

## Manual My One hour portal

Through My One, employees and hirers can log and approve hours online.

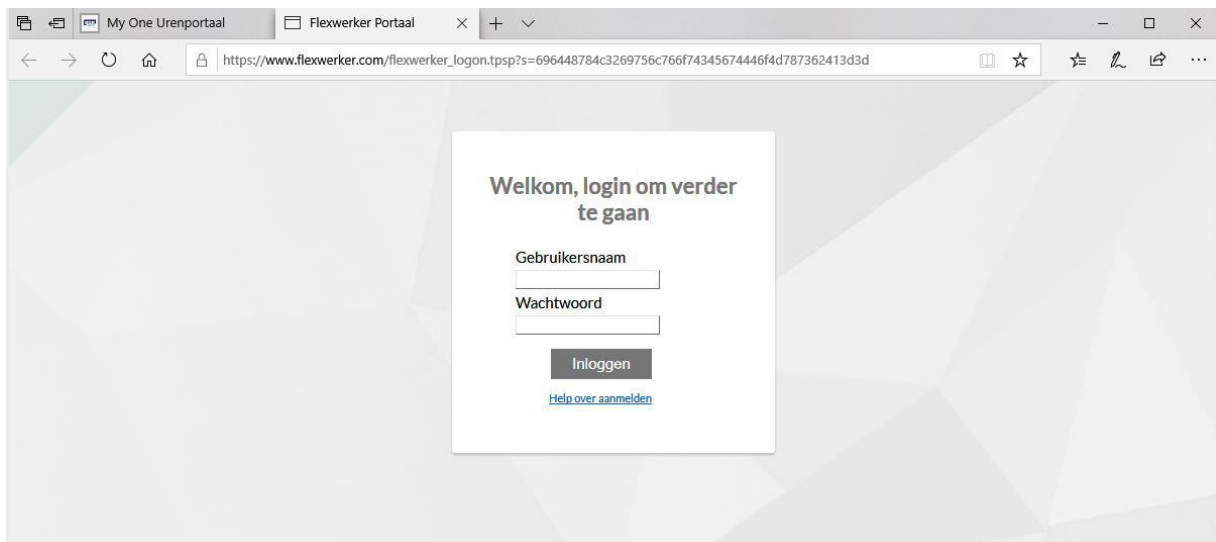
Attention! Only when the personnel file is complete, we can proceed to the payment of salaries. You will therefore receive the login details for My One after we have received all signed documents.

## Deadline: Tuesday 12 o'clock noon

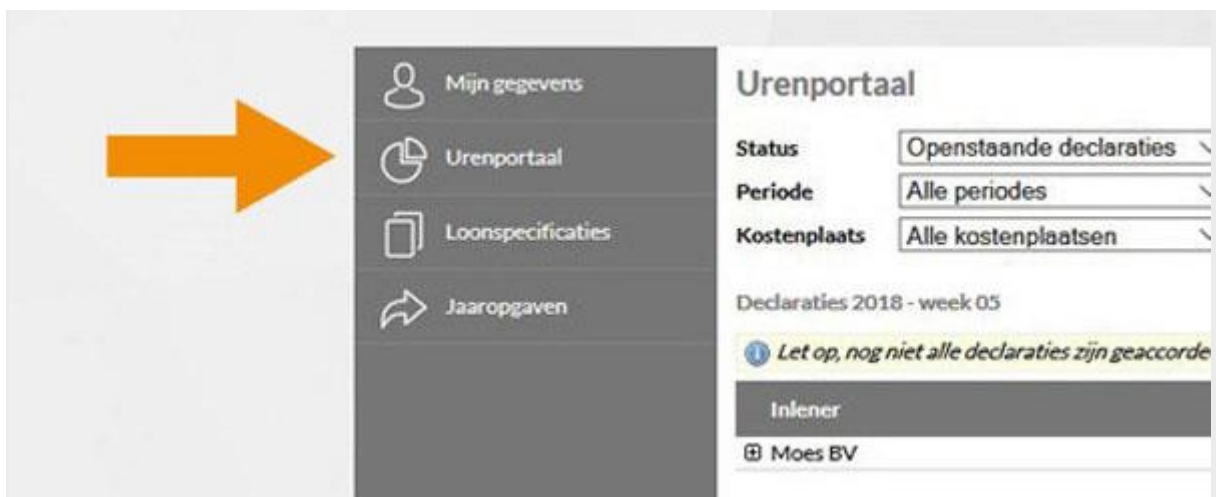
Hours worked in a previous period (week, 4 weeks or month) must always be submitted to us and approved by the hirer **at the latest before Tuesday 12 o'clock noon** in order to be processed and paid that same week.

## Employees

**Step 1:** Go to <https://www.flexwerker.com/> and login with the username and password you have received by e-mail. After you have logged in for the first time, you have to choose a username and password.



**Step 2:** Click on the button **Urenportaal** on the left menu



**Step 3:** Click on the link with the declaration to see the details of the timesheet.

Declaratie	Ma	Di	Wo	Do	Vr	Za	Zo	Totaal
	29-01	30-01	31-01	01-02	02-02	03-02	04-02	
<u>202854848</u>								0:00 <input type="checkbox"/>
								0:00 <input type="checkbox"/>
								<b>Verzenden</b>



**Step 4:** Fill in the timesheet. When you're done, click on the button **Opslaan en Verzenden** (Save and Send)

Dag	Datum	Normaal 100%	Overwerk 125%	Onregelmatig 150%	KV	VD	Totaal
Ma	29-01-2018	7:30					7:30
Di	30-01-2018	8:00	2:00				10:00
Wo	31-01-2018	4:15					4:15
Do	01-02-2018	7:00					7:00
Vr	02-02-2018	6:15					6:15
Za	03-02-2018		5:00				5:00
Zo	04-02-2018						
<b>Totaal</b>		<b>33:00</b>	<b>7:00</b>				<b>40:00</b>

Overwerk:  Uitbetalen  Sparen

Reserveringen

Risicogroep	Reservering	Huidig saldo	Opname
1 - IA	Kort verzuim	0:00	
1 - IA	Vakantiedagen	0:00	

Opmerkingen


Einde werk

**Herstellen**

**Herstellen**

Uitloggen

**Annuleren** **Opslaan** **Opslaan en verzenden**



- **Normale uren (100%):** Enter the regularly worked hours here. For example 7:30 (seven and a half hours) or 6:45 (six hours and three quarters of an hour).
- **Overwerk:** Enter the overtime hours here (if applicable). Different percentages may apply.
- **Onregelmatig:** Enter the irregular hours here (if applicable). Different percentages may apply.
- **KV:** Enter the shortterm absenteeism hours/minutes here that have been withdrawn (if applicable). Make sure that sufficient balance has been built up. (like a visit to a doctor or dentist)
- **VD:** Holiday hours can be withdrawn in this column. Make sure that sufficient balance has been built up and that never more than 40 hours of holiday hours per week can be withdrawn. Also the total (Worked hours + Holiday hours) may never be more than 40 hours per week.

## Questions?

- [info@oneps.nl](mailto:info@oneps.nl)
- +31 20 8451074 (During opening hours: Mon - Fri between 9:00 and 17:30)
- Or start a chat on: <https://www.oneps.nl/> (Mon - Fri between 9:00 and 17:30)