

Employee Login Manual

HR & Salaris online

July 2026

deJong&Laan

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1 Introduction

With your employee login, you can securely access your payslips online, submit and view leave requests, and view the department calendar and birthday calendar. Depending on the modules selected by your employer, some of these functionalities may not be available to you.

Activating Login

Your employer will create an employee login for you. Once this has been done, you will receive an email notification. See the example message below. Click the link in the email to activate your account.

Please note that account activation must be completed on a computer or laptop; this functionality is not supported on a mobile phone or tablet.

Welkom in HR en Salaris

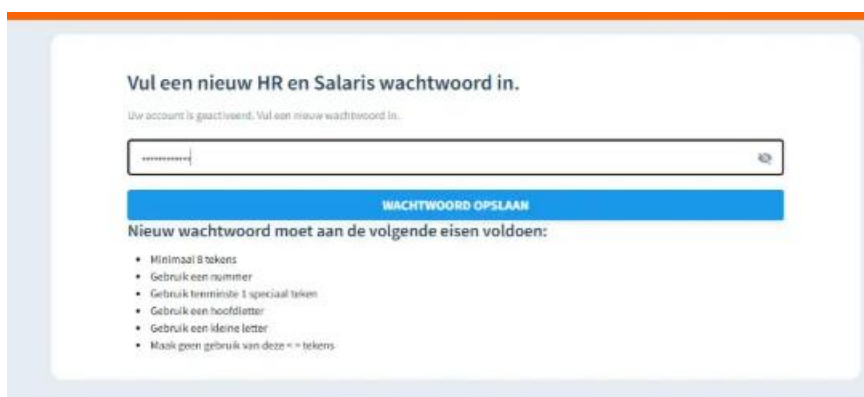
Test bedrijf

Uw gebruikersnaam is: **demo@email.nl**

[Klik hier om uw HR en Salaris-account te bevestigen.](#)

—

A screen will appear prompting you to create a password. Enter a password of your choice.

The screenshot shows a web interface for creating a new password. At the top, it says 'Vul een nieuw HR en Salaris wachtwoord in.' Below this, a smaller line of text reads 'Uw account is gereset. Vul een nieuw wachtwoord in.' There is a password input field with a masked password '*****' and a small eye icon to toggle visibility. Below the input field is a blue button labeled 'WACHTWOORD OPSLAAN'. Underneath the button, it says 'Nieuw wachtwoord moet aan de volgende eisen voldoen:' followed by a bulleted list of requirements: '• Minimaal 8 tekens', '• Gebruik een nummer', '• Gebruik tenminste 1 speciaal teken', '• Gebruik een hoofdletter', '• Gebruik een kleine letter', and '• Maak geen gebruik van deze 4 = tekens'.

The password must meet several security requirements. Once your password satisfies all requirements, a checkmark will appear next to each criterion.

Next, click Save Password.

After setting your password, you will automatically be redirected to connect.visma.com. This is Visma's central and secure login system, of which HR & Salaris Online is a part.

A verification code will now be sent from do.not.reply@mail.connect.visma.com. Enter this code on the screen to confirm that the email address is correct and click Verify.

For additional account security, you will then be required to set up Two-Factor Authentication (2FA).



Use the Visma Authenticator app, available from the Google Play Store (Android) or the Apple App Store (iPhone/iPad).

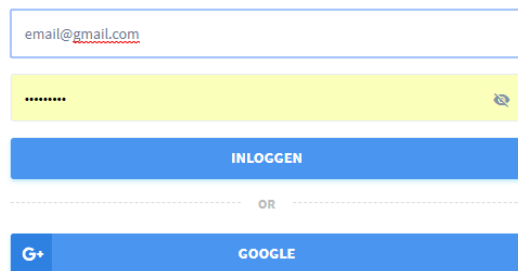
Follow the instructions displayed on the screen. If you require further assistance, you can consult the HRSO – Activate Account User Guide or watch the instructional video.

2 Logging In

To log in next time, go to <http://jonglaan.nmb.rs.nl>. You will reach the login page.

