

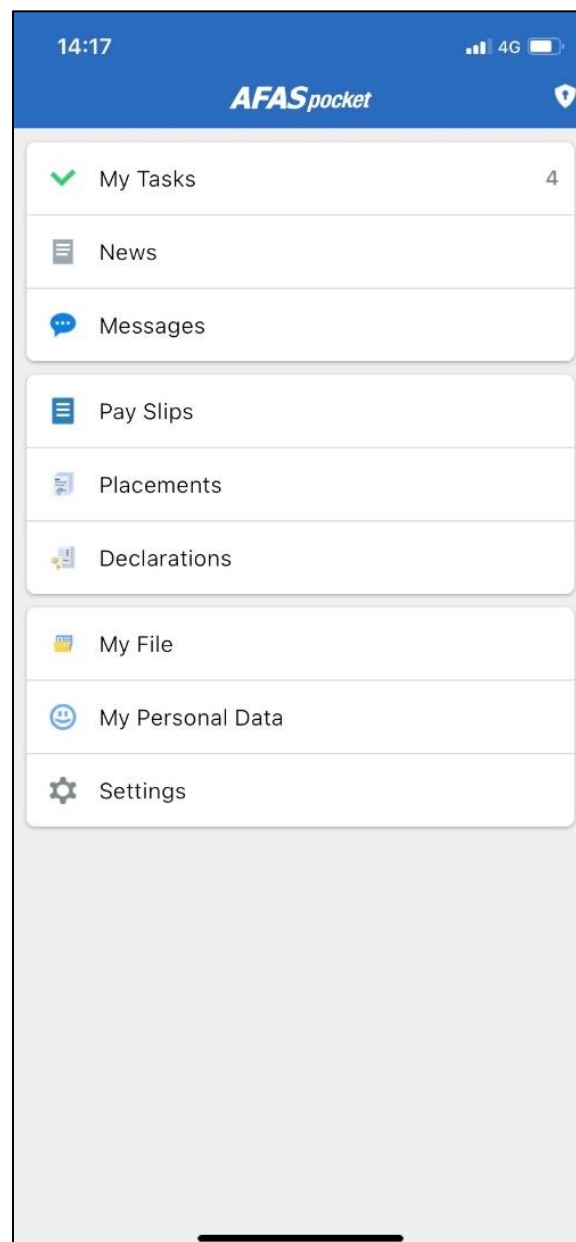
## Hour declaration instruction manual

This document is a short manual on how to declare your hours. To do so, you have to download the AFAS Pocket app. After opening the app, you have to go through the steps of the app to register yourself. This process should be straightforward by itself; otherwise, please go to <https://www.euflex.nl/pocket> or get in touch with [pocket@euflex.nl](mailto:pocket@euflex.nl).

