

MANUAL WITH SOURCE SYSTEM paraDIGMA-Online

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PARA**DIGMA** GROEP

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SUMMARY

In order to properly and securely safeguard the absenteeism records of your employees, as well as all steps in the WvP (Eligibility for Permanent Invalidity Benefit (Restrictions) Act), your health & safety service provider, De Arbodienst will operate within in the absence registration-, and communication system paraDIGMA-Online. In addition to case administration, the communication between you and your Employment and Health Advisor will also take place here. As an employer, you work with your own personnel and/or absence system, hereinafter referred to as the 'source system'. Meaning that you will have to implement changes in your own source system.

This manual provides an explanation about the system and helps you to optimally manage your employees' details.

In order to help you on your way, we ask you to carefully read this manual before logging in. On our website, you will find instruction videos about the functionalities of paraDIGMA-Online. Use the link below to do so:

https://www.dearbodienst.nl/kennis-en-inspiratie/instructie-paradigma-online

Do you still have questions after reading the manual and watching the instruction videos? Feel free to contact: servicedesk@dearbodienst.nl



1. LOGGING IN TO PARADIGMA-ONLINE

1.1 THE GOOGLE AUTHENTICATOR APP



Before logging in, install the <u>Google</u> Authenticator App on your mobile phone, using the App or Play store.

1.2 THE WELCOME MAIL

Your employer or Health & Safety Service provider has created an account for you, regarding which you have received a welcome email.

Welkom bij Paradigma-Online
PG paraDIGMA groep B.V. <noreply@paradigma-online.nl> Aan</noreply@paradigma-online.nl>
🛈 Klik hier om afbeeldingen te downloaden. Om uw privacy te beschermen, zijn enkele afbeeldingen in dit bericht niet
Handleiding Paradigma-Online voor leidinggevenden.pdf 412 KB
Hierbij ontvangt u uw gebruikersnaam voor Paradigma-Online, het verzuimregistratie- en communicatiesyste
Uw gebruikersnaam is: T_Test
Klik op onderstaande button om uw wachtwoord aan te maken. LET OP! Deze link is slechts 24 uur actief.
Klik hier om een wachtwoord in te stellen
Wanneer het wachtwoord is aangemaakt, kunt u voortaan deze link <u>https://login.paradigma-online.nl/auth/login</u> get

Please note: it's possible that this email ended up in the SPAM box. Did you not receive the email? Then contact your employer or Health & Safety Service provider.

1.3 ACTIVATING YOUR ACCOUNT

By clicking on the red button "Klik hier om een wachtwoord in te stellen" in the welcome email, paraDIGMA-Online will open automatically. Here you enter your business email address and twice your desired password. Click on "save. You will then be linked to a page where you can enter your user name and the password you created.

Important: you can find your user name in the email you received.



PARA**DIGMA** GROEP

PARADIGMA online	Les is hill Deer dieses	
	Log in bij Paradigma- Online.	
	Vul uw gebruikersnaam en wachtwoord in.	
	Gebruikersnaam	Have you
	Wachtwoord 📼	Subseque
	Inloggen Wachtwoord vergeten?	email addi and you w

Have you lost your log in details? Click on "Wachtwoord vergeten?". Subsequently enter your business email address in the user name field and you will receive a new login email.

1.4 SETTING UP THE GOOGLE AUTHENTICATOR APP

After logging in, you must set up the obligatory two-step authentication. Follow the steps below:



- In the Google Authenticator app click on: 'Add account' or use the plus sign.
- Then click on 'Scan a barcode' and scan the QR-code provided on the screen.
- Then click on the green button 'Activeren'.
- In the pop-up screen, enter the verification code shown on your Google Authenticator app and then click on 'ja'.

You are logged in to paraDIGMA-Online. You will redirected to your employee details by clicking on employers portal.



2. THE DASHBOARD

Once you are logged in to paraDIGMA-Online, you will find the dashboard. On the dashboard you can find various brief overviews for which you were authorised.

