

InterUM online portal

Instructions supervisor 'bulk'

Because you have multiple employees, it is possible to process the working hours in 'bulk'. This means all hours can be registered and processed at once. In this instruction manual we will explain the process step by step. In case you have any questions about this process, please send an email to bureau@interum.eu or give a call to 043-3882688.

Important: please note that this process only applies to employees who work on a flexible basis. For employees with a fixed hours contract you do not need to fill in the online worksheets.

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Log in

1. You can log in to the online portal E-Flexer via <https://www.eflexer.nl/interum/index.ewb> or www.interum.eu. You can access the online portal via the log in details you have received from us by email.

Create a new E-WUB

2. After you have logged in, please choose the tab 'Inlener' on the left side of the menu. Then choose 'E-WUB bulkinvoer' to fill in the worked hours of the employees. You will see the following screen.

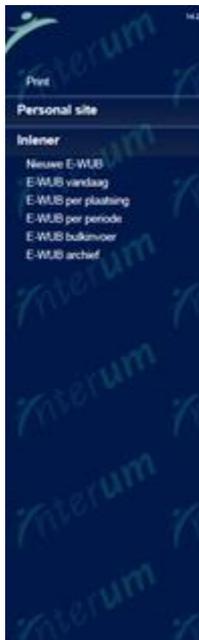


Selectie bulkinvoer werkurenbriefven

Organisatie
Kostenplaats
Detailniveau
Tijdvak
Jaar
Periodenr.
Datumreeks 10-11-2014 - 16-11-2014

3. At 'kostenplaats', the budget number that applies to you will be displayed automatically. In case you work with multiple budget numbers, you need to choose the budget number that applies to the hours that need to be processed.
4. The box 'detailniveau' is automatically set to 'dagen' and the box 'tijdvak' is automatically set to 'week'. If you process a weekly timesheet, the settings need to remain like this. If you process a four weekly timesheet, you have to choose 'weken' at 'detailniveau' and '4-weken' at 'tijdvlak'. At 'Jaar' and 'Periodenr' you fill in the year and week number / four week number (1 to 13) to which the working hours apply.
5. To fill in the working hours, please click on 'Search'.

You will now see the screen in which you can fill in the working hours.



Bulkinvoer werkurenbriefven

Organisatie
Detailniveau/Tijdvak Dagen Week
Periode 2014 46 10-11-2014 - 16-11-2014

Let op: indien 15 minuten noteer .25; bij 30 minuten .50; bij 45 minuten .75

<input type="checkbox"/> Verst	Werknemer	Kostenplaats	Basis Urensoort							Status	Totalen		
			Ma	Di	Wo	Do	Vr	Za	Zo		Uren norm	Uren overig	
			30/11	11/11	22/11	23/11	24/11	25/11	26/11				
<input type="checkbox"/>	[Redacted]	36000103N								Nieuw	Details	0	0
<input type="checkbox"/>	[Redacted]	36000103N								Nieuw	Details	0	0
<input type="checkbox"/>	[Redacted]	36000103N								Nieuw	Details	0	0
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<input type="checkbox"/>	[Redacted]	36000103N								Nieuw	Details	0	0

6. You will see a screen with all employees that are employed at your organization in that particular week. Please note it is not necessary to fill in working hours for every employee. You only need to fill in the hours for the employees that have worked during that week. Please make sure you fill in the working hours at the correct working day in the correct week.

Important: please note that minutes need to be converted to decimals. For example: 4 hours and 15 minutes becomes 4,25 hours.

Comment 1

By clicking on 'Detail', you can open the respective worksheet to see all detailed information. Next to that, it is possible to write a note that applies to the employee and that is important for InterUM to know.

Comment 2

It is possible to fill in a 'concept' of the worksheets. This might be handy when you know the working hours of the employees in advance or when you have not yet received the working hours of all employees. You can already fill in the working hours and click on 'Opslaan'. You can find the saved hours, which have not yet been sent, via 'E-WUB vandaag' on the left side of the menu. As soon as the pre-filled hours actually have been worked, you can correct or permanently process them by checking the box 'verwerk selectie'.

7. When all worked hours are filled in for all employees, you need to check the boxes on the left side of the names of the employees. By clicking 'Opslaan', the registered hours will be sent to InterUM. The hours line of the respective employee will turn gray and under 'status' you will see 'Verzonden'.

Comment 3

In case you accidentally sent hours that aren't correct, you immediately need to send an email to bureau@interum.eu. The rejected worksheet can then be found in 'E-WUB vandaag' and you can make the necessary changes here.

Frequently asked questions

1. **I forgot my log in details**

You can request a new password via E-Flexer. Please go to the home screen of E-Flexer and click on 'Forgot password'. Fill in the log in name or email address that is known to InterUM and click on 'Request'. Within minutes, you will receive your user name and a new password via email. You need to change this new password after you have logged in.

2. **My employee is entitled to the reimbursement of travel expenses, can these be processed with the hours registration?**

In case the employee is entitled to a kilometre allowance of €0,19 per driven kilometre, you need to open the worksheet of the employee (see comment 1) and write a note with the kilometres the employee has driven. In case the employee is entitled to a travel reimbursement with regard to the cost of public transport, a 'reimbursement of travel expenses' form needs to be filled in. This form can be downloaded via <http://www.interum.eu/upl/in/Declaratie-reiskosten-ENG.pdf>

3. **There will be a salary payment during my holidays, because of which I will not be able to fill in the working hours of the employees. What can I do?**

You can (temporarily) authorize a colleague to fill in the worksheets. In case you wish to authorize a colleague, you can send an email to bureau@interum.eu with the name and email address of your colleague and the period for which you want to authorize him/her.