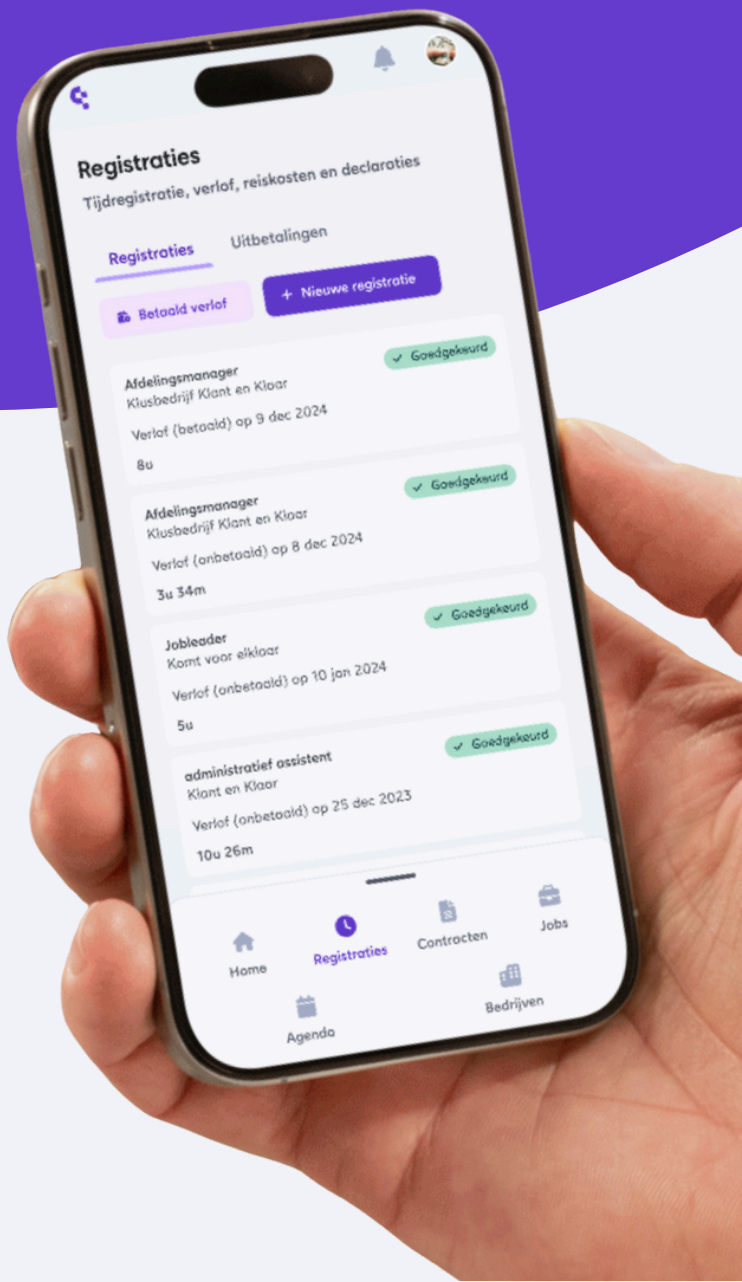
Easy to start with maccie

Quick start with the most important features

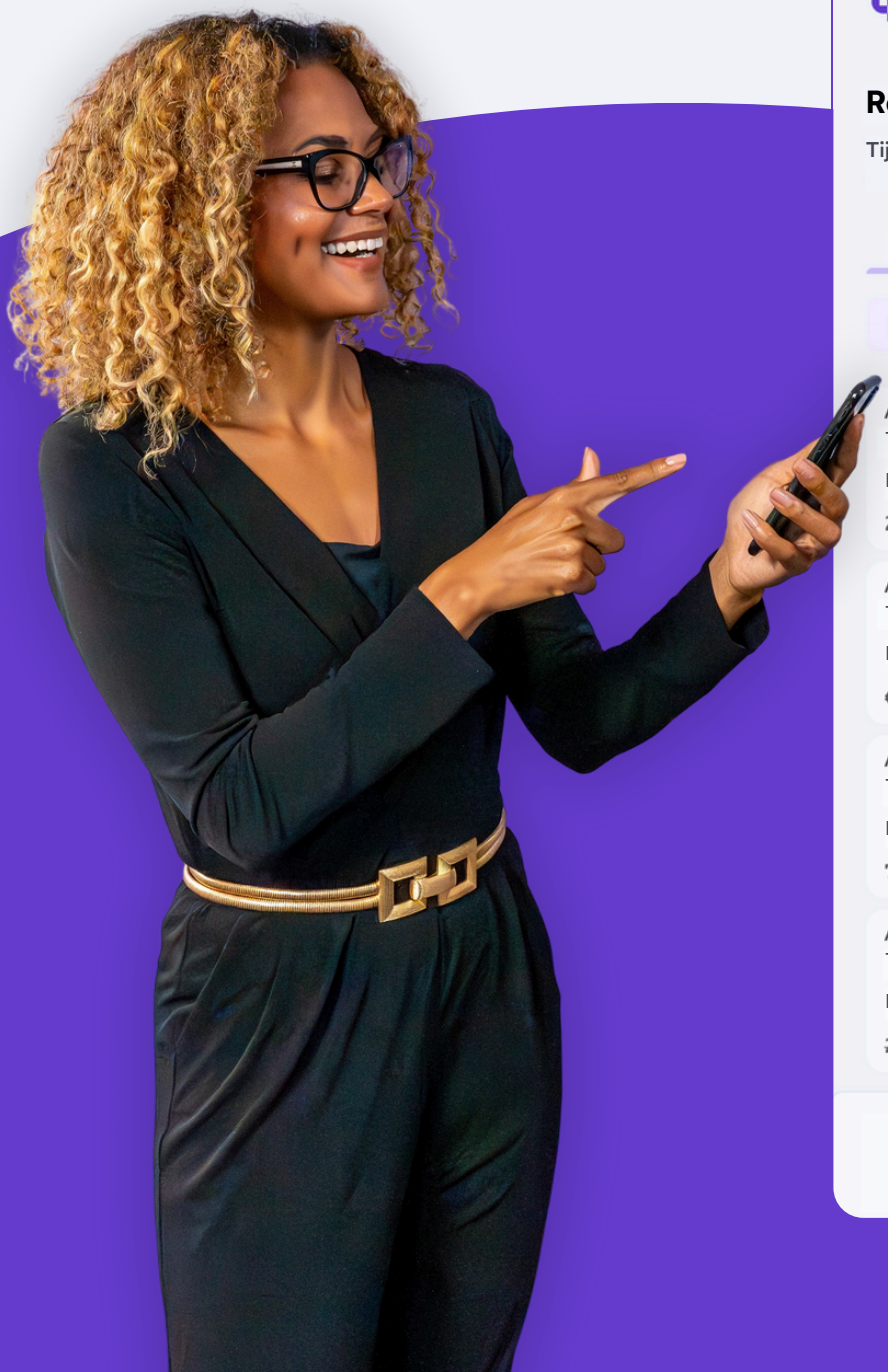
Employees



maccie

About Maqqie

At Maqqie, you easily arrange your contract and payment yourself completely online via one (web) app. You will find (flexible) jobs, shifts and freelance assignments. In the app, you can register your hours, request leave, manage contracts and choose whether you want to be paid weekly or fortnightly. You also get access to training and education to develop yourself further. Everything is taken care of so you can focus on your work.



Welcome to Maqqie