PARADIGMA [®] online	L Dashboard		6 🛞 🗰 🖨 🔳
Demo Humaris			
Dashboard Organisational structure 2 Medewerkers uit dienst	10.11% / 10.11% ASSINCE PATE LAST MONTH	0.13 /0 PROCENCY OF BICK LEAVE 0 PROCENCY OF BICK LEAVE LAST MONTH 0 0 / 0 DAYS AVERAGE CUMMTON OF ABSENTEESIM DUE TO LINESS LAST MONTH	100 / 100 ACTIVE EMPROYEES LAST MONTH
Medewerkers	Open files	Absence percentage of the past 2 weeks	Latest news
Openstaande dossiers	Grootendorst, T	% Per day	No news items found.
Gesloten dossiers	1 03-03-2021 - Verzuim	16%	
Openstaande taken	Vendrig, E 14-12-2020 - Preventief	14%	Open tasks
	van Beers, R.B. 109-12-2020 - Zwangerschap		Aangifte langdurige ziekte UWV - 42e week Vreeke, L
	Hendriksen, B. 19-11-2020 - Verzuim	8%- 0%-	Deelherstel Beyrak, W
	Ubaghs, K 11-2020 - Verzuim	4%	Registreren zwangerschaps-/bevallingsver Hoiting, S
	Received signals	2%-	Registreren zwangerschaps-/bevallingsver Kruithof, B
Search Q 3	Cuijpers, V 😻 🕸 🗙	23-02 24-02 25-02 26-02 27-02 28-02 01-03 02-03 03-03 04-03 06-03 06-03 07-03 08-03	Evalueren en bijstellen Robben, S
Recently viewed	16-12-2020 17:32-23	Last file actions	
Concepts	Aangemaakt document Evalueren en Bijstellen		Frequently asked questions
+ Report absence	Verzum	No file edits found.	
✓ Report recovery	16-12-2020 17:31:43		
Y Pregnancy leave	Aangemaakt document (Eerstejaars)evaluatie		
Other notifications	Verzuim		

1. The logo	Click here to navigate to the dashboard
2. The navigation section	This is where you can find lists of employees, files and more
3. The search function	Search by last name, birth date, personnel number or open files, by clicking on the arrow
4. Registering reports	Which buttons you see here depends on your user role.
5. Absence percentage	Here you can find the absence percentage of the employees for which you have been authorised
6. Personal preferences	Here you can set your personal preferences

3. THE NAVIGATION COLUMN

3.1 SEARCH FOR EMPLOYEES

After you log in, you will see the navigation column on the left hand side in the dashboard. By clicking on the 'medewerkers' button, you will see all the employees for whom you are authorized and with an active employment.



Demo Humaris					PDF export Excel export	Print Select columns Select filters 1
Dashboard	Q Search					
Organisational structure						
Medewerkers uit dienst	Date of birth	Employee	Employee number	Organisational unit	Start date of employment	End date of employment
Medewerkers	21-08-1978	van Aach, Y	23	RPA - Keuken	19-02-2002	
Openstaande dossiers	09-11-1970	de Baas, A.	999	Management	01-01-2000	
Gesloten dossiers	17-02-1975	Bayrak, W	19	RPR - Bediening	01-01-2005	
Openstaande taken	16-04-1966	Beck, G	55	RPA - Bediening	01-01-2005	

In the search field you can search by last name, date of birth or employee number. You will be presented with a list of search results. Clicking on the employee's last name will open the employee file.

		Gegevens Dienstverbanden	Medewerkersdoss	er		Beuving, J Q 🗸 🗸			
	8-		≡ 38						
		Beuving, J ¥	Dienstverband			<u>₩</u> 05-08-1998			
	-	🛔 Sabrina		Organisatorische eenheid	Keuken	SabrinaBeuving@gustr.com			
	Y	≡ 38		Uren per week	36.00	0 06-99044042			
		*		Persoonsnummer	38	🏶 Frans Halsstraat 99			
	Q	Ш 05-08-1998		Indicatie loonheffingskorting	Nee	7482 XM Haaksbergen			
		0 06-99044042				Dienstverband			
		L.			Ŧ	💼 Onbepaalde tijd			
		SabrinaBeuving@gustr.com				③ 36.00/40.00			
						🚔 Brigit Koppeling B.V. 🚯			
I						<≤>28-07-1994			
						Dossier			
						& 01-05-2020			

Clicking on the employee card will display all the employee data. Is the employee data not correct? Firstly check the data in your source system. If the employee data is also incorrect there, you can adjust it in your system. The next day your adjustments will be visible in the employee card.

