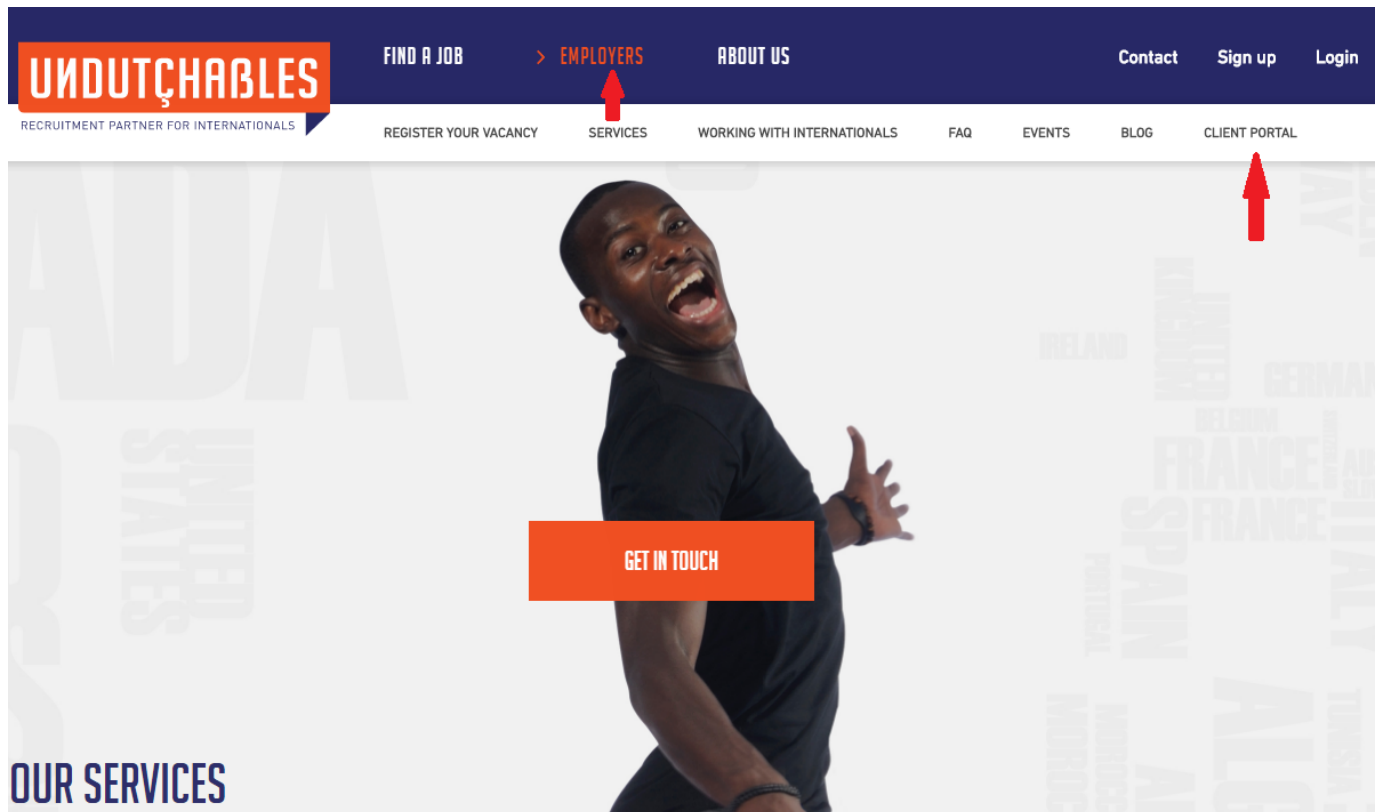


## **Manual digital timesheet registration:**

As our client you will receive a username and password from Undutchables in order to log into our online portal. You can use the log in details to approve the working hours declared by the temporary worker. Undutchables will process the approved hours in order to pay the employees and issue invoices to the client. In order to make payments on time, you are able to authorize the worked hours until Monday evening before 19:00 o'clock. Undutchables will pay the temporary workers on Tuesday.