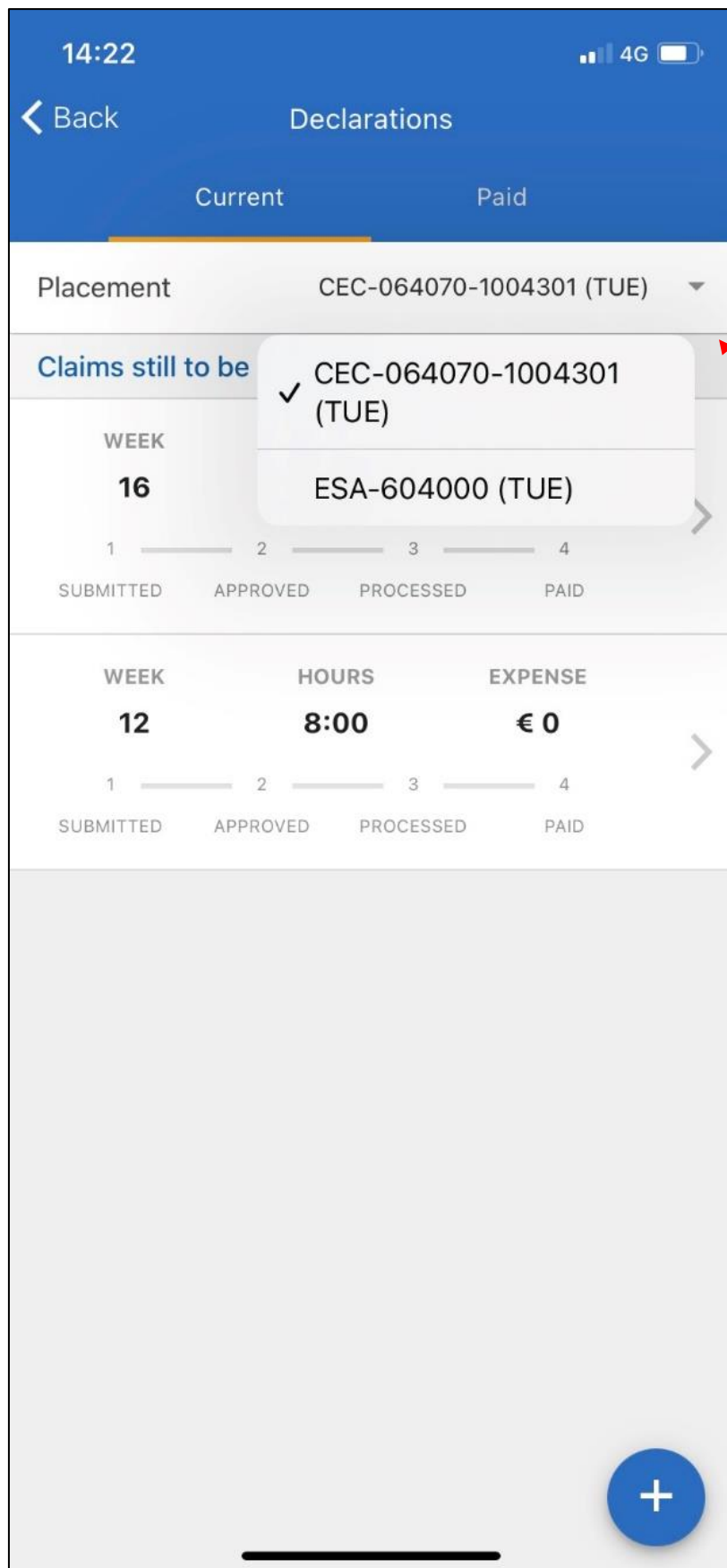
### (Monthly) hour declaration

The steps below are relevant when you have downloaded and registered yourself in the app. You can set your language to English at "Settings". You can use these steps for the declaration of your hours.