This brochure makes it easy to get started as an employee. We have broken down the most important parts of the Maqqie app into clear points. Each section contains a brief explanation and instructions to help you use our features.

Click on a topic to go there directly.

1. **Start easily**
2. **Registering hours**
3. **Leave**
4. **Wage tax reduction**
5. **Pay slip**
6. **How to login**
7. **Payment**
8. **Reporting sick (phase contract)**
9. **Reporting sick (payroll contract)**
10. **Helpdesk**

Starting easily as an employee

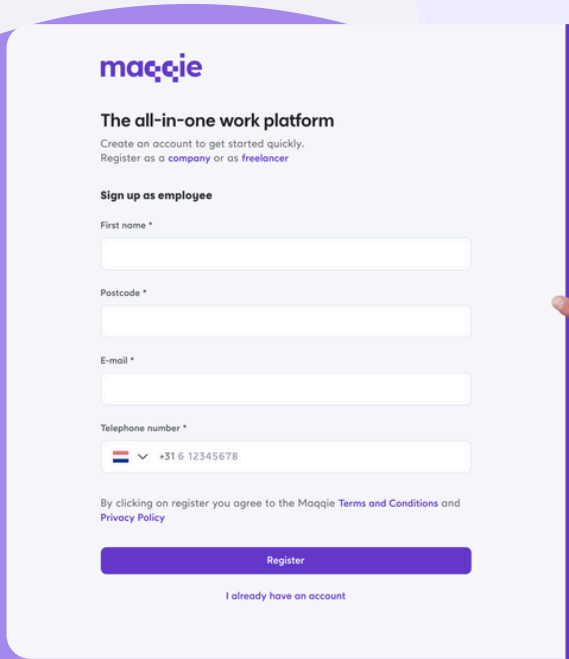
1 Create your account via this **registration page** or via the invitation you received via SMS/email from your employer. **Click on the link** and you will land right on the registration page.

