

Dear Employee,

Van Storm Recruitment uses a timesheet registration system called Tigris to fill your weekly hours. Tigris is connected to a web application and a mobile app. Below you will find a detailed explanation of how it works.

In case you are using the application and you want to change its language; you can do so in the app settings.

## 1. Invitation

You will be invited by email to register. Click on the link in the email to do so.

Beste Werknemer,

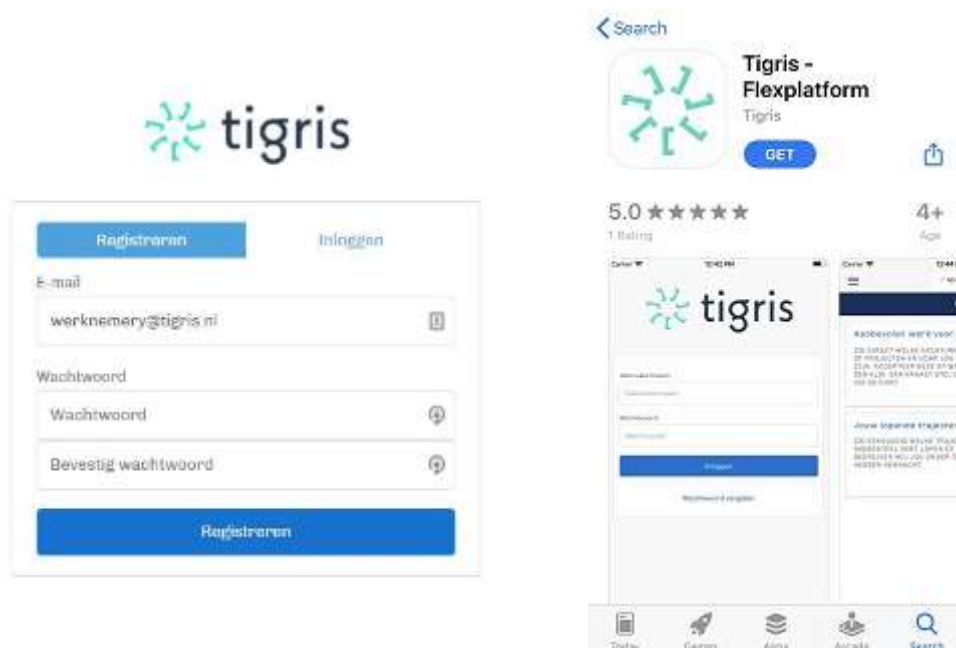
We willen je graag uitnodigen voor onze omgeving waar je uren kunt invoeren. Wij maken hiervoor gebruik van het systeem Tigris. [Klik hier om je in te schrijven.](#)

## 2. Registration

You will now see a screen where your e-mail address has already been entered. Enter your chosen password below. Make sure you enter the same password twice.

## 3. Login

From now on you can log in via the following link: <https://werknemer.tigris.nl/>. You can also download the Tigris Flexplatform app from the iOS App Store or the Android Google Play Store.



## 4. Profile

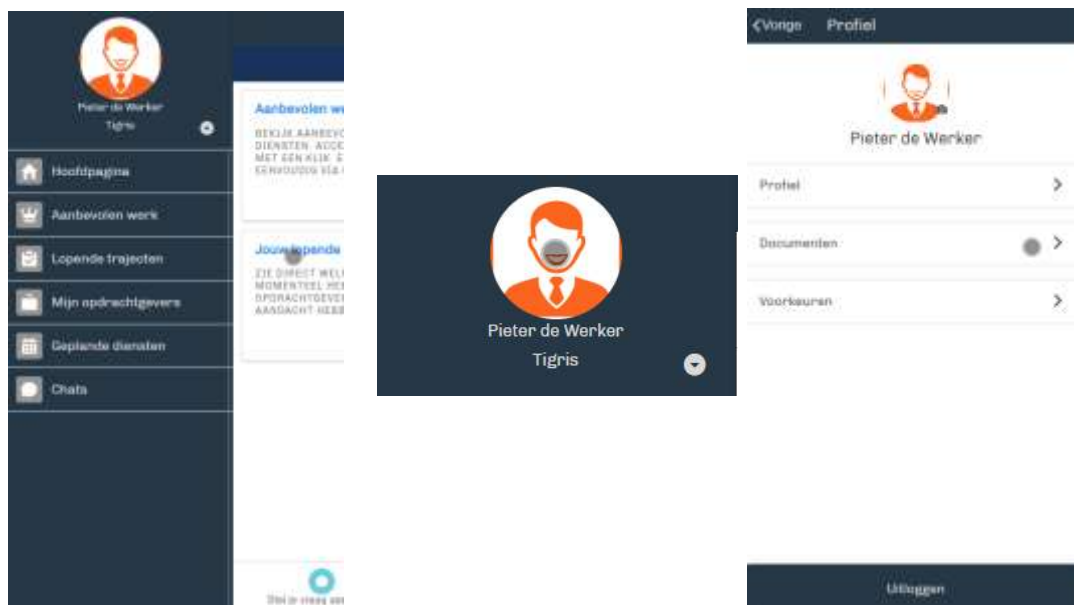
The menu in the app can be reached by swiping to the right. A menu will open on the left side of the screen.

