

# MANUAL DOCUMENT VIEWER EMPLOYER

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## 1 Introduction

Welcome at Salarisbalie. With this manual you will find your way to the Document viewer on [www.salarisbalie.nmbros.nl](http://www.salarisbalie.nmbros.nl). Should you have any questions, please send an e-mail to [info@salarisbalie.nl](mailto:info@salarisbalie.nl) with your name and telephone number and we will contact you as soon as possible.

With the Documentviewer you have 24/7 online access the salary output. If this is agreed with us, the employees have access to their payslips and annual statements. This saves paper, time and postage stamps.

## 2 Login and choose password

For getting access to the Documentviewer you will receive an automatically generated e-mail message to activate your account.

Click on the link to activate your account. **You must choose a password and pin code yourselves.** Enter this twice and click on Wachtwoord opslaan/Save password.

### **Welcome at Salarisbalie.nl**

*Your employer has outsourced the payroll administration to Salarisbalie. Therefore, you receive a login account. This allows you to have access to your digital documents like payslips and annual statements. For questions about your payslip or e-mail address, the employer is the contact person.*

### **Company name**

Your user name is: [xxxxxx@xxxx.nl](mailto:xxxxxx@xxxx.nl) (your e-mail address)

[Click here to activate your Salarisbalie.nl-account.](#)



*We trust we have informed you sufficiently  
Kind regards,*

*Salarisbalie B.V.*

*Ronald van der Maarel  
[info@salarisbalie.nl](mailto:info@salarisbalie.nl)*



### Set new Salarisbalie.nl password

Your account is activated. Please set the password.

Password

Confirm password

Save Password

Pincode:

[Pincode vergeten?](#) 

Volgende

Vul uw email adres in om uw pincode te resetten. U ontvangt uw nieuwe pincode via email.

Emailadres:  

Pincode resetten 

Then you can log in with the received username (e-mail address) and the password you have just chosen.



### Welkom bij Salarisbalie.nl

Emailadres

Wachtwoord

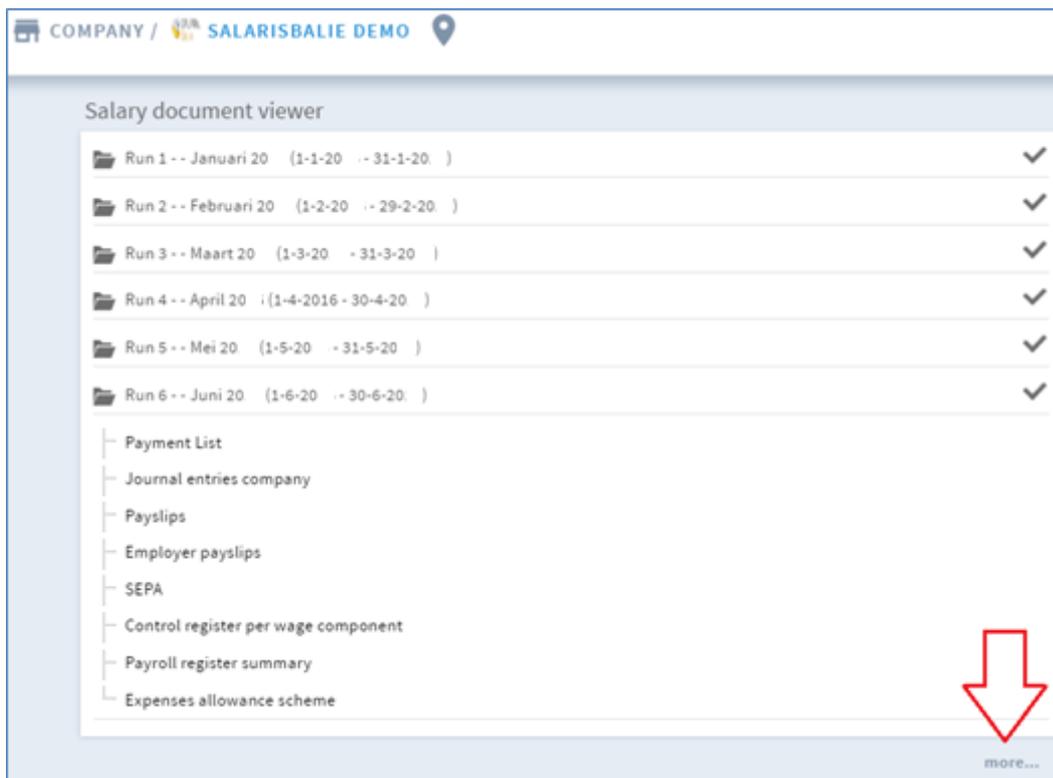
[Forgot password?](#)

### 3 Document viewer

After you entered the system, you will see an overview of the current year. Here is output available which can be downloaded or printed if you want (but you don't want to print 😊).

With the button 'More' you will find the older years, if processed by Salarisbalie. Employees have access to their payslips and annual statements, unless we have agreed you prefer to print it out for them.

With the button 'Actions' you can change your password if you want.



When you select SEPA, you can change the pay date and download the file to upload it in the banking system. No more failures. This works when the IBAN numbers from employer and employees are available in the system.

