

RL 11:51
Do you have any idea when we get our passwords?

BV 11:53
Hi Lubbers, Rene, there has been a little delay on distributing the passwords. If you already want to log in now, you can press the "Forgot Password" button

RL 11:53
There is no Forget Password button When i want to login.

BV 11:54
Lubbers, Rene 13/10/2025 11:53
There is no Forget Password button When i want to login.

Do you see this?

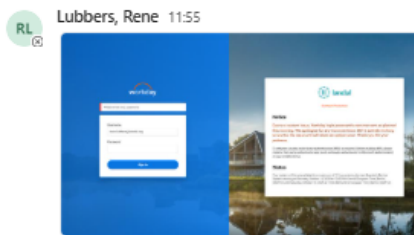


RL 11:54
yes

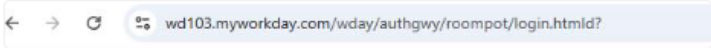
Toom, Wim den 11:54 @6
I have already tried this but did not receive an email.

JC 11:55
Toom, Wim den 13/10/2025 11:54
Ik heb dit ook al geprobeerd maar ontving geen mail.

Idem



PC 11:56
can you copy and paste here the URL? or take a screenshot?
this is the one I use, and the 'forgot password' is available



RL 11:58
If I use the exact same link i get the same login without forgot password

BV 11:58
Sorry for the confusion. This has been disabled at the moment. We will let you know as soon as possible when we know more on how to log in!

Lubbers, Rene 11:58
I will wait for it

Rene Roessler added Holbøll, Nadja to the chat and shared all chat history.

Vos, Denzel 12:04 Edited
Password is received now

Norden, Wilbert van 12:06
No password here yet. But then again, my username isn't correct (naming). 😞

Carotta, Paola 12:10
Norden, Wilbert van 13/10/2025 12:06
No password here yet. But then again, my username isn't correct (naming). 😞
Hi Wilbert, what do you mean is not correct? have you already raised this with HR?

Norden, Wilbert van 12:11
Carotta Paola 13/10/2025 12:10
Hi Wilbert, what do you mean is not correct? have you already raised this with HR?
Yes and no. Not regarding workday, but yes when it's about my emailadres.

Vlasman, Britt 12:15 Edited
The passwords should be distributed now, so please check your email

Norden, Wilbert van 12:15
Vlasman Britt 13/10/2025 12:15
The passwords should be distributed to everyone now, so please check your email
Yes, that I've got now. 😊

Vlasman, Britt 12:16
Norden, Wilbert van 13/10/2025 12:15
Yes, that I've got now. 😊
Can you use your username as well?

Norden, Wilbert van 12:17
Yes (though not my name)
👍 🗨️

Carotta, Paola 12:20
Please raise a ticket with Fresh Service, unless you've already notified it of this issue

Steenbeek, Manuel 12:25
Where in workday can I add a new employee?

Vlasman, Britt 12:25
Steenbeek Manuel 13/10/2025 12:25
Where in workday can I add a new employee?
Do you mean hiring a new employee? Or is there an employee missing that should be there?

Steenbeek, Manuel 12:26
No, hiring a new employee. He is here since this weekend

Vlasman, Britt 12:27
Steenbeek Manuel 13/10/2025 12:26
No, hiring a new employee. He is here since this weekend
Was he hired from a job requisition? In that case, please contact HR to make sure he is marked as ready to be hired in Workday

Steenbeek, Manuel 12:28
No he was not

Vlasman, Britt 12:31
Steenbeek Manuel 13/10/2025 12:28
No he was not
Also please contact HR in that case, so they can start the hire for you
👍 🗨️

Damhof-Jager, Franciska 12:39 ⁹⁶
What are the login details of Therefore?

Vlasman, Britt 12:41
Damhof-Jager, Franciska 13/10/2025 12:39
wat zijn de inloggegevens van Therefore?
Please log a ticket with Freshservice if you have questions around logging in

Damhof-Jager, Franciska 12:43
but I can understand that colleagues are coming and asking I've already tried the same log-in as Workday
Vlasman Britt 13/10/2025 12:41
Please log a ticket with Freshservice if you have questions around logging in

Damhof-Jager, Franciska 12:49
our Finance colleagues haven't received any e-mail today

Vlasman, Britt 12:54
Damhof-Jager, Franciska 13/10/2025 12:49
our Finance colleagues haven't received any e-mail today
To log into Workday?

Damhof-Jager, Franciska 13:04
Vlasman Britt 13/10/2025 12:54
To log into Workday?
yes correct

Borgers, Saskia 13:24
There is no open job for trainees, ("snuffels" for 2 weeks), so we can not make a contract. Or do I make one under Stagialr bedrijfsvoering for a period of 2 weeks?
Rene Roessler added Veld, Nannie ter to the chat and shared all chat history.

Vlasman, Britt 13:42
Borgers, Saskia 13/10/2025 13:24
There is no open job for trainees, ("snuffels" for 2 weeks), so we can not make a contract. Or do I make one under Stagialr bedrijfsvoering for a period of...
Please check this with HR
👍 🗨️

Jansen, Mark 14:07 ⁹⁶
I want to report an employee employed, she will start on 15 Oct. How do I do that?

Hartman, Melanie 14:08 ⁹⁶
Jansen, Mark 13/10/2025 14:07
I want to report an employee employed, she will start on 15 Oct. How do I do that?
Same problem here, there is no vacancy online yet but employee has to start tomorrow.

RL Lubbers, Rene 14:09 ⁹⁶
Menu - Hub for management - Appointment of staff - Overview and then appoint employee perhaps?

DD Denekamp, Daan 14:17 ⁹⁶

This doesn't go very well either, if I want to enter an ID card I have to choose from a category but it is empty

MH Hartman, Melanie 14:18

Lubbers, Rene 13/10/2025 14:09
menu - hub voor management - aanstelling personeel - overzicht en dan werknemer aanstellen misschien?

Werkte helaas niet

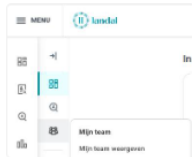
Denekamp, Daan 13/10/2025 14:17
Image This doesn't work quite well either, if I want to enter an ID card I have to choose from a category but it's empty

I don't even get that far, how did you get here? 🤖

DD Denekamp, Daan 14:18 ⁹⁶

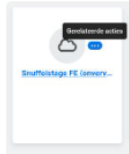
A number of vacancies have just been assigned

Menu - Team - Manager Insights Hub
Then you can go to your team:



View my team - view org chart

And then there are open vacancies, which you can click on and then click on the dots



then click here on create new applicant

MJ Jansen, Mark 14:24 ⁹⁶

The vacancy has been advertised in Ubeoo and the candidate has also been reported as hired there.

But don't see it in Workday.

RL Lubbers, Rene 14:25 ^{Translate}

was misschien handig geweest dat er iemand van workday op deze berichten zou reageren ipv dat we alles zelf gaan uitvinden.

DD Denekamp, Daan 14:25 ^{Translate}

Het is echt een grote puinzooi dit

BV Viasman, Britt 14:27 ^{Translate}

Graag contact opnemen met HR als jullie de kandidaten niet terug vinden in Workday. Zij kunnen dit nagaan en helpen hoe het proces nu verder moet verlopen

Kooij, Jesse 14:28

Wie van HR? Is er mailadres of contact punt. 📧

Roeda, Selina 14:28

via Help een case maken

Kooij, Jesse 14:29 ^{Translate}

Oa ook voor mijn team leden. Aangezien ik de vragen helaas niet kan beantwoorden alleen maar kan door sturen naar de Q&A 🤖


Kooij, Jesse 14:45

Roeda Selina 13/10/2025 14:28
via Help een case maken

Thvv

Kooij, Jesse 14:45
Reeda, Selina 13/10/2025 14:28
via Help een case maken

Thxx

Teuben, Marieke 14:47 

Ask?

Feel free to ask them through the appropriate channels.

- For HR-related questions, use [Workday Help \(via "Create a Case"\)](#).
- For login issues or system technical questions about Workday, contact [Fresh Service](#).

The answers to the submitted questions can be found on the live blog.

Please note: the first period will be hectic. Therefore, really stick to the above communication channels and **do not** ask your questions by phone or via e-mail, Teams or WhatsApp.

Questions?

Feel free to ask them through the designated channels.

- For HR-related questions: use [Workday Help \(via "Create a Case"\)](#).
- For login issues or technical system questions about Workday: contact [Fresh Service](#).

Responses to submitted questions can be found on the live blog.

Please note: the first period will be hectic. It is therefore important to stick to the communication channels mentioned above and **not** ask questions via phone, email, Teams, or WhatsApp.



