

**We gaan zo van start!**

Pak nog even je drankje.

We starten om 12.00 uur.



# Onboarding in een geautomatiseerde wereld



nextmoves | myBrand®

# Overzicht sessie

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Introductie

Het bedrijf Boels

SuccessFactors Onboarding

Toepassing Onboarding binnen Boels

Boels screens

Q&A

Afsluiting

# Nextmoves – myBrand



Opgericht in 2010



Gegroeid naar 45 enthousiaste collega's



Continu bezig om het beste te halen uit:

- SAP HCM
- SuccessFactors
- Ontwikkeling van nieuwe producten en diensten
- Onszelf!



Onderscheidend door onze manier van samenwerken en pragmatische werkwijze

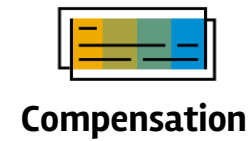


Vanaf 2019 onderdeel van myBrand



# SAP SuccessFactors

## Talent Management



Competencies | Skills | Best Practices

### Core HR (Employee Central)

People and Transactions | Org. Management | Time & Attendance



People Analytics

# Introductie aanwezigen



**Manon Douven – Cleven**  
Manager HR Services bij Boels



**Jeroen de Bruijn**  
Manager Sales bij Nextmoves



**Boels**  
RENTAL

BOELS RENTAL  
BOELS RENTAL  
BOELS RENTAL

TOYOTA  
BOELS RENTAL  
BOELS RENTAL  
TOYOTA

BOELS RENTAL  
BOELS RENTAL

# EEN KORT OVERZICHT VAN BOELS



## Geografische regio



**2**  
Na grootste in Europa



**17**  
Landen



**TOP 3**  
In 12 landen



**750+**  
Filialen



**2.750+**  
DIY locaties



**7.000+**  
Medewerkers



**1.25** EUR MLD  
Omzet



**260.000+**  
Klanten



**650.000+**  
Verhuurartikelen



**2** EUR MLD  
Vlootwaarde

