



PAYROLL ADMINISTRATION PACKAGES



MOORE MKW

	DMS Complete package specifically for DMS(s).	BASIC For the employees working for your company. Everything you need for your payroll administration.	TOTAL All your personnel records and complete administration organised, efficient and up to date.	TOTAL EXTRA Get the most out of Loket.nl by using the total extra package.
RATES 2026				
Costs per employer per year As an employer, you will receive an invoice once a year for the use of the package selected by you.	€ 180,00	€ 205,00	€ 280,00	€ 280,00
Costs per employee per year without digital signing For package 1 (DMS), the annual fee is invoiced once a year. For package 2 to 4, 1/12th of the annual fee is invoiced each month.	€ 180,00	€ 21,00	€ 21,00	€ 40,00
Costs per employee per year with digital signing This option is only available for package 2 to 4.	-	€ 26,00	€ 26,00	€ 45,00
Costs per payslip The rate per payslip is based on the number of employees that work for you. Each month, the number of payslips x the rate is invoiced.	-	Based on the number of employees	Based on the number of employees	Based on the number of employees
<i>* Signing document digitally</i> <i>The option to have documents digitally signed by the employee and/or employer. After signing, the documents are automatically added to the employee's and/or employer's file.</i>				
PAYROLL ADMINISTRATION				
Checking the mutations entered by the employer	✓	✓	✓	✓
Digital submission of payslips	✓	✓	✓	✓
Digital submission of the payroll/SEPA	✓	✓	✓	✓
Digital submission of payroll journal entry	✓	✓	✓	✓
Digital submission of annual income statements	✓	✓	✓	✓
Preparing and filing of payroll tax returns	✓	✓	✓	✓
ONLINE EMPLOYEE PORTAL				
login via browser and application	✓	✓	✓	✓
MijnLoket Pro	✓	✓	✓	✓
ONLINE FILES				
Employer	✓	✓	✓	✓
Employee	✓	✓	✓	✓
Generating documents from employer's file		✓	✓	✓
HRM MODULE				
Leave of absence*			✓	✓
Absenteeism*			✓	✓
Benefits			✓	✓
Training courses			✓	✓
Standard work processes			✓	✓
MIJNLOKET PRO				
Smart preboarding				✓
Digital HR assistant				✓
HR processes				✓
Advanced workflows				✓

EXPLANATION OF THE PACKAGES

PAYROLL ADMINISTRATION

Checking the mutations entered by the employer

Checking the accuracy and completeness of mutations that have been entered and the correct implementation of legal and industry-specific regulations.

Digital submission of payslips

Making payslips available for the employer and for employees through the online employee portal.

Digital submission of the payroll/SEPA

To pay salaries, an overview is available for manually transferring salaries. Alternatively, a SEPA file is available for uploading to your bank portal.

Digital submission of payroll journal entry

We offer a digital overview of the payroll journal entry at company, department or cost centre level. It is possible to link this with your accounting package.

Digital submission of annual income statements

Making the annual income statements available each year for the income tax returns.

Preparing and filing of payroll tax returns

We file the payroll tax returns with the Dutch Tax Administration and make the overview available for payment.

Annual maintenance of the payroll package

Software changes rapidly and offers increasingly more possibilities. Therefore, we review and look into all functionalities and updates with you and offer advice once a year. This ensures you get the most out of your personnel and payroll administration package.

ONLINE EMPLOYEE PORTAL

MijnLoket and MijnLoket Pro

If you use Loket.nl, you can also use the online employee portal MijnLoket. MijnLoket is the digital HR assistant that gives employees real-time insight into their salary details. MijnLoket offers clear, up-to-date and transparent insight into leave requests. Additionally, expense claims can be submitted effortlessly. Employees can also easily change their personal details themselves.

MijnLoket Pro offers additional options. As an employee, you can make use of smart preboarding, HR processes and advanced workflows. Employees can make use of the digital HR assistant.

Login via web browser and app

An individual login for each employee, allowing them to access their payslips, annual income statements and any leave entitlement via both a web browser and app. Employees can also submit expense claims and update their personal details.

ONLINE FILES

Employer

As an employer, you have access to all uploaded documents, such as the terms and conditions of employment and the personnel handbook.

Employee

The employee has access to all uploaded documents. This includes employment contracts, model payroll tax statements, uploaded ID documents, details and assessments of training courses.

Generating documents from employer's file

Documents can be downloaded automatically based on pre-uploaded templates. An advantage of this is that the same templates are always used. Examples include employment contract and letters to employees.

HRM-MODULE

Leave of absence*

Here you can automatically allocate leave balances and keep track of leave taken. Employees are able to request leave via the online employee portal.

Absenteeism*

You can keep track of sick leave and gain insight into absenteeism figures.

Benefits

Have you given keys, laptops, phones, tools and similar items to your employees? If so, you can register this information and view it here.

Training courses

Here you can record courses and training programmes that have been completed. It is possible to set reminders for the end date of these courses or training programmes.

Standard work processes

Automating HR processes: organise all recurring tasks in a flowchart and ensure that the tasks are scheduled for the right person. For example, when a new employee joins the company, they can immediately fill in their own contact details online, so that their personnel file is filled in correctly straight away. Or workflows to record assessments, renew contracts and process changes to company cars.

**Link with external parties*

For example, linking to a time registration system, the occupational health and safety service or sick leave system.

MORE INFORMATION?

Feel free to contact one of our advisers:

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