

InterUM Konnekt

Instructions employee

Working hours will have to be submitted digitally in the online portal InterUM Konnekt. In this portal you can check the status of you vacancy applications, 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:

Logging in and menu items	2
Registering hours	3
Reservations	4

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. Personal details and Contact information
Here, you will find your personal information. In case you would like to change this information, you can do so under "Profile management" > "Personal details".
2. My timesheets
Here, you can check your saved timesheets and check your submitted timesheets to see if they got rejected.
3. My reservations
Here, you can check your accumulated reservations.
4. My vacancy applications
Here, you can see for which vacancies you applied.

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

HOMEPAGE PROFILE MANAGEMENT ▾ TIMESHEETS ▾ FINANCE ▾ ACCOUNT SETTINGS ▾



<p>Profile management</p> <p>Personal details</p> <p>My documents</p> <p>My vacancy applications</p> <p>Timesheets</p> <p>Register hours</p> <p>Finance</p> <p>Payments</p> <p>Reservations</p> <p>Salary slips</p> <p>Yearly extracts</p> <p>Account Settings</p> <p>Account settings</p>	<p>Profile management: Under Personal details you are able to see and edit your personal and contact information. In My documents, you can find your documents (e.g. CV and motivation) and upload a new version.</p> <p>Timesheets: Here, you can register the hours you have worked.</p> <p>Finance: Here, you can check your payments, reservations, salary slips and yearly extracts. Under Salary slips you can also find the timesheets associated with a salary slip by clicking on the little clock next to it.</p> <p>Account settings: Here, you can change your password.</p>
--	---

Registering hours

Timesheet selection

Year: 2019
Period: Week 36 - 2 Sep t/m 8 Sep

Select the active assignment you want to enter hours for.

Organisation	Position	Cost center	Start date	End date
Organisations	Studentmedewerker	Budget number	28-01-2019	27-01-2022
	BHV-er		04-03-2019	24-03-2020

1. Select the year and the desired period (week) for which you would like to register hours. Then, select the workplace for which you would like to register hours.

< Return to the previous page

Organisation / Studentmedewerker 2019 Week 36 2 Sep - 8 Sep

Budgetnumber 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(age)	Mo 2	Tu 3	We 4	Th 5	Fr 6	Sa 7	Su 8
Budgetnumber	Normale uren W: 100%	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total		0,00	0,00	0,00	0,00	0,00	0,00	0,00

Vacation days

Withdraw of vacation days credit: 74,18 withdraw 0,00 in hours

Remark(s)

Please save the hours you've entered. If your workweek is done and entered, send your sheet for approval.

2. Select the correct budget number, communicated to you by your supervisor, under **Cost Center**. In case this number is fixed, you cannot select a number yourself. You can send in one timesheet per budget number per week.
3. Fill in the amount of hours worked per day.
4. If there are hours for which an allowance* for unusual hours applies, you can add those as follows:
 - a. Enter the regular hours as **Normale uren**;
 - b. Click on the plus next to the hour line to save it;
 - c. Click on **Add hours**;
 - d. In the new line, select whether evening and/or Saturday allowance (T), or Sunday allowance (T2) applies under **Hour Type (Wage)**;
 - e. Click on the plus again to save the line.

*Allowance hours are hours that are worked in the evenings and on weekends, on request of your supervisor. Evening hours (T) are between 20:00 and 07:00 on weekdays.



maastricht university
employment agency

5. You also have the option to include leave days in your worksheet. You can fill in the amount of leave hours under **Withdraw of vacation days**.
6. Add a comment to your worksheet if needed.
7. In case you would like to add or change hours later on, you can choose to save your worksheet. Your worksheet will not be sent to your supervisor yet. You can find your saved worksheet on the homepage under **My timesheets > To be sent**.
8. In case you filled in the hours correctly and would like to send them in for approval to your supervisor, you have to click on the **Send** button. Send in your timesheets weekly, at the end of your workweek, to ensure that your hours are paid out on time.

Reservations

Under the item **My reservations**, you can see an overview of your accumulated reservations like **vakantiegeld** (holiday allowance), leave days and **eindejaarsuitkering** (end of the year bonus). These are expressed in money.

Structurele toeslag vak.dagen:

Your accumulated leave days based on your surcharges/surcharge hours.

Vakantiedagen totaal:

The total of **wettelijke**, **bovenwettelijke** and **structurele toeslag vakantiedagen** over the current year.

Vakantiedagen wettelijk vorig jaar:

Balance of the legal entitlement to leave over the last year. As InterUM pays this reservation to all of their employees at the end of each year, this balance will always be zero.

Eindejaarsuitkering:

End of the year bonus; This reservation will be 8,3% of your gross salary for employees seconded to Maastricht University.

Vakantiegeld:

Holiday allowance; This reservation will be 8% of your gross salary.

Vakantiedagen wettelijk lopend jaar:

The legal entitlement to leave is 20 leave days per year based on fulltime employment. This entitlement is calculated based on the gross salary during the current year.

Vakantiedagen bovenwettelijk:

InterUM employees are entitled to extra leave days on top of the legal entitlement to leave days. For secondment to Maastricht University, you are entitled to 9 extra leave days. For secondment to other companies/organisations, you are entitled to 5 extra leave days.