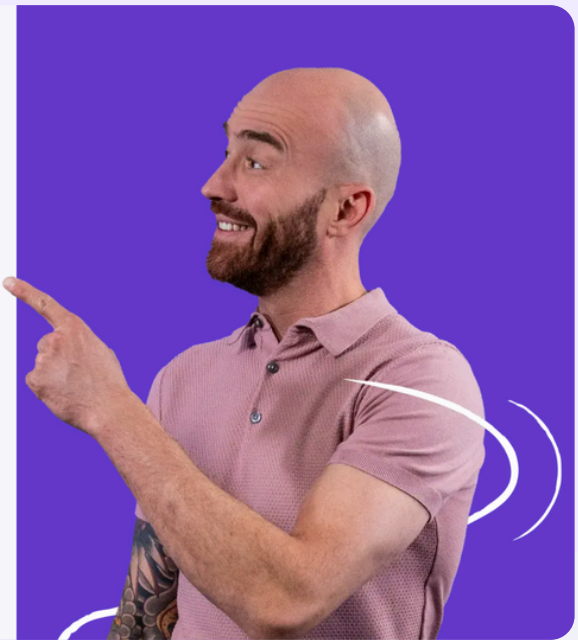
Go to the registration page

Press and hold Ctrl or ⌘, then click on a link to open it in a new tab.

2 To start registering hours worked, your **Maqqie profile must be complete.** This requires your account to **include name and address details, contact details and an upload of identification**. You can do the latter by uploading a picture of the front and back of your ID card/passport.

3 The company you work for will enter into a partnership with you via the Maqqie app, draw up the contract and make sure all the details are correct. You only need to **sign the contract** and **your hours worked can be registered.**