Welkom in HR en Salaris

Login to access your account



The login form consists of a text input field for the email address, a password field with a toggle for visibility, an 'INLOGGEN' button, and a 'GOOGLE' button. A 'Wachtwoord vergeten?' link is located below the buttons.

email@gmail.com

INLOGGEN

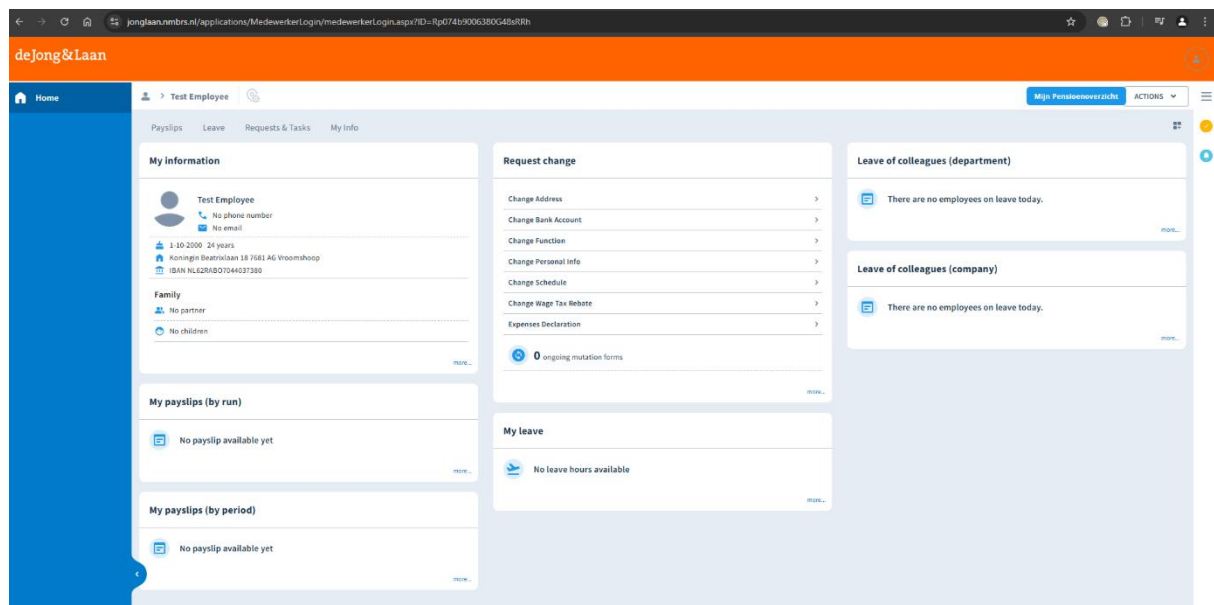
OR

G+ GOOGLE

[Wachtwoord vergeten?](#)

Enter your email address and password. Then choose log in. Enter the code generated by your Visma Authenticator app.

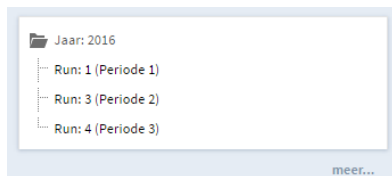
You will arrive at the start screen of your personal environment.



You will see several menu options. These will be explained in the following chapters. Use the Home button in the blue bar to return to this home page from any menu.

3 Viewing Payslips

To view your payslips, choose the 'My payslips (by run)' menu.



Click on a run to request your payslip for the period mentioned behind the run.

LOONSTROOK

Download PDF

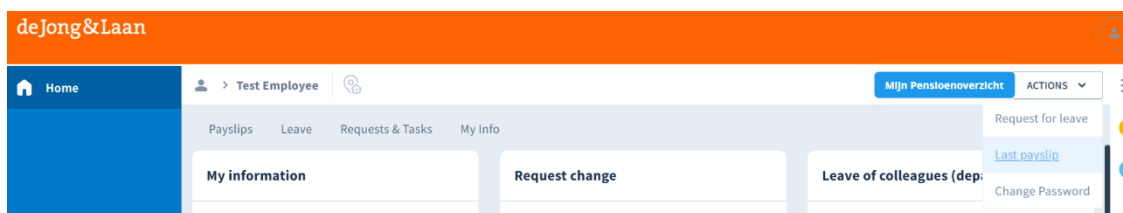
Pers nr.:	4	In dienst:	1-1-2007	Kleur / Tabel:	wit / Maand	Periode:	2016-3-M
BSN:	211111111	Uit dienst:	-	LH/LH Korting:	Ja / Ja	Run nummer:	4
Geboortedatum:	21-11-1980	Stam Salaris:	2.600,00	ZVW/WWVWA:	K / Ja / Ja	Dagen tijdvak:	21,67
Burg. staat:	2	Parttime %:	70,0	Speciale Tabel:	-	Dagen gewerkt:	19
Afdeling:	Werkplaats	Uurloon:	14,94	Buitenl. Vn:	-	Uren gewerkt:	132,00
Kostenplaats:	Algemeen medewerker	Minimumloon:	1.524,60	Jaarloon BT:	0,00	Auto v/d zaak:	Nee
Functie:		Salaris tabel:	-	Tarief BT:	52,00 %	Cal. waarde - %:	-

