

## Claiming hours worked via E-Flexer

Please create a new timesheet for each cost centre and week



\* You will receive your personal login details for E-Flexer after you have signed your contract.

\*\* If the cost centre for which you worked is not detailed, please contact EURflex.

If you expect to work even more hours for this cost centre this week:

**Opslaan**

As soon as all the week's hours are filled in:

**Versturen**

### Correcting rejected timesheets

You will receive an email the moment one of your timesheets is rejected.



After you have corrected it or created a new E-WUB, click on:

**Versturen**

### Following the status of an E-WUB

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



Status	Description	Action?
<b>Entered</b>	E-WUB = Saved	Send
<b>Sent</b>	Ready for approval	-
<b>Approved</b>	The hours have been approved	-
<b>Rejected</b>	The hours have been rejected	Make corrections
<b>Approved FMS</b>	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.
- Fill in the first three letters of the organisation where you worked, or a period (= week number) plus the year.
- Click on "Search"

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

### Salary specifications

E-Flexer shows all the salary specifications for the current year and the previous year.

Click on:	E-Flexer opens:
<b>Salary specifications</b>	The most recent salary specifications
<b>Search salary specifications</b>	A search screen on which you can find your salary specifications.

### 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	<a href="mailto:eurflex@eur.nl">eurflex@eur.nl</a>