

For supervisors

## Frequently asked questions

**EURflex is responsible for the payroll administration of flexiworkers employed at Erasmus University Rotterdam (EUR). We arrange payment of flexiworkers for EUR's faculties and support services. In so doing, we focus on employees who are only working for EUR for a short period and/or a flexible number of hours.**

### **What are the advantages of paying remuneration via EURflex?**

As soon as you wish to employ a temporary employee who you have approached yourself, EURflex will be responsible for undertaking all the payroll administration for this flexiworker. The temporary employee will, therefore, be legally employed by EURflex, whereby, as the supervisor, you do not run any employment law-related risks. Moreover, we will relieve you of all the administrative work. In addition, the rates are exempt VAT; which offers a considerable saving. We also send periodic management reports to the directors and management controllers of the divisions where flexiworkers work or have worked.

### **Is EURflex an employment agency?**

EURflex is not an employment agency. EURflex undertakes the payroll administration for temporary employees who you have approached yourself.

### **Will EURflex also look for a temporary employee for me?**

EURflex does not carry out any recruitment and selection activities. For such services, you can approach Randstad.

### **Who is MultiFlexx?**

EURflex has outsourced its administration to MultiFlexx. It is responsible for the entire process related to the employment contracts and payroll administration

### **What will it cost me to employ a flexiworker via EURflex?**

For an overview of our rates, you can contact EURflex.

### **How do I register a flexiworker with EURflex?**

You complete the 'Application form to employ a flexiworker' and send it to EURflex. On the basis of this, EURflex will contact you to start the registration process.

### **Why is the position 'student assistant' not shown on the application form?**

The position student assistant is referred to separately in the CLA for Dutch Universities and refers to a student who is undertaking work for the benefit of academic research and education. This position has extra employment conditions which involve both fixed rates and unlimited contract extensions. *This CLA is not applicable to EURflex.* Consequently, we cannot offer these special conditions. You should classify students undertaking support work as either education/research assistants or administrative employees.

## What is the procedure for foreign flexiworkers?

If you wish to employ flexiworkers who are nationals of countries outside the EEA (with the exception of Croatia) or Switzerland, you should apply for a work permit for non-EU nationals (a TWV). This applies to an employment period of less than three months or specific situations, such as students with part-time jobs.

EURflex will ensure that a TWV application is submitted to the Employee Insurance Agency (the UWV). We will do this within two working days of receipt of all the necessary documents and information. This involves the following documents:

- Application form (supervisor)
- Answers to supplementary questions (supervisor)
- Registration form (flexiworker)
- Copy/scan from flexiworker of:
  - a valid passport (personal details)
  - a valid residency permit (front and back)
  - diplomas and certificates (translated into Dutch or English by a sworn translator)
  - possibly, an official assessment of the diploma if the level is not apparent
  - proof of enrolment with EUR

The UWV takes account of a maximum period of five weeks for the processing of applications. For this reason, the contract cannot become effective until at least five weeks after the completed application form has been submitted to the UWV. You will receive a copy of the work permit (TWV) as soon as EURflex receives it.

A TWV is only valid for one specific employer. For this reason, EURflex will have to apply for a new TWV for flexiworkers who received a TWV via TempoTeam last year.

## What is EURflex Konnekt?

EURflex Konnekt is a web application in which flexiworkers complete their timesheets. Subsequently, you can approve or reject these hours via EURflex Konnekt.

## How do I use EURflex Konnekt?

Once the flexiworker has been registered with EURflex, you will receive an email from [eurflex@multiflexx.nl](mailto:eurflex@multiflexx.nl) providing your login details (login name and password). Follow the instructions in this email.

**What should I do if I have problems using EURflex Konnekt?** If you encounter any problems while using EURflex Konnekt, please contact EURflex by phone on + 31(0) 10 - 408 25 33.

## How do I approve hours in EURflex Konnekt?

If you can login to EURflex Konnekt, you will find a hand-out about EURflex Konnekt in the bottom left-hand corner. If you are unable to login or you have questions about the hand-out, please contact us by phone. Are you for a long time absent and not able to accord your working hours, inform us as soon as possible.

**I have another question. Who should I contact?** For practical and/or administrative questions, please contact Wim Keasberry.

## Employees EURflex

### Wim Keasberry - Accountmanager

Wim Keasberry is your first point of contact with EURflex. In addition to having knowledge and experience in the field of HR in the broadest sense of the word, Wim is an expert on the law WWZ and DBA. Wim is present in the Mandeville Building, Room 11-08, on the following days.

Tuesdays: 9 am - 5 pm  
Thursdays: 9 am - 5 pm



### Laurien Poleij – Director

Laurien Poleij is the director of EURflex and ERBS. She initiates and realises new concepts, products and services in line with the strategies of ERBS and EUR, as well as the market trends.



## Contact details

You can contact us via [EURflex@eur.nl](mailto:EURflex@eur.nl), + 31(0) 10 - 408 25 33.