Teuben, Marieke 15:15 [Translate](#)

Steenbeek, Manuel 13/10/2025 12:26
No, hiring a new employee. He is here since this weekend

Hi Manuel, zoals bekend mag een nieuwe collega **nooit** starten zonder een getekende arbeidsovereenkomst. Zonder handtekening is de medewerker formeel nog niet in dienst, wat als consequentie heeft dat er geen dekking is vanuit de werkgeversverzekeringen. Daarnaast geldt dat wanneer iemand werkt zonder getekende arbeidsovereenkomst er geen proeftijd is overeengekomen, waardoor de medewerker mogelijk direct in dienst is getreden op basis van een arbeidsovereenkomst voor onbepaalde tijd.


Teuben, Marieke added Kempen, Amy and 7 others to the chat and shared all chat history.

Teuben, Marieke 15:41 Edited [Translate](#)

Damhof-Jager, Franciska 13/10/2025 12:39
wat zijn de inloggegevens van Therefore?

Hi Franciska, eerder hebben we vermeld dat de huidige personeelsdossiers gefaseerd worden overgezet. Niet alle gegevens zijn daarom direct beschikbaar, maar uiterlijk binnen drie maanden is de volledige overdracht naar Workday afgerond via Therefore (het documentmanagementsysteem waarin alle historische gegevens, tot 13 oktober jl., worden opgeslagen). Een inlog ontvang je zodra Therefore live is. Nieuwe dossieritems, toegevoegd vanaf 13 oktober, zijn direct zichtbaar in Workday.



Teuben, Marieke 15:51 

To make the transition as smooth as possible, we keep a [live blog](#) in which we collect all questions, issues and challenges during the rollout. This allows us to switch quickly, solve problems and keep colleagues informed of the latest updates and solutions in real time.

The disadvantage of SharePoint is that currently only colleagues with a Landal e-mail address have access, as is well known.


Our urgent request: would you like to continue to actively update your team about this live blog through the usual channels? In this way, we avoid questions to the HR team and we can optimally support our colleagues.


👉 Don't forget to click on the Follow button (the asterisk at the top right of the news item) to follow our HR site on SharePoint and always stay up to date!

Edited 

Jansen, Mark 13/10/2025 14:07
I want to report an employee employed, she will start on 15 Oct. How do I do that?

Hi Mark, hopefully this will help you further. If you can't figure it out, feel free to let me know.
<https://wd103.myworkday.com/roompot/d/inst/1125754/25754155.html?q=kandidaat&state=searchCate...>

Jong, Naomi de 15:52 
Hi, would you like to share the QR code for the authenticator app separately?

Teuben, Marieke 15:54 

Denekamp, Daan 13/10/2025 14:17
This doesn't go very well either, if I want to enter an ID card I have to choose from a category but it is empty


Hi Daan,
In the Netherlands, we work with positions in combination with vacancies (*position management*). A notification of employment can only take place via an existing position with a linked vacancy.

Every employee, regardless of the type of employment, receives a terms of employment proposal that must be accepted in Workday before the onboarding process can begin. Once this is done, you will automatically receive a task to complete the onboarding notification.

If there is no vacancy yet for the position you want to hire someone for, you must first create both a **position** and a **vacancy**. Please refer to the work descriptions below for creating a position and starting a new employment.

<https://wd103.myworkday.com/roompot/email-universa/inst/25755584/rei-task/299840834.html>
<https://wd103.myworkday.com/roompot/email-universa/inst/25755596/rei-task/299840834.html>

If you can't figure this out, we would like to hear from you.

Denekamp, Daan 15:59 
I now get all the requested sniffing intern contracts back; they have been refused or canceled, but I don't see a response anywhere why

Teuben, Marieke 16:01 

Denekamp, Daan 13/10/2025 14:25
It's really a big mess this

Hi Daan, sorry to hear that you experience it that way. As with everything new, it takes some getting used to and searching in the beginning, even for us within HR. We ask for some patience and understanding. Feel free to approach me personally if you want to share your findings.



Lubbers, Rene 13/10/2025 14:25
It might have been useful if someone from Workday would respond to these messages instead of us inventing everything ourselves.

Hi René, the same invitation to you as to Daan.

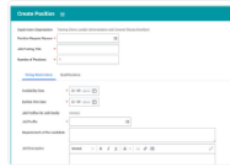
DD Denekamp, Daan 16:04
Hi Marieke, was a first reaction, finally came out, sorry for my choice of words. But it is annoying that we have a very large group of sniffing interns who all start today, where we have checked several times whether it will be okay today, whether we have to do something in advance and then it is a spider web of a system in which we have to look for things. I think I will get a lot further to your other answer about ID and categories, in terms of making a job etc.



👍

I do have a tip/comment, nice that there are quite a few work descriptions, but the text is Dutch, but the things referred to in the descriptions are English, but in our Workday environment they are Dutch.

👍



See a screenshot of the instructions here

👍



but this is my Workday description



Teuben, Marieke 16:10

Denekamp, Daan 13/10/2025 16:06
I do have a tip/comment, nice that there are quite a few work descriptions, but the text is Dutch, but the things referred to in the descriptions are English...

Super nice tip, thank you! We would have liked to have seen that differently ourselves, but unfortunately our test environment was only available in English until today. In the coming period we will revise and further expand the work description based on our and of course your experiences.



Denekamp, Daan 16:12

top

👍

By the way, I now get an email from Kevin that they have added my sniffing interns in Workday, was that the intention, or has it been decided internally that they will increase all the sniffing?



Dekker, Carolien 16:14

I have the same thing Daan, contract refused but don't see anywhere how or what and it is no longer in my tasks. I'll let it go for a while, tomorrow is another day.



Herstel, Jose 16:16

Dekker, Carolien 13/10/2025 16:14
I have the same thing Daan, contract refused but don't see anywhere how or what and it is no longer in my tasks. I'll let it go for a while, tomorrow is...

The comment is at the very bottom if all goes well.



Denekamp, Daan 16:16

En waar klik ik dan op?

👍

Because I see that bell at the top right and there I see them all



Dekker, Carolien 16:19

Herstel, Jose 13/10/2025 16:16
De opmerking staat helemaal onderaan als het goed is.

Nee hoor, staat niks



Denekamp, Daan 16:20

Ik zie ook niks



Herstel, Jose 16:21

Denekamp, Daan 13/10/2025 16:13
By the way, I now get an email from Kevin that they have added my sniffing interns in Workday, was that the intention, or has it been decided internally...

Hi Daan, you will eventually be given a task to further pick up the employment notification. Kevin has put your interns in the recruitment process. It is now up to the interns themselves, if they accept the terms of employment proposal (in this case not very extensive), they will enter the right flow. They will then receive an email from Valicare where they must provide data for ID and IBAN check and possibly VOG (if necessary for the position/department) Once all that is done, you will be given a task to further complete the employment notification.

Be sure to read the manual about the notification of employment, it describes it step by step and you know which steps follow.



Denekamp, Daan 16:22

Okay clear, I'll check with them tomorrow if they get any further.



Herstel, Jose 16:23

Dekker, Carolien 13/10/2025 16:19
No, nothing stands

At archive and then click on the process tab of the process that has been rejected



Hartman, Melanie 16:23

Is it true that you can't submit a claim anywhere?



Dekker, Carolien 16:25

Hey, I give up. This is not a do. Tomorrow during the call, I'll crank up some things.



Herstel, Jose 16:25

Denekamp, Daan 13/10/2025 16:12

top

👍

👍

👍

👍

👍

👍

👍

👍

Herstel, Jose 16:25

Denekamp, Daan 13/10/2025 16:24
Here's what I can see

Hi Daan, if you don't want to share data in this chat because of GDPR, you're in the wrong task. You should look in the ID change task not in this task

Marcus, Efrfried 16:25

I think everyone is running into the same problem at the moment. There is little point in trying everything when we all know that the system is not currently functioning fully as we would like. Leave it for now, tomorrow is a new day.

Teuben, Marieke 16:55

Marcus, Efrfried 13/10/2025 16:25
I think everyone is running into the same problem at the moment. There is little point in trying everything when we all know that the system is not...

Hi Efrfried, I would like to avoid the impression that the system is not fully functioning. First of all: it's annoying that you don't have any success experience at the moment, of course I would have liked to have seen that differently. The system is new and has been in use since 09:00, so as mentioned, it takes some getting used to and searching for everyone, including HR. That's just the honest story. Fortunately, we see that several colleagues are now doing well, so that gives us hope 😊 As said: have some patience and understanding in this start-up phase. And also for you, feel free to approach me personally if you have any findings or suggestions, that really helps us further. And otherwise indeed, as you say yourself: tomorrow is a new day 🌅 I wish you all a very good substitution.