Clicking on your avatar will take you to the profile settings. Here you can manage your personal information, set a profile picture, or share documents with Van Storm.

*Via website*



*Via app*

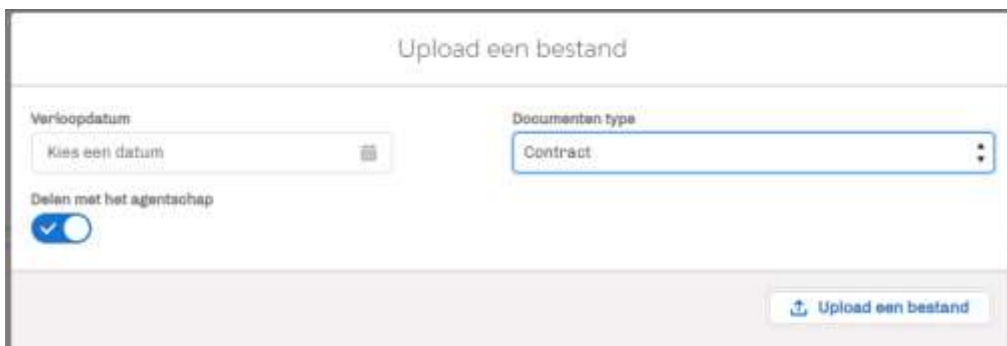


## 5. Share documents

Within the secure environment it is possible to share files with Van Storm. Consider, for example, a signed document or a scan of the bank card. Click on 'Upload a file' under 'Documents' and indicate the type of document and whether the file should be shared.



Via website

Via app




After the file has been uploaded, you have the option to share it with the Van Storm via the 'Share' button at the bottom left.

## 6. Fill in a new timesheet

By clicking on your current employer, you can register hours. You do this by clicking on 'New Timesheet'.

*Via website*



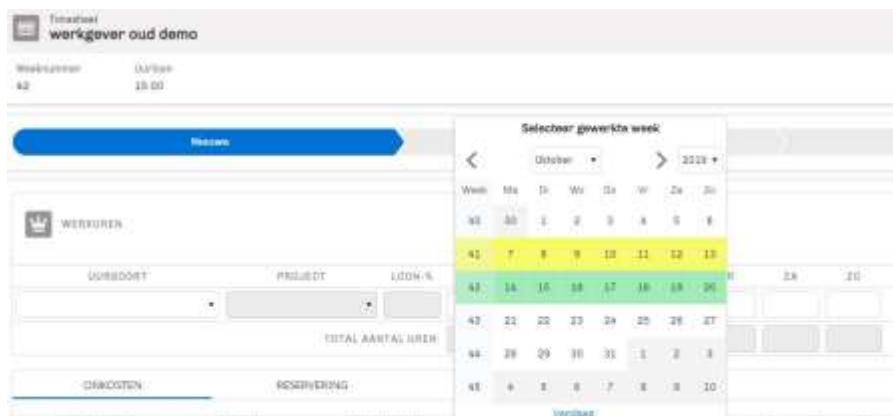
*Via app*



## 7. Select the correct week

You will then be prompted to select the correct week.

*Via website*



*Via app*



## 8. Register your hours

When registering your hours, you can choose from the available hour categories and projects that are part of your work. Then enter at least 8 hours per day.

*Via website*



UURSOORT	PROJECT	LOON-%	MA	DI	WO	DO	VR	ZA	ZO
Normale uren		100%	8	8	8	8	8		
Overuren		125%					2		
TOTAL AANTAL UREN			8	8	8	8	8		40

Via app

UURSOORT	Normale Uren-L100 ▼
LOON-%	Ploegen Uren
MA	Ziekte Uren
DI	Overuren-L125
	Normale Uren-L100

UURSOORT	Normale Uren-L100 ▼
LOON-%	100
MA	8
DI	8
WO	8
DO	8
VR	8
ZA	
ZO	
TOTAAL	40
 1 / 2 <a href="#">Volgende uursoort</a>	

To write hours on different rate lines, you can choose 'Next hour type' in the app. To delete incorrect entries, click on the trash can.

