



Charly Cares Business

For the employer

Welcome to Charly Cares Business!

Great that you started using Charly Cares Business! With it, you support the parents in your organisation with an experienced, reliable babysitter at home who takes over the care of the children while they work. In this manual, you will find all you need to know about how you can further arrange Charly Cares Business for your employees.



The Charly Cares Business Dashboard

In the Charly Cares dashboard, you can add employees that are allowed to use the service. You determine for how many hours per year they will get a business babysitter. In the dashboard, you can add employees by entering their details and the number of reimbursed hours. You can do so in two ways:

1. Add multiple employees simultaneously by uploading a CSV file.
2. Add employees manually.

Frequently asked questions

Can I add employees at a later date?

If you add employees to the dashboard at a later date, they will receive the number of hours in proportion to the start date and %FTE. For example: An employee has started on April 1st and works 100%-FTE. On July 7th, the employee is added to the dashboard. This employee will then get 75% of the total number of hours reimbursed (9 months out of 12 * 100%).

What should I do if an employee is leaving the company?

If an employee is leaving the company, you can enter the end date of the contract in the dashboard. That employee's business membership will then automatically be terminated on that date. We will inform the employee about this via email.



After adding employees

How does it work?

Email address in dashboard

If you entered the email address while adding employees, we will take over communications. Every employee will receive a unique pairing code via email, using which they can then sign up for a business membership in the Charly Cares app.

Email address not in dashboard

We advise that you add your employees' email addresses in the dashboard, so that we can then take over communications. Haven't added any email addresses for the employees in the dashboard? We then ask you, as employer, to communicate the unique pairing codes to your employees. You can find these pairing codes after adding the employee in the dashboard; each pairing code is unique to that employee. After the employees have added their personal pairing code, they can start using Charly Cares Business.



Overview of the service

Insight into the usage

As employer, you will receive a monthly overview of the use of the reimbursed hours. You can use it to gain insight into the total usage per employee.

Monthly invoice

You will also receive an invoice containing the actual usage every month.

Questions?

If you have any questions, please send an email to business@charlycares.com or call 020-2102323 (Customer Care Team).

