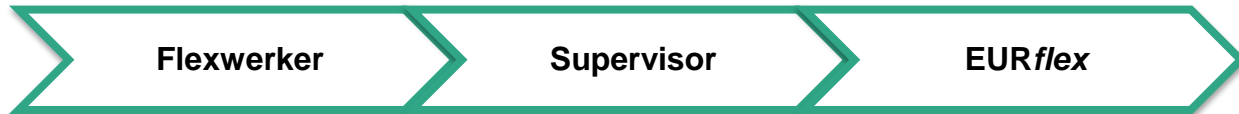


Approving claimed hours via E-Flexer

Flexiworkers claim the hours they have worked for you by means of electronic timesheets (E-WUBs) in E-Flexer (www.e-flexer.nl/eurflex). You can read how to approve these E-WUBs here.

Route from submission of claims to approval of E-WUBs

The flexiworker sends his/her timesheet to the contact person (that's you), you subsequently approve or reject the timesheet.



Looking up the timesheets

E-WUB Vandaag shows the E-WUBs of the cost centres for which you have authorisation.



If approved:

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If not approved:

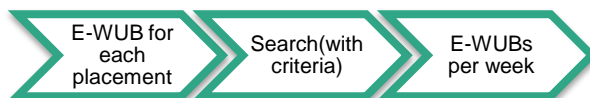
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State the reasons in the field Notes

* Both green and yellow circles may appear on the right-hand side of the E-WUBs. These refer to typed notes and computer-generated messages from the system.

Following the status of an E-WUB

Using the E-WUB screen for each placement, you can follow the progress of a timesheet.



Status	Description	Action?
Entered	E-WUB = Saved	-
Sent	Ready for approval	Approve or reject
Approved	The hours have been approved	-
Rejected	The hours have been rejected	-
Approved FMS	Approved for salary processing	-

Information about the payment

The E-WUB archive screen shows all the timesheets with information about their processing.

- Click on the E-WUB archive.
- Enter search criteria, if any.
- Click on "Search".

Date of payment	Status of payment	Significance
Empty	Released for payment	Will be processed next Monday.
Year-month-day	Paid	Has been processed, payment will be made on or after the next working day.
Year-month-day	Payment has been cancelled	Processing cancelled/revoked.

Questions? If so, please phone or email EURflex

If you have any questions or require support, we would be pleased to help you.

Telephone	Email
010-4082533	eurflex@eur.nl