## Visie

Beschikbaarheid

Veiligheid

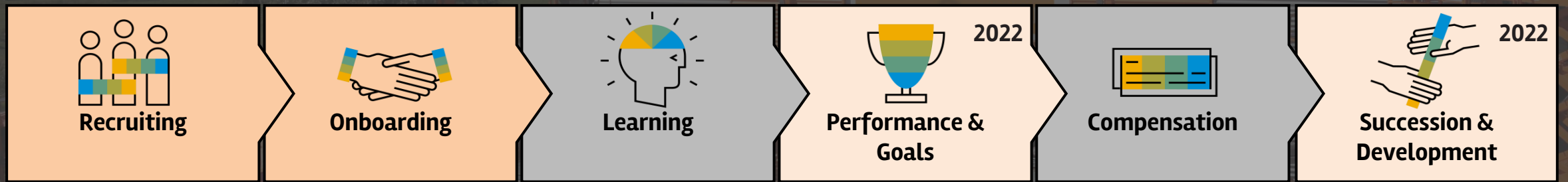
Duurzaamheid

Toegevoegde waarde

Ondersteuning

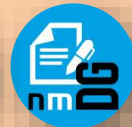


# SuccessFactors @ Boels

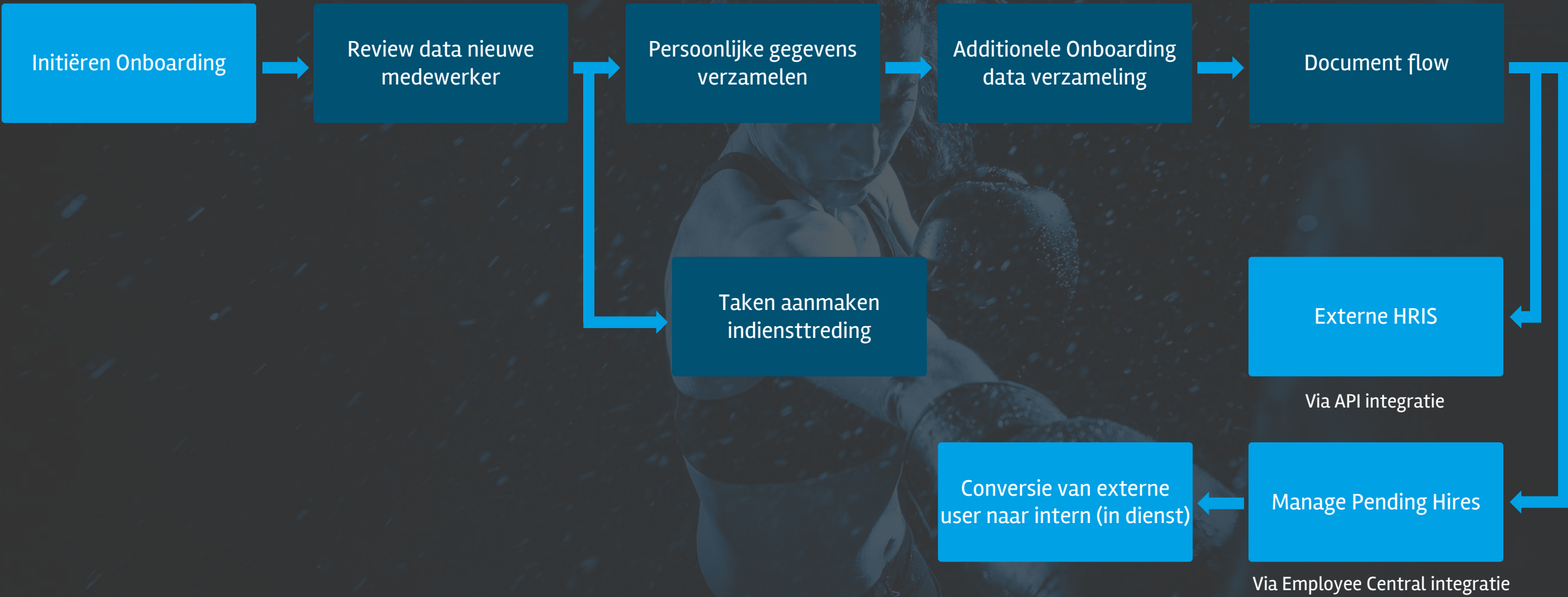


## Core HR (Employee Central)

People and Transactions | Org. Management | Time & Attendance




# Standaard proces




# Review data nieuwe medewerker




- Review van de data uit Recruiting Management
- Eventueel aanvullen van data
- Verantwoordelijke krijgt tegel in To-Do sectie op home page

New Hire Data Review


 **1**  
Task  
Due in 28 days


← Provide Personal Data

Identity 


Hire Date\* Jun 01, 2021  Company\* BestRun Netherlands (2500)  Event Reason\* New Hire (HIRNEW) 


**Name Information**

First Name\* Cheryl Last Name\* Richardson Middle Name Salutation No Selection 

 Add Alternative Language

**Biographical Information**

Date Of Birth  

Country Of Birth  

Region Of Birth

**Employee Information**

Person Id

# Persoonlijke gegevens verzamelen

- Kandidaat ontvangt inloggegevens via mail
- Kandidaat vult gegevens in door op To-Do tegel te klikken op home page
  - Persoonsgegevens
  - BSN
  - Adres
  - Bankgegevens (IBAN)

Hello Frances Steinman,  
Click [here](#) to log on to the Onboarding Home page to complete the tasks related to your Onboarding.

Your login credentials are:

- User ID: francessteinman@saptest.nl
- Password: Reset your password using this [link](#)


You have successfully logged out. Please close your browser or re-login:

 francessteinman@saptest.nl 

 ..... 

