



MANUAL EMPLOYEE

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1. Introduction

Welcome at Salarisbalie. With this manual you will find your way to your online payslips and annual statement on www.salarisbalie.nmb.rs.nl. Should you have any questions, please send an e-mail to info@salarisbalie.nl with your name and telephone number and we will contact you as soon as possible.

With the Document viewer you have 24/7 online access to your payslips and annual statements. This saves paper, time and postage stamps.

With login issues you can contact us. For questions about your payslip, the employer is the contact person.

2. Login and choose password

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

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

Welcome at Salarisbalie.nl

Your employer has outsourced the payroll administration to Salarisbalie or a partner from 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.

After entering the link **you must choose a password yourself.**

Make sure that you accept this link within 7 days.

Company name

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

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



- The password must contain at least:
- 15 characters
- one capital letter
- one lowercase letter
- one number
- one special character, like: !@%#\$
- Does not contain the word Nmbrs

Met vriendelijke groet / Kind regards,
Salarisbalie B.V.



Set new Salarisbalie.nl password

Your account is activated. Please set the 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), password and pin code you have just chosen.



Welkom bij Salarisbalie.nl

[Forgot password?](#)

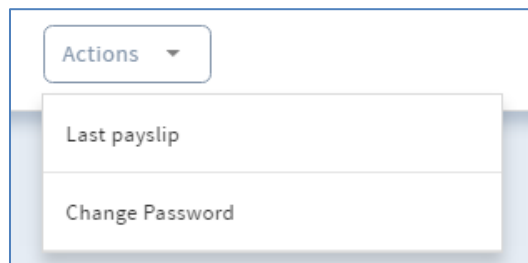
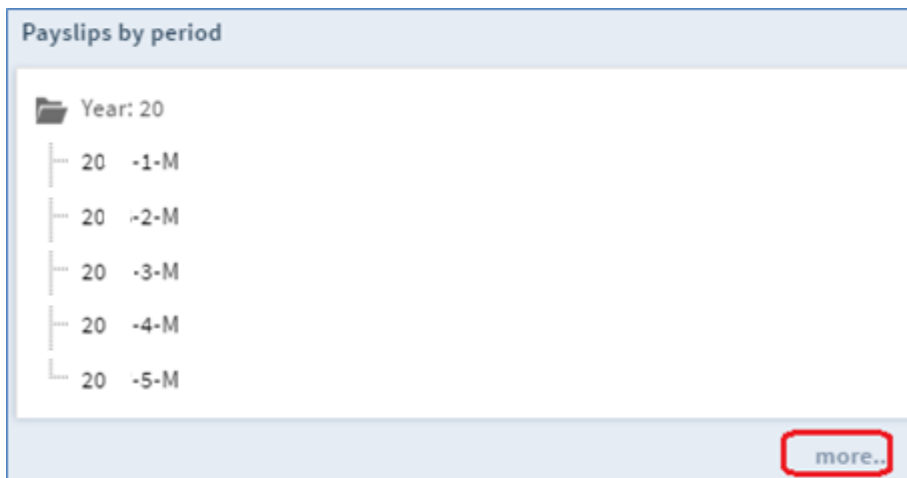
3. Payslip per run / per period

After you entered the system, you will see an overview of the current year. Here is your payslip 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.

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

Payslip per run could contain retro active corrections. Payslip per run are the payslips after the corrections made.



On the interactive payslip your employer might have included a remark or attachment. Of course you won't see this attachment on a printed version!

1000	Salaris	2560,00
3045	Bonus (BT)	1500,00



Comment: Bonus 2016-Q1

4. Visma Nmbrs® App



Nmbrs® allows you to see the payslip with the Nmbrs app which can be downloaded in the play store (Visma Nmbrs® ESS). When installed, on the login screen you will fill in:

salarisbalie.nmbrs.nl (Without www)

Your e-mail address

Your self-chosen password and pin code

When your employer decided to work with Employee Self Service (ESS), it is also possible to apply for leave (verlof) with the app.

Or enter declarations with the app if your employer allows to. It's very easy!

At 'instellingen/settings' the language can be changed.

 Home	 Home >
 Mijn loonstroken	 My payslips >
 Mijn verlof	 My leave >
 Declaraties	 Expenses >
 Wijziging aanvragen	 Request changes >
 Documenten	 Documents >
 Verlof van collega's	 Leave of colleagues >
 Verjaardagen van collega's	 Birthdays of colleagues >
 Feedback	 Feedback >
 Instellingen 	 Settings >

5. Expenses claims

In the Nmbrs App or with computer you can enter expense claims.