Code	Omschrijving	Aantal	Waarde	Uitbetaling	Inhouding	Tabel	BT	SVW	Cumulatief
Bruto									
1000	Salaris			1820,00			1820,00	1820,00	5908,20
1201	Ploegentoeslag %			91,00			91,00	91,00	295,41
4100	Overwerk uren 100%			150,00			150,00	150,00	150,00
Branche									
6346	Ouderdomspensioen / Partnerpensioen Vn	5,119	1182,17		60,52	-60,52		-60,52	-60,52
6348	Sociaal Fonds Vn	0,050	2000,48		1,00				-1,00
				2061,00	61,52	1850,48	150,00	2000,48	
Werknemer Verzekering									
8070	gediff. WGA win	0,270	2000,48		5,40				-17,20
8086	gediff. WGA flex win	0,175	2000,48		3,50				-11,15
				2061,00	70,42	1850,48	150,00		
Loonheffing									
8800	Loonheffing Tabel		1850,48		246,50				-1041,34
8810	Loonheffing BT	52,000	150,00		78,00				-78,00
				2061,00	394,92				
Totalen									
9900	Totaal netto			1666,08					5222,62

Sluiten

Click the button **Download PDF** to save a copy of your payslip to your own computer.

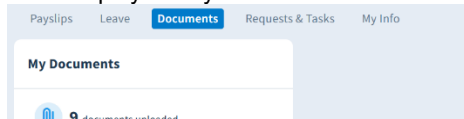
To quickly view your latest payslip, choose the 'Action' menu on the home page.



Choose 'Last payslip'. Your most recent payslip will now be displayed.

Other Documents

Your employer may also make other documents available to you, which you can find in the 'Documents' menu.



4 Leave

Through the 'Leave' section, you can view your own leave balance.

My leave

VAKANTIE
0,00 hours taken 303,33 hours available
1-1-2025 → 1-1-2025 (248,00 hrs) **APPROVED**

OVERUREN
0,00 hours taken 0,50 hours available

[more...](#)

Requesting Leave

Click the button to request leave to submit a new leave request.

[Request for leave](#)

In the screen that opens, enter the Start Date and End Date of the leave. If you have a fixed work pattern, the number of hours will be filled in automatically.

Optionally, enter a description of the leave.

Once you have filled in the details, choose Save.

Your employer will receive a notification that you have submitted a leave request. They will approve or reject it, and you will receive a notification.

Viewing Leave

You can view the status of your leave requests by clicking more...>> in the leave section.

Your leave card will open now.

VERLOF

Jaar: 2016

Overzicht Beginsaldo

Soort	Startdatum	Einddatum	Omschrijving	Uren	Status
Opname	4-1-2016	5-1-2016		16,00	Goedgekeurd
Opname	18-1-2016	20-1-2016	winterberg	24,00	Goedgekeurd
Opname	26-2-2016	1-3-2016	weekendje limburg	16,00	Aangevraagd
Opname	20-6-2016	24-6-2016	vakantie	28,00	Aangevraagd

Beginsaldo: 144,25 Opgenomen: 40,00 Opgebouwd: 51,08 Huidige Saldo: 155,33

You will see the approved leave, requested leave, and remaining leave balance for each type of leave. Leave with the status 'Aangevraagd' has not yet been processed in the balance. Only once a leave request is approved will the hours be deducted from your leave balance.

Canceling a Leave Request

You can cancel a requested leave. Choose more...>> in the leave section.

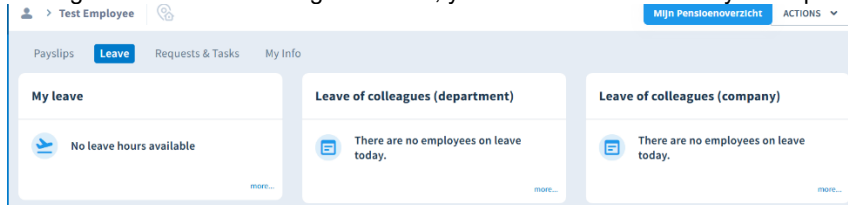
You will enter the leave overview.