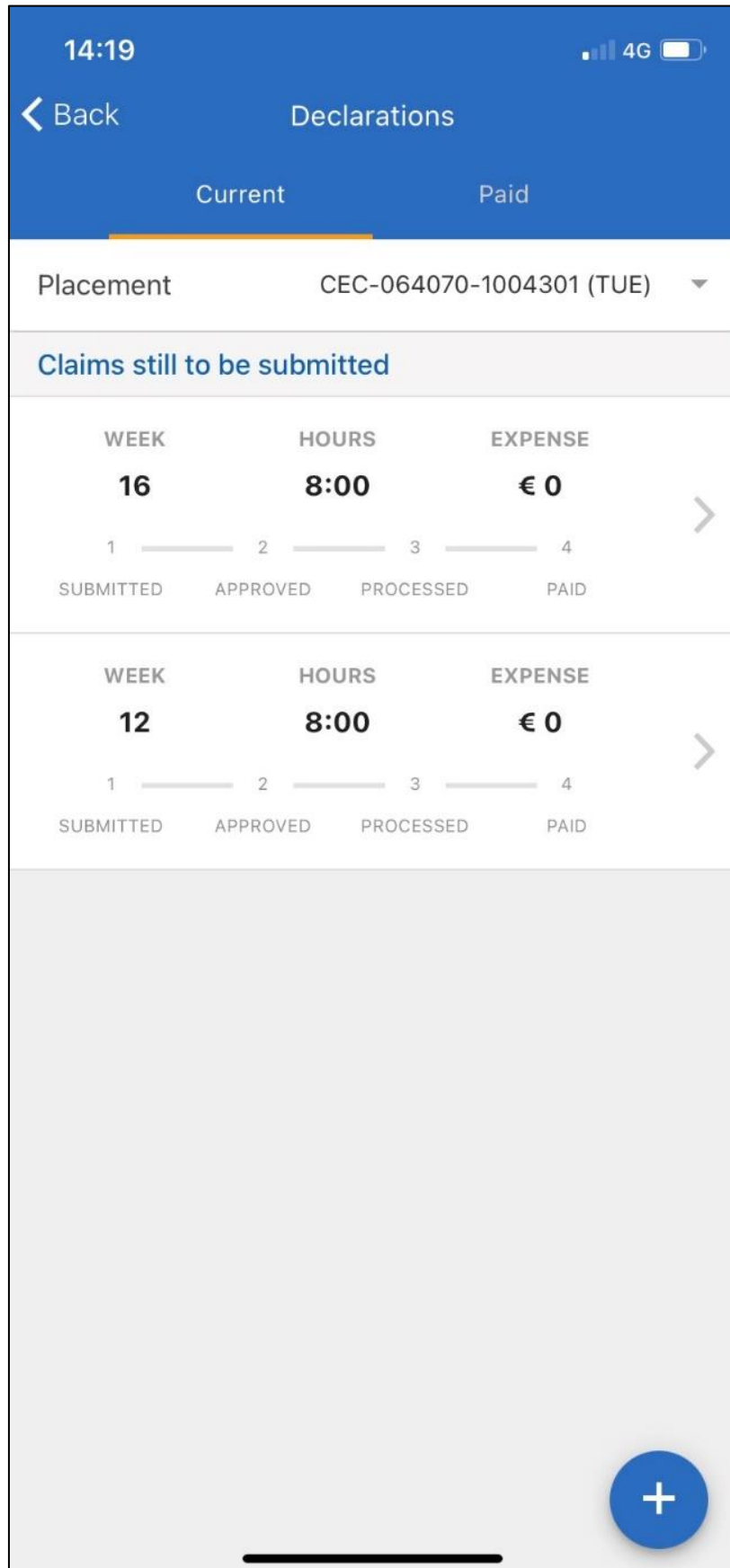
1. The following screen will appear when you open the app. Click on the "Declarations" option.