Is the employee data correct in your system, but not in paraDIGMA-Online? Please send an email to servicedesk@dearbodienst.nl and they will adjust this manually.

3.2 OPEN FILES	
Dashboard 	The 'Openstaande dossiers' button gives you an overview of all employees who are currently on sick leave.
Organisational structure	In the search field you can search by last name, date of hirth or employee
Medewerkers uit dienst	number. You will get a list of search results.
Openstaande dossiers	Clicking on the employee's last name will open the employee's
Gesloten dossiers	dossier.Then click on ≽ to get to the absentee records present.
Openstaande taken	





3.3 THE FILE

File overview						
17-06-2021 Maternity leave (2363701)	Duur: 32 degen					
23-11-2020 Preventive (1396558)	Duur: 239 dagen					
06-10-2020 Absence (1283127)	Duur: 287 degen					



In the employee file you will find various data regarding the absence. In the file overview you will find the absence files from present to past.

Next to the dossier overview you will find the tab sheets; Data, Tasks, Dossier and Leave of absence.

1.Data	Here you will find the absence data sent via the link.
2.Tasks	Under tasks you can follow the WvP process.
3.File	In the 'File' tab, you will find all communications and drafted documents.
4.Leave course	Under absence course you will find the structure of the absence. If these data are not correct, please check your own absence system first.

3.4 ADDING AND EDITING NOTES

In the absence file, under tab 'file', you can create a note in two ways:

1. Using the 'Cockpit'



	© •				0								0
	 Completed period: 1 weken (1%) 										Re	maining period 10	13 weken (99%) i 🍽
	File overview	Data Tasks	File Absence course	,							æ		•
••	23-10-2018 Absence	Notities			0	0	Algemene documente	m					000
		Title Con	ncept Type Kind	Date	User		Title	Concept	Туре	Kind	Date	User	
٩		Contact met No medewerker	Notitie van werkgever (WG) Notes	15-05- 2019	Priester, T	^	Upload	No	Upload van werkgever (WG)	Upload	16-05- 2019	Priester, T	1

2. By using the button 'Add note'

							0	
ē.	Completed period: 1 weken (1%)							
	File overview	Data	Tasks	File Absence	e course			
••	23-10-2018 Absence (26316) Duur 903 decen	Notities						00
~		Title	Concept	Туре	Kind	Date	User	
٩		Contact met medewerker	No	Notitie van werkgever (WG)	Notes	15-05- 2019	Priester, T	*
٩								
Q								
								$\overline{\mathbf{v}}$

3.5 ADDING A NOTE BY USING COCKPIT

The cockpit is the communication page that contains all the notes and documents of your absentee employee. It is used as a communication tool between you and De Arbodienst. You can also place your own notes and documents on this page.

You access the 'cockpit' by clicking on the icon in the top right corner of your employee's absence file.



In the cockpit you can choose between different tabs. In each tab you have different options. The cockpit opens in note by default.



You click on 'Note type' on the left of the screen and choose the option 'Note from employer'.

Under 'File Layout' choose the 'Notes' option and under 'Title' briefly indicate what the note is about. In the middle you can write down your message. When you are finished, select the 'Save' button at the bottom of the screen.

Important: as an employer, you may not write down any medical terms! Use the alternative terms for this.