Log in

← Provide Personal Data

Identity 


Hire Date\*  Company\*  Event Reason\*

Name Information

First Name\*  Last Name\*  Middle Name  Saturation   
Suffix

[+ Add Alternative Language](#)

Biographical Information

Date Of Birth  



Country Of Birth

Region Of Birth

# — Additionele Onboarding data verzameling —

- Deze stap wordt gebruikt om data te registreren wat je niet wilt vastleggen in Employee Central
  - Data voor loonheffingsformulier
  - Kledingmaten

To-Do

Complete Additional Onboarding Tasks  Due in 28 days	Start Completing Your Profile  Due Anytime
---	---

Home /

✓ Get Started

**Loonheffing**

Loonheffing

Loonheffingskorting? \*

Yes

Ja, loonheffingskorting vanaf? \*

Jul 01, 2021

# Document Flow

- Kandidaat ondertekent documenten:
  - SF e-Signature (ondertekenen in SF)
  - DocuSign (ondertekenen in DocuSign)
- Ondertekende documenten worden opgeslagen in SuccessFactors
- Kandidaat kan documenten zelf downloaden na ondertekenen

**1 Uw persoonlijke gegevens**

*Zijn uw gegevens al vermeld? Controleer deze dan en verbeter ze zo nodig.*

Naam en voorletter(s)	K.	Kamil	Kamermand
Adres	Veerstraat		12
Postcode en woonplaats	4534 DC	Utrecht	
Land en regio <i>Alleen invullen als u in het buitenland woont.</i>	Netherlands		Netherlands
Geboortedatum	16-05-1972	BSN/sofinummer	532472482

**2 Loonheffingskorting toepassen**

*De loonheffingskorting is een korting op de loonbelasting/premie volksverzekeringen. Uw werkgever of uitkeringsinstantie past de heffingskortingen die voor u gelden, automatisch toe. De loonheffingskorting mag maar door één werkgever of uitkeringsinstantie tegelijk worden toegepast. Kruis "ja" aan als u wilt dat uw werkgever of uitkeringsinstantie de loonheffingskorting toepast. Als er een wijziging is, moet u uw werkgever of uitkeringsinstantie schriftelijk verzoeken met de wijziging rekening te houden. Dit kunt u doen door een nieuwe "Opgaaf gegevens voor de loonheffingen" in te vullen en in te leveren.*

2a Wilt u dat uw werkgever of uitkeringsinstantie rekening houdt met de loonheffingskorting?  Ja, vanaf  Nee, vanaf



01-07-2021

**3 Ondertekening**

*Lever dit formulier na ondertekening in bij uw werkgever of uitkeringsinstantie.*

Datum	20-05-2021	Handtekening	Electronically Signed by: Kamil Kamermand
-------	------------	--------------	--

**To-Do**

<p>Complete e-Signing of documents</p>  <p>Due in 32 days</p>	<p>Start Completing Your Profile</p>  <p>Due Anytime</p>
--	---

# Taken aanmaken indiensttreding

## Onboarding taken die worden uitgevoerd door de manager

Afgeronde taken worden als tegel getoond op de home page van de nieuwe medewerker

- Write welcome message
- Assign a buddy
- Recommended links
- Checklist
- Schedule meetings
- Prepare for Day One
- Where to Go
- Request Equipment
- Set Goals

Michelle Dorn

Management & Planning,  
Maidenhead,  
Joining Date: Thursday, July 1, 2021  
michelledorn@gmail.com

**OFF TRACK**

Status of the tasks that are needed to be completed to prepare for new team member

Tasks	Due Date	Assigned To
Assign a Buddy	Completed	-
Request Laptop	Completed	-
New Hire Data Review	Completed	-
Request Phone	Overdue: 5 days ago	Dave Atchison, Doug Owens, +1 more
Set Goals (optional)	Due: in 1 week	
Recommend Links (optional)	Due: in 1 week	
Schedule Meetings	Due: in 4 days	Blake Seabury
Recommend People (optional)	Due: in 1 week	

Onboarding

Prepare for Day One

Where to Go

Useful Contacts

1 Person

Company Overview

Message from the CEO

An aerial view of a Boels Rental equipment yard. The yard is filled with various pieces of construction and rental equipment, including excavators, skid steer loaders, forklifts, and scissor lifts. In the center, there is a building with a sign that reads "Boels RENTAL". The scene is set in a large, open area with trees in the background.