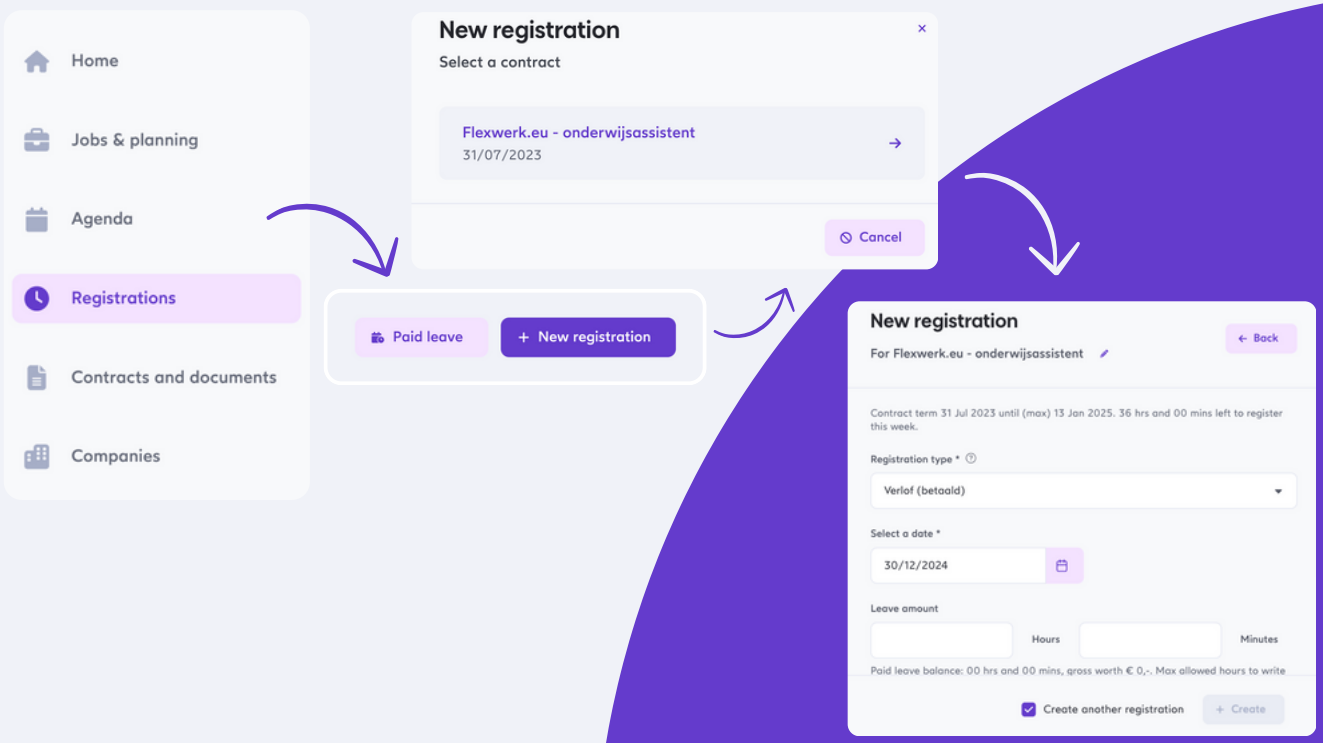
Registering hours

1. Click on the **Registrations** tile in the main menu on the left.

2. Click on the purple button **+ New registration** and select the appropriate contract.

3. Select the correct registration type:
   - **Standard hours:** these are ‘normally’ worked hours.
   - **Leave (paid):** paid hours you can take for e.g. holidays etc.
   - **Leave (unpaid):** unpaid hours you can take.
   - **Night shifts:** hours you work at night.
   - **Overtime:** hours you work outside normal hours.
   - **Mileage allowance:** the allowance you get as an employee per kilometre.
   - **No work:** write these hours if you were available but there was not enough work than contractually agreed. Then you get paid these hours up to the contract hours.

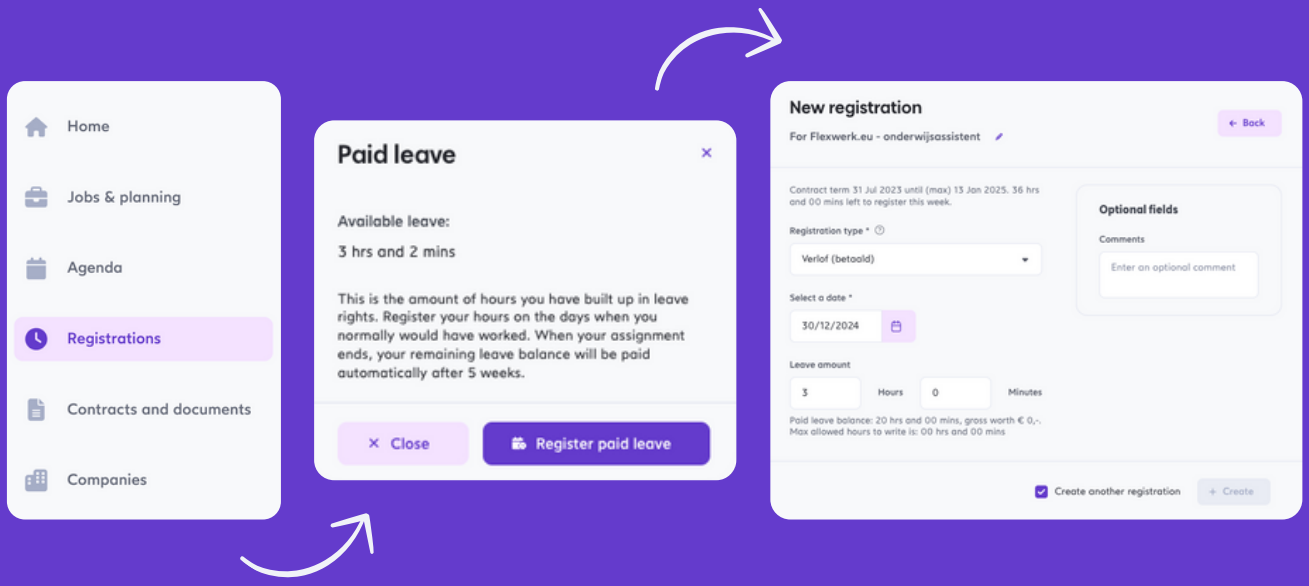
4. Then select the date you worked and choose the start time and end time. Enter how long you had a break and then click the purple **+ Create** button.



