

NMBRS: User manual

Per 1-1-2021, our payroll partner is Smit & de Wolf. The online HRM and payroll tool we will be using going forward is called NMBRS.

As soon as a user profile has been created for you in the online NMBRS HRM system, you will receive a confirmation email in your personal email account. Please keep an eye open in both your inbox and junk mail folders.

How to create a username and login?

See the example below:

Welcome at Smit & de Wolf

Blue Lynx Employment B.V.

Your username is: [XXXXX@xxx.com](#)

[Click here to activate your Smit & de Wolf account.](#)

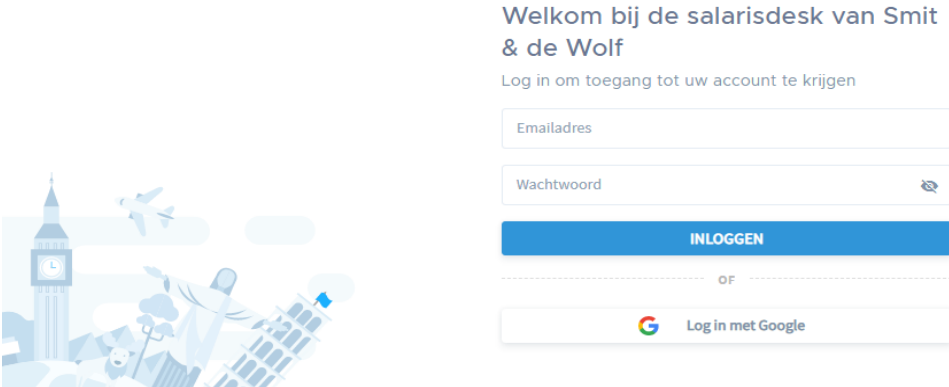
Met vriendelijke groet / Best regards,

Salarisdesk

After receiving the email, click the link to confirm your NMBRS account.

This action will take you to the online Salary Smit & de Wolf site where you can create a password for your new user account.

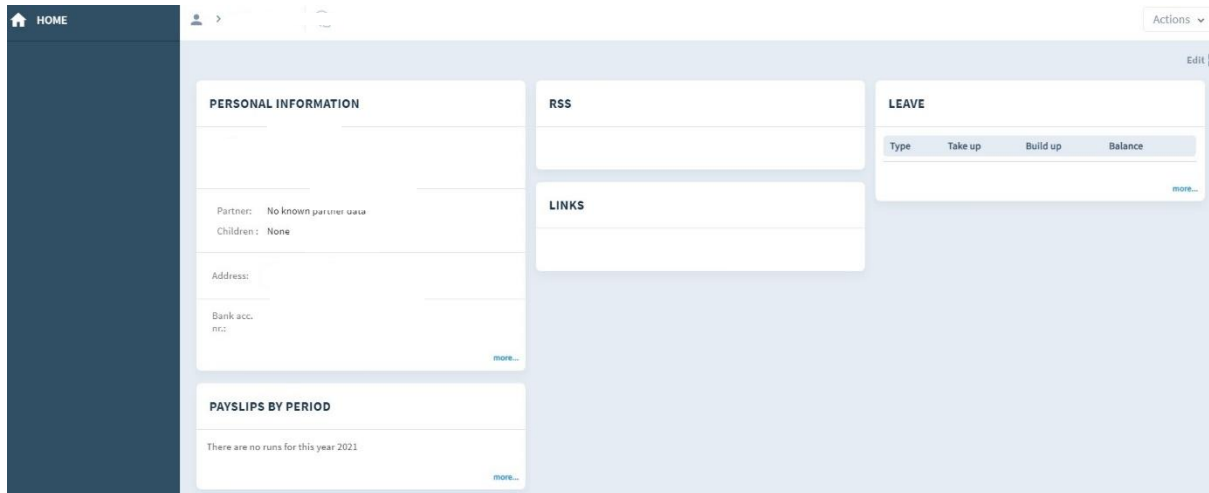
Once you have created a password that satisfies the requirements, click the “Inloggen” button, as displayed in the picture below. Inloggen means Login.

A screenshot of a login page for Smit & de Wolf. The page has a light blue background with a decorative illustration on the left showing a clock tower, a plane, and people. The text reads: "Welkom bij de salarisdesk van Smit & de Wolf", "Log in om toegang tot uw account te krijgen". There are two input fields: "Emailadres" and "Wachtwoord" (with an eye icon for visibility). Below the fields is a blue button labeled "INLOGGEN". Underneath, it says "OF" and there is a "Log in met Google" button with the Google logo.

- **Tips:**
 - Create a bookmark for this page in your browser to simplify logging-in in the future.
 - NMBRS recommends using browsers with the most recent web standard, such as Google Chrome, Mozilla Firefox and Microsoft Edge.