Denekamp, Daan 17:15

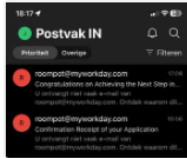
I now get back from the interns who have indeed received an email to continue the process that they have not received a password to log in. Forgotten password doesn't work either
Could there also be a delay in this?

Kok, Adinda 17:17

Hoi Daan, is dit vanuit Workday of vanuit Valicare?

Denekamp, Daan 17:17

Check ik even



Teuben, Marieke added Meijer, Sarah and 2 others to the chat and shared all chat history.

Denekamp, Daan 17:22

We zijn inmiddels wat verder
I'll get back on the line if necessary

14 October

Teuben, Marieke changed the group name to Workday Super User Teams - Feel free to chat in your own language -> translate option under your right-click menu.

Kok, Naomi added Leuven, Carina van to the chat and shared all chat history.

Veld, Nannie ter added Janse, Marjan to the chat and shared all chat history.

Denekamp, Daan 10:38

Question, I just did the valicare together with one of my taster interns, which is now at 100%
Does anyone know if I will be offered a task now, or can I start the process now?

Herstel, Jose 11:07

You get a task in your inbox, just a little patience, there are still some steps in between

Denekamp, Daan 11:07

Oke, bij HR gok ik dan?
OR does the intern still have to do something?

Denekamp, Daan 11:46

When a sniffing intern is hired, I now run into the fact that I have to enter an amount, but of course they have no compensation, but if I enter 0.00, I get an error that there should be an amount.

Herstel, Jose 11:47

Click away salary with the cross, so out of edit mode and then click on the cross

Malcorps-Versluis, Aisyah 11:55

Herstel, Jose 14/10/2025 11:47
Salaris weggelijken met het kruis, dus uit de edit modus en dan op het kruis klikken

Kok, Naomi

Denekamp, Daan 11:56

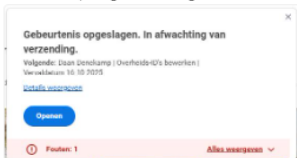
Ja dank u
The intern has gone through all the steps at Valicare, but I don't get to see any IDs now
Do I still have to upload the copy of an ID here?

Herstel, Jose 11:58

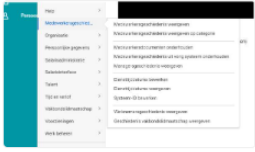



No, you don't have to, it comes automatically in WD, you don't have to do anything with it as a manager

Denekamp, Daan 11:59

When I send it, I do get this message



I also want 1 on 1 contact, don't know if everyone in this group is waiting for this, otherwise they are steps of a if process so it might also be useful to know

- DD** 12:06 [👤]
I have now uploaded it myself, and now it is at an HR Generalist
- AK** 12:21 [👤]
Approved 🟢 Now the employment with your senior manager is on the agenda
- DD** 12:22 [👤]
Okay, check, so it's true that I have to upload the ID myself again
- AK** 12:24 [👤]
In principle, this should not happen, but I am trying to find out why this task is now failing to you. I will come back to this!
- DD** 12:24 [👤]
Top
- RR** 12:40 [👤]
Question, adjusting payroll tax credit (yes/no) where can you do that?
- DD** 12:40 [👤]
Rene Roessler added Arents, Nick to the chat and shared all chat history.
Rene Roessler added Hoom, Bart van to the chat and shared all chat history.
- DD** 13:12 [👤]
I have now filled in things for another candidate at ID, but I still have to upload them myself.
- Herstel, Jose** 13:15 [👤]
Hi Daan, we are going to check this, because you should only get this step from a foreign employee. Did you indicate that it is a Dutchman?
- DD** 13:15 [👤]
Ja
- MJ** 13:33 [👤]
Hiring a new employee is stuck.
[👤]
When filling the workplace.
- MJ** 13:40 [👤]
I don't see the vacancies in the hospitality industry. Only those of the reception. This is a Catering employee. What now??
- Herstel, Jose** 13:44 [👤]
Hi Mark, if you want to shoot a case in Workday help and then choose recruitment as the subject, they can look with you. Have you already (created) a workplace?
- MJ** 13:46 [👤]
Can someone call me and help me on my way.
Kloppenburg, Allies added Park Reeuwijk - Seline Elisma (Guest) to the chat and shared all chat history.
Seters, Jasmijn van added Plasse, Willemien van de to the chat and shared all chat history.
Teuben, Marieke added Wollscheid, Leah and Brueck, Alf to the chat and shared all chat history.
- DD** 15:13 [👤]
Can I also see where a task is hanging if it has disappeared from my overview?
[👤]
For example, I have continued the employment, but how do I know where it is
Boeve, Hein left the chat.
- Teuben, Marieke** 15:44 [👤]
Denekamp, Daan 14/10/2025 15:13
Can I also see where a task is hanging if it has disappeared from my overview?
You can find the following via actions in the menu

Of je klikt op functie in de blauwe balk links

- CL** 15:48 [👤]
What does enabling tax mean in a declaration? Does that perhaps have to do with VAT? Is it true that the manual for e.g. declarations is not yet online?
- Herstel, Jose** 15:50 [👤]
Leuven, Carina van 14/10/2025 15:48
What does enabling tax mean in a declaration? Does that perhaps have to do with VAT? Is it true that the manual for e.g. declarations is not yet online?
Hi Carina, if you want to put this question in WD help then we can forward it to the right person
[👤]
Not all HR disciplines are included in this chat
- DD** 16:34 [👤]
A tip/addition, is it possible to add a screenshot when creating a case, without having to save it as an image first? I can add an attachment, but it would be nice if I took a screenshot of my page so that I can paste it into the case without it being an attachment.
- BV** 16:38 [👤]
Denekamp, Daan 14/10/2025 16:34
A tip/addition, is it possible to add a screenshot when creating a case, without having to save it as an image first? I can add an attachment, but...
Hi Daan. Thanks for the tip, but unfortunately this is not possible!
- DD** 16:39 [👤]
Zonde
[👤]
But craving for the quick response
Jong, Naomi de left the chat.
- DD** 17:55 [👤]
I also want to say that I can appreciate that you also respond until late, and don't stop at 17.00, I regularly get a response and also a case is still being handled, thnx for that.

- Teuben, Marieke** 19:04 Edited [👤]
Hi all, here's a step-by-step plan regarding the onboarding process. Read it carefully and request that you actively share it with managers in your team.
<https://wd103.myworkday.com/roompot/email-universal/nst/257555103/rei-task/2998540834.html>

- DD** 19:07 [👤]
I assume I can share this with my MT team?
- DD** 19:12 [👤]
Teuben, Marieke, do you know which step I should take? I had a vacancy open, part-time job F&E, then I hired someone in Ubeoo but I didn't do anything else because we were in the freeze. I can now see in my organization chart that this vacancy is open, but what steps do I have to go through to further increase this candidate? Do I now continue at step 5?
Teuben, Marieke 19:13

DD Denekamp, Daan 19:12 [👤]
Teuben, Marieke, do you know which step I should take? I had a vacancy open, part-time job F&E, then I hired someone in Ubeoo but I didn't do anything else because we were in the freeze. I can now see in my organization chart that this vacancy is open, but what steps do I have to go through to further increase this candidate? Do I now continue at step 5?

Teuben, Marieke 19:12
Heel graag zelfs 😊

Denekamp, Daan 14/10/2025 19:07
Deze kan ik neem ik aan delen met mn MT team?



👤

Denekamp, Daan 14/10/2025 19:12
Teuben, Marieke, do you know what step I should take? I had a vacancy open, part-time job F&E, then I hired someone in Ubeoo but I didn't do anything...

Meijer, SarahKrijt, Dennis can you help Daan further?

DK Krijt, Dennis 19:14 Edited [👤]

Denekamp, Daan 14/10/2025 19:12
Teuben, Marieke, do you know what step I should take? I had a vacancy open, a part-time job F&E, then I hired someone in Ubeoo but I don't have...

Is the candidate already in Workday? If so, you will have to transfer this candidate to the offer step and make him an offer, here you fill in all the agreed matters, such as start date. The candidate receives the offer and must agree. The candidate then goes to Valicare and continues the process until the contract.

DD Denekamp, Daan 19:14 [👤]

Krijt, Dennis 14/10/2025 19:14
Is the candidate already in Workday? If so, you will have to transfer this candidate to the offer step and make him an offer, here you fill in all the agreed...