# Onboarding @ Boels

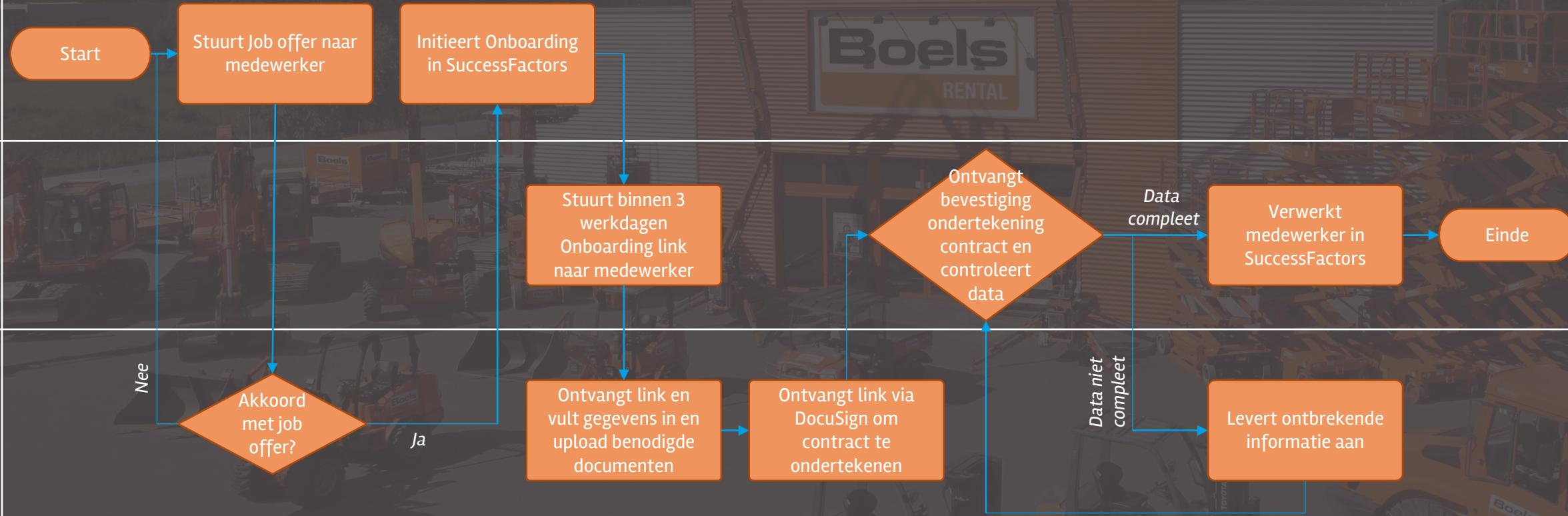


# Onboarding process @ Boels

Recruitment

HR Services

Medewerker




# Boels screens

# UK – Compliance


**Boels** TEST RENTAL Home

To-Do


Start Completing Your Profile  Due Anytime


Complete Compliance

Onboarding 2.0

Prepare for Day One  Where to

### Complete Compliance Tasks



 Certain forms may be disabled until the prerequisite forms are submitted.

 The forms have to be e-signed to complete the process. Submit all forms to proceed to the e-Signature step.

Form Name	Actions
UK Starter Checklist Due: in 1 month	<a href="#">Start</a>

[Done](#)

# UK – Compliance

Home ▾4

## Starter Checklist

UK Compliance for New Hires | HM Revenue and Customs

Instructions

As a new employee, your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC. It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax. For help filling in this form watch our short youtube video, go to [www.youtube.com/hmrcgovuk](http://www.youtube.com/hmrcgovuk)


[Refer to Instructions.](#)

Do you have form P45?\*

Yes  No

Upload\*

Attachments (0) Add



No attachments uploaded

Drop files to upload, or use the upload button.