On the right-hand side, all the notes are listed in chronological order, so that you can follow what has been placed in the file

Cockpit Note				Layout 2					⊖ ⊗
Note type	File section	_				Туре		Kind	
Select *	Select	Ŧ	😡 Broncode 📈 🔓 🛱 🛱	* *		Select all	× *	Select all	x *
Note template	Date created		[正 11] (非 年) 11] 트 프 크						
	▼ 13-04-2021		Lettertype - Lettergr B j	I S I _x 🖬 🌐		Unload			10
Title						Elename : m/GI v8264/W2W/EC9mm	En		
Title						Date created : 16-05-2019 12:56:16 Date created : 16-05-2019 13:56:16 Created by : Priester, T Type : Upload van werkgever (WG)			
Occupational health service can edit	t content								
						Contact met medewerker			Ø ()
Employee information	File information					Date created : 15-05-2019 13:55:13 Date created : 03-12-2019 13:06:33 Created by : Priester, T			
Loman, S	Employment	^				Type : Notitie van werkgever (WG)			
Date of birth 31-10-1975	Type of employment Onbepaalde tijd					Dit is een notitie			
Gender Male	Hours per week 32.00					L			
Address Opperatehei 61	Employee number 65								
Postal code 5508 TP	Job title Onbekend								
Place of residence Veldhoven	Employer Demo Humaris								
Email address EsadLoman@einrot.com	Organisational unit RPA - Bediening								
Phone number									
Mobile phone number 06-14194307					A				
Contact persons :									
		•		Print Save Save and close					

3.6 ADDING NOTES BY USING THE FILE TAB

Clicking on the brown file folder 'files' *will take you to the 'file' tab. To add a note, click on the plus icon. The same input screen from chapter 4.6 will appear.*



₽	► 0						0	
	Completed period: 1 weken (1%)							
	File overview	Data	Tasks	File Abser	nce course			
?	23-10-2018 Absence	Notities						00
	(20310) Dour. 903 dagen	Title	Concept	Туре	Kind	Date	User	
٩		Contact met medewerker	No	Notitie van werkgever (V	VG) Notes	15-05- 2019	Priester, T	^
۹								
								-

3.7 UPLOADING A DOCUMENT

To upload a document, open the cockpit or click on the plus icon of the desired document. The cockpit will open.

Cockpit №	ote Document	Plain task UWV notification Layout 3 V
Upload type 0	File section	Refer to the second
Upload van werk × ▼	Select 🔺	upoed
Date created		Lieland file
13-04-2021	Algemene documenten	upuded me
	Uitnodigingen	
Title	UWV uploads en	
Title	Terugkoppelingen BA	
	UWV Upload	
Occupational health service c	an edit content	l

The upload type is set to General (WG+WN). WG stands for employer and WN for employee. Under file format, indicate the type of document you want to upload. Once you have set all yellow mandatory fields, click 'click here to add a file'. Select the desired document(s) and click on open. You will now see your selected document(s). Next you click on 'save and close'. Your document(s) will be displayed under general documents.

Algemene d	ocumenten				0 🛇	3 2 (•
Titel	Concept	Туре	Soort	Datum	Gebruiker		
							۸
							Ŧ



3.8 UWV REPORTS

If your employee has been on sick leave for an extended period of time, you will need to create a UWV document. In the employee file, click on the 'file' tab. You can create a UWV document from the cockpit or under 'UWV uploads and Feedback BA'.

5	File overview	Data Tas	ks File	Absence course								a	e (C	•
••	23-10-2018 Absence (26316) Duur: 903 decen	Notities					00	Algemene document	en					000
		Title	Concept Type	Kind	Date	User		Title	Concept	Туре	Kind	Date	User	
٩		Contact met medewerker	No Notitie van we	erkgever (WG) Notes	15-05- 2019	Priester, T	<u>^</u>	Upload	No	Upload van werkgever (WG)	Upload	16-05- 2019	Priester, T	* ^
٩														
Q														
							-							~
		Uitnodigingen					000	UWV uploads en Ten	igkoppeling	ien BA				6 O 9
		Title	Concept Type	Kind	Date	User		Title	Concept	Туре	Kind	Date	User	
							*							*
							-							-

2

From the Cockpit, click on UWV notification. In the following screen you can select, for example, 'Plan of Action'. The UWV form opens and you can enter all the data. After entering the fields, click on 'Save and generate'..