And you mean in the candidates tab?

DK Krijt, Dennis 19:15 [👤]

At the vacancy, you do indeed see candidates. You can 'move' this candidate to the next phase(s)

DD Denekamp, Daan 19:16 [👤]

No I don't have anything here, both recruiting and candidates don't say anything

DK Krijt, Dennis 19:16 [👤]

Then the candidate didn't come to workday, can you email them to recruitment@landal.com? We'll be ramping it up in Workday asap

DD Denekamp, Daan 19:17 [👤]

Do I, what do you need for this? Central heating? Motivation letter? Or just a name and email address?

DK Krijt, Dennis 19:18 [👤]

Name, e-mail and for which vacancy

DD Denekamp, Daan 19:18 [👤]

Doe ik, bedankt!

Another general question, for example, does an intern who becomes an assistant worker after his or her internship have to have a new email address, as was previously the case in AFAS?

AK Kok, Adinda 19:39 [👤]

Denekamp, Daan 14/10/2025 19:20
Another general question, for example, does an intern who becomes an assistant worker after his or her internship have to have a new email address, as...

This is indeed still the same

Lelie, Erol van der 19:42 Edited

Please do not forget to take a look at our Workday Live Blog to be informed about the latest issues, FAQ's and fixes. The blog is updated realtime when issues appear after being reported and have been verified by our team. You can subscribe to the HR SharePoint to also receive push messages when a new post has been posted. <https://europark.sharepoint.com/sites/CS-HumanResource/SitePages/LIVEBLOG--Laspx?csf=1&web=1&e=c9AFUu&com.microsoft.intune.mam.appidimmigstate=0&com.microsoft.intune.mam.policysource=2&com.microsoft.intune.mam.identity=erol.vanderlelie@landal.oro&com.microsoft.intune.mam.policysource=2&com.microsoft.intune.mam.identity.oid=089637cf-c0a0-472a-a037-fb9146d4d28c>

15 October

Lelie, Erol van der 08:58

A new issue has been posted on the Workday Live Blog regarding access for the HR Business Partners to Workday Help articles for the parks. A fix has been implemented and will be live tomorrow. [LIVE BLOG: Known issues and FAQ](#)

Lelie, Erol van der 10:40

A new issue has been posted on the Workday Live Blog regarding turning off notifications but still receiving them. A fix has been tested and implemented in the production environment. [LIVE BLOG: Known issues and FAQ](#)

FD Damhof-Jager, Franciska 11:37 [👤]

can you invite Wouter Koetze to this group?

Teuben, Marieke added Koetze, Wouter to the chat and shared all chat history.

Teuben, Marieke 11:37

Done



15/10 12:16 Reints, Rutger started a meeting.

BV Vlasman, Britt 12:17 [👤]

Reints, Rutger If you try to dial in at the drop-in you are in the wrong meeting!

15/10 12:17 Meeting ended 1m 53s

RR Reints, Rutger 12:18 [👤]

Vlasman, Britt, sorry, too thick fingers and a screen that is too small 😊



SM Melchels-Hoogenboezem, Stephanie 12:43 [👤]

I want to hire an employee for 32 hours, but this remains at 100% FTE. How can I change this? The vacancy was for 24-32 hours

AK Kok, Adinda 13:08 [👤]

Hi Stephanie, would you like to adjust the standard hours per week to 38 hours?

SM Melchels-Hoogenboezem, Stephanie 13:08

Ah ja dan werkt het

DD Denekamp, Daan 13:32 [👤]

Could it be true that I now have to log in every time, and also use my authenticator? If I have closed the tab?

Vlasman, Britt 13:56 [👤]

Denekamp, Daan 15/10/2025 13:32
 Could it be true that I now have to log in every time, and also use my authenticator? If I have closed the tab?

Hi Daan, That's right, this is Workday's security, as we work with people data

15/10 13:58 Bjerrum, Benjamin started a meeting.

15/10 13:58 Meeting ended 5s

Koetze, Wouter 14:45 Edited [👤]

Hi! I have some questions:

- If we have a whole bunch of performance reviews, where can we upload them? If we do this at 'Personal' and then upload as a comment, you will get 2 emails on your private. Then the document will end up under 'Document'. But we can't upload anything at the 'Document' tab.
- We have a manager who logs in with the work domain, but then also gets ALL tickets on his private mail (and I also see that in his 'Preferences'). Can I change this somewhere?
- If a colleague would work 8 hours, but is sick for the last 2 hours and those hours have fallen ill (present again next via schedule day) do I adjust the percentage that I would normally enter at 100 accordingly? So 25? Or just leave it at 100, and Nostra will see that hours have been worked.
- Where can one easily request an employer's statement?

Traarbach, Sebastiaan 14:54 [👤]

Hi. A fairly general question: The app asks if users want to log in with fingerprint or Face ID, but they just have to log in again every time with username, password and the code from the Authenticator. Will this change?

Torka, Amelie 15:01 [👤]

Hi **Wouter**, the hours are not taken from Nostradamus. The sick report can therefore always be adjusted to the hours worked/the absenteeism percentage. Thanks! 😊

Herstel, Jose 15:03 [👤]

Traarbach, Sebastiaan 15/10/2025 14:54
 Hi. A fairly general question: The app asks if users want to log in with fingerprint or Face ID, but they just have to log in again every time with username,...

Hi Sebastiaan, would you like to put this question in Fresh service <https://support.landal.com/support/home>
 Everything related to IT and login is taken care of here

👍 🗨️

Lelie, Erol van der 15:04

A new expense report manual has been posted on Workday Help and the Workday Live Blog: [LIVE BLOG: Known issues and FAQ](#)

Herstel, Jose 15:07 [👤]

Koetze, Wouter 15/10/2025 14:45
 Hi! I have some questions: If we have a whole bunch of performance reviews, where can we upload this? If we do this at 'Personal' and then upload as a...

The manager should have rights to upload documents, if that is not the case, do you want to create a case for this in WD help.

A manager can change his email address to WD with personal information, if all goes well, notifications should also go well.

Request an employer's statement via Workday Help

[👤]

And be sure to read our Q&A in WD, which we are constantly adding to: <https://wd103.myworkday.com/roompot/email-universal/inst/257555101/rel-task/2998540834.html>

Denekamp, Daan 15:36 [👤]

Vlasman, Britt 15/10/2025 13:56
 Hi Daan, That's right, this is Workday's security, as we work with people data

This was not the case yesterday it seemed, in addition, I already log in with my personal Landal account, isn't that a bit double. I understand that I may have to do it daily, but every time I close a tab is perhaps a bit exaggerated in my opinion

Vlasman, Britt 16:06 [👤]

Denekamp, Daan 15/10/2025 15:36
 This was not the case yesterday it seemed, in addition, I already log in with my personal Landal account, isn't that a bit double. I understand that I may...


This has been the case since the go live. I get that it's annoying, but because of the privacy-sensitive information that's in Workday, the two-factor authentication is turned on and the system sees it as a new session every time you open the page

Senay, Erik 16:28 [👤]

Thanks I'm going out and ask the questions that come up through the other ways. a little too much traffic here for me

Senay, Erik left the chat.

Lelie, Erol van der 16:29



Dempen

👍 ❤️ 🗨️

16 October

Steenbeek, Manuel 07:37 Edited [👤]

Reints, Rutger 14/10/2025 12:40
 Question, adjusting payroll tax credit (yes/no) where can you do that?

Is there an answer to this yet? I would like to know this too.

Manongko, Danielle 07:39 [👤]

Good morning colleagues, the answer (and manual) was added to the Q&A Workday yesterday <https://wd103.myworkday.com/roompot/email-universal/inst/257555101/rel-task/2998540834.html>

Tiesinga, Mathilde 08:06 [👤]

Good morning, when are Workday leave balances up to date? I am now getting questions about it. Among other things: there is no visible division into ordinary leave and non-statutory leave (which you can carry over to subsequent years).

Groot, Martijn de 08:43 [👤]

Tiesinga, Mathilde 16/10/2025 08:06
 Good morning, when are Workday leave balances up to date? I am now getting questions about it. Among other things: there is no visible division into...

Hi Mathilde,
 Workday leave balances for HQ Netherlands should be up to date. If something is wrong here, can you please log a case via Workday help?
 You can see your leave under Absence and then Absence balance:

You can see your leave under Absence and then Absence balance:



There you will see a breakdown in your balance per balance pot. You also have a column carry over balance, if you click on the balance a screen opens with the expiration moments.

Tiesinga, Mathilde 08:49

Groot, Martijn de 16/10/2025 08:43
Hi Mathilde, The leave balances in Workday for HQ Netherlands should be current. If something is wrong here, can you please log a case via Workday...

