

InterUM Konnekt

Instructions employee

Working hours will have to be submitted digitally in the online portal InterUM Konnekt. In this portal you can check the status of you vacancy applications, submit timesheets, check timesheets you have submitted in the past, check your payslips after every salary payment and check your annual statement which you will need for the yearly tax declaration.

This document will guide you through the process of submitting timesheets. If you seek information not covered by these guidelines, you can contact InterUM via bureau@interum.umholding.nl or 043-388 2688.

IMPORTANT: Please note that you only have to submit timesheets if you work on a flexible basis. If a set number of hours was announced to InterUM, you do not need to submit timesheets.

Content:

Logging in and menu items	2
Registering hours	3
Reservations	4



Logging in and menu items

Logging in

To log in to our online portal InterUM Konnekt, you can use the log in details (e-mail address and password) InterUM provided you with. In case you already had an account for E-Flexer, you can use the same log in details for InterUM Konnekt (e-mail/username and password).

Homepage

After logging in, you will see the InterUM Konnekt homepage.

On this page, you will find the following:

- 1. Personal details and Contact information Here, you will find your personal information. In case you would like to change this information, you can do so under "Profile management" > "Personal details".
- 2. My timesheets Here, you can check your saved timesheets and check your submitted timesheets to see if they got rejected.
- 3. My reservations Here, you can check your accumulated reservations.
- 4. My vacancy applications Here, you can see for which vacancies you applied.

Menu

All menu items have been made available in the menu on the left (pictured on the left) as well as the menu header (pictured below).







PROFILE MANAGEMENT ▼ TIMESHEETS ▼ FINANCE ▼

ACCOUNT SETTINGS *

310

Profile management

Personal details

My documents

My vacancy applications

Timesheets

Register hours

Finance

Payments

Reservations

Salary slips Yearly extracts

Account Settings

Account settings

Profile management:

Under **Personal details** you are able to see and edit your personal and contact information. In My documents, you can find your documents (e.g. CV and motivation) and upload a new version.

Timesheets:

Here, you can register the hours you have worked.

Finance:

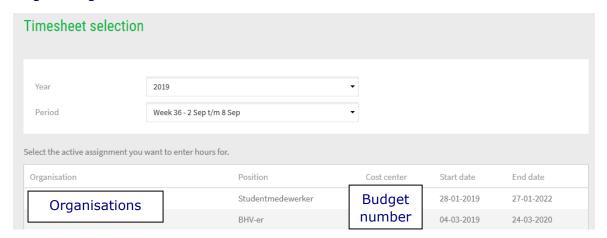
Here, you can check your payments, reservations, salary slips and yearly extracts. Under **Salary slips** you can also find the timesheets associated with a salary slip by clicking on the little clock next to it.

Account settings:

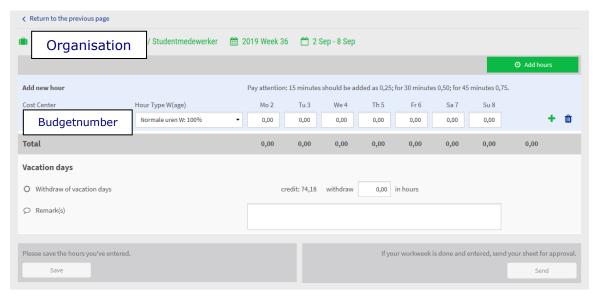
Here, you can change your password.



Registering hours



1. Select the year and the desired period (week) for which you would like to register hours. Then, select the workplace for which you would like to register hours.



- Select the correct budget number, communicated to you by your supervisor, under Cost Center. In case this number is fixed, you cannot select a number yourself. You can send in one timesheet per budget number per week.
- 3. Fill in the amount of hours worked per day.
- 4. You also have the option to include leave days in your worksheet. You can fill in the amount of leave hours under **Withdraw of vacation days**.
- 5. Add a comment to your worksheet if needed.
- 6. In case you would like to add of change hours later on, you can choose to save your worksheet. You worksheet will not be sent to your supervisor yet. You can find your saved worksheet on the homepage under My timesheets > To be sent.
- 7. In case you filled in the hours correctly and would like to send them in for approval to you supervisor, you have to click on the **Send** button. Send in your timesheets weekly, at the end of your workweek, to ensure that your hours are paid out on time.



Reservations

Under the item **My reservations**, you can see an overview of your accumulated reservations like **vakantiegeld** (holiday allowance), leave days and **eindejaarsuitkering** (end of the year bonus). These are expressed in money.

Structurele toeslag vak.dagen:

Your accumulated leave days based on your surcharges/surcharge hours.

Vakantiedagen totaal:

The total of wettelijke, bovenwettelijke and structurele toeslag vakantiedagen over the current year.

Vakantiedagen wettelijk vorig jaar:

Balance of the legal entitlement to leave over the last year. As InterUM pays this reservation to all of their employees at the end of each year, this balance will always be zero.

Eindejaarsuitkering:

End of the year bonus; This reservation will be 8,3% of your gross salary for employees seconded to Maastricht University.

Vakantiegeld:

Holiday allowance; This reservation will be 8% of your gross salary.

Vakantiedagen wettelijk lopend jaar:

The legal entitlement to leave is 20 leave days per year based on fulltime employment. This entitlement is calculated based on the gross salary during the current year.

Vakantiedagen bovenwettelijk:

InterUM employees are entitled to extra leave days on top of the legal entitlement to leave days. For secondment to Maastricht University, you are entitled to 9 extra leave days. For secondment to other companies/organisations, you are entitled to 5 extra leave days.