How to access my payslips in NMBRS?

Once you have logged in, click on the “Home” button, on the left side of your screen.



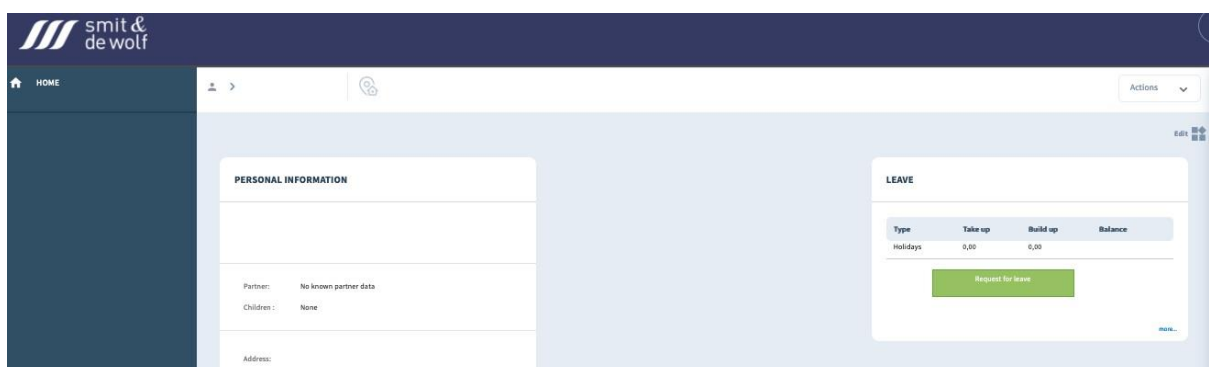
Click on “more” in the “PAYSLIP BY PERIOD” tab/window in order to access your payslip information.

You will be able to view and/or download your payslip every month on the payment date. Each payslip is clearly marked with the payment period (month) specified. These are stored in your online profile for future access or viewing should you wish.

How to request Annual Leave in NMBRS?

First, you need to discuss your annual leave dates with your line manager and have them approved by him/her. Once you have your line manager approval, verbal or written, you can formally request this in NMBRS. You may only request leave after your line manager has approved, this step must not be skipped. If you request leave without line manager approval, this is non-compliant and could lead to disciplinary measures.

Login your NMBRS profile and click on “Home”. On the right side of the window, you will see the section “Leave”



To request Annual Leave, click on the green button “Request for Leave”.



Type	Take up	Build up	Balance
Holidays	0,00	0,00	

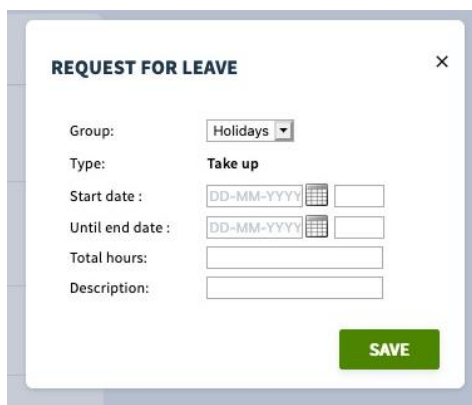
Request for leave

more...

Fill in the necessary requested information: start date and end date of the leave and description “Annual Leave”.

You can add manually the number of hours in case you don’t want to request a complete day (8 hours), i.e. 3 hours or 6 hours, etc.

- **Notes:**
 - You can only request holidays (annual leave) in NMBRS. Any other type of leave you need to request via email to HR@bluelynx.com. For example, special leave, medical leave, parental leave, etc.
 - You do not need to attach any line manager approval in NMBRS or send this via email to HR. The approval is for your own records and is the first step in taking annual leave.



REQUEST FOR LEAVE ×

Group:

Type: **Take up**

Start date:

Until end date:

Total hours:

Description:

SAVE

NMBRS app

Do you prefer to access NMBRS on your mobile phone or tablet? Then download the app today.

NMBRS® app can be found in the iOS and Android store.



You can see your payslips and request annual leave from your smartphone or tablet once you install the NMBRS app.

To use the app you need to enter this domain: **smithendewolf.nmbrs.nl**

You can then select the language and enter your user name (**e-mail address**) and **password**.

Useful links:

If you are having trouble logging in, check out this link below

[Troubleshoot: Inloggen bij Nmbrs – Nmbrs® Payroll NL](#)

If you are using Internet Explorer, ensure that you switch to Chrome or Edge in order to be able to properly support the NMBRS tool

[Ondersteuning Internet Explorer \(11\) stopt per 1 maart 2020 – Nmbrs® Payroll NL](#)