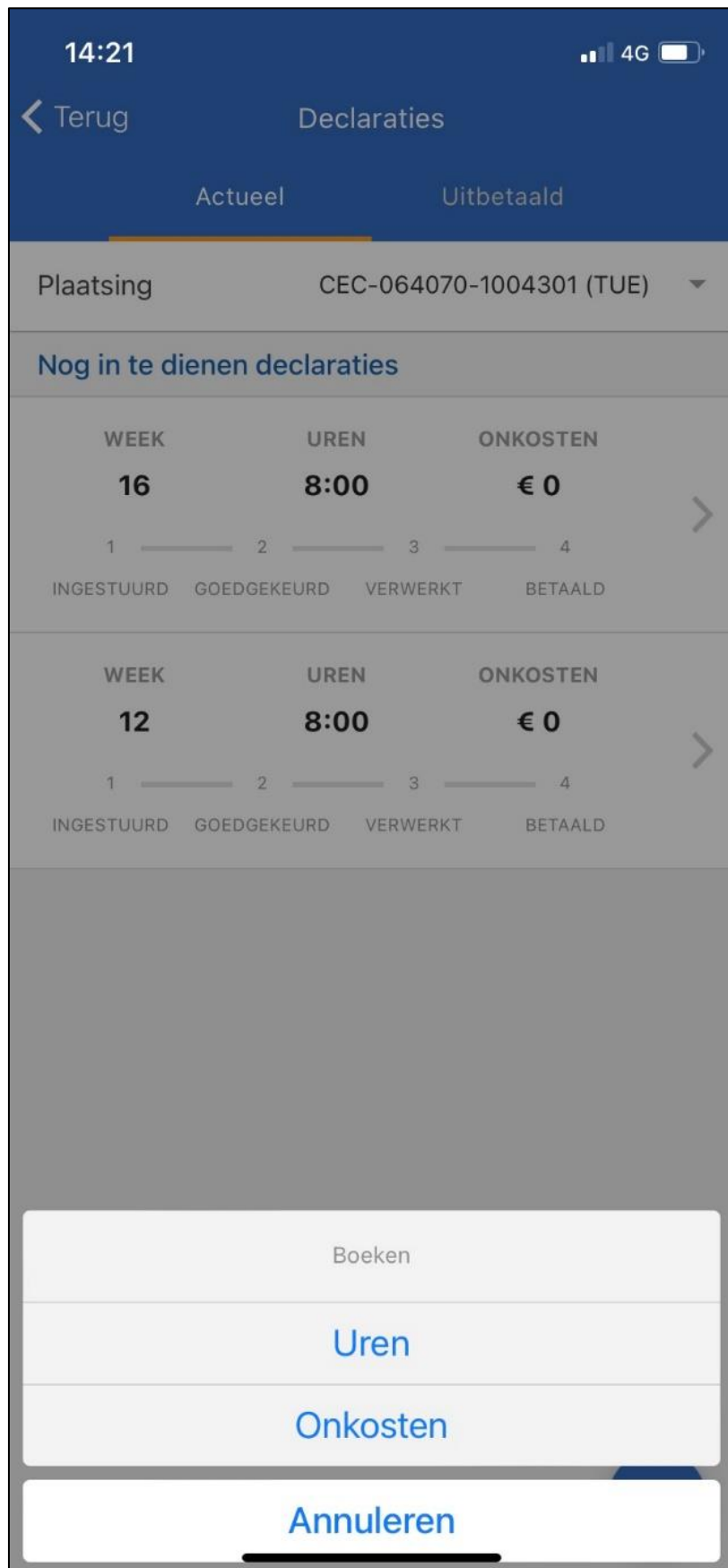
2. Make sure you select the correct placement.



- Here you can see an overview of your past declarations. Click on the plus sign in the lower right corner to add a new declaration. (the status feature doesn't work so don't be worried if it doesn't change)



4. Select "hours".



14:21 4G

Terug Declaraties

Actueel Uitbetaald

Plaatsing CEC-064070-1004301 (TUE)