To access the portal go to; [www.undutchables.nl](http://www.undutchables.nl)  
Navigate to "clients" and select "undutchables portal".  
URL; <https://nwportal.undutchables.nl/customer>



Note: If the portal is not shown the way as indicated in this manual, please consider using Firefox or add our portal to your trusted sites in Internet Explorer.

### Step 1:

Log in via the portal and choose your language preference.

UNDUTCHABLES  
RECRUITMENT PARTNER FOR INTERNATIONALS

Sign in

Log in

User name

Password

Remember me

Log in

Forgot your password?

### Step 2:

Click on **Approve Hours**. Select your Resource by clicking on the name. You will see the hours to be approved.  
**If you are not able to select your Resource, then there are no hours to be approved.**

UNDUTCHABLES  
RECRUITMENT PARTNER FOR INTERNATIONALS

Nick van Klanteren

Announcements

Sales Invoices 0

Hour credits

1 Approve hours

1 Approved hours

1 Disapproved h...

Approve hours

UNDUTCHABLES  
RECRUITMENT PARTNER FOR INTERNATIONALS

Options Search

Period	Resource	Hours
2019 week 22	Ilse Visser	40:00 ▶
		40:00

### Step 3:

You can approve the hours by clicking on the approve box. Or click **Approve all** button to approve all hours at once.

Once you give the reason of disapproval and leave the approve box empty the hours will be considered as disapproved

Click on **process** once done with the control or click on **process next** once done and to go to next record.

Period	Date	Project	WBS	Activity	Work Type	Description	Hours	Quantity	Amount	Reason of disapproval	Approve
2019 week 19	06/05/2019	Test Case			⊖ Normale uren		8:00			not working on this day	<input type="checkbox"/>
2019 week 19	06/05/2019	Test Case			⊖ Reiskosten per dag			1.00		not applicable	<input type="checkbox"/>
2019 week 19	07/05/2019	Test Case			⊖ Normale uren		8:00				<input checked="" type="checkbox"/>
2019 week 19	07/05/2019	Test Case			⊖ Reiskosten per dag			1.00			<input checked="" type="checkbox"/>
2019 week 19	08/05/2019	Test Case			⊖ Normale uren		8:00				<input type="checkbox"/>
2019 week 19	08/05/2019	Test Case			⊖ Reiskosten per dag			1.00			<input type="checkbox"/>
2019 week 19	09/05/2019	Test Case			⊖ Normale uren		8:00				<input type="checkbox"/>
2019 week 19	09/05/2019	Test Case			⊖ Reiskosten per dag			1.00			<input type="checkbox"/>
2019 week 19	10/05/2019	Test Case			⊖ Normale uren		8:00				<input type="checkbox"/>
2019 week 19	10/05/2019	Test Case			⊖ Reiskosten per dag			1.00			<input type="checkbox"/>
							40:00	5.00	€0.00		

**Step 4:**  
Undutchables can now process the approved hours.

The temporary worker needs to check the disapproved hours and correct them. You need to approve the corrected hours again through step 2 and 3.  
You can see an overview of the approved hours. Use the available filters to view the approved hours per resource/project/week.

Period	Date	Project	WBS	Activity	Work Type	Description	Hours	Quantity	Amount	Approver Name	Time Approved
2019 week 19	07/05/2019	Test Case			⊖ Normale uren		8:00			Nick van Klanteren	04/06/2019 16:45:26
2019 week 19	07/05/2019	Test Case			⊖ Reiskosten per dag			1.00		Nick van Klanteren	04/06/2019 16:45:26
							8:00	1.00	€0.00		

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Period	Date	Project	WBS	Activity	Work Type	Description	Hours	Quantity	Amount	Approver Name	Time Approved
2019 week 22	27/05/2019	Test Case			⊖ Normale uren		8:00			Nick van Klanteren	04/06/2019 16:34:56
2019 week 22	27/05/2019	Test Case			⊖ Reiskosten per dag			1.00		Nick van Klanteren	04/06/2019 16:34:56
2019 week 22	28/05/2019	Test Case			⊖ Normale uren		8:00			Nick van Klanteren	04/06/2019 16:34:56
2019 week 22	28/05/2019	Test Case			⊖ Reiskosten per dag			1.00		Nick van Klanteren	04/06/2019 16:34:56
							16:00	2.00	€0.00		