

Declaring your hours in E-Flexer

E-Flexer is a web application that allows you to declare the hours you have worked. You have already (or will receive shortly) an e-mail with login details that will grant you access to this application. The route of your E-WUB (= electronic work timesheet) is shown below. We have not translated all of the words because the application you will use is in Dutch and you will need to recognize the words on the screen. When necessary we have translated the word in parenthesis below, you will however not see this in the application:



Entering and sending an E-WUB

To enter an E-WUB click on “Nieuwe E-WUB” on the left side of your screen. Depending on the number of kostenplaatsen (departments where you have worked) in your account you will receive; a list of kostenplaatsen or you will immediately go to a blank E-WUB. When you get a list you must first select a kostenplaats before you can fill in an E-WUB. Above the list of kostenplaatsen you will see “selecteer een plaatsing” (select a location), you do not need to enter anything here. All of the kostenplaatsen relevant to your account are listed beneath the red bar.

example:

Selecteer een plaatsing

Debiteur nummer Debiteur naam

Kostenplaats

UZZ vestiging nummer UZZ vestiging naam

Functie Uurloon

Plaatsingsdatum vanaf Plaatsingsdatum t/m

6 items gevonden, toon alle items.

Inlener	Kostenplaats	Van	T/m	Functie	Uurloon	Tijdvak	Type plaatsing
HAN_ARNHEM	411600 - Instituut overschrijdende werkzaamheden	11-10-2010	15-07-2013	Surveillant (9,46)	9,46	Week	N
HAN_ARNHEM	411100 - Faculteitsdirectie/bureau	11-10-2010	15-07-2013	Surveillant (9,46)	9,46	Week	N
HAN_ARNHEM	461100 - Instituut Sport en Bewegingsstudies (SBS)-Algemeen	11-10-2010	15-07-2013	Surveillant (9,46)	9,46	Week	N
HAN_ARNHEM	421100 - ISS-Algemeen	11-10-2010	15-07-2013	Surveillant (9,46)	9,46	Week	N
HAN_ARNHEM	443100 - IPS Algemeen	11-10-2010	15-07-2013	Surveillant (9,46)	9,46	Week	N
HAN_ARNHEM	431100 - IVS-Algemeen	11-10-2010	15-07-2013	Surveillant (9,46)	9,46	Week	N

When you have filled out your E-WUB press “versturen” (send)

Kostenplaatsen (Department where you worked)

When you start working for the HAN you will be told for which kostenplaatsen you are employed. A kostenplaats is the number of the department(s) for which you work. It is very important that you enter the correct kostenplaats when you are filling out your E-Wub. If you suspect that the correct kostenplaats is not listed please contact MultiFlexx by calling **088-2458720**. If the correct kostenplaats is indeed missing, and we haven't received any changes in your contract from your contact person, we will ask you to contact your commissioner at the HAN. Your commissioner will send a “wijzigingsformulier” (amendment form) to MultiFlexx with the correct kostenplaats, it will then be added to your account.

Monitoring

If you want to check your E-WUB after having sent it click on “E-WUB per plaatsing” on the left side of your screen. Depending on the number of kostenplaatsen you may or may not see a list. If you do not see a list you will

immediately see an overview of all the E-WUBs you have 'sent' ('verstuurd' in Dutch). On the right hand side you can monitor the status of your E-WUB. If you see a list you can see the status of your sent E-WUBS per kostenplaats. There are different types of statuses. Status "verzonden" (sent), means you have sent the E-WUB but your HAN contact person has not yet approved it. When the status reads "Goedgekeurd" (approved) it means that the E-WUB has been approved by your HAN contact person but that MultiFlexx has yet to process it into our payroll system. When the status is "Goedgekeurd FMS" (approved by FMS) it means that your E-WUB has been processed by the MultiFlexx payroll system and it will be paid out soon (or has already been paid out to you). The final status is "Afgewezen" ("Not approved"). You will need to open this E-WUB which you can find under "E-WUB Vandaag" (E-WUB Today") in order to see the reason why your E-WUB has not been approved.

Status/payment

There are several ways you can monitor the status of your E-WUB.

Through "E-WUB Vandaag" ("E-WUB Today") you can find E-WUBS that still require further action on your part, the status can be:

- "Ingevoerd, door te sturen" ("Entered, to be sent"): You have filled out the E-WUB and saved it but have not yet sent it for approval. You can still send the E-WUB by opening it through "E-WUB Vandaag" and pressing on the "versturen" ("send") button at the bottom.
- "Afgewezen, te corrigeren" (Not approved, to correct): Your HAN contact person has not approved your E-WUB. You should check your E-WUB, correct it and resubmit it for approval (you can find this E-WUB under E-WUB Vandaag). When you open this timesheet and scroll down you will see "Omschrijving" ("Description") and the reasons why your timesheet has not been approved. In some cases you can correct the timesheet and resubmit it. When an incorrect kostenplaats has been entered you will need to delete this timesheet (by using the button "verwijderen" at the bottom) and rebook the hours you have worked by using the correct kostenplaats,

You can check the status of the E-WUB you have submitted (see "Monitoring"). As shown below the status for the E-WUB is listed below the "Actie" header. The most recent action is at the top.

Toelichting				
Datum/Tijd	Type	Actie	Code	Bron
09-11-2010 13:16:37	FMS FO	Accepteren		EFX
09-11-2010 13:16:37	Vestigingsmedewerker	Accepteren		EFX
05-11-2010 11:00:49	Contactpersoon	Accepteren		EFX
01-11-2010 14:15:12	Werknemer	Definitief maken		EFX

- "Werknemer Definitief maken" ("Finalize employee"): You have filled out the E-WUB and submitted it for approval
- "Contactpersoon accepteren" ("Contact person approved"): Your E-WUB has been approved by your HAN commissioner and will be sent to MultiFlexx
- "Vestigingsmedewerker accepteren" ("Accepting location employee"): Your E-WUB is being processed by the MultiFlexx payroll system
- "FMS FO accepteren" ("Accept FMS FO"): Your E-Wub has been processed and you will receive your salary during the next payroll

In conclusion, you can check the hours that have been paid out to you by going to "E-WUB Archief" (E-WUB Archive). After clicking on "E-WUB Archief" fill in HAN as the "Organisatie naam" ("Organization name") All of the timesheets you have declared will then appear. When you open an E-WUB you will find the pay-out date and pay-out status of your timesheet under the header "Basisgegevens" ("Basic Information"). Add one week to the "Verloondatum" ("Pay-out date") due to the time it takes us to process it in our payroll system.

Salary breakdown

Your "Salarisspecificatie" (" salary slip") will be visible in E-Flexer on a weekly basis from 2011 onwards. When you are logged onto E-Flexer you can open your most recent salary slip by clicking on "Salarisspecificatie" (" salary slip"), you will find it on the left hand of the screen. If you wish to view previous specifications go to "Zoek Salarisspecificatie" ("Find salary slip") and search by year and week number.

Help & support

We are happy to help you if you have any questions concerning your salary or if you need support with entering your hours and/or business expenses in E-Flexer. We can be reached at 088-2458700 Monday through Friday from 08:30 until 17:00.