You choose the type of declaration and enter the amount. If desired, you can provide a description. You add the documents / invoices that relate to the declaration and then click on the 'Next' button.

In the next screen you can add a comment and then click on 'Send'. The declaration request will now be sent to the person within your company who agrees to the request.

You will receive an automatic message when the claim has been approved. You can then find and view or download the declaration in the interactive payslip.

6000	Pensioenpremie Presentatie Wn	4,500	2601,92		117,09	-117,09		-117,09	-1144,20
				5023,66	117,09	3122,91	1823,66	4946,57	
Werknemer Verzekering									
8070	gediff. WGA wn	0,175	4946,57		8,66				-55,81
8086	gediff. WGA flex wn	0,125	4946,57		6,18				-39,86
				5023,66	131,93	3122,91	1823,66		
Loonheffing									
8800	Loonheffing Tabel		3122,91		884,25				-7181,67
8810	Loonheffing BT	44,320	1823,66		808,25				-2954,53
Netto									
5101	Declaratie onkosten (onbelast)			76,83					401,39
5155	Reiskosten woon-werk			77,86					622,88
Totaal									
9900	Totaal netto			3353,92					22099,54
Betalen									
9880	Per bankrekening BIC: INGBNL2A IBAN: NL38INGB0000000112			3353,92					
Reservering									
		Res	Saldo						
Vakantiegeld		256,00	768,00						
13e maand		266,67	2133,36						
Fiscaalloon		31892,14	SVW Loon	31892,14	Dagen Gewerkt	173,00	Franchise d.p.		0,00
Fiscaalloon Tabel		25225,80	Zvw Loon	31892,14	Dagen Tijdvak	173,36	Franchise Cum.		0,00
Fiscaalloon BT		6666,34	WW Loon	31892,14	Uren Gewerkt	1409,00	Arbeidskorting d.p.		185,00
			WAO Loon	31892,14			Arbeidskorting cum.		1480,00

6. Holiday registration

1. You apply for leave.
2. Your manager or employer accepts
3. Finished!

You can apply for holiday hours on the computer or app.

Choose 'my leave', holiday hours.

The specification of taken holidays and balance is shown. On the computer you'll to click on More... to see the details.

The screenshot shows the 'Holiday hours' screen with a blue header containing a back arrow and the title. Below the header is a green button labeled 'REQUEST FOR LEAVE'. Underneath is a white box with a light blue border containing two columns of text: 'Opening balance' with the value '266,66' and 'Current balance' with the value '58,66'.

The screenshot shows the 'Request for leave' screen with a blue header containing a back arrow and the title. Below the header are two tabs: 'MORE THAN ONE DAY' (active) and 'ONE DAY'. The form fields include: 'Leave group' with the value 'Holiday hours', 'Start date' with the value '05-09-2022', 'End date' with the value '06-09-2022', 'Total hours' with the value '16.00', and a 'Description' field with a text input area. At the bottom is a blue button labeled 'SEND'.

Your manager/employer will receive an e-mail with the requested holidays. In the email, your manager/employer can accept or reject the requested holidays:

Leave request

933 | Peter Test

Group:	Holidays
Start date:	01-09-2021
End date:	03-09-2021
Hours start to end date:	24,00
Hours requested:	24,00
Opening balance:	84,29
Build up:	0,00
Taken:	32,00
Current balance:	52,29
Description:	just a few days off

Kind: Take up

[Accept](#) 

[Reject](#) 

Your manager has also a login account to see more specifications, but this is not obliged.

You will receive automatically an email and the balance is updated.

Leave request (Take up) employee 933 | Peter Test is accepted.

Salarisbalie.nl [via nmbrsapp.com](mailto:via@nmbrsapp.com)

aan Peter ▾

 Engels ▾ > Nederlands ▾ [Bericht vertalen](#)

It concerns the following leave request:

Group:	Holidays
Start date:	01-09-2021
End date:	03-09-2021
Hours start to end date:	24,00
Hours requested:	24,00
Opening balance:	84,29
Build up:	0,00
Taken:	56,00
Current balance:	28,29
Description:	just a few days off

Have fun!