



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.

Adding employees

Option 1: Adding multiple employees at once

Werknemers

WERKNEMER NUMMER	KOPPELCODE	NAAM	E-MAILADRES	START DATUM	EIND DATUM
19	Y6QBP500	Lisa Keizer	lisa+3005@charlycares.com	01-06-2022	n.v.t
11	QS89IZ27	Charlotte Van Der Straten	Charly+3005@charlycares.com	01-06-2022	n.v.t
23	ZTOJ05JX	Bart Verbeet	bart@charlycares.com	30-05-2022	n.v.t
3097	S9JN6TKJ	Rachelle Smeets	rachelle@charlycares.com	30-05-2022	n.v.t
12	932Q8QBS	Xander Koenen	xander@charlycares.com	29-05-2022	n.v.t
1	YX5X9QMZ	Stefan Diskic	disko998@gmail.com	01-06-2022	n.v.t
230	OBKI3CCQ	Bart Verbeet	bart+3105@charlycares.com	01-06-2022	n.v.t
29	CUFHVXWP	Ireen Rempt	ireen@charlycares.com	01-06-2022	n.v.t
26	LL6HYASR	Jelke Bac	jelke@charlycares.com	01-06-2022	n.v.t

Upload new employees
Bulk upload employees using the provided template

Upload a file or drag and drop

[Learn more about csv upload](#)

Cancel Upload

XK Xander Koenen
Bekijk profiel

You can add employees in two different ways. You can either upload a CSV file with multiple employees, or you can enter each employee's details manually.

Option 1: Adding multiple employees at once

To add multiple employees at once, you can upload a CSV file in the dashboard containing the following elements:

- Personnel number (optional)
- Name (optional)
- Email address (optional)
 - Our advice is to add the email address, so that we can take over the communications after the employees have been added to the dashboard.
- Start date
- %FTE

Adding employees

Option 2: Adding each employee individually

The screenshot shows the Charlycares dashboard with a sidebar on the left containing 'Dashboard', 'Employees', and 'Information'. The main area displays a table of employees and a 'New Employee' form on the right.

EMPLOYEE NUMBER	CONNECTION CODE	FULL NAME	EMAIL ADDRESS	START DATE	END DATE
19	Y6QBP500	Lisa Keizer	lisa+3005@charlycares.com	01-06-2022	N/a
11	QS89IZ27	Charlotte Van Der Straten	Charly+3005@charlycares.com	01-06-2022	N/a
23	ZTOJ05JX	Bart Verbeet	bart@charlycares.com	30-05-2022	N/a
3097	S9JN6TKJ	Rachelle Smeets	rachelle@charlycares.com	30-05-2022	N/a
12	932Q8QBS	Xander Koenen	xander@charlycares.com	29-05-2022	N/a
1	YX5X9QMZ	Stefan Diskic	disko998@gmail.com	01-06-2022	N/a
230	OBKI3CCQ	Bart Verbeet	bart+3105@charlycares.com	01-06-2022	N/a
29	CUFHVXWP	Ireen Rempt	ireen@charlycares.com	01-06-2022	N/a
26	LL6HYASR	Jelke Bac	jelke@charlycares.com	01-06-2022	N/a

The 'New Employee' form on the right includes the following fields:

- Employee number:
- First name:
- Last name:
- Email:
- Start date:
- End date:
- FTE Percentage:

At the bottom of the form are links for 'Copy shareable link' and 'Learn more about sharing', and 'Cancel' and 'Save' buttons.

Option 2: Adding each employee individually

You can also add each employee's details separately through the dashboard. You can also do this when you, for example, need to add new employees at a later date. Click 'Create'.

Then fill in the following employee's details:

- Personnel number (optional)
- Name (optional)
- Email address (optional)
 - Our advice is to add the email address, so that we can take over the communications after the employees have been added to the dashboard.
- Start date
- %FTE



The employee has been successfully added!

Please note: after your employees have been added to the dashboard, we will send them important information about their profile and how to book a babysitter. Therefore, it's important that your employees receive these e-mails and they don't end up in the spam folder. Please make sure the e-mail address **info@charlycares.com** is being put on the **whitelist** by the company. Thank you!

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).