Employee's Consent Statement

I confirm that the information I've given on this form is correct.\*

Submit Validate and Save Close

# UK – Compliance



Home ▾



## Starter Checklist

UK Compliance for New Hires | HM Revenue and Customs

National Insurance Number(if Known)

MZ 07 13 71 A

### Employee Address

Address (Line 1)\*

dr. nolenlaan 140

Address (Line 2)

Address (Line 3)

Postcode\*

L1 8JQ

Country\*

United Kingdom

### Employee Statement

**Statement A:** Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies.  
This is my first job since 6 April and since the 6 April I've not received payments from any of the following:

- Jobseeker's Allowance
- Employment and Support Allowance
- Incapacity Benefit

**Statement B:** Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies.  
Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:

- Jobseeker's Allowance
- Employment and Support Allowance
- Incapacity Benefit

**Statement C:** Choose this statement if:

- you have another job and/or
- you're in receipt of a State, Works or Private Pension

Choose the statement that applies to you, either A, B or C\*

Statement A applies to me  Statement B applies to me  Statement C applies to me

Submit

Validate and Save

Close

# UK – Compliance

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HM Revenue  
& Customs

## Starter checklist

### Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HM Revenue and Customs (HMRC).

### Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC. It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax. For help filling in this form watch our short youtube video, go to [www.youtube.com/hmrcgovuk](http://www.youtube.com/hmrcgovuk)

### Employee's personal details

1 Last name

2 First names

Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

3 Are you male or female?

Male  Female

4 Date of birth DD MM YYYY

5 Home address

  
  
  
Postcode   
Country 

6 National Insurance number if known

7 Employment start date DD MM YYYY

### Employee statement

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Please review the documents below.

**START** **FINISH** **OTHER ACTIONS** ▾

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**Boels**  
RENTAL

## D I E N S T V E R T R A G

abgeschlossen zwischen

Arbeitgeber: **Boels Maschinenverleih Österreich GmbH**  
Laxenburgerstraße 50  
2351 Wiener Neudorf  
(im Folgenden kurz „Dienstgeber“ genannt)

Arbeitnehmer(in): **[REDACTED]**  
geboren am **[REDACTED]**  
in **[REDACTED]**  
**[REDACTED]**  
**[REDACTED]**  
(im Folgenden kurz „Dienstnehmer“ genannt)

DocuSign

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# Oostenrijk – DocuSign

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sowie lohnverrechnungsrelevante Daten an unser externes Lohnbüro übermittelt werden und stimmt diesem Richtlinien ausdrücklich.

16.6. Im Übrigen sind auf dieses Dienstverhältnis die jeweils gültigen Bestimmungen des Angestelltengesetzes und des Kollektivvertrages für Angestellte des allgemeinen Handwerks und Gewerbes anzuwenden.

16.7. Der Kollektivvertrag in seiner geltenden Fassung und Normen, auf welche im Dienstvertrag verwiesen wird, liegen im zuständigen Personalbüro in Wiener Neudorf zur Einsichtnahme auf.

16.8. Alle Rechtsstreitigkeiten aus diesem Vertrag unterliegen den Bestimmungen des Arbeits- und Sozialgerichtsgesetzes, BGBl. Nr. 104/1985, in der jeweils geltenden Fassung.

Wiener Neudorf, am 11/1/2021



Dienstgeber  
K. Tillmann  
Director of Human Resources


Sign  
↓

Gelesen und einverstanden  
Diensthemer  
[Redacted]

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# Oostenrijk – Verzamelen extra informatie

Home ▾✓ 4💬👤

Home /

Update Onboarding Information


✓ Get Started

Onboarding Austria

Onboarding Austria:

Meldezettel

?




Meldezettel.pdf

Uploaded On: 2021-11-01 · File Size: 33523 bytes

✕

Personalausweis\*

Upload



No attachments uploaded

Drop files to upload, or use the "Upload" button.

