Type the URL: bcsonline.nl (see image 5)
3. Press the button with the three dots (top right)
4. Press Add to Home Screen (see Figure 6)
5. Choose the name you want to place next to the icon (see image 7)
6. Press Add (possibly again if prompted)
7. Your icon is on your home screen and you can now move it if necessary (see image 8
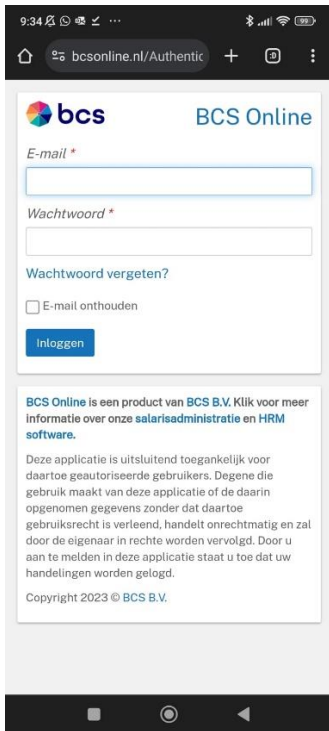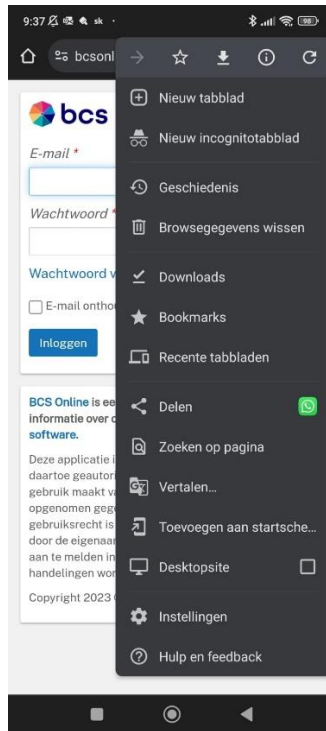
Draait om jou!

IMAGE 5 LOGIN SCREEN BCS ONLINE

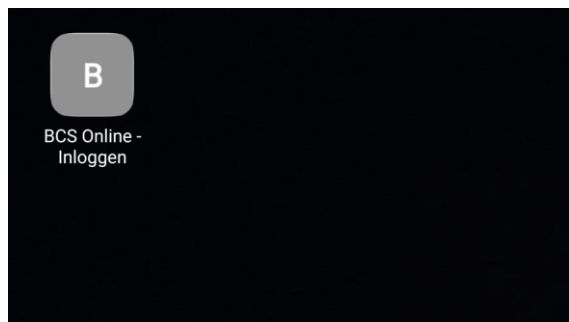IMAGE 6 OPTION: SET ON HOME SCREEN

IMAGE 7 ENTER NAME AT ICON

IMAGE 8 BCS ONLINE ICON ON HOME SCREEN

BCS HR Software will continue to expand BCS Online. Do you have questions about the possibilities of BCS Online or comments about this manual? Please contact your BCS Online administrator. He/she will further discuss this with BCS HR Software.

Draait om jou!

Draait om jou!

bcs
HR Software