Opname	26-2-2016	1-3-2016	weekendje limburg	16,00	Aangevraagd	
Opname	20-6-2016	24-6-2016	vakantie	28,00	Aangevraagd	
Beginsaldo: 144,25		Opgenomen: 40,00		Opgebouwd: 51,08		Huidige Saldo: 155,33

Click the arrow  behind the leave request to cancel it. A message will appear asking if you are sure. Click OK. Your employer will receive a notification that your leave request has been canceled.

5 Department/Company Leave Overview

Through the 'Leave of colleagues' menu, you can view the leave of your department of company.



If colleagues from your department are absent, you will see this on the home screen.

Click more...>> to go to the detailed leave overview of your department.

VERLOF COLLEGA'S

Datum: 2016 juni

	w	d	o	v	r	z	a	z	a	m	d	i	w	d	o	v	r	z	a	z	a	m	d	i	w	d	o	v	r	z	a	z	a
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Medewerker																																	
4 Erik Koetsier																																	
8 Sander de Timmerman																																	

You will now see at a glance when your colleagues are absent during the selected period. You can select a different period by choosing a different year and/or month behind 'Datum'.

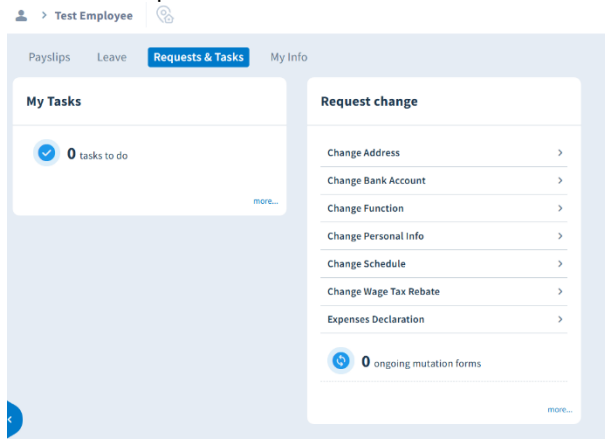
You can also download this overview to PDF by clicking the icon in the top right corner .

6 Declarations and Mutations

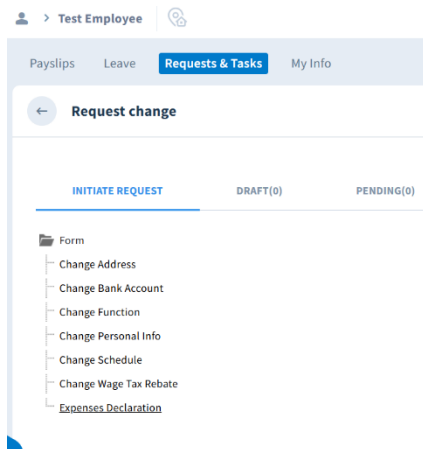
With your employee login, you can submit declarations and/or other mutations. You can also view the status of previously submitted declarations and changes. The changes you can submit with your employee login depend on the choices your employer has made.

Submitting a Declaration

Go to the 'Requests & Tasks' section. Choose more...>>



Choose the 'Expenses Declaration' Form.



Choose the type of expenses you want to declare. You can choose from the types of expenses determined by your employer. Enter the amount, a description, and the date of the expenses. You can upload a receipt or invoice.

A screenshot of the 'Expenses' form. The form has a title bar with 'Expenses' and a close button. It contains several input fields: 'Type:' with a dropdown menu, 'Value:' with a text input, 'Description:' with a text area, 'Date:' with a date picker showing 'DD-MM-YYYY', and 'Attachment:' with a file upload area that says 'Drop file here or browse'. At the bottom, there are two buttons: 'SAVE AS DRAFT' and 'NEXT'.

