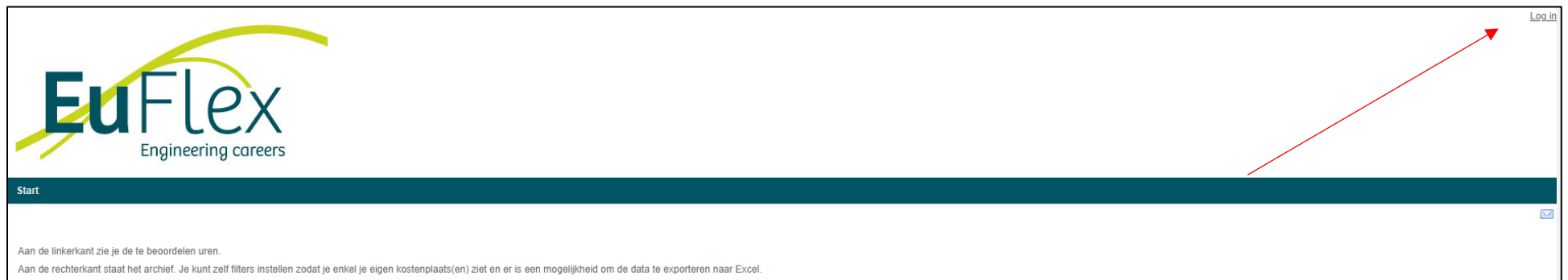


## Employers portal

### Login

Instructions on how to create a password for the customer portal are provided in a separate email. Once you have done this you can go to [www.werkgever.euflex.nl](http://www.werkgever.euflex.nl). To log in here, click on Log in at the top right.

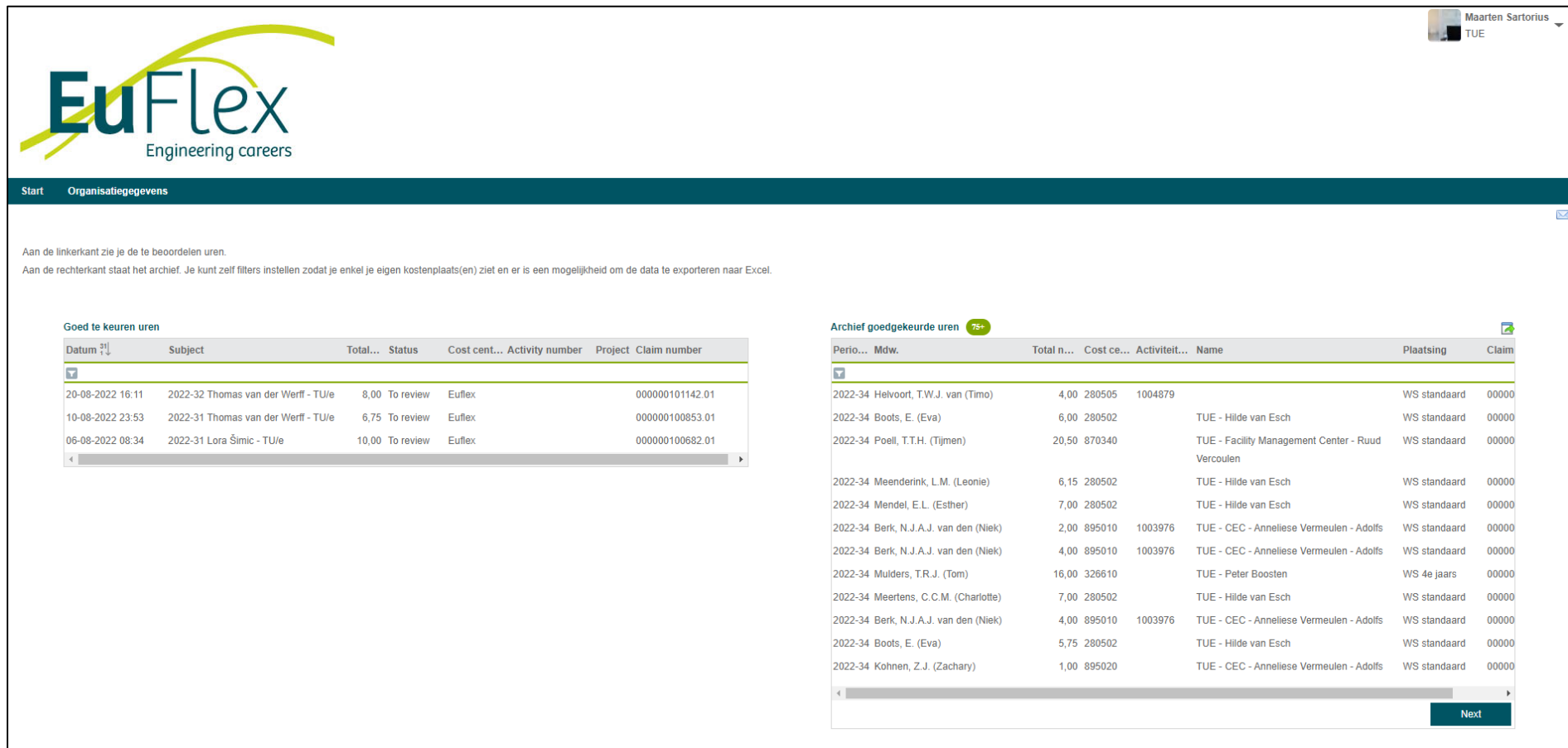


Then enter the username and password you have already created. The username is the e-mail address that is registered with us and where the instruction e-mail has been received on.

