

Dear employer,

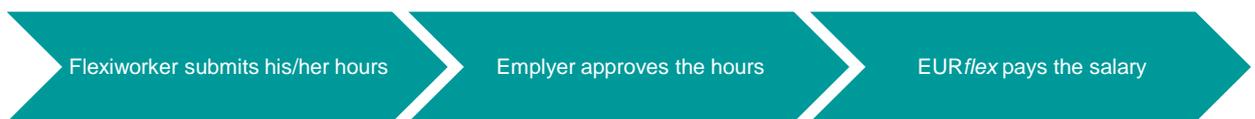
You will assess and approve timesheets in EURflex Konnekt. The portal is suitable for mobile, tablet and desktop. You can only see timesheets for the organizational units for which you are authorized. After your account has been created, you will automatically receive login codes per email.

Login

Click [here](#) to go to EURflex Konnekt.

How does it work?

The Flexworker registers his / her working hours and sends them. As an approver you will see all submitted timesheets for the organizational units for which you are authorized and assess these timesheets. You approve or reject these timesheets. After approval, EURflex processes the hours and the flexiworker receives salary.



Timesheet approval

The flexiworker registers his / her working hours per week, per placement, per cost center. It concerns hours and, if applicable, fees. As an approver you need to check whether the hours have actually been worked at your organization. You confirm this by approving the timesheet. If one or more elements are not correct, then you reject the timesheet and state the reason (in the comment field). The flexiworker receives notification and can adjust or remove the timesheet



When assessing, look at all elements such as,

- Annual work week, day / date
- Cost center - Hour category (correct surcharges)
- Number of hours worked (pause reduced)
- Fees

Review weekly timesheets

You have to review the hours on a weekly basis, at the latest on Monday before 16:00. We advise you to include a recurring appointment in your diary and to organize a backup in case of absence. The absence of approval on timesheets automatically leads to a delay in the payment to the flexiworker.

Links

You can find important documents [here](#).

Finance

If you are authorized, you will find all invoices at EURflex Konnekt in the menu Finance.

Which timesheet has been processed?

With the clock button ⌚ you can see which timesheet (s) pertains to the invoice.

Questions or need help? Call or mail MultiFlexx

We are here for you!

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