



Loket is evolving

# A smart step forward in HR

**HR admin often takes more time than it should.** Loket helps you work smarter: one intuitive platform where everything runs smoothly. From leave requests to payslips and expense claims. HR becomes clear, structured, and simply well managed.

HR and payroll in one easy-to-use platform

# One brand. One story.

Work is changing. Employees expect to manage things themselves: fast, simple and digital. Requesting leave, submitting expenses or viewing their payslip, all without extra steps.

And for you? You want clarity, structure and fewer manual tasks or follow-up questions. That's where Loket comes in: one recognizable platform that brings everything together. No more disconnected systems, just a single hub for all HR and payroll. For you and your team. And for your employees, there's MijnLoket: a convenient app, ready to download in the app stores.

In this leaflet you'll discover the smart features of MijnLoket and, most importantly, how they make your work easier and more transparent.

## In this leaflet

- +** Key benefits and features
- +** Keep growing with Loket

## The benefits

# More insight. Fewer questions.

With Loket, HR becomes digital and transparent. Employees handle more themselves, while you stay in control. That saves time, prevents errors, and reduces day-to-day questions.

With MijnLoket you benefit from:



## Salary insights

Employees can clearly see how their salary is built up and how it changes over time, presented in an easy-to-read graph. This creates transparency, reduces questions about payslips, and helps employees better understand their compensation.



## Payslips & annual statements

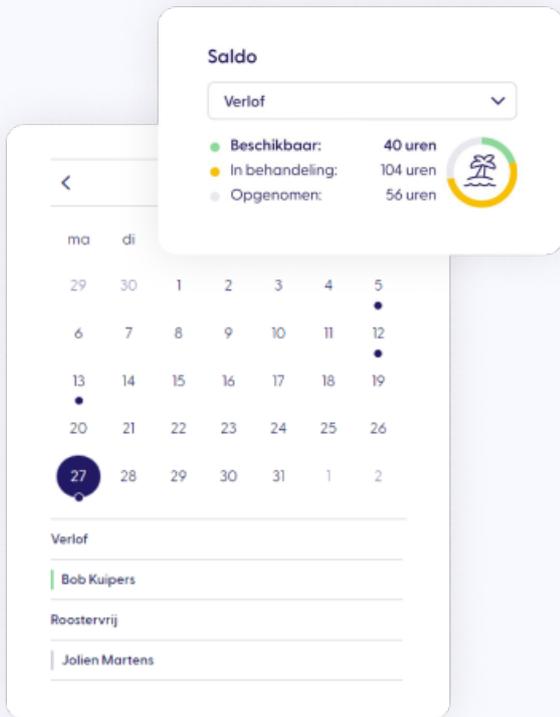
Every employee gets their own personal account. Their data stays available, even after leaving the company.



## Personal employee account

Each employee gets direct access to their own information in one place. They no longer need to contact HR for every small detail, and you benefit from fewer repetitive questions while maintaining oversight.





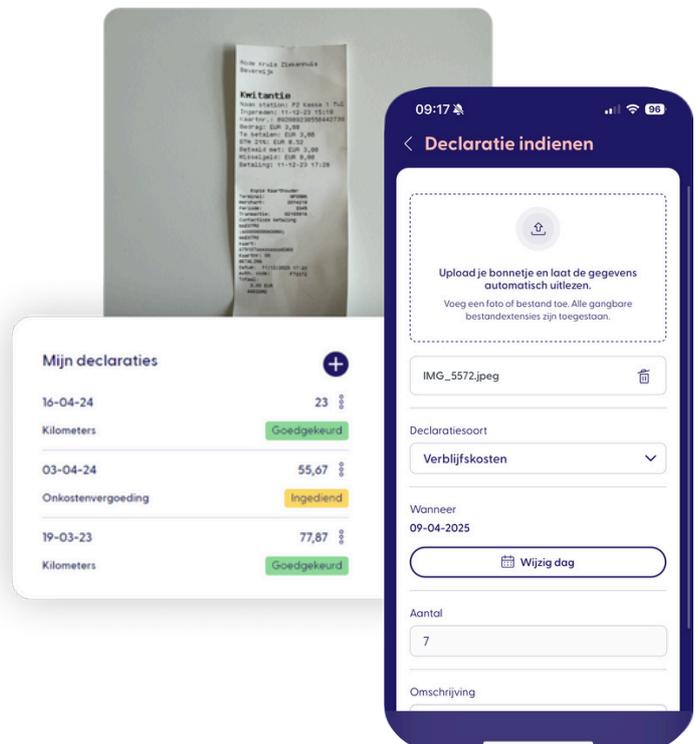
## Leave requests & team calendar

Requesting and approving leave is simple and transparent, whether it's vacation, compensatory time, or special leave. Employees can see their balance and planned absences in the team calendar, giving everyone clarity about availability.