Then select the correct organization. The declarations will be reviewed on behalf of this organization.

## Review declarations

There are two overviews on the home page. The overview on the left lists all the declarations that are ready to be reviewed. This is possible by clicking on a declaration.



The screenshot shows the EuFlex web application interface. At the top left is the EuFlex logo. At the top right, the user profile for Maarten Sartorius is visible. Below the logo is a navigation bar with 'Start' and 'Organisatiegegevens'. The main content area contains two tables. The left table, titled 'Goed te keuren uren', lists declarations ready for review. The right table, titled 'Archief goedgekeurde uren 75+', lists archived declarations. Both tables have columns for date, subject, total hours, status, cost center, activity number, project, and claim number. The right table also includes columns for period, employee name, total number of hours, cost center, activity name, and location. A 'Next' button is located at the bottom right of the right table.

**Goed te keuren uren**

Datum	Subject	Total...	Status	Cost cent...	Activity number	Project	Claim number
20-08-2022 16:11	2022-32 Thomas van der Werff - TU/e	8,00	To review	Euflex			000000101142.01
10-08-2022 23:53	2022-31 Thomas van der Werff - TU/e	6,75	To review	Euflex			000000100853.01
06-08-2022 08:34	2022-31 Lora Simic - TU/e	10,00	To review	Euflex			000000100682.01

**Archief goedgekeurde uren 75+**

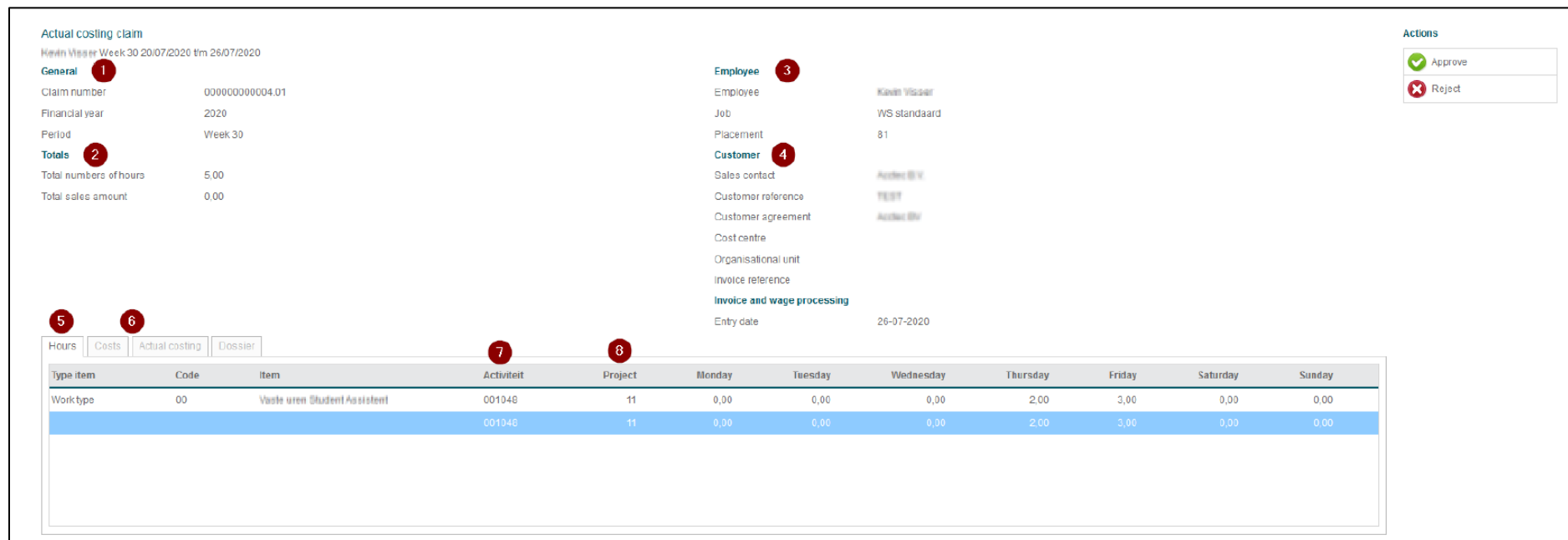
Perio...	Mdw.	Total n...	Cost ce...	Activiteit...	Name	Plaatsing	Claim
2022-34	Helvoort, T.W.J. van (Timo)	4,00	280505	1004879		WS standaard	00000
2022-34	Boots, E. (Eva)	6,00	280502		TUE - Hilde van Esch	WS standaard	00000
2022-34	Poell, T.T.H. (Tijmen)	20,50	870340		TUE - Facility Management Center - Ruud Vercoulen	WS standaard	00000
2022-34	Meenderink, L.M. (Leonie)	6,15	280502		TUE - Hilde van Esch	WS standaard	00000
2022-34	Mendel, E.L. (Esther)	7,00	280502		TUE - Hilde van Esch	WS standaard	00000
2022-34	Berk, N.J.A.J. van den (Niek)	2,00	895010	1003976	TUE - CEC - Anneliese Vermeulen - Adolfs	WS standaard	00000
2022-34	Berk, N.J.A.J. van den (Niek)	4,00	895010	1003976	TUE - CEC - Anneliese Vermeulen - Adolfs	WS standaard	00000
2022-34	Mulders, T.R.J. (Tom)	16,00	326610		TUE - Peter Boosten	WS 4e jaars	00000
2022-34	Meertens, C.C.M. (Charlotte)	7,00	280502		TUE - Hilde van Esch	WS standaard	00000
2022-34	Berk, N.J.A.J. van den (Niek)	4,00	895010	1003976	TUE - CEC - Anneliese Vermeulen - Adolfs	WS standaard	00000
2022-34	Boots, E. (Eva)	5,75	280502		TUE - Hilde van Esch	WS standaard	00000
2022-34	Kohnen, Z.J. (Zachary)	1,00	895020		TUE - CEC - Anneliese Vermeulen - Adolfs	WS standaard	00000

