

CONTACT INFORMATION:

You can visit us in the office Monday to Friday 8:00h – 17:00h

Our phone number is 0174 - 512 554 (select the correct department via the menu)

Between 17:00h – 8:00h we're available on our emergency number +31 651 901 835


1) RULES AND HYGIENE ON THE WORK FLOOR

Our company primarily works with clients who focus on packing and sorting fruits and vegetables, the so called AGF sector. In the AGF sector it's forbidden to work with fake lashes, fake nails and jewelry. **Work shoes (safety shoes with protective metal) are obligated, just like long pants and having your ID card of passport on you.**

If you do not comply to these rules, you will be asked to go home. We therefore ask you kindly to follow these rules.

2) WORK SCHEDULE

You can see your work schedule via our app Plan4Flex. This is how you use it:

- Download this app on your phone, search for 'Plan4Flex'. The logo looks like this: 
- At customer code you fill in: Solutions
- Per mail you've received your inlog codes from us, use and remember these*
- Make sure you install on your phone that you can receive messages from the app
- The app speaks for itself: you can now check your work schedule daily

Daily we make a planning for the next day. Every day the planning is ready at maximum 19:00h. If you don't have the app, you'll receive a message from us per mail of sms about it. This message it send at maximum 20:00h. **Make therefore sure that you use the P4F app, this is how we communicate the most with you.**

If you have questions about your work schedule or the P4F app, send an email to planning@solutionsteam.nl or call to 0174 - 512 554 (choose your language first, then choose twice option 1 for the planning department).

If you see 'geen dienst / RESERVE' it means you have no shift and you are on reserve. It is possible you are called for a shift.

*If you forgot your password, send an email to planning@solutionsteam.nl or to your coördinator.

P.S. The number from which you receive messages, is a no-reply so you can't answer to this number and we can't read your reply.

3) TRANSPORT

We also take care of your transport from home to work, and from work to home. This information you also find in the P4F app. Also you receive a daily sms from us who is your driver and how late you will be picked up. You pay €5,- per day we take care of your transport. This is automatically withheld from you salary.

Pay attention: if you get picked up at the end of your shift we do this as soon as possible but sometimes it may be busy on the road and the driver is a bit later. In that case, call your driver if you have any questions.

If during your work you leave on your own or you get send away by the client because of your own doing, you have to arrange transport back home yourself.

If you have any other questions about transport, call our transport planner via +31 683 928 143.

4) SICKNESS LEAVE OR SIGNING OFF FOR WORK

If you have to sign off work, you always call your coordinator (bigger clients have their own coordinator, you will get informed about this) or to the planning department ((+31 651 901 835). Also if you will be too late for work, you call this number.

If you're sick, you do exactly the same but you also send an email to our sickness department via ulaczernik@solutionsteam.nl. You mention your first and last name and telephone number. She does the sickness counseling. If you don't follow these rules, your sickness notification will not be accepted.

The sickness department reachable by phone Mon-Fri from 9:00h to 13:00h.

5) HOUSING

We take care of your housing if you need it. You pay €115,- per full week (21 years and older). **The team from housing makes sure that your room is ready and you get the key. Also they make sure that you pay your rent on time and that you take care of our rooms and property respectfully.** If you don't, they will replace it and you will receive a bill.

If you have questions about our housing, you can contact:

- Michal Bzdega via michalbzdega@solutionsteam.nl and +316 3017 2454
- Witold Kraskiewicz via witold@solutionsteam.nl and +316 5796 4836

6) VACATION DAYS

One or more days off you can request via planning@solutions.nl. You have to do this at least 1 week in advance. In your P4F app you will see if your vacation is approved. If it is not approved (for example because you asked it too late), you will receive a message about it.

If you want to request a longer holiday (1 to 3 week off), you can do this when you work at least 3 months with us. You request this in the same way but then at least 4 weeks in advance.

Christmas, New Years and Easter are busy periods. Keep in mind the possibility that your free days can be denied if you ask for them too late.

7) SALARY AND VACATION HOURS

Your salary you'll receive weekly on Thursdays, for the worked hours of the week before. If you've worked in week 10, you will get this paid in week 11. See the explanation of a payslip below, so you can check yourself if your salary is correct. Compare your planning in P4F with your payslip.

If you think something is incorrect about your salary, ask your question by calling us (0174 - 512 554, first choose your language, then option 4 for questions about your salary or option 5 for the reception).

If you're sure that your salary is incorrect, email your first and last name and what is not correct about your salary from what week to korekty@solutionsteam.nl. They will correct your salary as soon as possible.

You build up vacation hours and vacation money:

- Vacation hours you'll find on your payslip, you can have them paid out whenever you want. If you want this, send an email before Tuesday 15:00h to korekty@solutionsteam.nl in which you clearly state 'pay out X vacation hours' (at the X you put the amount of hours you want to receive). In the email you also mention your first and last name. If you follow these rules, you receive this payment directly in the following week.

