

Manual

'Checkin@work' Online Service



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How to log in?

To use the online service Checkin@work, go to the following website: https://www.socialsecurity.be/site_nl/employer/applics/checkinwork/index.htm.

Click on 'Checkin@work – registreren' ('Checkin@work – register'). Next, you can log in with your company profile.

This service is only available in secured mode. If you don't have a company profile yet, please request the necessary access. Therefore, please consult the manual <https://csam.be/en/documents/pdf/step-by-step-guide.pdf>.

The screenshot shows the 'Checkin@work' registration page. At the top, there is a navigation bar with 'Onderneming', 'nl', 'Over de Sociale Zekerheid', 'Contact', and 'Help'. The main header reads 'Sociale zekerheid / Onderneming'. Below this, there is a search bar and a 'Zich aanmelden' button. The page is divided into two columns. The left column contains an 'ALERT' banner dated 26/03/2021 regarding registration for architects, followed by a detailed explanation of the 'Checkin@work' service and its application areas. The right column contains a sidebar with 'Checkin@work' and 'Algemene info' sections, including links for 'Voor wie is Checkin@work?', 'Hoe registreert u?', 'Werken in onroerende staat', and 'Activiteiten die behoren tot de vleessector'. At the bottom of the sidebar, there are two buttons: 'Checkin@work - registreren' (highlighted with a red box) and 'Checkin@work - registreren via gateway'.

Next, you're in the online service 'Checkin@work'.

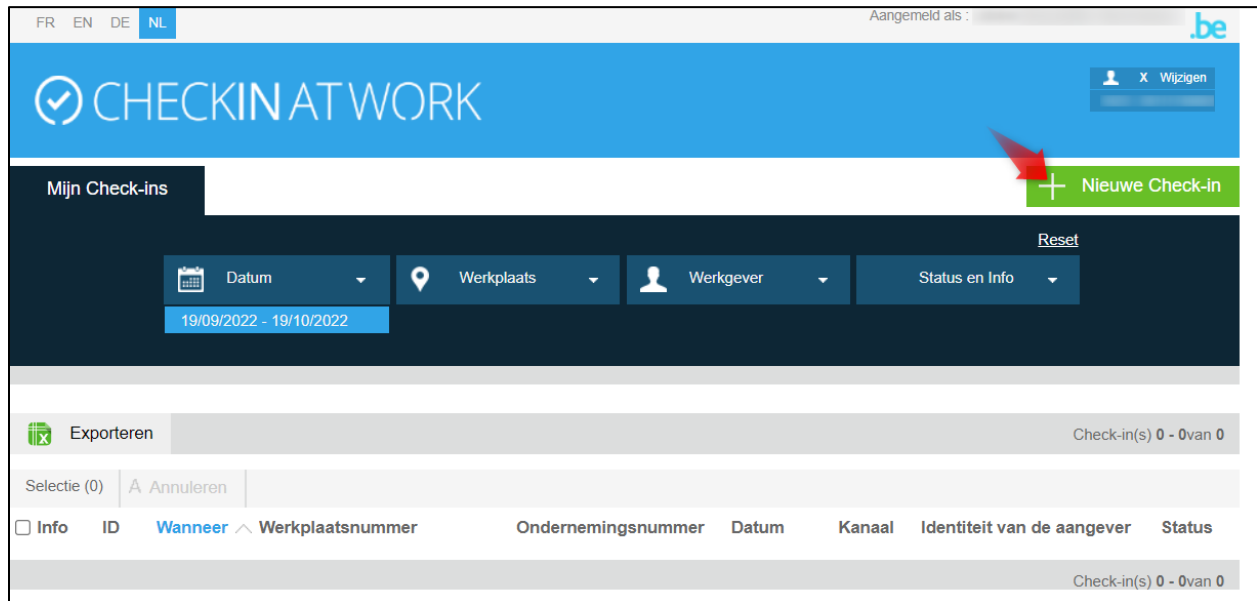
The screenshot shows the 'Checkin@work' online service interface. At the top, there is a language selection bar with 'FR', 'EN', 'DE', and 'NL'. The main header reads 'CHECKIN@WORK'. Below this, there is a navigation bar with 'Mijn Check-ins', 'Check-in per werkplaats', and a '+ Nieuwe Check-in' button. The main content area features a search filter with 'Datum' (05/10/2022 - 19/10/2022), 'Werkplaats', 'Werknemer', and 'Status en Info' (with a 'Reset' button). Below the search filter, there is an 'Exporteren' button and a table with columns for 'Info', 'ID', 'Wanneer', 'Werkplaatsnummer', 'INSZ/Naam', 'Datum', 'Kanaal', and 'Status'. The table shows one entry with a green status indicator. At the bottom right, it says 'Check-in(s) 1 - 1 van 1'.

At the top left, you can **choose between four languages** to proceed: French, English, German and Dutch.

You can choose multiple actions in this online service: You can **enter, consult and export registrations**. You can consult registrations in various ways via the tabs 'Mijn check-ins' ('My check-ins') or 'Check-in per werkplaats' ('Check-in per workplace').

How do I enter a registration?

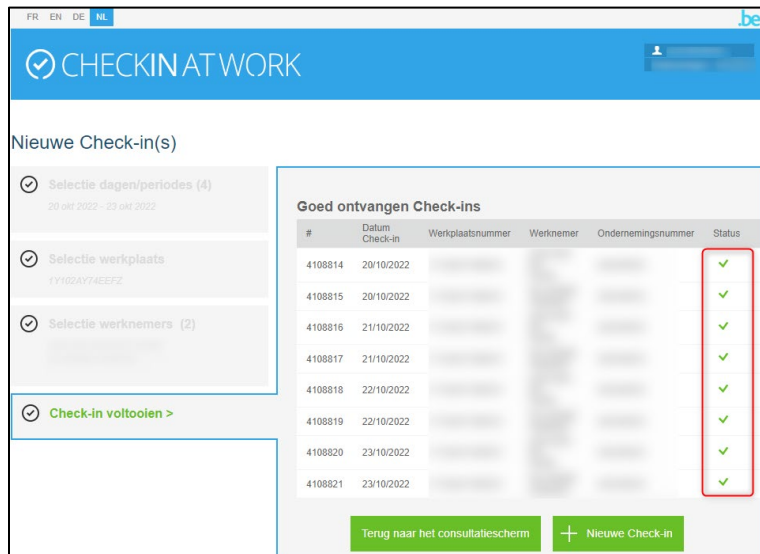
Click 'Nieuwe Check-in' ('New Check-in') at the top right.



A new page opens.

Please choose for which **days** you wish to register the **relevant persons**, at which **workplace** and the **persons** who are **concerned**. Please confirm the registration to complete it.

As soon as the NSSO has received your registration correctly, you will see a green tick (see red box on the screenshot below).



How to consult attendance records?

As a company, you can consult **attendance records**. Please use the filters in the 'Mijn check-ins' ('My check-ins') and 'Check-in per werkplaats' ('Check-in per workplace') tabs.

In 'Mijn check-ins' ('My check-ins'), you will find all the registrations for employees of your company. You can **filter** by **date**, **workplace**, **employee** or **status**.

In 'Check-in per werkplaats' ('Check-in per workplace'), you will see the **attendance records per workplace**. You can use the filters to find exactly what you are looking for.

Questions?

If you have questions, check our [Contact page](#) and get in touch.