

For clients

# Frequently asked questions

**EURflex is responsible for the payroll administration of flexworkers of the Erasmus University Rotterdam (EUR). We arrange the payment of flexworkers for the faculties and support services of the EUR. We focus on employees who work at the EUR for a short period and/or a flexible number of hours.**

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

When you want to hire a temporary employee whom you have approached yourself, EURflex will do the payroll administration for this flexworker. The flexworker is thus legally employed by EURflex, so that you as a client do not run any labour law risks. Moreover, we take care of all administrative matters for you. Furthermore, the rate is exempt from VAT, which results in considerable savings.

In addition, we periodically send management reports to the directors of operations and controllers of the organisational units where flexworkers work or have worked.

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

EURflex is not a temporary employment agency. EURflex will take care of the payroll for temporary workers whom you have approached yourself.

## **What does it cost to have a flexworker work for me via EURflex?**

Please contact EURflex for an overview of the rates.

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

You fill in the "Application form for the use of a flexworker" and send it to EURflex. Based on this, EURflex will contact the flexworker to start the registration process. The form can be found at [www.eurflex.nl/opdrachtgevers](http://www.eurflex.nl/opdrachtgevers).

## **What type of employment contract does the flexworker receive through EURflex?**

For the employment of flexworkers, we use employment contracts based on a min/max number of hours and for a fixed term.

The agreements between the flexworker and EURflex are laid down in the employment agreement. This employment agreement consists of the Payroll Agreement (general terms and conditions), the Payroll Tax Return (loonheffingskorting) and the Assignment Confirmation (details of assignment, position and applicable terms and conditions of employment).

## **What is the chain arrangement and does successive employment also apply?**

The chain rule is a legal regulation that determines how many temporary employment contracts may be agreed before an employment contract for an indefinite period arises. An employment contract for an indefinite period of time may arise between the employer and the employee as a result of the provisions of the chain rule, if the employer and the employee have entered into several employment contracts with each other for a fixed period of time while no more than six months have passed between the employment contracts and the total duration of these employment contracts, including the intervals, has exceeded a period of 36 months. After 36 months, the last employment contract shall be deemed to have been entered into for an indefinite period.

The provisions on succession of fixed-term employment contracts also apply when the same or similar activities are performed for different employers who are deemed to be each other's successors, so-called successive employership. This means that if the employee performs the same or similar activities for the new employer, the employee enjoys legal protection under the provisions of the succession of employment contracts scheme. Therefore, for successive employership also previous employment contracts entered into with the EUR count.

## Why is the position of 'student assistant' not listed on the application form?

The position of student assistant is mentioned separately in the CAO-NU and is a student who performs work on behalf of scientific research and education. This position has extra employment conditions such as fixed rates and unlimited renewal. This CAO does not apply to EURflex. We are therefore unable to offer these special conditions. Students who carry out supportive work are classified as teaching/research assistants or administrative assistants.

## What is the procedure for foreign flex workers?

If flexworkers with an identity outside the EEA or Switzerland are deployed, a work permit (TWV) must be requested. This applies to deployment for less than three months or in specific situations, such as a working student.

EURflex will arrange for the work permit to be applied for at the UWV. We do this within two working days of receiving all the necessary documents and information. The following documents are required:

- Application form (client)
- Answering additional questions (client)
- Registration form (flex worker)
- Copy/scan of (flex worker):
  - valid passport (personal data)
  - valid residence permit

The UWV has a maximum processing time of 5 weeks. For this reason, the contract can only start at the earliest 5 weeks after the complete application has been submitted to the UWV. You will receive a copy of the work permit as soon as EURflex has received it.

A work permit is valid with one specific employer for one specific job.

## Can EURflex also find a temporary employee for me?

EURflex does not undertake recruitment and selection activities. For this you can contact Randstad.

## Who is MultiFlexx?

EURflex has outsourced its administration to MultiFlexx. They take care of the complete contract and wage administration.

## What is EURflex Connekt?

EURflex Connekt is a web application in which flexworkers create their time sheets. You can then approve or reject the hours via EURflex Connekt.

## How do I sign up for EURflex Connekt?

After completing the registration of the flexworker with EURflex you will receive an email from [eurflex@eur.nl](mailto:eurflex@eur.nl) with your login details (login name and password). Please follow the instructions in this e-mail.

## What should I do if I have problems with EURflex Connekt?

Should you encounter any problems when using EURflex Connekt, please contact EURflex by telephone on 010 - 408 25 33.

## How do I approve hours in EURflex Connekt?

If you can log in to EURflex Connekt, you will find a handout for EURflex Connekt in the bottom left-hand corner. If you are unable to log in or if you have questions concerning the hand-out, please contact us by telephone. If you are absent for a longer period of time and are not able to log in, please inform EURflex who will take over this task.

## I have another question. Who do I contact?

For practical and/or administrative questions, you can contact Wim Keasberry, EURflex Account Manager

## EURflex employees

### Wim Keasberry - Account Manager

Wim is your first point of contact at EURflex. In addition to knowledge broad in the field of HR, Wim is a specialist in the field of the DBA Act and WWZ. Wim is present on the following days in the Mandeville Building, Room 11-08.

Tuesday: 09:00 - 17:00

Thursday: 09:00 - 17:00



### Laurien Poleij - Director

Laurien is Managing Director of EURflex and ERBS (Erasmus Research & Business Support). ERBS is the link between scientific knowledge of the Erasmus University Rotterdam and issues of companies and public organisations. We connect parties with each other and thus make scientific knowledge accessible.