Thanks Martijn, I'll pass it on. We have to reintroduce leave for October, right? But everything before that would have to be up-to-date?

Groot, Martijn de 08:55 Edited

Tiesinga, Mathilde 16/10/2025 08:49
Thanks Martijn, I'll pass it on. We have to reintroduce leave for October, right? But everything before that would have to be up-to-date?

We are currently working on adding leave that took place between 1 October and 13 October for employees. If this is the case with an employee, those hours will still be deducted from the balance sheets, from the same balance pot as how that leave request was in AFAS 😊

DD Denekamp, Daan 13:23

Is there perhaps someone who can watch with me when an assistant worker who has been prepared by Recruitment is hired? I can't figure out the document in terms of translations and screenshots that don't match.

DK Krijt, Dennis 13:25

Hey Daan, how far along are you? Already after Valicare?

DD Denekamp, Daan 13:25

Uhm, there were 2 tasks ready for me
Die heb ik gevolgd

Shall we contact 1 on 1?

Ajarnah, Kelvin left the chat.

DD Denekamp, Daan 13:54

Is there by any chance a working document available for setting up the microsoft authenticator?

Kempen, Amy 13:56 Translate

Hi Daan, in de Q&A staat een beschrijving hoe je de authenticator app instelt [https://wd103.myworkday.com/roompot/email-universal/inst/25755\\$101/rel-task/2998\\$40834.html](https://wd103.myworkday.com/roompot/email-universal/inst/25755$101/rel-task/2998$40834.html)

Teuben, Marieke 13:58 Translate

Denekamp, Daan 16/10/2025 13:54
Is er toevallig een werkdocument beschikbaar voor het instellen van de microsoft authenticator?

Hi Daan, vragen t.a.v. Authenticator lopen via IT. Ik heb even voor je gekeken maar zie helaas geen Help-artikel in Fresh Service staan. Er rest dus niets anders dan een ticket in te schieten via [Solutions - Landal Self-Service Portal](#). Wellicht kan je ze direct als tip meegeven om een werkdocument beschikbaar te stellen. Enne, bedankt voor de taart die vandaag namens RHL is bezorgd, super lief ❤️

DD Denekamp, Daan 14:00

Yes it's more, I have a number of colleagues who don't have all this yet, so was looking more for a general instruction that we can give to employees to set up an authenticator.

You're welcome w/ the cake, enjoy it.

BV Vlasman, Britt 14:02

Denekamp, Daan You can find a guide on how to set up the Authenticator here: <https://workday.landalonline.nl/Dashboard/Item/43>

Teuben, Marieke 14:03

Vlasman, Britt 16/10/2025 14:02
Denekamp, Daan Je kunt hier een handleiding vinden voor het instellen van de Authenticator: <https://workday.landalonline.nl/Dashboard/Item/43>

Thanks Britt, ik voeg hem direct bij de Live-blog.

SS Stappen, Sonny 14:15 Translate

Hi collega's, vraagje; wanneer worden bijvoorbeeld de persoonlijke documenten geupload zoals belastigdocumenten bij medewerkers? Ik krijg deze vraag vanuit mijn team.

Norden, Wilbert van 15:43 Edited Translate

Hi, als je een declaratie wilt toevoegen voor de thuiswerkplek, moet dat dan via 'Onkostendeclaratie maken'?

Teuben, Marieke 15:46

Hi Wilbert, dat is correct. Zie hier de werkbeschrijving [https://wd103.myworkday.com/roompot/email-universal/inst/25755\\$112/rel-task/2998\\$40834.html](https://wd103.myworkday.com/roompot/email-universal/inst/25755$112/rel-task/2998$40834.html)



17 October

Koetze, Wouter 08:13 Translate

Een hele goedemorgen allen!
Is mijn aanname correct dat voor een stageplek / oriëntatieplek / snuffelstagiaire er ook een arbeidsplaats moet worden gemaakt? De laatste twee gaat doorgaans natuurlijk om een hele korte periode, voor slechts een aantal uurtjes; maar we krijgen het niet voor elkaar.

Teuben, Marieke 08:32

Morning Wouter, your assumption is completely correct 😊

SM Melchels-Hoogenboezem, Stephanie 08:52 Edited

What can I do if the terms of employment proposal is incorrect?



Only have the options: send, save for later and cancel

Puts, Sanne left the chat.

DK Krijt, Dennis 09:17

Hi Stephanie, in this case it seems that you did not add a salary while making the proposal. You have to fill in how many euros this person receives per month

SM Melchels-Hoogenboezem, Stephanie 09:17

Ah okay yes that could be... How do I get this right?

DK Krijt, Dennis 09:18

Do you have the option to cancel it? Or to remove it?

SM Melchels-Hoogenboezem, Stephanie 09:18

No, but I can adjust the amount I see. Then I have to do that ff

DK Krijt, Dennis 09:21

Jaa, top.

ID Dirven, Ilona 10:18

Good morning, a new employee has accepted my offer, but the vacancy is not available at the time of hiring. What can I do about this?

SM Meijer, Sarah 10:24 Edited ⁰⁶
Hi Ilona, if there is 1 position available for this vacancy and it is filled, I have no more free positions/jobs. If you want to hire several people, you can indicate how many positions you want to have open at job creation.

FR Rooij, Frans van 11:12 ⁰⁶
Reporting new employee: Is there also a document that can be pre-filled by the applicant with the necessary information for a contract? Just like we had in AFAS?

L Lelie, Erol van der 12:24
A new issue (faulty button which make you skip essential steps in the recruitment process) and Q&A (Access to personal file historic data) have been posted on our Workday Live Blog: [LIVE BLOG: Known issues and FAQ](#)

WZ Zoom, Wilco van 15:28 ⁰⁶
I am now getting questions whether the 26th salary will also be transferred this month or the 20th

AK Kok, Adinda 15:31 ⁰⁶
For Roompot, this is still the 20th of the month

WZ Zoom, Wilco van 15:31
dank je!

19 October

IB Bastiaans, Ivangka 09:15 ⁰⁶
I clicked on the decline button for a candidate who applied. Among the options for rejection, the option "vacancy filled" was not listed. Could this be added?
⁰⁶
After pressing the "reject" button, I don't have the idea that an email has been sent to the candidate. I see the following history:

The screenshot shows a list of system actions:

- Verwijlen** (2 minutes geleden): De kandidaat is verwijld van 'Nieuw dienst contract' naar 'Nieuw dienst contract' door de gebruiker.
- Bevestiging System** (1 dagen geleden): De kandidaat is bevestigd van 'Nieuw dienst contract' naar 'Kandidaat account'.
- Wijzigden** (1 dagen geleden): De kandidaat heeft gewijzigd van 'Wisselnaam & Dienstenaam' en is verwijld naar 'Kandidaat account'.

Below the log is a calendar for 2025:

- 19: Sollicitatiestatus bijgewerkt (11:00:07) (Klik op de kalender om te bekijken)
- 20: Automatisch bericht verzonden (Door systeem verzonden: 'Confirmation R...')

⁰⁶
By the way, I see that the email that was sent (if you click on the yellow button) is in English. Is that also allowed in Dutch?

⁰⁶
And I see it's signed by me with my baptismal names. How can I change this?

20 October

M Manongko, Danielle 07:43 ⁰⁶
Rooij, Frans van 17/10/2025 11:12
Reporting new employee: Is there also a document that can be pre-filled by the applicant with the necessary information for a contract? Just like we had...
Hi Frans, no this is no longer necessary. Via Valicare, the applicant fills in all his name and address and additional information.

SM Meijer, Sarah 08:14 ⁰⁶
Dear Ivangka, Thank you for your feedback. We are going to check this. Do you also have the name of the applicant in question for us? Thanks in advance!

LS Slutter, Luuk 09:28 ⁰⁶
Hello, a question. If I want to take time off in Workday for myself as a department manager or GM, how do I do that? When I look at leave, I see my name and when I tap it, I see the employees below me. How can I use my own leave? Thanks in advance for the answer!

