

InterUM Konnekt

Instructions supervisor

Since you have hired (an) employee(s) via InterUM, you will have access to our online portal InterUM Konnekt, in which you can approve of timesheets, check your employees' timesheets from the past, and fill in hours if this is applicable to you.

This document will guide you through the process. 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 only employees who work on a flexible basis will need to submit timesheets. Employees for whom a set number of hours was announced to InterUM do not need to submit timesheets.

Content:

Logging in and menu items	2
Registering hours (bulk)	3

Logging in and menu items

Logging in

To log in to our online portal InterUM Konnekt, you can use the log in details (e-mail address and password) InterUM provided you with. In case you already had an account for E-Flexer, you can use the same log in details for InterUM Konnekt (e-mail/username and password).

Homepage

After logging in, you will see the InterUM Konnekt homepage.

On this page, you will find the following:

1. "Approve hours"
Here, you will find the worksheets that are open for you to approve. You can click on the worksheet to open in and approve or decline it.
2. "My timesheets"
This is only relevant to you if you have to fill in the hours (bulk) of your employees yourself. The hours that you already filled in but did not send yet, can be found under "To be send".
3. "Organisations"
Here, you can see for which organisations you are an active supervisor and therefore can approve hours for.

Menu

All menu items have been made available in the menu on the left (pictured on the left) as well as the menu header (pictured below).



KONNEKT



HOME PAGE

FINANCE ▾

TIMESHEETS ▾

ACCOUNT SETTINGS ▾



Finance

Invoices

Timesheets

Approve hours

Register hours

Account Settings

Account settings

Finance:

Under "Invoices", you can check and download your invoices. Per invoice, you can also check the worksheets linked to the invoice by clicking the clock. It is also possible to search for invoices by budgetnumber.

Timesheets:

You can approve hours by ticking the worksheets box and clicking on "Approve hours". You can select and approve multiple worksheets at once by ticking multiple boxes. For more information about the worksheet (exact hours, comments), click on the name of the employee. The item "Register hours" is online relevant for supervisors that fill in the hours of their employees.

Account settings:

Here, you can change your password.

Registering hours (bulk)

In case you register hours for your employees yourself, you can use the option "Register hours" under the menu item "Timesheets". You will see the following screen:

Timesheet selection

Year: 2019
 Period: Period 9 - 12 Aug - 8 Sep
 Organisations: Organisation

Select the active assignment you want to enter hours for.

Employee	Organisation	Position	Cost center	Start date	End date
Name of the employee	Organisation	Studentmedewerker	budgetnumber	23-08-2019	22-08-2020

1. Select the desired year and period. In case you can register hours for multiple organisations, you can also select the correct organisation.
2. Click on the name of the employee you wish to register hours for.

< Return to the previous page

Organisation 2019 period 9 12 Aug - 8 Sep

Name of the employee Studentmedewerker budgetnumber 0-01-2019 10-01-2021

Add hours

Add new hour Pay attention: 15 minutes should be added as 0,25; for 30 minutes 0,50; for 45 minutes 0,75.

Cost Center	Hour Type	W 33 12 Aug - 18 Aug	W 34 19 Aug - 25 Aug	W 35 26 Aug - 1 Sep	W 36 2 Sep - 8 Sep
budgetnumber	Normale uren	0,00	0,00	0,00	0,00
Total		0,00	0,00	0,00	0,00

Please save the hours you've entered.

If your workweek is done and entered, send your sheet for approval.

3. Fill in the amount of hours the employee has worked and click on "Send" or press Enter. In case you wish save the worksheet to for instance add hours later, you can click on "Save". To add hours to a worksheet that has already been sent, open the worksheet and click on "Add hours". Please note that when adding hours to a worksheet, you can only send in the hours directly, not save them first.
4. To fill in hours for another employee, you can select them by clicking on their name in the drop down menu (down-pointing arrow behind the employees name).