



General questions about MyVDL

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What can or should I do in MyVDL?

You can check and adjust your personal data, consult your payroll documents at any time, request your absences, check the current balance of your leave counters, View the introduction to MyVDL for employees and/or managers and find out what you can do in MyVDL.

Can I do all communication with my supervisor through MyVDL?

No, personal contact is and remains important. Always talk to your manager first. In MyVDL you record the agreements you have made together.

Which browser should I use for MyVDL?

Preferably use Google Chrome. You can open MyVDL on your computer, tablet and phone.

Is MyVDL also available in other languages?

MyVDL is available in Dutch, French and English. In "user settings" (click on your name on the top right), you can select your language.

Is MyVDL safe?

The supplier of MyVDL is Attentia. Their Dots system is cloud based. Data security is guaranteed in the agreement and in the SLA (service level agreement) with Attentia. It is of course also important that you handle your login data with care. Preferably use itsme or eID when logging in so that your data are properly protected. If you log in with a password and use a computer that is also used by others, always log in as a 'guest user' (click on the three dots at the top right and choose "New incognito window") and do not save your password.

Is MyVDL also an app?

No, it is not an app. The site is responsive, this means that the format is adjusted and therefore easy to view through the browser of your smartphone, tablet and computer. On



your smartphone there are adjusted functionalities. For a full view it's best to look on a tablet or computer.

I want to check my personal data and complete them where necessary. How can I do this?

Under "My favorite apps", go to the "Employee data" tile. There is a separate instruction available with more information.

How will I know that new information is available and/or that a task is waiting for me?

You will receive an email when new information is available for you or when a task is ready for you. In some cases, you will also receive a message in MyVDL.

Did I do it right? What if I make mistakes?

Filling out a form in MyVDL is actually the same as filling out a paper document or sending an email with information. Please review what you have entered before clicking 'Save'. For each adjustment, an approval email is sent to HR. Absence requests will be sent to your manager for approval.

I get an error message? What should I do?

You may receive an error message when filling out a form. In most cases the explanation is on your screen. Try it again. If you can't work it out yourself, ask your supervisor or a colleague. And if they cannot help you either, contact your MyVDL contact person.

I have no computer. Now what?

You can also use MyVDL on a tablet or smartphone. You will need an email address. Preferably use itsme or eID when logging in so that your details are properly protected. If you log in with a password and use a computer that is also used by others, always log in as a 'guest user' (click on the three dots at the top right and choose "New incognito window") and do not save your password.

I see other tiles on the homepage of MyVDL than my colleague. How is this possible?

Or your colleague has different rights, or you have changed your home screen. You can adjust the settings by clicking on the wheel in the right bar.