

Onboarding packages

Onboarding Light

€500

Training* 2.5 hours
Online**

- ✓ Account configuration & Dimona
- ✓ Training modules
 - **Administration:**
 - Contracts
 - Dimona declarations
 - Employee management
 - **Time registration:**
 - Digital time clock
 - Performance processing

- ✓ Support and guidance on using bookU during the first month

Onboarding Medium

€700

Training* 3.5 u
Online**

- ✓ Account configuration & Dimona
- ✓ Training modules
 - **Planning:**
 - Availabilities
 - **Administration:**
 - Contracts
 - Dimona declarations
 - Employee management
 - **Time registration:**
 - Digital time clock
 - Performance processing

- ✓ Support and guidance on using bookU during the first month

Onboarding Standard

€900

Training* 4.5 hours
Online**

- ✓ Account configuration & Dimona
- ✓ Training modules
 - **Planning:**
 - Availabilities
 - Work schedules
 - **Administration:**
 - Contracts
 - Dimona declarations
 - Employee management
 - **Time registration:**
 - Digital time clock
 - Performance processing
 - Leave & absence management

- ✓ Support and guidance on using bookU during the first month

The content of the onboarding packages may vary depending on the payroll agency you work with.

Add-ons

Extra peace of mind

Staff import

Importing all staff members into your environment correctly

**0-30
employees**

€125

**30-60
employees**

€125

**60-100
employees**

€125

Setting work schedules

Setting up all work schedules for all your staff

€125

€250

€375

Set up absences

Setting up counters such as leave, overtime, time off in lieu, etc.

€125

€250

€375

Planning templates

Setting up tasks and tags to suit your way of working and preparing planning templates

€125

€250

€375

*We charge **€125.00** per hour for each additional hour of onboarding.

Our training courses are normally held online. Would you prefer an on-site training course? This is possible for a travel fee of **€1 per kilometer.