 1 / 2 <a href="#">Volgende uursoort</a>
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There are several types of hours that you can choose from:

- Standard working hours
- Holiday hours
- Additional holiday hours - these are meant to be allocated for yard or office closure (ATV days)
- Sickness hours
- National holidays
- Additional working hours – these can only be written if approved by the client beforehand

## 9. Select expenses

When registering expenses, you can also choose from the available expense types that are associated with your work. Select the expense type, project (if applicable), amount (if applicable), applicable days, and quantities.

*Via website*



*Via app*

In the app, you can switch between entering hours or entering expenses, for example, via the menu at the bottom of the Timesheet. The expenses can then be entered in the same way as the hours.



## 10. Reservations

Under the 'Reservations' section you will immediately see your available balance of reservation hours and holiday pay. If you want to take days off, you can also register the hours directly here. You should immediately see what effect this has on your available hours.

Via website

ONKOSTEN	RESERVERING		OPMERKINGEN								
RESERVERING	BESCHIKBAAR	BESCHIKBARE UREN	MA	DI	WO	DO	VR	ZA	ZO	DEZE WEEK	ALLE
Vakantie dagen wettelijk	€ 25.00	1.93								<input type="checkbox"/>	<input type="checkbox"/>
Vakantie dagen bovenwettelijk	€ 6.25	0.49								<input type="checkbox"/>	<input type="checkbox"/>
ADV	€ 0.00	0.00								<input type="checkbox"/>	<input type="checkbox"/>
Tijd-voor-Tijd uren	€ 0.00	0.00								<input type="checkbox"/>	<input type="checkbox"/>
Vakantiegeld	€ 25.35									<input type="checkbox"/>	<input type="checkbox"/>

Via app

At the bottom of the screen, you can switch between the different types of available reservations.

RESERVERING

Vakantie dagen wettelijk

BESCHIKBAAR

€ 0.00

BESCHIKBARE UREN

0.00

MA

DI

WO

DO

VR

ZA

ZO

1 / 6

>

Timesheet

Onkosten

Bedrijven

Opmerkingen

Reservering

## 11. Comments

If you have a comment that you would like to send along with the Timesheet, you can leave it under the 'Comments' section. For example, you can explain your request for a holiday here, or indicate why you have registered hours on special leave. In addition to entering a comment, you can also see here when a Timesheet has been approved by Van Storm or by the client.

Via website

ONKOSTEN		RESERVERING	OPMERKINGEN
DATUM	STATUS	GOEDKEURDER	OPMERKINGEN
Jul 4, 2019	Goedgekeurd	Intermediar	
Jul 4, 2019	Goedgekeurd	Opdrachtgever	

Timesheet opmerking

Opslaan



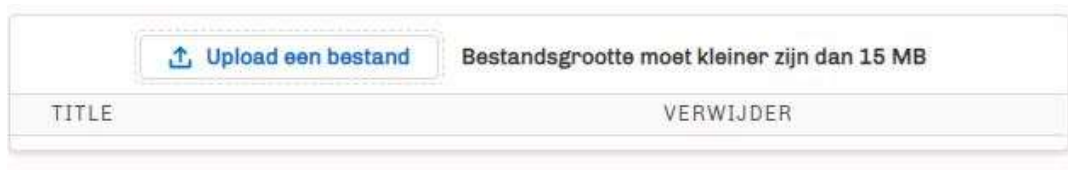
Via app



## 12. Attachments

For example, if you want to add a signed job sheet, receipt or an expense report as an attachment, you can click on 'Upload a file' and select the relevant document. The file will then be sent with your time sheet.

Via website



Via app



### 13. Save and submit for approval

When you have entered all the data for the week in question, click on save. It is then still possible to adjust and click save again. When everything is final, click 'Submit for approval'. Your time sheet is then final and will be presented to the client and/or Van Storm (depending on the approval procedure).

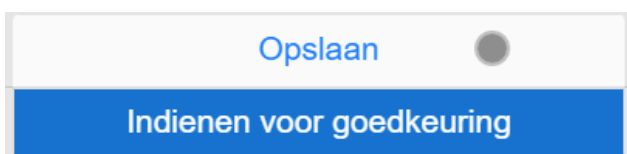
*Via website*



*Via app*



It is possible to save the Timesheet to complete it later, or to immediately submit the Timesheet for approval.



### Questions?

In case you have any questions, you can contact us at [jan@vanstorm.nl](mailto:jan@vanstorm.nl).