- You build up 8,33% vacation money over your salary as well. This you get paid out every week automatically together with your salary.

This is the week you worked and the salary applies to

This the type of contract you have

If you have paid for transport or not (5 days = €25 because it's €5 per day)

This person worked 37:55 normal hours + 7:15 overtime hours (135%) + 0:05 irregular hours (125%). Also you see the hourly rate €10,71.

This is the total netto amount (= already without taxes) of salary you get paid over this week

You build up statutory and non-statutory holidays. The non-statutory holidays we pay out automatically every week. The statutory holidays you get paid when you ask for them.

And they build up €37,57 vacation money which is automatically paid out every week to you.

Loonspecificatie												
Flexwerker												
Persoonsnummer : ██████	Tijdvak : Week 43 (2021)	Geboortedatum : ██████	Cao : NBBU Fase 2									
Burgerservicenummer : ██████	Periode : 25-10-2021 t/m 31-10-2021	Tabel : Week	Onbepaalde tijd : Nee									
Dossiernummer : ██████	Minimum loon : € 392,55	Loonheffing : Ja met korting	Schntheljk : Ja									
Burgerlijke staat : Ongehuwd	Datum in dienst : 18-05-2020	Fiscaal woonland : Landenkring	Oproep : Ja									
Werkgever												
Solutions Packaging B.V. Jogchem van der Houtweg 8c 2678 AG De Lier	Loonheffingsnummer : ██████	Mededeling										
	Nummer loonspecificatie : 43	Voor vragen over uw loonstrook kunt u mailen naar correcies@solutionsteam.nl										
	Datum verloning : 04-11-2021	Pytania odnosnie odcinow wyplat prosze kierowac pod adres mailowy korekty@solutionsteam.nl										
	Datum administratie : 31-10-2021											
Declaratie 263886159 (25-10 / 31-10) Solutions Packaging B.V. - Functie: Verpoedingen en inhoudingen (Inlenshelokine) - L												
Inhouding vervoerkosten	25,00											
Declaratie 263886038 (25-10 / 31-10) E.F.P. International - Functie: Medewerker verpakking-afdeling (Inlensbeloning - A0)												
Loon normale uren	37:55	10,71	406,09									
Loon overwerkuren	7:15 à 135,00%	10,71	104,84									
			0:05 à 125,00% 10,71 1,12									
			104,84									
Omschrijving	R	T	Percentage	Grondslag	Fiscaal	Betalen	Grondslag	Fiscaal	Betalen	Fiscaal	Betalen	
Loon normale uren	7	T			406,09	406,09		406,09	406,09		406,09	
Loon overwerkuren	7	B			104,84	104,84		104,84	104,84		104,84	
Loon onregelmatige uren	7	T			1,12	1,12		1,12	1,12		1,12	
Vakantiedagen	7	T			8,80	8,80		8,80	8,80		8,80	
Vakantiegeld	7	B			37,57	37,57		37,57	37,57		37,57	
Loon voor loonbelasting en premies					558,42	558,42		558,42	558,42		558,42	
Loonheffingen (Week wit)				416,01		-41,38		416,01			-41,38	
Loonheffingen (bijz. beloningen wit)				142,41		-55,38		142,41			-55,38	
Gediff. premie Wk (WGA-vast)			0,0950%	558,42		-0,53		558,42			-0,53	
Netto loon						461,13					461,13	
Inhouding reiskosten						-25,00					-25,00	
Netto te betalen						436,13					436,13	
						*****					*****	
Cumulatieven	R	Dg	Sv	Lb	Bruto loon	Loon SV	Loon ZWV	Loon LB/PH	LB/PH	ZWV	WW	WIA
52 - Uitzendbedrijven IIB en IIB	7	5	192		18.202,08	18.202,08	18.202,08			1.274,18	0,00	17,28
52 - 8547.82.035.L01								18.202,08	2.569,12			
Rechten	R	Risicogroep	Percentage	Oud saldo	Opgebouwd	Nieuw saldo	Oprname	Saldo uren	Saldo geld			
Vakantiedagen	7	IIB + IIB	10,820000%	4,25	4,07	8,32	0,49	7,43				
Vakantiegeld	7	IIB + IIB	8,330000%	0,00	37,57	37,57	37,57		0,00			
Overige	Fiscaal	Cumulatief	Betaal informatie									
Pensioen Stipp Basis		2.574,01	449,50									
Arbeidskorting			te betalen € 436,13 per bank EU (IBAN): ██████									
Opname vakantiedagen 2021 in uren		145,42										
Opbouw vakantiedagen 2021 in uren waarvan wettelijk		147,08										
waarvan bovenwettelijk		117,52										
		29,16										