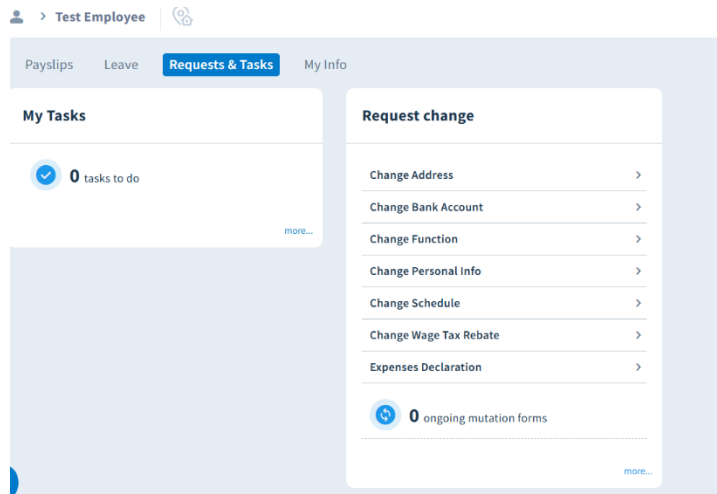
Choose 'Next'

In the next screen, you will see an overview of the entered details and you can add a comment.

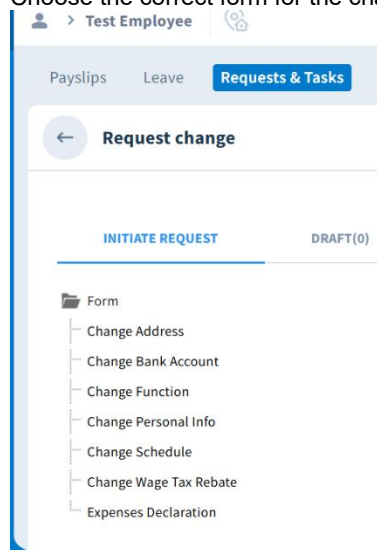
Choose 'Submit'. Your declaration will now be submitted for approval to your manager. You will receive an email once your manager has approved, rejected, or returned your declaration for improvement.

Submitting a Change

Go to the section 'Requests & change'. Choose more...



Choose the correct form for the change you want to submit.

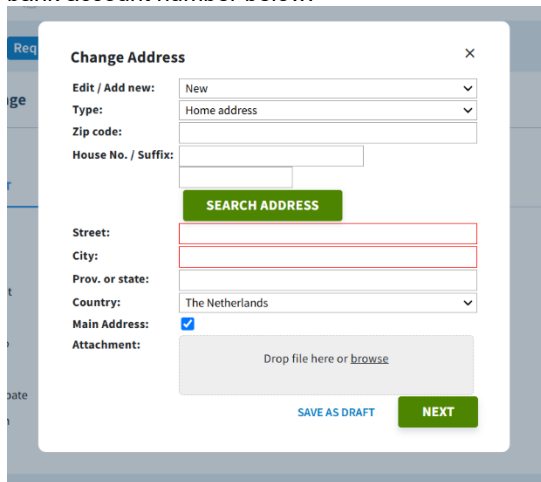


Enter the changed details. Optionally, add an attachment or comment.

Changing Address or Bank Account Number

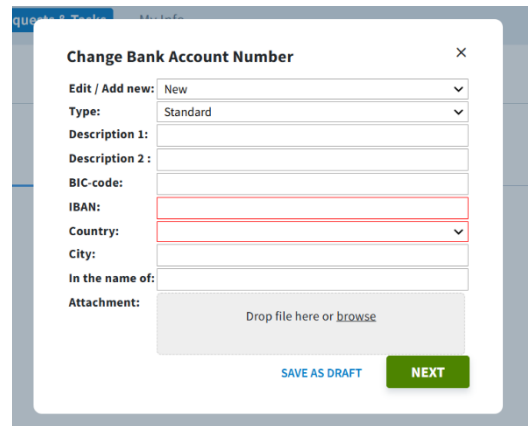
To change your address, select your current street. Enter the changed details below.

To change your standard bank account number, select your current bank account number. Enter your changed bank account number below.



The 'Change Address' form is a modal window with a close button (X) in the top right corner. It contains the following fields and controls:

- Edit / Add new:** A dropdown menu with 'New' selected.
- Type:** A dropdown menu with 'Home address' selected.
- Zip code:** A text input field.
- House No. / Suffix:** A text input field.
- SEARCH ADDRESS:** A green button.
- Street:** A text input field with a red border.
- City:** A text input field with a red border.
- Prov. or state:** A text input field.
- Country:** A dropdown menu with 'The Netherlands' selected.
- Main Address:** A checkbox that is checked.
- Attachment:** A text area with the placeholder 'Drop file here or [browse](#)'.
- SAVE AS DRAFT:** A blue button.
- NEXT:** A green button.