SEPA file

Download SEPA Download PDF Payment date: 25-06

IBAN:NL91ABNA0417164300

**Content SEPA file**

Pera nr	Name	BIC	IBAN	City	Description	Description2	Amount
1	Krijger, Frederik		NL44RABO0123456789	Amsterdam	Salaris	Juni 20	10554,50
2	Medem, Willem de		NL44RABO0123456789	Amsterdam	Salaris	Juni 20	2716,43
3	Dwillel, Fiona de		NL44RABO0123456789	Amsterdam	Salaris	Juni 20	2660,27
4	Groterman, Norbert		NL80ABNAD415651492	Amsterdam	Salaris	Juni 20	3042,43
5	Kolmer, Herman den		NL80ABNAD415651492	Amsterdam	Salaris	Juni 20	1293,82
6	Schouten, Sjaak van		NL80ABNAD415651492	Amsterdam	Salaris	Juni 20	1639,48
7	Gruurt, Petra van		NL80ABNAD415651492	Amsterdam	Salaris	Juni 20	4582,27
8	Vliet, Henk van		NL80ABNAD415651492	Amsterdam	Salaris	Juni 20	1784,60
<b>8 item(s)</b>							<b>28273,80</b>

#### 4 Wage tax declarations (Loonaangiften)

We have sent the wage tax declarations to the Tax authorities. Here you will find the amount and payment reference which changes every month.

Wage tax declaration viewer

Declaration period	1-2-20 - 29-2-20		
Until. General	18245	🔍	✓
Status	Marked as sent		
Declaration period	1-3-20 - 31-3-20		
Until. General	18190	🔍	✓
Status	Marked as sent		
Declaration period	1-4-20 - 30-4-20		
Until. General	19001	🔍	✓
Status	Marked as sent		
Declaration period	1-5-20 - 31-5-20		
Until. General	35326	🔍	✓
Status	Marked as sent		
Declaration period	1-6-20 - 30-6-20		
Until. General	19555		
payment reference	9111.2223.3660.1060		
Correction period	-	🔍	✓
Status	Marked as sent		
Created	11-6-20 (Ronald van der Maarel)		
	11-6-20 (Ronald van der Maarel)		

more...

## 5 Mutation forms requester

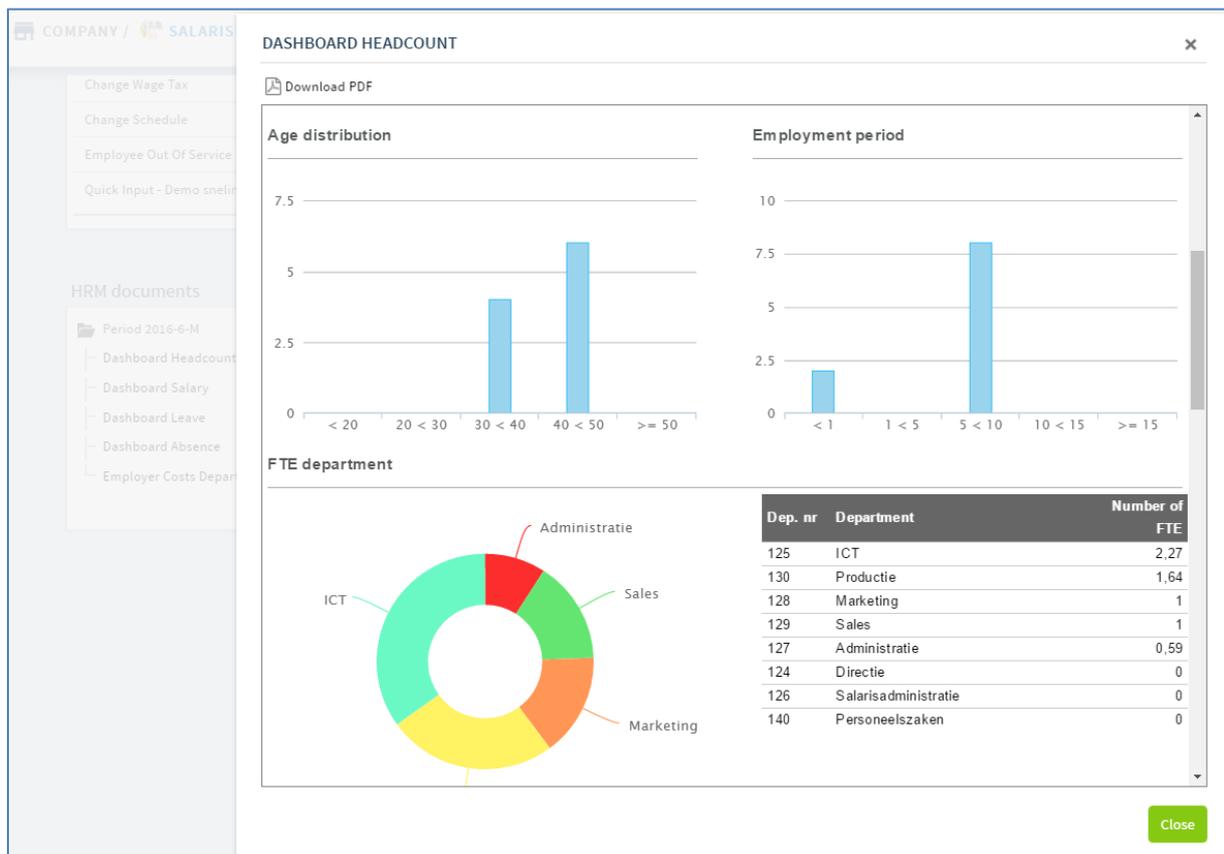
You can enter mutations online. But we also accept mutations by e-mail. Just what you prefer.

Mutation Forms Requester	
<b>+</b> Start a Form	
New Employee	>
Change Address and Contact	>
Personal Info	>
Change Function	>
Change Salary	>
Change Wage Tax	>
Change Schedule	>
Employee Out Of Service	>
Quick Input - Demo snelinvoer	>
<a href="#">more...</a>	

## 6 HRM documents

Please take a look at the HR documents. It might be helpful for you.

When you use the optional Employee Self Service, you will find here leave- and sickness overviews.



Should you have any questions, please do not hesitate to contact us.

Kind regards,

Ronald van der Maarel

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[www.salarisbalie.nl](http://www.salarisbalie.nl)



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