Here you can view the properties of the declaration with the following data:

1. Period information
2. This week's total hours worked
3. Details of the employee and placement who submitted the claim
4. Customer data including cost center (and if applicable a reference number)
5. Details of the number of hours worked
6. Details of the costs made
7. The activity number of the declaration (if applicable)
8. The project number of the declaration (if applicable)

To approve or reject the declaration, the buttons on the right side of the screen can be used. When a declaration is rejected, a response is required so that the employee knows what needs to be adjusted.

After the declaration has been reviewed, it will disappear from the overview. This can always be found in the archive.



**Actual costing claim**  
Kevin Visser Week 30 20/07/2020 tm 26/07/2020

**General** 1

Claim number 000000000004.01  
Financial year 2020  
Period Week 30

**Totals** 2

Total numbers of hours 5.00  
Total sales amount 0.00

**Employee** 3

Employee Kevin Visser  
Job WS standaard  
Placement 81

**Customer** 4

Sales contact  
Customer reference  
Customer agreement  
Cost centre  
Organisational unit  
Invoice reference

**Invoice and wage processing**

Entry date 26-07-2020

**Actions**

Approve  
 Reject

5 6

Hours Costs Actual costing Dossier

7 8

Type item	Code	Item	Activiteit	Project	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Worktype	00	Vaste uren Student Assistent	001046	11	0,00	0,00	0,00	2,00	3,00	0,00	0,00
			001046	11	0,00	0,00	0,00	2,00	3,00	0,00	0,00


## View archive declarations

The overview on the right on the home page provides an overview of all previously submitted and reviewed declarations. When a declaration is clicked open from here, the same data appears as when reviewing.

All students are visible here, also from other contacts.

Because of privacy reasons you have to apply a filter so other students are not unnecessarily visible. How it works is explained at [https://help.afas.nl/help/NL/SE/Ins\\_View.htm#o59872](https://help.afas.nl/help/NL/SE/Ins_View.htm#o59872).

If you have multiple cost centers you can enter this with a ; in between and then you can save the filter with the funnel. This way you'll only see what you want to see.

Archief goedgekeurde uren <span>75+</span>						
Perio...	Mdw.	Total numb...	Cost centre	Activiteitennummer ...	Name	Pla
			<input type="text" value="870340;895010"/>			
2022-34	Berk, N.J.A.J. van den (Niek)	2,00	895010	1003976	TUE - CEC - Anneliese Vermeulen - Adolfs	WS
2022-34	Poell, T.T.H. (Tijmen)	20,50	870340		TUE - Facility Management Center - Ruud Vercoulen	WS
2022-34	Berk, N.J.A.J. van den (Niek)	4,00	895010	1003976	TUE - CEC - Anneliese Vermeulen - Adolfs	WS
2022-34	Berk, N.J.A.J. van den (Niek)	4,00	895010	1003976	TUE - CEC - Anneliese Vermeulen - Adolfs	WS

You may see a name on the left with hours to approve while you are not responsible for this student.

This is the case when several contacts are linked to one cost center. Unfortunately, it isn't (yet) possible to specify further with an activity number.

The people who have this should leave the student's declaration for their colleague.