# Explanation OnlineUUR

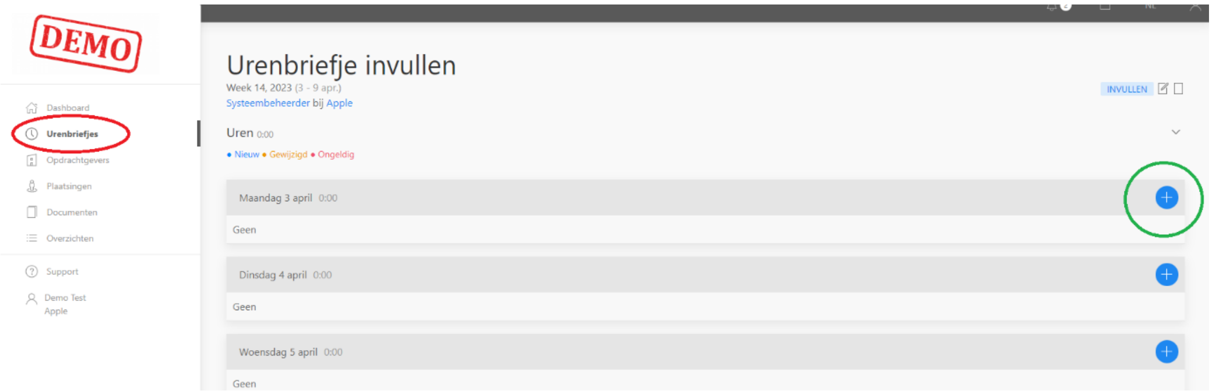
## 1: Create account

Syntec will send you an email asking you to create an account for the online time portal: https://syntec.onlineuur.nl/login. You click on the link in the email and enter a newly chosen password. You have finished creating your account.

## 2: Select time sheet

Every time you have worked or at the end of your working week, you can enter your hours worked in the time sheet for that week. You can still adjust the hours entered until you have pressed the blue “submit” button. If you do that, you send the time sheet to the client. The client can approve the time sheet.

When you log in, you can go to “time sheets” on the left to fill in your time sheet (circled in red in the image). You will then appear in the list with all time sheets. You click on the blue pen (on the right of your screen) of the week you want to fill in. You will be taken to the time sheet that you can fill in (see image).

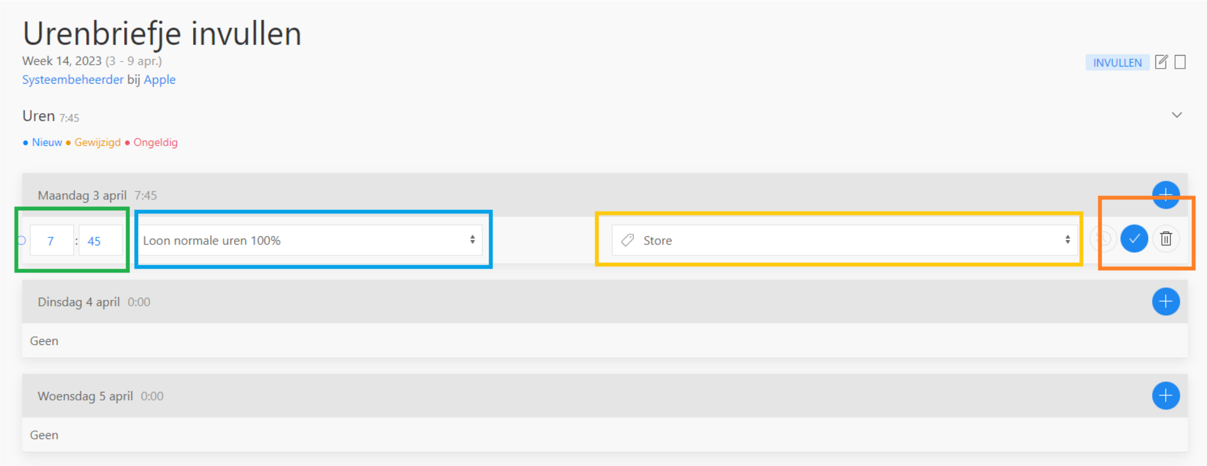



## 3: Complete time sheet

You can start entering the hours by clicking on the blue plus sign (circled in green in the image above) of your worked day.

You choose the hour type (blue square on the image below): normal hours or overtime hours or supplementary hours. If you have chosen the correct hour type, enter how many hours you worked (green square). You do this in hours and minutes, just as the clock radio displays the time. You can then save the day you entered by clicking on the blue check mark (orange square). The check mark then turns white.


Syntec Personeelsdiensten B.V. | Skagerrak 2
9723 JR Groningen | 050 520 09 90
www.syntec.nl | administratie@syntec.nl




Did you work normal hours and overtime on 1 day? Then you fill in 1 line of normal hours and 1 line with your overtime hours. On that day you press the plus sign and repeat the steps.

Do you want to take holiday hours? This can also be done via this time sheet. Choose this hour type and enter the number of hours you want to record. Naturally, you will consult with your client to determine whether this is agreed.

## 4: Time sheet ready

Have you entered all the hours worked on all days? Then you do the same for any reimbursements stated under the hours. Here you can, for example, enter your travel expenses or other reimbursements. This works in the same way as entering the hours.

Have you filled in everything correctly? Then click on the big blue button at the bottom of the time sheet: SUBMIT. Your manager will now receive an email that he must approve your time sheet.

## 5: Pay time sheet

You must submit your hours from the previous week before Tuesday 5:00 PM. Does your manager approve your time sheet before 5:00 PM on Wednesday? The time sheet will then be automatically processed and paid on Thursday.

It may happen that your manager does not agree with your time sheet. He can disapprove and adjust it. If that happens, you will receive an email. If you agree with the changes, click the blue SUBMIT button again. The time sheet will be automatically processed and paid on Thursday, if this is done before 5:00 PM on Wednesday.

## 6: Finally

In the time portal you can also find your pay slips, annual statements and all kinds of documents you have signed. You can also see all the details of your placement and which clients you work for. This way you are always up to date and you have access to your data.