Utilize paid leave

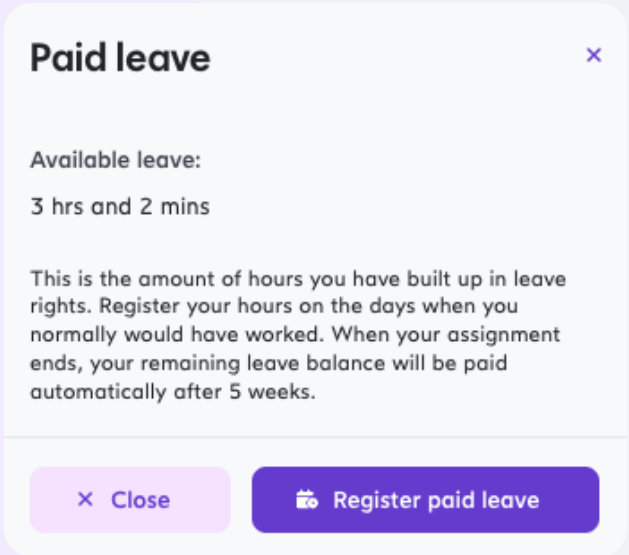
You can log paid leave in the Maqqie app using the following buttons:

Register - Paid Time Off - Register Paid Time Off - Select a Contract - Choose the **Registration type: Verlof (betaald) - Select the dates you wish to take off** - Click **Create.**



Leave available

Click on **Paid Leave** in the **Registrations** tab. Here, you can directly view the amount of available leave you still possess.



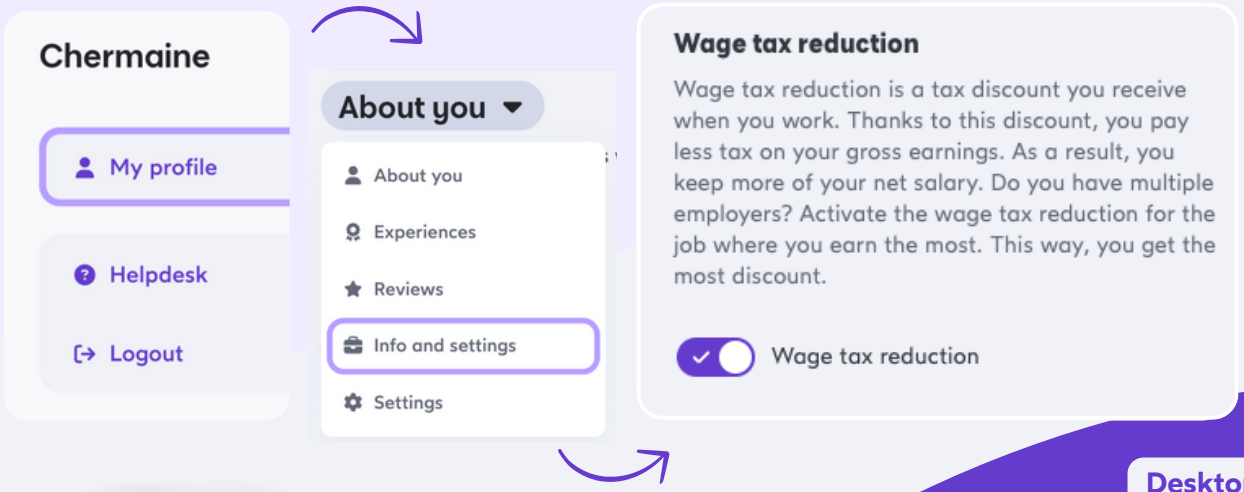
Wage tax reduction

It's great to know that you can activate the payroll tax credit in the Maqqie app. It's smart to apply for the wage tax reduction with the employer where you make the most money.

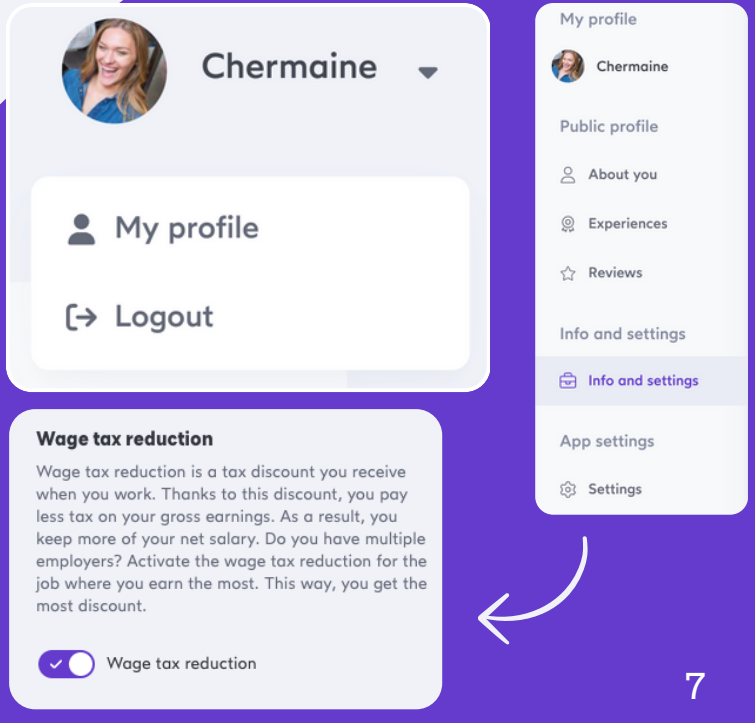
To find the payroll tax setting, just click on your **profile picture** or name in the top right corner. Then, head over to **My profile**.