WZ Zoom, Wilco van 09:28 ⁰⁶
wants to change the position of existing employees. The start goes well until I get to field start details. I want to adjust it and click on pencil March then continues to render and get to see in red at the top right 1 error

H Herstel, Jose 09:39 ⁰⁶
Slutter, Luuk 20/10/2025 09:28
Hello, a question. If I want to take time off in Workday for myself as a department manager or GM, how do I do that? When I look at leave, I see my nam...
Hi Luuk, absenteeism (illness, care leave, etc.) can only be taken in as a manager for an employee. Holidays and days off are still via Manus

DD Denekamp, Daan 11:43 ⁰⁶
Hi all, I've actually been waiting for a few days now for the further process for reporting the employment of the Graafschap's sniffing interns, I had also submitted a case about this in Workday Help, but it is still on being implemented, is there anyone who can take a look with me at what still needs to be done?
⁰⁶
If it's in HR because the contracts have to be made, that's also an answer, but then I know what I'm waiting for

H Herstel, Jose 13:05 ⁰⁶
Zoom, Wilco van 20/10/2025 09:28
wants to change the position of existing employees. The start goes well until I get to field start details. I want to adjust it and click on pencil March then...
Hi Wilco, this is a well-known issue that is still open. At the moment, as a GM, you do not yet have the rights to make changes for everyone. It is now set up that the direct supervisor must make the change.

L Lelie, Erol van der 13:06
A new issue regarding an error in the hiring process and a new manual (short guide on sickness) have been posted on our Workday Live Blog: [LIVE BLOG: Known issues and FAQ](#)

K Koetze, Wouter 13:18 Edited ⁰⁶
Good afternoon! Two more questions:

- I still have some colleagues who have not received the third email (with password), and "Forgot password?" does not work. Is there an alternative?
- Is there a possibility that we will apply for a position as a test? To simply see what an applicant will see? We have no idea now. Or maybe someone can make a demo of it.
- Employer's statement, for the IND, does that also go through a case?

AK Kok, Adinda 14:17 ⁰⁶
Koetze, Wouter 20/10/2025 13:18
Good afternoon! Two more questions: I still have some colleagues who have not received the third email (with password), and "Forgot password?" does...
Hi Wouter,

- 1) You can submit a ticket for this via Fresh Service. The IT department can help with this to reset the password.
- 3) Please submit a case for this, so that we can support this.

I can't answer question 2? **Krijt, Dennis**, can you perhaps answer this?

N Norden, Wilbert van 14:44 ⁰⁶
Hi, small change request: is it possible for the "Security Code" field to be made active? You get this field when you have gone past the Sign In with your username/password. (autofocus: https://www.w3schools.com/tags/att_input_autofocus.asp) This allows you to continue typing immediately instead of making the field active.

Herstel, Jose 14:47 [👤]
Norden, Wilbert van 20/10/2025 14:44
Hi, small change request: is it possible for the 'Security Code' field to be made active? You get this field when you have gone past the Sign In with your...
Hi Wilbert, can you send it in via WD help so we can forward it to the right person.

Ardischoll, Rene 15:02 [👤]
Hello everyone,
A new member of my team received the invitation to Workday with the link and their username, but the password sent doesn't work. It is also not possible to create a new password via "Forgot password", because the employee does not receive an e-mail to reset the password.
Can you indicate how we can solve this problem?
Thank you in advance for your help!
Regards, René

Norden, Wilbert van 15:09 [👤]
Ardischoll, Rene 20/10/2025 15:02
Hello everyone, A new member of my team received the invitation to Workday with the link and their username, but the password sent doesn't work. It i...
Hi, had it been a while since a new unemployment benefit had been requested? My experience was that it can take a few minutes until I received mail for a new unemployment benefit.

Herstel, Jose 15:12 [👤]
All login issues go through freshservice and if it concerns employees without a work account, the manager has to submit the question with employee number and name.

Ardischoll, Rene 15:21 [👤]
Yes, it's been two hours since the request. Then I try it via Freshservice. Thank you so much for the information and the help.

Kooij, Jesse 17:36 [👤] [Translate](#)
Hoi,
Ik kreeg van mijn team de opmerking dat er in Workday staat dat de loonstroken op papier worden verstuurd.
Ik ga er vanuit dat dit een foutje is?

Lelle, Erol van der 18:01 [👤] [Translate](#)
Hi Jesse, waar zou dit staan? Dit is niet het geval.

Kooij, Jesse 18:11 [👤] [Translate](#)
<https://wd103.myworkday.com/roompot/d/task/2997518350.html#backheader=true>
Bij Salaris

Kooij, Jesse 18:18 [👤]
I sent you a screen.

Kok, Adinda 21:33 [👤] ^{AK}
Hi Jesse,
This is indeed not true. We will not send payslips to employees by mail/paper. The following applies to the payslips:

- Existing employees (who were already in AFAS) receive their payslip via the **AFAS Pocket app**.
- New hires (hired through Workday) have to wait for the data to be transferred to **Therefore**. Therefore will be made available at the end of this month.

Kooij, Jesse 22:43 [👤]
Ok, dank voor de info!

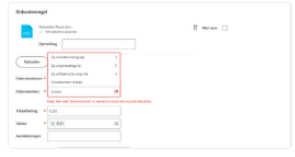
21 October

Tiesinga, Mathilde 09:24 [👤]
My colleague is trying to claim her travel expenses in Workday. She gets this error: "Expense report line location values should be same as payee default location". It seems that the address of our work location (Zwolle) is not correct in our personal data (under "addresses"). This should be: Koggelaan 69, Zwolle. Now we see this:



Herstel, Jose 09:45 [👤]
Hi Mathilde, the address still needs to be changed and if you can choose 2 locations Zwolle, choose Office Zwolle, this still needs to be changed (is already a ticket for it)

Roeda, Selina 10:15 [👤]
Good morning, I have a gift card for birth that I want to declare. Which expense should I choose? I don't see anything to choose from.



Roeda, Selina 10:27 [👤]
Roeda, Selina 21/10/2025 10:15
Good morning, I have a gift card for birth that I want to declare. Which expense should I choose? I don't see anything to choose from.
I have now set the expense item to interim costs and now I get the following error message



Damhof-Jager, Franciska 11:32 [👤] ^{FD}
Good afternoon, would you like to add Emma Vis to this channel as well?

Koetze, Wouter added Vis. Emma to the chat and shared all chat history.

Herstel, Jose 16:09 [🌐]
 Vis, Emma 21/10/2025 15:01
 Good afternoon, I have sent a notice of termination to an employee. She also signed it, but we have not received any notification of this. The same appli...
 Don't you see this under the bell at the top right?

Kok, Adinda 16:14 [🌐]
 Damhof-Jager, Franciska 21/10/2025 14:11
 Good afternoon Adinda, I read above AFAS Pocket app for payslips. Internally, I hear several messages from colleagues that the AFAS app can no longer...
 Hi Franciska, it's true that the Pocket app is not filled. The only thing you can see as an employee are the payslips. In the coming days, we will again share a work description on how employees can log in (again) to the pocket app.

Kok, Naomi 17:44 [🌐]
 Krijt, Dennis 21/10/2025 14:20
 You can move the candidate to the next phase, here you now select 'renegotiate offer' then you can make the offer again and select Dutch
 Same problem, after being offered again and checking whether it was really in Dutch, he did not receive an attachment

Wednesday

Norden, Wilbert van left the chat.

EV **Vis, Emma** 08:39 [🌐]
 Herstel, Jose 21/10/2025 16:09
 Don't you see this under the bell at the top right?
 Good morning, no this does not come up there.

Herstel, Jose 08:52 [🌐]
 Vis, Emma 22/10/2025 08:39
 Good morning, no this does not come up there.
 If you want to send in a WD help case for this and then with employee details etc., we will look at it

EV **Vis, Emma** 09:01
 Jazeker, ga ik doen!

Harte, Marc added Landman, Marko to the chat and shared all chat history.

Marcus, Elfried 09:37 [🌐]
 Good morning
 Is it true that we don't receive an email when someone applies for a job?
 You also won't get a notification on Workday 😊

Lelie, Erol van der 10:05
CRITICAL STEP, PLEASE READ! A NEW ISSUE REGARDING A REQUIRED FIELD WITHIN THE RECRUITMENT PROCESS HAS BEEN POSTED ON OUR WORKDAY LIVE BLOG. LIVE BLOG: Known issues and FAQ

Mulders, Marit 11:48 [🌐]
 Is it still possible to hire someone who has not applied via the website? In this case, an intern.

Manongko, Danielle 11:48 [🌐]
 Hi Marit, unfortunately this is not possible. Also for an intern who starts the employment process via the website

SM **Meijer, Sarah** 11:53 [🌐]
 Marcus, Elfried 22/10/2025 09:39
 You also won't get a notification on Workday 😊
 Hi Marcus, you can change your preferences in your profile and set specific notifications for e-mail.

