

InterUM online portal

Instructions supervisor

Since you have hired (an) employee(s) via InterUM, you will have access to InterUM's online portal E-flexer, in which you can approve of timesheets and check your employees' timesheets from the past.

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.

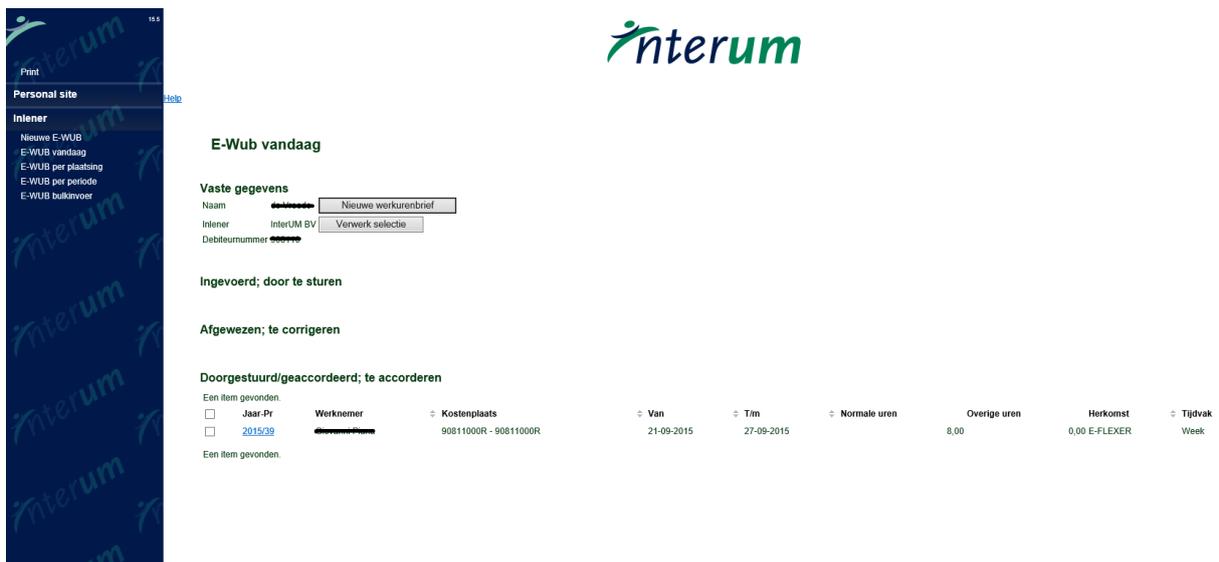
IMPORTANT: Please note that only employees who work on a flexible basis will need to submit timesheets. Employees for whom a set number of hours was announced to InterUM do not need to submit timesheets.

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Approving a 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. Log in by filling out your username and password. These were sent to you via e-mail.
2. After having logged in, go to "Inlener" in the left menu. Then choose "E-WUB vandaag".



E-Wub vandaag

Vaste gegevens

Naam: Nieuwe werkurenbrief
 Interum: InterUM BV
 Debiteurnummer:

Ingevoerd; door te sturen

Afgewezen; te corrigeren

Doorgestuurd/geaccordeerd; te accorderen

Een item gevonden.

<input type="checkbox"/>	Jaar-Pr	Werknemer	Kostenplaats	Van	Tm	Normale uren	Overige uren	Herkomst	Tijdvak
<input type="checkbox"/>	2015/39	<input type="text"/>	90811000R - 90811000R	21-09-2015	27-09-2015		8,00	0,00 E-FLEXER	Week

Een item gevonden.

3. Now you see all the timesheets your employees have submitted for you to approve/reject/change.

Click on a timesheet to see the details.

You can approve all timesheets at once by ticking off the box in the headline (or separately ticking off the boxes of the timesheets you want to approve of) and click "Verwerk selectie".



Werkurenbrief voor 2015 week 39

Basisgegevens

Naam Werknemer **Gevoelst, Giesje**
 Geboortedatum 02-04-1990
 Organisatie InterUM BV, MAASTRICHT
 Functie Administratief medewerker
 Kostenplaats 90811000R
 Contactpersoon
 Plaatsingsdatum 05-01-2015 t/m 30-09-2015
 Jaar-Wk 2015/39 21-09-2015 t/m 27-09-2015

Werkurenbriefje

Uursoort	Ma	Di	Wo	Do	Vr	Za	Zo	Totaal
	21/09	22/09	23/09	24/09	25/09	26/09	27/09	
Normale uren	0,00	0,00	0,00	4,00	4,00	0,00	0,00	8,00
	0,00	0,00	0,00	4,00	4,00	0,00	0,00	
								Totaal 8,00

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

Toelichting

- When the budgetnumber has not been filled out correctly, you are authorized to change it (provided that InterUM has linked you to this number).
- Check if the correct year/week in which the employee worked is filled out.
- Check the amount of hours the employee worked. If incorrect, you can change it yourself. If you change the hours yourself, please note that the amount of minutes needs to be converted to a decimal. For example: 4 hours and 15 minutes becomes 4,25.
- At the bottom of the page of every timesheet, you can see comments the employee left for you to take into account. You can also leave a comment for InterUM at "Toelichting". Please note that the employee will also have access to these comments.
- Click "Goedkeuren" to submit the timesheet to InterUM. Click "Afkeuren" if you do not agree with for example the amount of hours in the timesheet. The employee will then receive a notification that you rejected the timesheet. He/she can fill out a new one and submit it for your approval.

Menu

- E-WUB per plaatsing: here you can find the timesheets ranked by employee. You can see the status of the timesheet(s) as well: "verzonden" (send); "afgewezen" (rejected); "goedgekeurd" (approved).

10. E-WUB per periode: here you can find all the timesheets for the selected period. The status of these timesheets can be found here as well.
11. E-WUB archief: here you can find the timesheets that already have been paid/invoiced.

Frequently Asked Questions

1. I forgot my login details for E-flexer.

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.

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

Unfortunately not. Expense claims should be done on a separate paper form, to be downloaded by the employee at the Downloads section at <http://www.interum.eu/upl/in/Declaratie-reiskosten-ENG.pdf>

The employees expenses can only be paid when the original receipts are attached and the form is signed by you as a supervisor.

3. A salary payment is due during my holidays, but I do not want my employees to wait for their salary until I am back at work. What can I do?

You can (temporarily) authorize a colleague to do so. Please send an e-mail to bureau@interum.eu with the name and e-mail address of your colleague, and for which period you want to authorize him/her.

4. I have rejected a timesheet. What happens next?

After you have rejected a timesheet for one of your employees, he/she will receive an e-mail notification. If necessary, he/she will have to submit a new timesheet for your approval.