On this screen, head over to **Info & Settings**, scroll down to **wage tax reduction** (it's at the very bottom) - and **toggle the button** for wage tax reduction .

Mobile edition



Desktop



Payslip

Your payslip gets uploaded every week or every four weeks in the Maqqie app. You can find a summary of your payslips in the **Contracts & Documents** section under **Documents**.

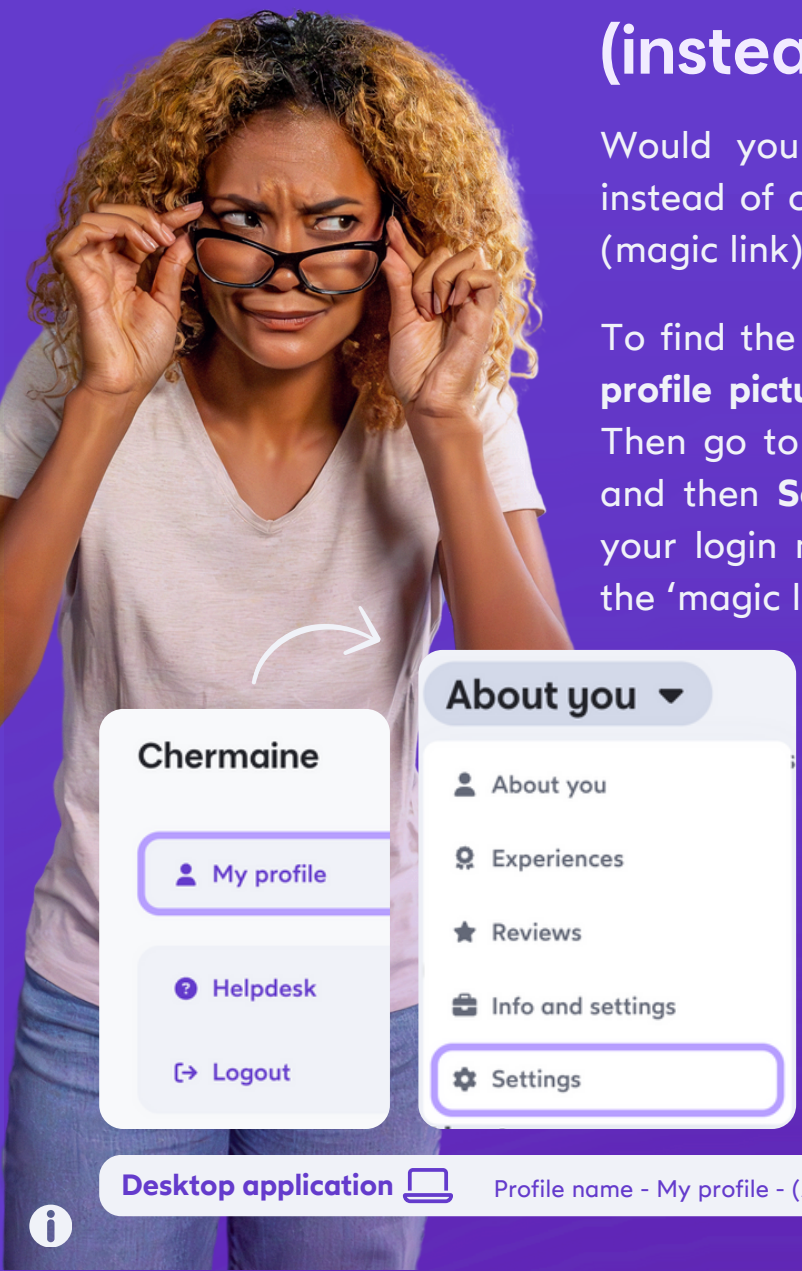
Do you want to learn how your payslip is put together or get some help with tricky words?

