

InterUM online portal

Instructions employee

Working hours will have to be submitted digitally in the online portal E-Flexer. In this portal you can submit timesheets, check timesheets you have submitted in the past, check your payslips after every salary payment and check your annual statement which you will need for the yearly tax declaration.

This document will guide you through the process of submitting timesheets. If you seek information not covered by these guidelines, you can contact InterUM via bureau@interum.eu or 043-388 2688.

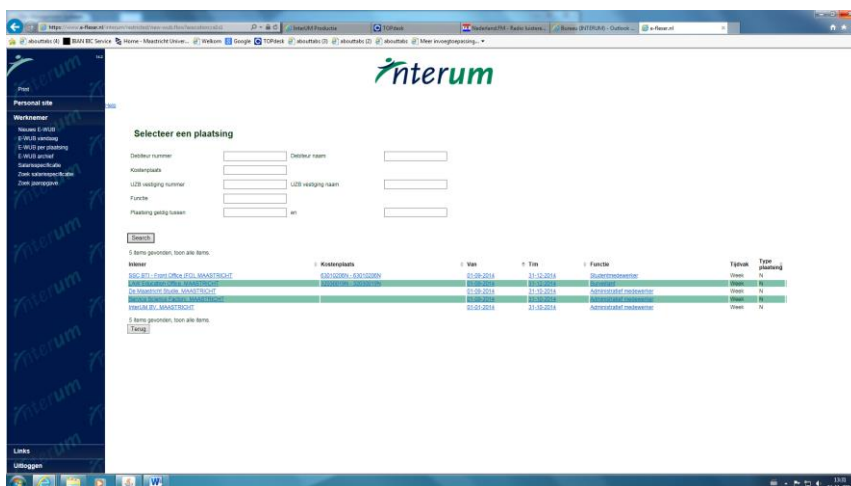
IMPORTANT: Please note that you only have to submit timesheets if you work on a flexible basis. If a set number of hours was announced to InterUM, you do not need to submit timesheets.

Content

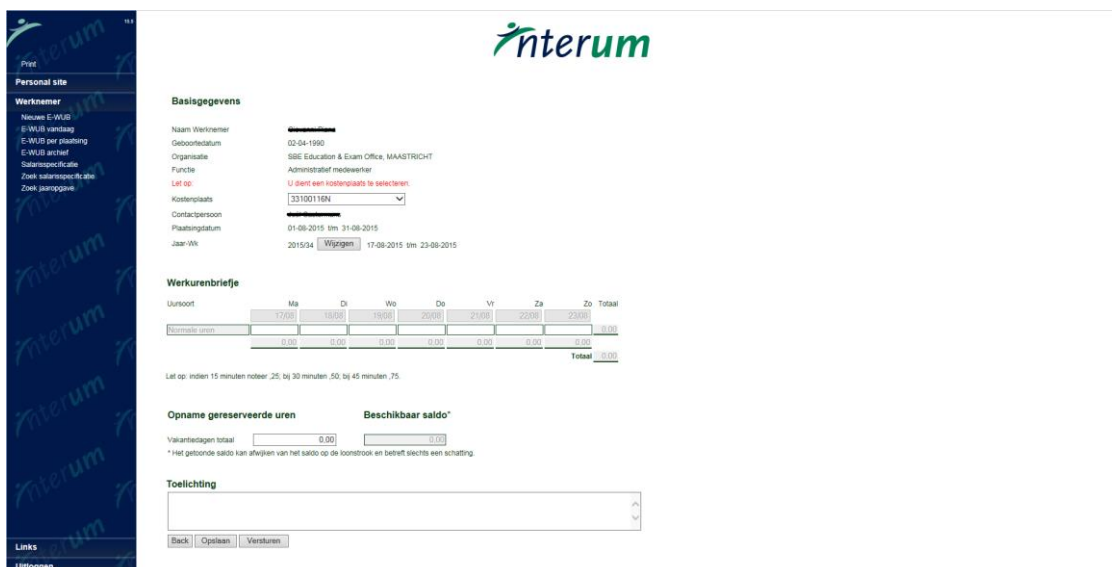
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New timesheet

1. Access the InterUM online portal E-flexer via <https://www.e-flexer.nl/interum/index.ewb> or www.interum.eu > login E-flexer.
2. Log in by filling out your username and password. These were sent to you via e-mail when you registered (or signed your contract).
3. After having logged in, go to "Werknemer" in the left menu. Then choose "Nieuwe E-WUB".