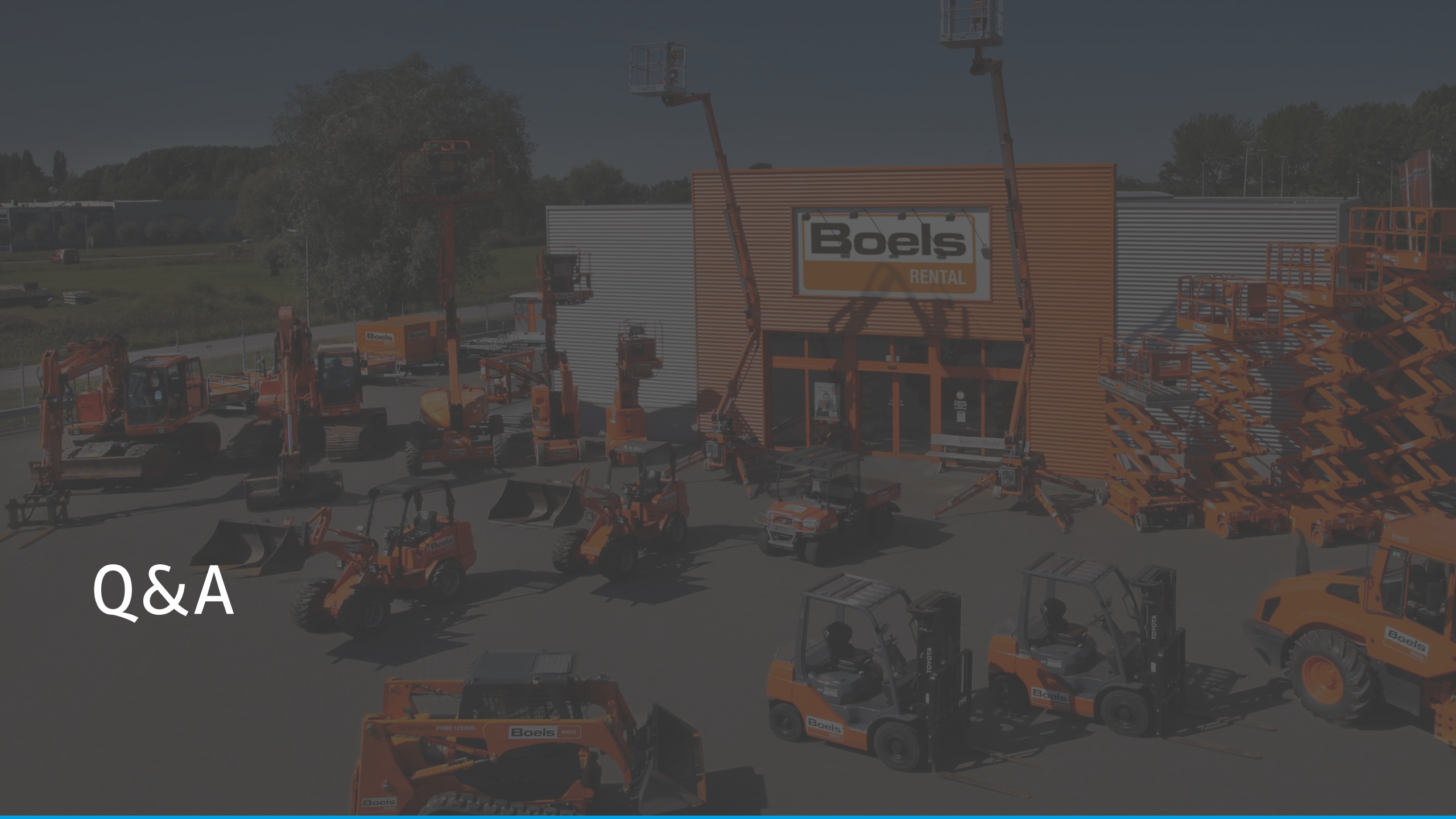
Bankdaten\*

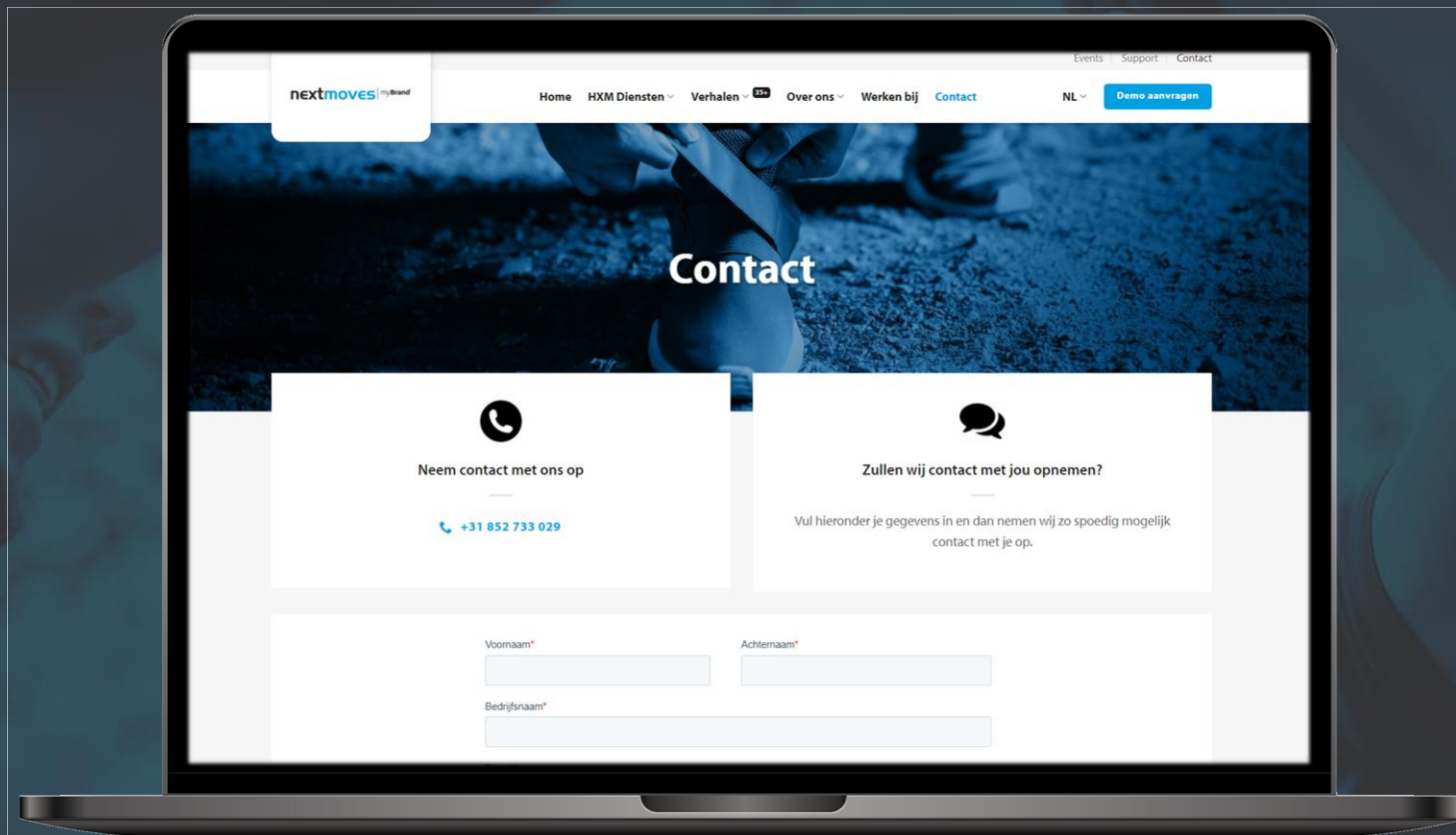
Upload

Previous

Done

Q&A





Email

[jeroen.debruijn@nextmoves.nl](mailto:jeroen.debruijn@nextmoves.nl)



Telefoon

+31 817 94 225



Nextmoves HCM B.V

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