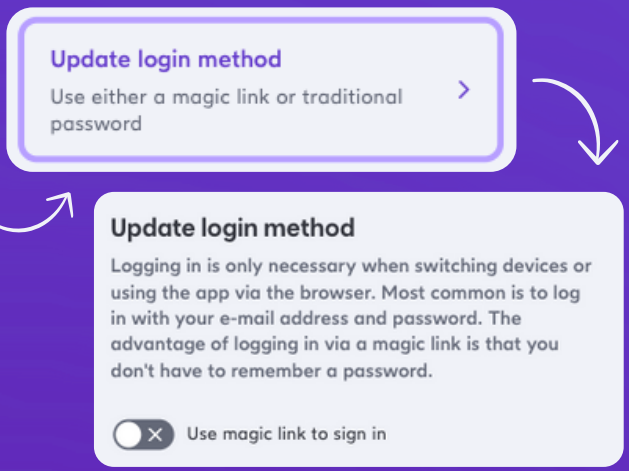
Check it out here!
Payslip explainer

Create a password (instead of magic link)

Would you prefer to log in with a password instead of clicking a link in your email each time (magic link)?

To find the **password settings**, just click on your **profile picture or name** at the top right corner. Then go to **My Profile**, followed by **About You**, and then **Settings**. From there, you can update your login method. Just **click the toggle** to turn the 'magic link' on or off.





Desktop application Profile name - My profile - (App) settings - Update login method - Toggle on/off