NK **Kortsmid, Natascha** 12:49 [🌐]
 Krijt, Dennis 21/10/2025 14:20
 You can move the candidate to the next phase, here you now select 'renegotiate offer' then you can make the offer again and select Dutch
 Good afternoon tried again but I can't get an email with attachment

Heemskerk, Marloes van 13:48 [🌐]
 Hi, I don't know if this question has been asked before. My colleague pointed out the following: in the Expense Hub, under Payment Choices at the bottom, there is the option Payment Choices to Set. Is it mandatory for employees to fill this in in order to be reimbursed for their expenses?

Soorttype	Standaardinstellingtype	Declaratieplichtig	Actie
Expenses	Winkelt	Geen te declareren	Toevoegen

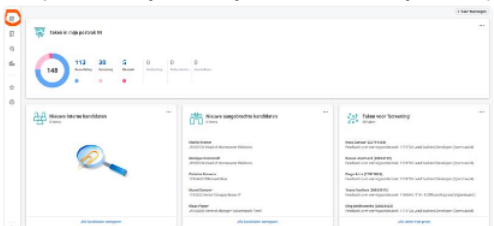
Kingma, Nynke left the chat.

DD **Denekamp, Daan** 14:47 [🌐]
 Manongko, Danielle 22/10/2025 11:48
 Hi Marit, unfortunately this is not possible. Also for an intern who starts the employment process via the website
 Is this something that will be possible, we really get interns quite often through the grapevine

Herstel, Jose 15:03 [🌐]
 The point is that an intern must enter the system through an offer, otherwise the employment flow will not go well, so at least as an applicant must be in a vacancy process.

Thursday

SM **Meijer, Sarah** 06:36 Edited [🌐]
 Marcus, Elfried 22/10/2025 09:39
 You also won't get a notification on Workday 😊
 Good morning Elfried,
 Via the print screen below you can see very well what the statuses are of your vacancies, candidates, etc.



Bastiaans, Ivangka 07:33 [🌐]

Bastiaans, Ivangka 07:33 ⁹⁶

Denekamp, Daan 22/10/2025 14:47
Is this something that will be possible, we really get interns quite often through the grapevine

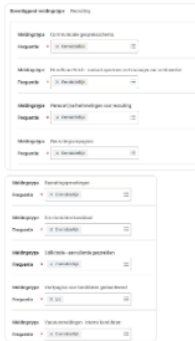
I can agree with this; that it would be possible to hire employees/interns without having to go through a vacancy process.

Marcus, Eilfried 07:53 ⁹⁶

Meijer, Sarah 22/10/2025 11:53
Hi Marcus, you can change your preferences in your profile and set specific notifications for e-mail.

Good morning Sarah,

Would you like to assist me here? Unfortunately, I can't find/see a notification type for "new application". See the ss below!



Dekker, Melissa 08:15 ⁹⁶

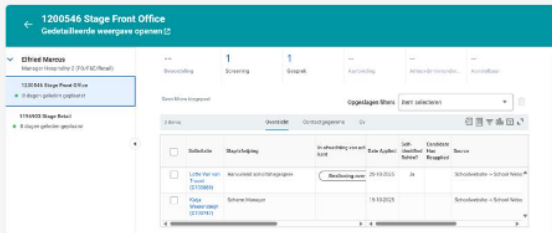
Good morning, I get the question from a colleague from the technical service that they do not have a heading to check mileage allowance in the options for a declaration. This for kilometers made outside their shifts. There are only options for public transport, taxi and business accommodation. How do they submit this?

Marcus, Eilfried 08:17 ⁹⁶

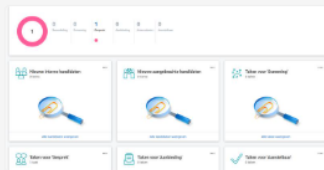
Meijer, Sarah 23/10/2025 06:36
Good morning Eilfried, Via the print screen below you can see very well what the statuses are of your vacancies, candidates, etc.

Hi Sarah.

I have two applicants. At first I didn't see them under "Tasks in my inbox", but I did see them under "Workspace job requests". Coincidentally, I discovered this because a former employee had asked me if I had received her CV and motivation letter, otherwise I would not have known. Below you can see the screenshot of Workspace job applications, there I see both an interview and a screening.



However, I don't see a task for the screening in my Inbox under Tasks, but I do see an interview. Is that true?



Hartman, Melanie 09:20 ⁹⁶

Is it already known when the payslips will be visible in Workday? Afas doesn't work at all anymore, I may have read over the answer. Sorry

Herstel, Jose 09:39 ⁹⁶

Hi Melanie, the payslips can still be viewed via the AFAS pocket app if you have linked them before.

Hartman, Melanie 09:39 ⁹⁶

I have no rights at all in afas can't click on anything

Rooij, Frans van 09:49

Afas pocket wel toch?

Hartman, Melanie 09:49

Nee ook niet

Herstel, Jose 09:50

Ik duik er even in!

Borgers, Saskia 10:37 ⁹⁶

Good morning, quick question. I have hired a new intern. All went through Ubeoo. She has not yet received any notification about documents to be submitted. Does that take time or do I have to do something myself first?

Bastiaans, Ivangka 11:35 ⁹⁶

Where can I find my team's payslips?

Manongko, Danielle 12:06 ⁹⁶

Dekker, Melissa 23/10/2025 08:15
Good morning, I get the question from a colleague from the technical service that they do not have a heading to check mileage allowance in the option...

Good question. Our colleagues from Payroll are not in this chat. Would you like to ask your colleague to submit this question via Workday Help? Thank you



Manongko, Danielle 12:06

Dekker, Melissa 23/10/2025 08:15

Good morning, I get the question from a colleague from the technical service that they do not have a heading to check mileage allowance in the option...

Good question. Our colleagues from Payroll are not in this chat. Would you like to ask your colleague to submit this question via Workday Help? Thank you



👍

Bastiaans, Ivangka 23/10/2025 11:35

Where can I find my team's payslips?

Hi Ivangka, the personnel files including payslips will be available in Therefore at the end of October. This is a link from Workday to Therefore that you will find in your menu when this is live.



Blitz, Lotte left the chat.



Meijer, Sarah 16:01

Borgers, Saskia 23/10/2025 10:37

Good morning, quick question. I have hired a new intern. All went through Ubeoo. She has not yet received any notification about documents to be...

Hi Saskia, Can you submit a case and we will get to work on it!

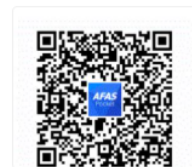


Herstel, Jose 16:14 Edited

For the payslips in the AFAS pocket app, you can use this QR code for AFAS landalomgeving and environment key L886RE



For Roompot Romy , key: VS85AY :



Next week, a new invitation will be sent to all users with instructions to log in, but here are the keys.



Roeda, Selina 16:32

Is there nothing to do about logging in? I clicked, from Workday seconds and have to log back into the app on the phone right away



Herstel, Jose 16:44

Roeda, Selina 23/10/2025 16:32

Is there nothing to do about logging in? I clicked, from Workday seconds and have to log back into the app on the phone right away

Hi Selina, do you want to log this via fresh service? Please report all IT and login questions there. The issue is already known

Friday



Lelie, Erol van der 09:06

A NEW ISSUE REGARDING POSSIBILITY OF COMPENSATION ELEMENTS MISSING IN YOUR COMPENSATION OVERVIEW HAS BEEN POSTED ON OUR WORKDAY LIVE BLOG. [LIVE BLOG: Known issues and FAQ](#)



Lelie, Erol van der 09:21

A NEW WAY OF WORKING REGARDING INTERNAL VACANCIES HAS BEEN POSTED ON OUR WORKDAY LIVE BLOG: [LIVE BLOG: Known issues and FAQ](#)



Rooij, Frans van 11:34

If I want to report someone out of employment, is there a work description for this or do I just have to create a case for this?



Lelie, Erol van der 11:38 Edited

Hi Frans, we are still busy drawing up work descriptions. This will be online soon.

In the meantime, I'll help you on your way;

1. Click on the Employee
2. Click Actions
3. Click Change of Function
4. Click Terminate Employee Employment

Enter the correct termination date

Select the correct reason

In the event of termination by the employee, you must also enclose the letter of termination/print creen of mail

In the case of the latter, the end date is always the last day of the month, taking into account the notice period



Rooij, Frans van 11:39

thnx



Lelie, Erol van der 11:39

Just like in AFAS, these are some logical steps and the questions regarding the initiation of the cancellation/reason etc.



Friday 11:39 Collet, Cindy started a meeting.

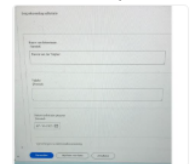


Friday 11:39 Meeting ended 7s



Melchels-Hoogenboezem, Stephanie 13:38

Could someone help what needs to be filled in at the time slot in an interview?