You will see the UWV document listed under 'UWV Uploads and Feedback BA'. You can also create a UWV document from here. To do so, click on the 'create document' icon.

JWV upload	ls en Terugkoppelinge	n BA			1	000
Titel	Concept Type		Soort	Datum	Gebruiker	

4. SETTING UP ABSENCE ASSISTANT

If you are absent for a period of time, it is necessary to provide a replacement. In this way your regular tasks will be taken care of. For this you can set up your absence assistant.



In the upper right corner, click on the employee button. A drop down menu appears. You click on "My account.



You will end up on the screen below. On the left side, click on the 'Afwezigheid' button. Then click on the blue button 'Afwezigheid toevoegen'.

Account data					• Afwezigheid toevoegen
Afwezigheid	Startdatum	11 Einddatum	I† Vervanger	11 Reden Afwezig	4t 4t
Gekoppelde accounts			No data available in table		
Google authenticator	Showing 0 to 0 of 0 entrie	es			
U2F token					
Logboek					
Taakmelder					
Actief					
Startdatum					
Einddatum					
Reden afwezig					
Selecteer					•
Vervanger					
Selecteer					•
					Directory
				Opslaar	C Annuleren



In this screen you will enter the period of your absence, the reason for your absence and who will be replacing you during this period. By clicking on 'select' under Substitute, you will be presented with all available users that you can choose.

Important: You will only be presented with users who have the same user role as you. For example; if you are an executive, only executives will be displayed.

Once you have set up your absence assistant, click on 'Opslaan'. You will now see your assistant on the screen. If you wish to change your assistant, click on the pencil icon. If you want to delete it, click on the trash can and the absence assistant will be deleted.

								Afwezigheid toevoegen
Startdatum	11	Einddatum	ļt.	Vervanger	ļt.	Reden afwezig	It	tt.
02-12-2020		30-12-2020		Test		Vakantie		D
1 tot 1 van 1 resultat	en							

5. LINKING USER ACCOUNT

If your position has two separate accounts, it is efficient to link your additional account to your main account. For example; you are an HR employee of two separate companies. For this you log in once on paraDIGMA-Online and via the button 'my account' you can navigate to your other company.

At the top right you click on the employee button. A drop down menu appears. Click on 'My account'.

	 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
>	You are signed Ilse_Demo Humarls - in as Ilse_Demo Humarls	*
*	Main account Humaris Beheerder - - uitgebreid	
٥	My account	
0	About Visma Verzuim	
۲	Logout	-

You will arrive at the screen below. Here you choose 'Gekoppelde accounts'.



		-	
Account gegevens	Initialen	Roepnaam	
Afwezigheid	I. Tussenvoegsel	Achternaam	
Gekoppelde accounts	Tussenvoegsel	Test	
On a da suda setta das	Geslacht	Functie	Rol
Google authenticator	Vrouw × •	Functie	Planner
U2F token	Naamgebruik	Tussenvoegsel partner	Achternaam partner
Logboek	Selecteer •	Tussenvoegsel partner	Achternaam partner
	Kleurenblind		
Taakmelder	Handtekening (email)		

Gekoppelde account toevoegen

You click the button to add your second account. In this screen,

enter the details of your second account.

	Gekoppelde account toevoegen Mijn account 🚍 🧿 🏝 🏢
Account gegevens Afwezigheid BIG registratie Gekoppelde accounts Google authenticator	Om een account te kunnen koppelen dient u de inloggegevens van dit account in te vullen. Gebruikersnaam Test Wachtwoord •••••• Omgevingsnaam Bedrijf 2
U2F token	Opslaan 🤊 Annuleren

In the top field, enter your username. You can find this in the welcome email. In the second field, enter your desired password. In the third field, the environment name, enter the name you want to see under the 'my account' button. Then click on 'Opslaan'.