## AI-powered expense claims

Submitting expenses becomes effortless: receipts are automatically recognized and processed using AI. Employees spend less time on admin, and you reduce errors while speeding up reimbursements.



**Mijn persoonlijke gegevens**

Naam  
Alkemand K.J

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Geslacht  
Man

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Geboortedatum  
25-02-1961

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Geboorteplaats  
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BSN  
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Nationaliteit  
Nederlandse

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Burgerlijke staat  
-



Medewerkers kunnen **moeiteloos** zelf gegevens wijzigen



Ontvang signalen wanneer medewerker iets wijzigt



## Update personal details

Employees can update their own personal information—such as address, bank account (IBAN), or emergency contacts, directly in MijnLoket. This keeps records accurate without extra work for HR.



## Custom workflows

Workflows standardize and streamline processes. Employees can make changes within predefined steps, while you only approve where necessary.

With the Process Management overview, you instantly see the status of all active workflows, so you can intervene at the right time and keep every process on track.

**Proces adreswijziging werknemer**

Je kan hier je eigen flow instellen voor wijzigingen die gedaan worden vanuit stappen hebben. Versleep de stappen om een andere volgorde te krijgen.

Workflow instellen

Ja

Start

- 1 Notificatie 1 uitvoerder(s)
- 2 Taak 1 uitvoerder(s)

+ Voeg een stap toe

Einde

Stap 2

Soort =

Omschrijving =

Uitvoerder(s) =

Er

Loket standaard toepassen



Medewerker past **zelf gegevens** aan



Verantwoordelijke ontvangt **signaal** of **taak**



Na goedkeuring wordt data aangepast in **Loket**



## Salary calculator

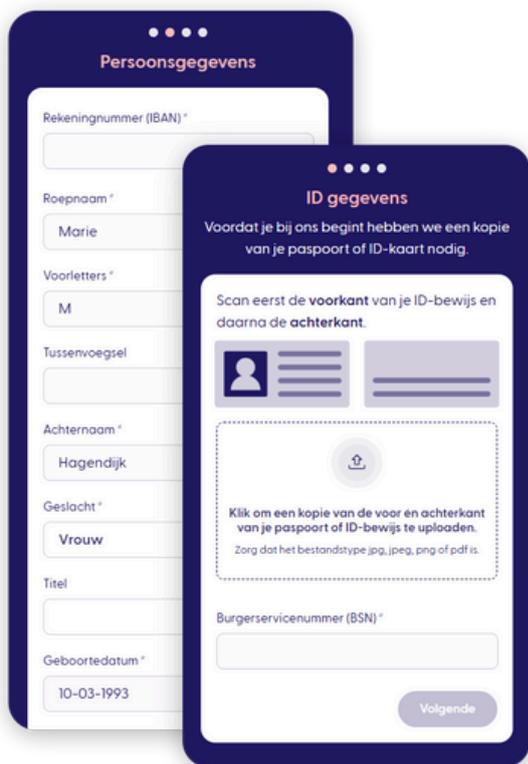
Any salary change, whether it's overtime, a bonus, or a raise, is immediately visible in MijnLoket. Employees see what the change means for their pay, creating transparency and reducing questions about payroll.



## Digital HR assistant

The HR Assistant automatically answers employee questions. Quickly, reliably, and at any time of day. From leave requests and expense claims to company policies, employment terms, or handbook agreements. You can easily feed the assistant with your own documents and processes, ensuring employees always receive accurate and up-to-date answers. This way, AI not only supports questions but also helps perform HR tasks, making HR truly smarter.





## Extended preboarding

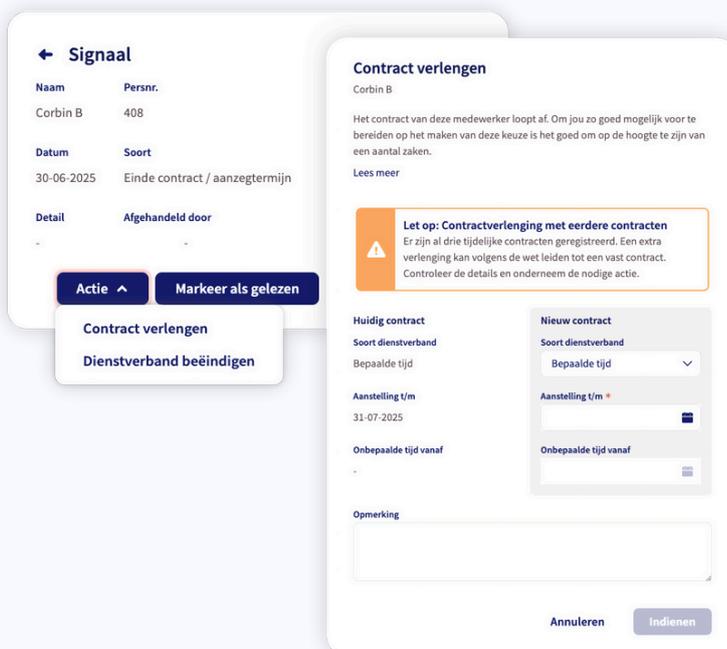
With this new form of preboarding, new hires enter their own information as soon as they activate their personal MijnLoket account. From day one, they use the same environment in which they will later collaborate with their employer.