4. Now you see the jobs you are assigned to. Click on the job for which you want to fill out a new timesheet.



Basisgegevens (basic information)

5. If "Kostenplaats" is not filled out, choose the correct number in the drop down menu. If correctly, this number has already been communicated in advance. Please contact your supervisor at your workplace if you do not know which number applies to your activities.
6. Check if the correct year/week in which you worked is filled out. You can change the period by clicking "Wijzigen" and filling out the correct period number.

Werkurenbriefje (Timesheet)

7. Fill out the amount of "**normale uren**" (**normal hours**) you worked per day. Please note that you need to convert the amount of minutes to a decimal. For example: if you worked 4 hours and 15 minutes, fill in 4,25.
"**Toeslaguren**" (**surcharge hours**) are not applicable, so do not fill out these fields.

Opname gereserveerde uren (payment leave hours)

8. If you want InterUM to pay **hours** of leave, you can indicate the number of hours under the column 'opname gereserveerde uren'. The column 'beschikbaar saldo' shows how much leave hours you have accumulated up to the last salary payment.

Toelichting (comments)

9. You can leave a comment if your supervisor needs to take into account things, for example the activity you worked for.
10. Click "Opslaan" (save) if you did not complete the timesheet. This sheet will be saved in the folder "E-WUB vandaag" in the left menu. Or either click "Versturen" if you want to send the timesheet to your supervisor for approval. If your supervisor has approved the timesheets, they will be automatically sent to InterUM and your salary will be paid at the next payday.

Menu

11. E-WUB vandaag: here you can find either declared hours which still need to be send to the supervisor, or timesheets that have been rejected by the supervisor.
12. E-WUB per plaatsing: here you can find your declared and send timesheets ranked per job. You can also see the status of your timesheet: "verzonden" (send); "afgewezen" (rejected); or "goedgekeurd" (approved).
13. E-WUB archief: here you can find the timesheets that already have been paid.

Frequently Asked Questions

1. What are my login details for the InterUM online portal?

If you don't remember your login details, you can request a new password yourself via E-flexer. Access the E-flexer login screen and click "Forgot password". Fill out (your username or) the e-mail address that InterUM has registered and click "Request". You will now receive an e-mail with your username and a new password that you will need to change after logging in.

If this still doesn't work, please send a request to InterUM by e-mail and we will send your new details accordingly.

2. I am entitled to work related reimbursement of (travel) expenses, can these be claimed together with the timesheet?

Unfortunately not. (Travel)expense claims should be done on a separate paper form which you can find via <http://www.interum.eu/upl/in/Declaratie-reiskosten-ENG.pdf> . Your expenses can only be paid when the original receipts are attached and the form is signed by your supervisor.

3. I receive an email in which it is mentioned that I still have to send my timesheet, how is this possible?

This means that you only saved your timesheet(s) and that you did not send them to your supervisor. The saved timesheets can be found at "E-WUB vandaag".

4. I submitted my timesheet, but made a mistake in it. What should I do?

You will have to contact your supervisor. He/she is authorized to change for example the timesheet's week number or the amount of hours you worked.

5. I submitted my timesheet, but my supervisor rejected it. What should I do?

The rejected timesheet will be send to the folder "E-WUB vandaag". You can either "verwijder" (remove) the timesheet or you can change it and submit it for your supervisor's approval.