**Nog in te dienen declaraties**

WEEK	UREN	ONKOSTEN	
16	8:00	€ 0	
1	2	3	4
INGESTUURD	GOEDGEKEURD	VERWERKT	BETAALD

WEEK	UREN	ONKOSTEN	
12	8:00	€ 0	
1	2	3	4
INGESTUURD	GOEDGEKEURD	VERWERKT	BETAALD

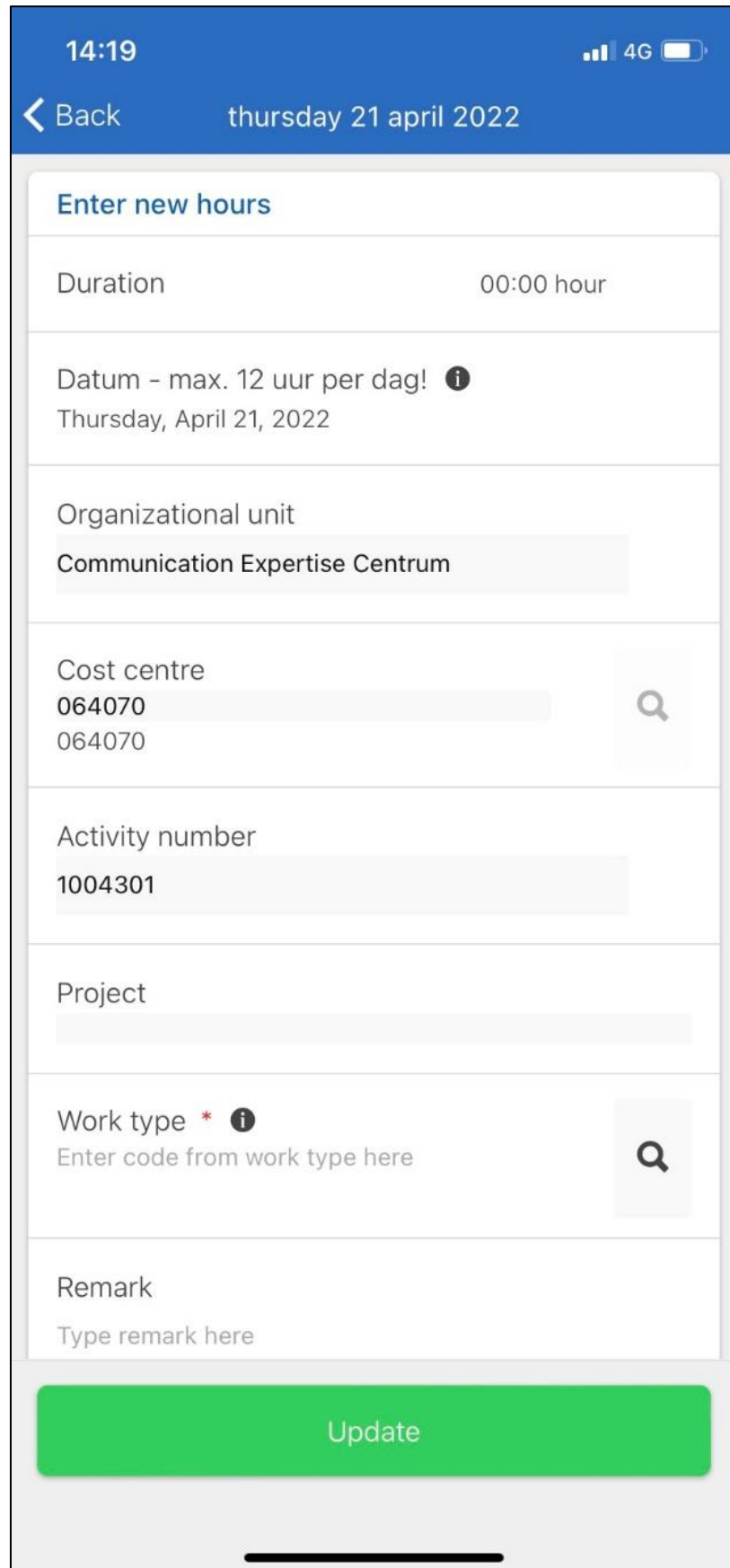
Boeken

Uren

Onkosten

Annuleren

5. This is the screen where you fill out the declaration.
  - a. First, change the date.
  - b. Fill in the number of hours you want to declare in "Duration".