All personal details and documents are recorded quickly and completely, ensuring everything is ready in advance. That means less manual administration for HR and a smooth, well-prepared start for the employee.



## Management Self Service

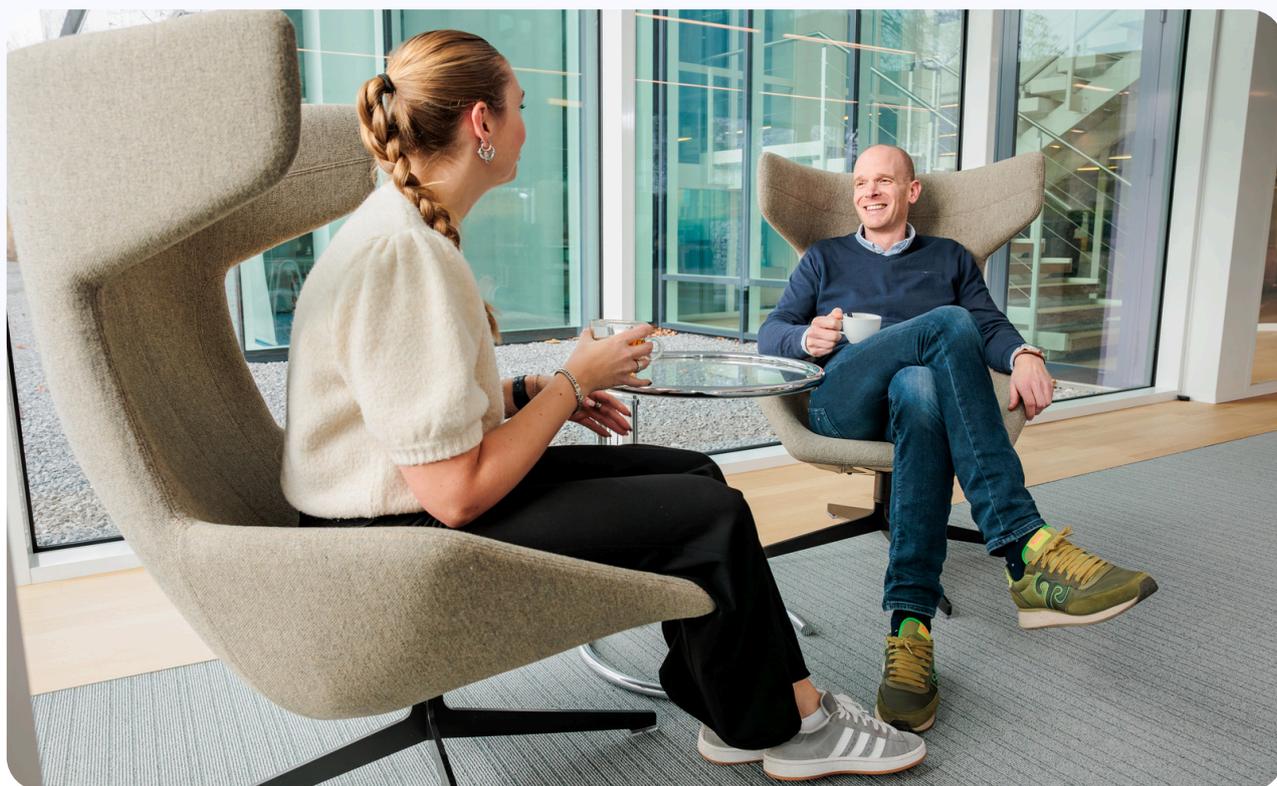
When a contract is about to expire, managers can start a workflow themselves in MijnLoket. Extensions or terminations follow the predefined steps you set up, reducing manual work and the chance of errors. The result: clear responsibilities, faster turnaround, and easier contract management while you stay in control.



Get ready for the future

# Keep growing with Locket

Locket offers one platform that grows with your organization. Whether you're handling everyday HR tasks or increasingly dealing with broader processes and policies, Locket helps you stay in control, work more efficiently, and keep everything organized.



## Ready to make HR simpler?

Wondering which options are the best fit for your situation? Or do you want to explore what's possible?

**Reach out to your accountant,** they'll be happy to advise you on the approach that matches the way your business works.



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