Roeda, Selina 13:42 ^o
I just entered a time, in my case 10 hours and I don't think anything else happens with it

Meijer, Sarah 14:41 ^o
Melchels-Hoogenboezem, Stephanie 24/10/2025 13:38
Could someone help what needs to be filled in at the time slot in an interview? 🙏

This is where you actually plan your conversation. So you fill in the time you have planned with the candidate.

Roeda, Selina 24/10/2025 13:42
I just entered a time, in my case 10 hours and I don't think anything else happens with it

We use this form to register conversations and measure the funnel with lead time, etc.

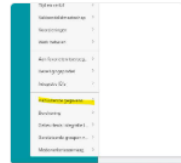
Monday

Heinisch, Melissa 09:11 ^o
Good morning
I want to adjust the payroll tax credit for an employee, but we can't. Under Actions, we can't find an option with 'Additional data'. Even when I enter 'Additional data', 'Tax' or 'Custom object' in the search field, we don't get any results.

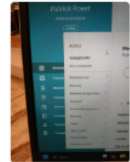
Is there anyone who can help us with this?

Herstel, Jose 09:12
Hi Melissa, dit staat uitgeschreven in de Q&A: [https://wd103.myworkday.com/roompot/email-universal/inst/25755\\$101/rel-task/2998\\$40834.html](https://wd103.myworkday.com/roompot/email-universal/inst/25755$101/rel-task/2998$40834.html)

At the very bottom under Actions:



Heinisch, Melissa 09:15 ^o
Thank you for the quick response. We can't find this button.



Hollander, Anja 09:22 ^o
Good morning, if I want to reject applicants I cannot choose a heading "vacancy filled". That is the case. What do I tick in this case?

Herstel, Jose 09:31 ^o
Heinisch, Melissa 27/10/2025 09:15
Thank you for the quick response. We can't find this button. 🙏
Employee has to log in and then you can do it together if necessary

Heinisch, Melissa 09:33
De screenshot is van zijn account **Herstel, Jose**

Krijt, Dennis 09:47 ^o
Hollander, Anja 27/10/2025 09:22
Good morning, if I want to reject applicants I cannot choose a heading "vacancy filled". That is the case. What do I tick in this case?

Hi Anja,

This has been requested and this reason will be added as soon as possible

Hollander, Anja 09:50
Top, dank je wel Dennis!

Herstel, Jose 09:51
Heinisch, Melissa 27/10/2025 09:33
De screenshot is van zijn account **Herstel, Jose**

ja maar is hij ook ingelogd?

The employee must make this change himself, not the manager

Heinisch, Melissa 09:51 ^o
Yes he is logged in, we tried it on his phone and then on the laptop.
met zijn account

Slutter, Luuk 09:52 ^o
Hello, how can I upload documents to an employee such as an official warning and do you have to perform another action in this such as with AFAS.

Herstel, Jose 09:53 ^o
Heinisch, Melissa 27/10/2025 09:51
Yes he is logged in, we tried it on his phone and then on the laptop.

Owh that's strange, when I log in to the test environment as Patrick I see it. If you would like to submit a case in WD help, I ask if a consultant can look into it

Slutter, Luuk 27/10/2025 09:52
Hello, how can I upload documents to an employee such as an official warning and do you have to perform another action in this such as with AFAS.

Hi Luuk, we have seen that the rights are not yet set correctly (question is open to the technical team to rectify this), so for now we will do that for you, just send in via a case in WD help and then please include the name and number of the employee!

Slutter, Luuk 09:55
Herstel, Jose 27/10/2025 09:54
Hi Luuk, we hebben gezien dat de rechten nog niet juist ingesteld staan (vraag staat open bij het technisch team dit recht te zetten), dus voor nu doen ...

Dankjewel!

Lelie, Erol van der 09:58
A NEW INSTRUCTION MANUAL REGARDING THE RECRUITMENT PROCESS: CREATING POSITION & CREATE JOB REQUISITION HAS BEEN POSTED ON WORKDAY HELP. [https://wd103.myworkday.com/roompot/email-universal/inst/25755\\$133/rel-task/2998\\$40834.html](https://wd103.myworkday.com/roompot/email-universal/inst/25755$133/rel-task/2998$40834.html)

Breen, Chantal 10:01
Good morning colleagues, we have been working on applying for a contract for an F&B employee for 2 weeks now, but unfortunately this has still not been successful. We have been in contact with several colleagues about this and also created a ticket, but so far there is no solution. Unfortunately, due to the lack of the contract, the employee did not receive a salary this month. We would like to resolve this as soon as possible to avoid further delays.
Can someone help us urgently to pick this up and complete it?

Heinisch, Melissa 10:02
Herstel, We have made a case. Thanks!

Hollander, Anja 10:24
Hello, I tried to create a contract for a Front Office employee last week, but I still don't see anything. I also asked last week if anyone can help me further. The employee in question should have started today.

Malcorps-Versluis, Aisyah 10:30
I'd love to hear what to do, thank you!

Breen, Chantal 27/10/2025 10:01
Good morning colleagues, we have been working on applying for a contract for an F&B employee for 2 weeks now, but unfortunately this has still not...
Hi Chantal, I will contact you immediately.

Giessen, Maarten van de 11:04
Good morning
To create a claim for purchase costs for a department (in this case pizza boxes catering), which expense item should be used for this?
Thanks

Everaers, Caren 11:39
As soon as I reject a candidate, the candidate disappears into Workday and I can't see if anything has been submitted. Also don't see a template that I can customize. Don't see any results in my recruitment links above either. Can anyone help me.

Krijt, Dennis 12:11
As soon as you reject someone, an email is automatically sent when you do this from the screening step, or the first step where the candidate enters as soon as they apply.

From the other steps (such as interview and proposal) no automatic mail is sent
Sent

Everaers, Caren 12:12
But I would like to know what is being sent and possibly adjust it to our liking.
I also don't see anything of history regarding rejected candidates.

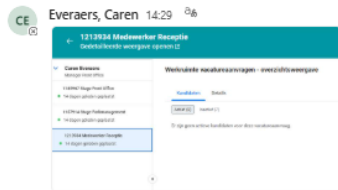
Krijt, Dennis 14:17
Everaers, Caren 27/10/2025 12:12
But I would like to know what is being sent and possibly adjust it to our liking.
Unfortunately, this is not possible now, but we are working on this. Workday only allows automated emails that can't be edited or viewed. These emails were prepared by Recruitment.
Under the heading candidates, you can view inactive candidates, these are your rejected candidates

Everaers, Caren 27/10/2025 12:12
I also don't see anything of history regarding rejected candidates.

Everaers, Caren 14:21
Thank you for your answer, but I don't see inactive candidates.



kan jij dit overzicht inzien?



Found, looks like this to me and you actually have to click on the vacancy and not just on all candidates. I don't see which standard letter has been sent.

Krijt, Dennis 14:55
By going to the candidate, you can see what has been sent.

Yesterday

Wille-Geers, Diana 10:23
I am looking for the information about the payroll tax credit. Whether it has come through well. I followed the Q&A but there is no NLD Payroll Tax Credit heading. Even someone who we know for sure is set to yes does not have this heading

Yesterday 12:02 Vis, Emma started a meeting.

Yesterday 12:02 Meeting ended 3s

Lelie, Erol van der 12:10
A NEW ISSUE REGARDING DECLARATIONS AND EXPENSES NOT BEEN PAID OUT HAS BEEN POSTED ON THE WORKDAY LIVEBLOG [LIVE BLOG](#). [Known issues and FAQ](#)

Zoom, Wilco van added Helden, Anouk van to the chat and shared all chat history.

Giessen, Maarten van de 14:29
Giessen, Maarten van de 27/10/2025 11:04
Good morning, To create a purchase cost claim for a department (in this case, pizza boxes catering), which expense item should be used for this? Thanks
Anyone who can answer this for me?

Kloppenburg, Allies 15:16
Good afternoon, from a park I received the following question about the name, Leave and absenteeism are two separate things, but in Workday this all falls under the heading of leave. As soon as you continue in the system, you will eventually come to special leave / absenteeism.
But I just find the lyrics confusing. Of course it also takes some getting used to, but the title has been so ingrained for years with the use of AFAS and Nostradamus, that this translation is and remains simply confusing. Is this going to change?

Herstel, Jose 15:53
Giessen, Maarten van de 28/10/2025 14:29
Anyone who can answer this for me?

Hi Maarten, if you want to put this in a Case in WD help, we can assign this question to the right people who can help you with this