The 'Change Bank Account Number' form is a modal window with a close button (X) in the top right corner. It contains the following fields and controls:

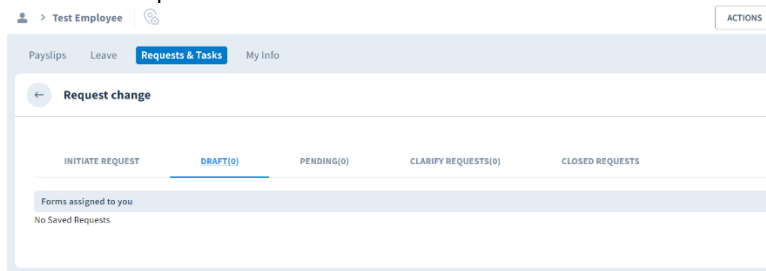
- Edit / Add new:** A dropdown menu with 'New' selected.
- Type:** A dropdown menu with 'Standard' selected.
- Description 1:** A text input field.
- Description 2:** A text input field.
- BIC-code:** A text input field.
- IBAN:** A text input field with a red border.
- Country:** A dropdown menu with a red border.
- City:** A text input field.
- In the name of:** A text input field.
- Attachment:** A text area with the placeholder 'Drop file here or [browse](#)'.
- SAVE AS DRAFT:** A blue button.
- NEXT:** A green button.

Choose 'Next'.

You will now see an overview of your change. Choose 'Submit' to submit it for approval to your manager. You will receive an email once the change has been processed in the personnel and payroll administration.

Viewing Previously Submitted Declarations and Changes

Go to the 'Requests & Tasks' section. Choose more...

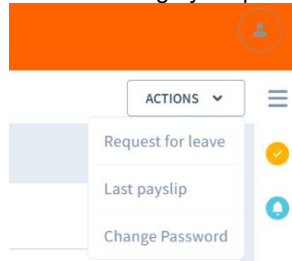


The 'Requests & Tasks' overview page shows a navigation bar with 'Payslips', 'Leave', 'Requests & Tasks' (active), and 'My Info'. Below the navigation bar is a 'Request change' section with a back arrow and a list of tabs: 'INITIATE REQUEST', 'DRAFT(0)', 'PENDING(0)', 'CLARIFY REQUESTS(0)', and 'CLOSED REQUESTS'. The 'DRAFT(0)' tab is selected. Below the tabs is a section titled 'Forms assigned to you' with the text 'No Saved Requests'.

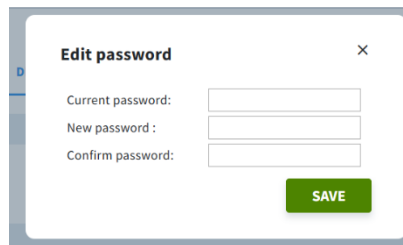
Under 'Draft', you will find declarations and changes you have created but not yet submitted. Under 'Pending', you will find submitted declarations and changes that are still awaiting approval from your manager. Under 'Clarify Requests', you will find declarations and changes that you need to adjust. Under 'Closed Requests', you will find declarations and changes that have been fully processed and included in the payroll processing.

7 Password Change

You can change your password by choosing 'Actions' in the top right corner of the home screen.



Choose 'Change Password'.

A screenshot of a modal window titled 'Edit password' with a close button (X) in the top right corner. The form contains three input fields: 'Current password:', 'New password:', and 'Confirm password:'. A green 'SAVE' button is located at the bottom right of the form.

Enter your current password in the 'Current password' field. Enter your new password in the 'New password' and 'Confirm password' fields. Click 'Save'.

8 Employee app (Nmbrs ESS)

You can also view your payslips, submit leave requests, and view the calendar via an app on your mobile phone. Depending on the module your employer has chosen, not all functionalities may be available to you.



You can download the *Visma Nmbrs ESS* app from the App Store (Apple) or Play Store (Android).