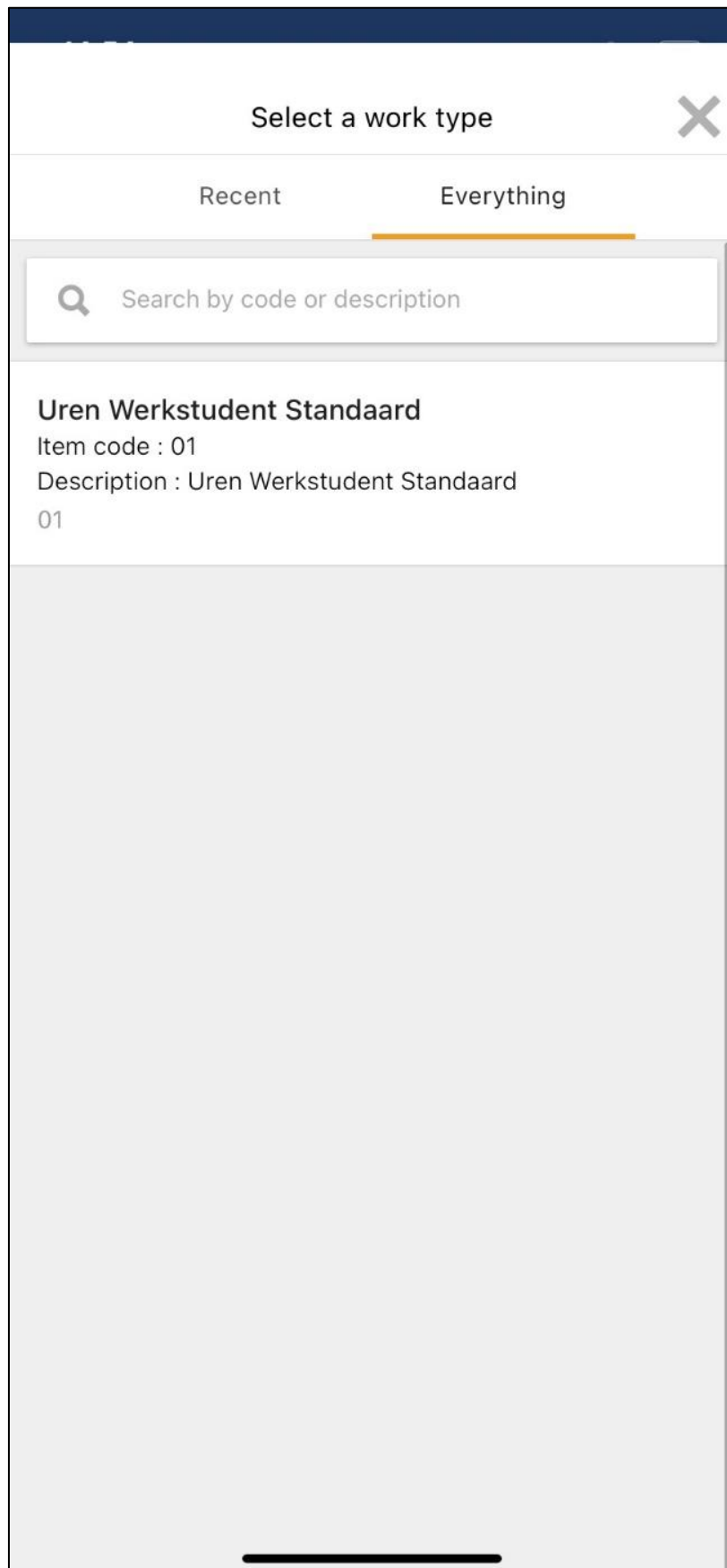


The screenshot shows a mobile application interface for entering new hours. At the top, the status bar displays the time 14:19, 4G signal strength, and battery level. Below the status bar is a blue header with a back arrow, the text 'Back', and the date 'thursday 21 april 2022'. The main content area is titled 'Enter new hours' and contains several input fields:

- Duration:** 00:00 hour
- Datum - max. 12 uur per dag!** ⓘ  
Thursday, April 21, 2022
- Organizational unit:** Communication Expertise Centrum
- Cost centre:** 064070 (with a search icon)
- Activity number:** 1004301
- Project:** (empty field)
- Work type \*** ⓘ  
Enter code from work type here (with a search icon)
- Remark:** Type remark here

At the bottom of the form is a large green button labeled 'Update'.

- c. Next, select the "Work type". There is only one option to choose from.



6. Update the declaration and submit it!

16:15 📶 🔋

← Back 2022 | Periode 16

CEC-064070-1004301  
(TUE)

DATE	TYPE	HOURS
<b>Fri 22-04</b>	Extra uren WS 2 (100%)	<b>08:00</b>
<b>Thu 21-04</b>	Extra uren WS 2 (100%)	<b>08:00</b>
<b>Thu 21-04</b>	Extra uren WS 2 (100%)	<b>08:00</b>
<b>Thu 21-04</b>	Extra uren WS 2 (100%)	<b>08:00</b>

Submit claim

+