If you click the employee button again, you will see your second account. If you click on this account, you will navigate to your second company.

6. THE REPORTS PORTAL

The absence registration and communication system is composed of several portals. The employer and reporting portal has been made available to you. This manual tells you how to navigate to the reporting portal and how to generate reports and convert them to another file.



6.1 NAVIGATING TO THE REPORTS PORTAL

Once you are logged in, you will see an overview of portals. By clicking on the tile reporting portal will open the portal.

If you are working in the employer portal and want to navigate to the reporting portal, you can navigate to the reporting portal via the portal button in the top right corner.



6.2 REPORT SELECTION

In the reporting portal you have the possibility to run different reports. To do this, click on 'select a report' to choose from the different reports.

Report:	
Select a report	*
General	*
Mutations	
Statistics	
Absence for income insurer	
Absence analysis	
Absence analysis detailed	

At start and end date, enter the period for which you want to receive a report. You will only receive absence data for the selected period.

Important: you will also receive reports about employees who are absent for a part of the selected period.

6.3 EMPLOYER SELECTION

Under employer selection you will see your company and its departments. It is important to know whether you want to run a report on the whole of your company or on some business units. If you want to run a report on some business units, then look up the desired business unit and only check the box for the relevant department(s).

Emplo	over selection:												
Structure													
	Select all	<	>	*		Select all	<	>	^	Select all	<	>	^
	Restaurant Putter					Management				RPA - Bediening			
						 Restaurant Putter Amsterdam Restaurant Putter Rotterdam 				RPA - Keuken			
	📄 🌵 Hendriksen, B.												
						🛊 Klaas, M							
				~					-				-

In the image above, only a report about the department 'ministry' is printed out. In some reports it is also possible to select on employee.



6.4 FILTERS

Under employer selection you have the option to set filters. You can set a filter per report. The filter options differ per report.

Gender:	
Age: From	Until
Safety net:	x *
Accident: No	×
File types:	x Uitsluiten:
Operator: Greater than or equal to **	Aantat

Once you've filled everything in press the 'Run' button

Run 🚀		Run	1
-------	--	-----	---

6.5 SAVE FILTERS

If you regularly run the same report you can save the filters you use for this report. Once you have run the report, click on the 'Options' button and then 'Save Filters'. After you click on 'Save Filters', the window below will appear:	Coptions	Run 🦼	 ⇒ Print ☑ Generate XLS ☑ Generate PDF ☑ Archive report ▼ Save filters
Save filters ×			
Please save the following filters:			
Rapport Absence for income insurer			
Selectie Organisatorische eenheden: RPA - Bediening			
Dossiertypes Absence	•		
Save			



In the input field 'Filter Title' enter a title of your choice and then click 'Save'. You will see your saved filter under 'Options'.

If you want to print out a report again, click on the filter you have set and all you have to do is adjust the selection period.

6.6 STATISTICS REPORT

By running a statistics report, you will see the formula that was used to create the calculation. To view the formula, place the cursor of your mouse over the absence percentage.

General data	
15,64 % Absence percentage	
	ABSENCE PERCENTAGE
Verzuimverdeling	Periode van 01-05-2021 tot 01-06-2021 op basis van kalenderdagen
	(120,59 verzuimdagen / 771,13 beschikbare dagen) * 100

6.7 PRINTING - FILING

Once the report is generated, clicking on the 'Options' button allows you to convert the report to XLS or PDF file or have it printed.

Options	Run 🖪									
		₽	🖶 Print			It is also possible to archive the rep		ort. You can		
		Ľ	Genera	te XLS		find the report under 'Archived Reports'.				
		Ø	Genera	te PDF						
			Archive	ereport						
		т	Save fil	ters						
						-				
I Choose r	report 📢) 🗎			Lill G	enerated report	Archived reports	C Reset		

7. QUESTIONS? IN NEED OF MORE INFORMATION?

Do you have any questions after reading this manual? Then please feel free to contact servicedesk@dearbodienst.nl Our staff will be happy to help you