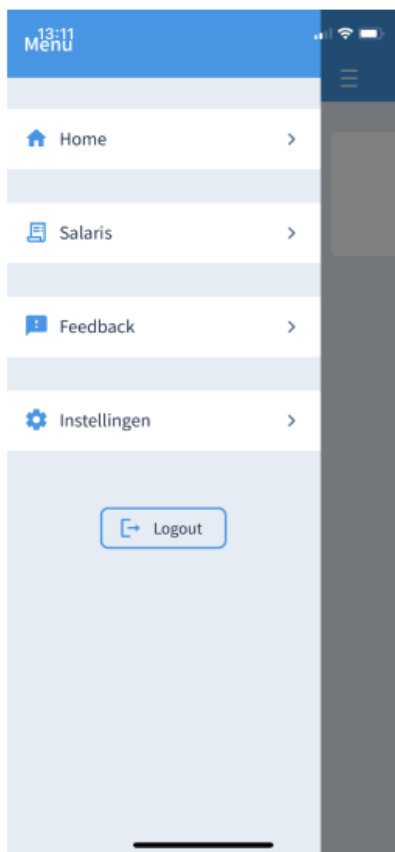
When you open the app for the first time, enter `jonglaan.nmbrs.nl` in the domain field. Enter your login details for your employee login in the email address and password fields. You will receive a one-time email with a verification code. Enter this code in the app.

The image displays two screenshots of the Nmbrs ESS mobile application interface. The left screenshot shows the 'Welkom' (Welcome) screen. At the top right is a blue button with 'NL'. Below it, the text 'Welkom' is followed by 'Vul hier je domein in' and 'bijv. [nlpayroll.nmbrs.nl](#)'. There is an input field containing 'Jonglaan.nmbrs.nl'. At the bottom are two buttons: a blue 'Volgende' (Next) button and a white 'Help' button with a blue border. The right screenshot shows the login screen. At the top left is a blue '< Back' button. At the top right is a blue button with 'NL'. Below it is a cartoon robot character standing in front of a door, surrounded by mathematical symbols. Below the robot is an input field containing 'Jonglaan.nmbrs.nl'. There are two more input fields: 'Email' and 'Wachtwoord' (Password). Below these is a blue 'Inloggen' (Login) button. At the bottom is a link that says 'Wachtwoord vergeten' (Forgot password).

You also need to choose a personal PIN code for access to the app.

Once the app is started, you will have access to your payslips, leave requests, and calendars.

Use the bottom  in the top left corner of the app to go to the menu overview.



Viewing Payslips

In the start screen of the app, you will find your most recent payslip. In the payslips menu, you can view previous payslips. To view payslips from previous years, swipe to the right. You can download the payslips to PDF via the button in the top right corner.

Submitting and Viewing Mutation Forms

Choose mutation forms in the left menu. You will see an overview of previously submitted mutations. Use the new mutation form option to submit a new declaration, address change, or bank account change.

Select the type of declaration. Enter the date, amount, and description. Optionally, add an attachment by choosing a photo from your photo library or taking a new photo of your declaration. Once you have filled in the details, choose 'Verzenden'. You can then view the status of your declaration.

Leave

Click 'Verlof' in the app. You will now see an overview of your leave balance.



To request leave, click 'Nieuwe aanvraag'

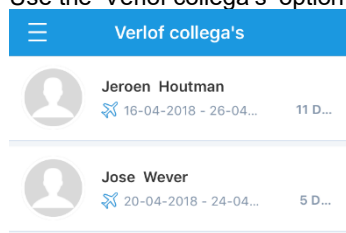


Enter the start date and end date of the leave. If you have a fixed work pattern, the number of leave hours will be calculated automatically. Optionally, enter a description of the leave. Click 'Versturen'.

Click the leave group to view the status of the requested leave.

Colleagues' Leave

Use the 'Verlof collega's' option to view the absence of your colleagues.



Colleagues' Birthdays

Use the 'Verjaardagen collega's' option to see a list of your colleagues' birthdays.

Changing PIN Code

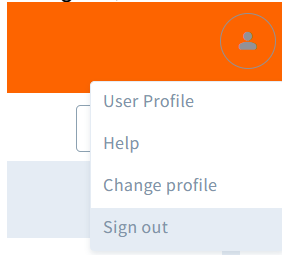
To change your PIN code for app access, go to the 'Instellingen' menu left. Choose 'Pincode wijzigen'. Enter your old PIN code first. Then choose a new access code and enter it twice. You will receive a notification that your PIN code has been changed.

Logging Out

Use the Log Out button to log out of the app. This button is found at the bottom of the left menu.

9 Logging Out

To log out, click the icon in the top right corner of the home screen.



Click the 'Sign out' button. You are now logged out.

Colofon

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