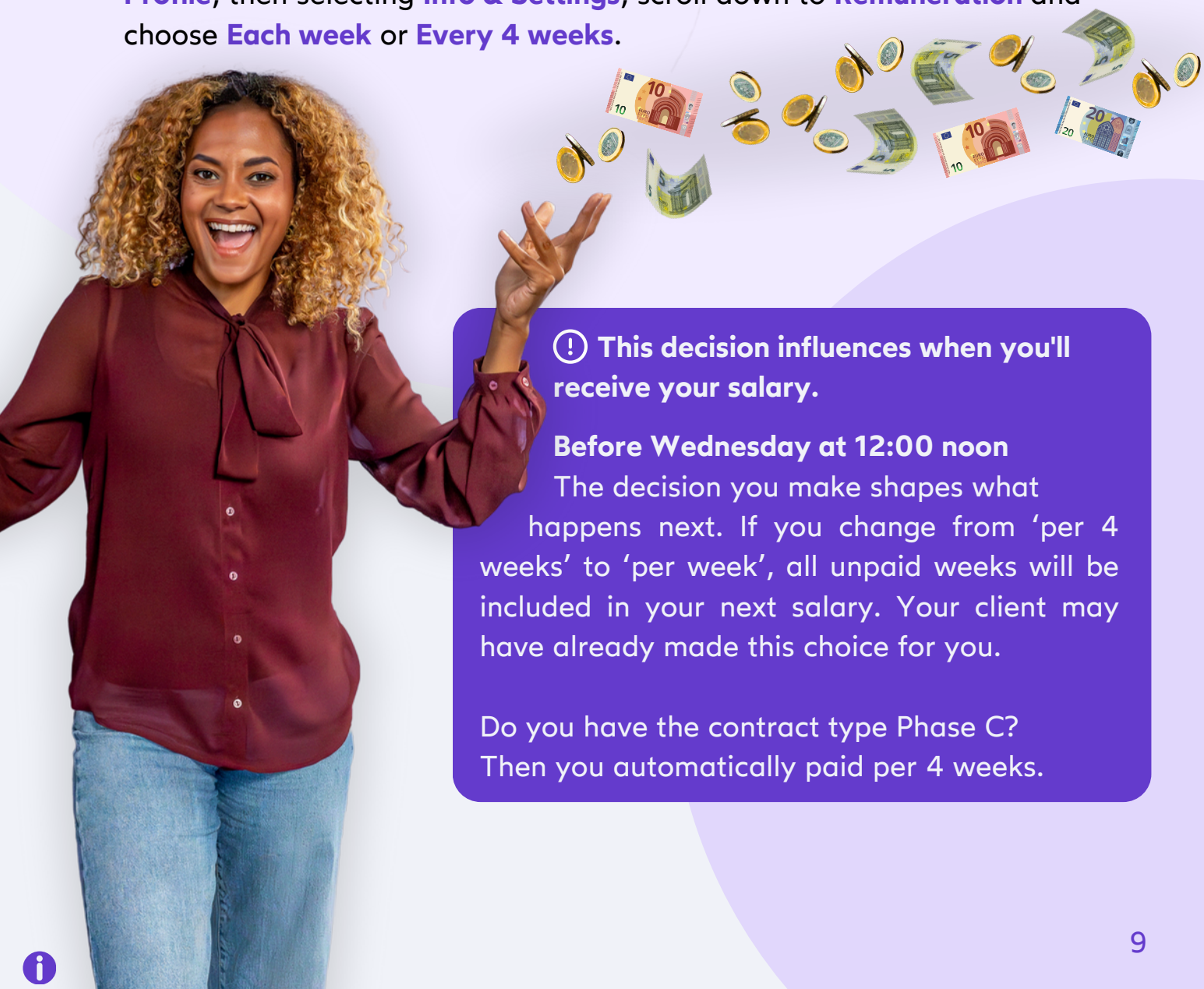
Payment period

You get to decide! Would you like to be paid every week? If so, the money will show up in your account by Friday of the next week at the latest. Or do you prefer to be paid every 4 weeks? In that case, you'll receive your payment for the 4 weeks leading up to the payment week.

Check out the payout dates!

If you take any vacation days, you'll get paid for them with your next payment. For example, in week 5, you'll receive payment for weeks 1, 2, 3, and 4.

You can change your preference in the Maqqie app by going to **My Profile**, then selecting **Info & Settings**, scroll down to **Remuneration** and choose **Each week** or **Every 4 weeks**.



This decision influences when you'll receive your salary.

Before Wednesday at 12:00 noon
The decision you make shapes what happens next. If you change from 'per 4 weeks' to 'per week', all unpaid weeks will be included in your next salary. Your client may have already made this choice for you.

Do you have the contract type Phase C?
Then you automatically paid per 4 weeks.

Call in sick

Feeling under the weather and can't make it to work? Be sure to let us know you're sick before 10:00 on your first day of feeling unwell using the Maqqie app. What you do next will depend on your contract.

Do you have a contract for phase A, B, or C?

Make sure to let us know if you're feeling unwell before 10:00 on your first day of illness. You can easily do this using the Maqqie app. Just go to the **Agenda** section and find **Illness** to report it by ♥ Report sick .

After that, please **give Maqqie a quick call to confirm.**

088 010 7500

1. Your sick report has been sent to Acture. Starting from the first day of your illness, you'll get absence guidance from Acture.
2. Acture will get your information and reach out to you through a text message.
3. Click the link in the text message and answer the questions. Make sure to do this on your first day of feeling unwell.
4. Are you feeling better? Awesome! Let us know through **Agenda** - **Illness** and hit the button ♥ Report feeling better .
5. Once your contract with Maqqie wraps up, you'll get a sickness benefit through Acture. We'll stay actively engaged in helping you with your reintegration journey.

Discover more about Acture and what to do when you're feeling unwell.

We can't mark you as sick after the fact.

If you don't let us know you're sick on time, we won't be able to help you with absence management before you report it, and you won't receive any pay. This is true for all contracts.

Do you have a payroll agreement?
Next, turn to the following page.

Call in sick

Feeling under the weather and can't make it to work? Be sure to let us know you're sick before 10:00 on your first day of feeling unwell using the Maqqie app. What you do next will depend on your contract.

Do you have a payroll agreement?

Make sure to report your illness before 10:00 on your first day of feeling unwell. You can easily do this using the Maqqie app.
Just head to **Agenda** - **Illness** in the app and click on Report sick .
After that, please **give Maqqie a quick call to confirm.**

088 010 7500

1. Maqqie keeps offering helpful tips on absenteeism.
2. If someone is sick for a long time, we reach out to a company doctor from Acture for help.
3. Are you feeling better? **That's awesome! If you're feeling better, make sure to let someone know right away.**

   Head over to the **Agenda - Illness** and click Report feeling better

   Your client(s) will get a notification about this too.
   Did you have a Phase A contract? If you'd like, your contract can be reopened as well.

We can't backdate your sick report.

If you don't let us know you're sick on time, we can't help with absence management for the time before you report it, and you won't receive payment. This rule applies to all contracts.

You can find all the information about absenteeism in the Maqqie app. Just head to the **Documents** section and search for '**verzuimprotocol**'.

Helpdesk

Do you have any other questions about how the app works or about things like holidays, insurance, payments, and more?

You've got a great chance of finding this information in our helpdesk!

Swing by the helpdesk!

Got more questions?

If you're having a tough time with the helpdesk, feel free to get in touch with our support team for a little help.

If you want to give us a ring (from 10.00 to 15.00)
Helpline | 088 010 7500

If you want to have a little chat
WhatsApp | 010 31 10 122