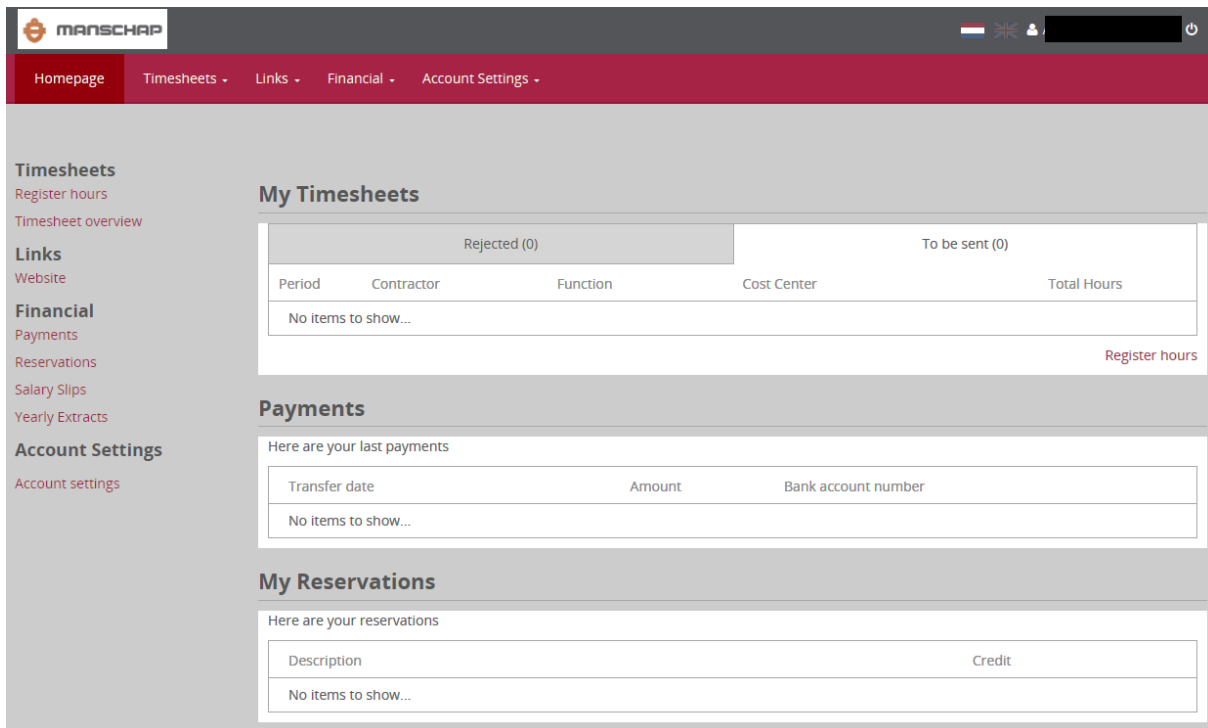


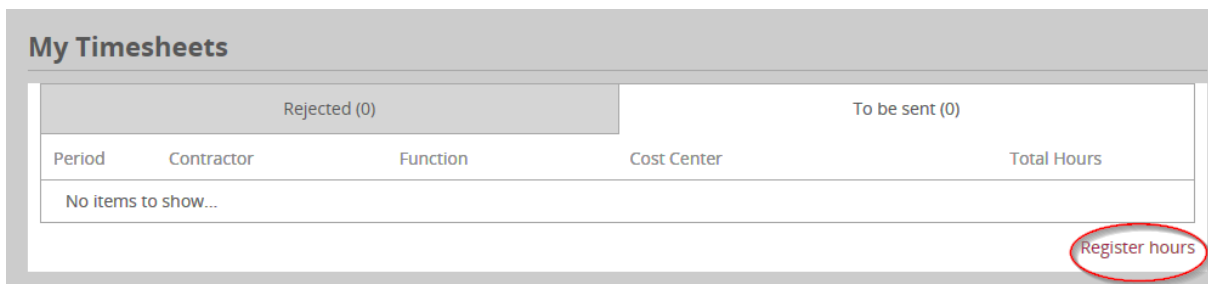
## Instructions Processing hours in Kentro Konnekt

- 1.** After you have logged in to Konnekt you will see the following screen:



The screenshot shows the Manschap Kentro Konnekt portal dashboard. At the top, there is a navigation bar with the Manschap logo and a red bar containing links: Homepage, Timesheets, Links, Financial, and Account Settings. On the left side, there is a sidebar menu with categories: Timesheets (Register hours, Timesheet overview), Links (Website), Financial (Payments, Reservations, Salary Slips, Yearly Extracts), and Account Settings (Account settings). The main content area is titled 'My Timesheets' and contains three sections: 'Rejected (0)' and 'To be sent (0)' tables, 'Payments' section with a table for last payments, and 'My Reservations' section with a table for reservations. A 'Register hours' button is located at the bottom right of the 'My Timesheets' section.

- 2.** On the left you have a menu with various headings, which you can also find at the top of the red bar. You can navigate within the portal via both.



This is a close-up of the 'My Timesheets' section from the screenshot. It shows two tables: 'Rejected (0)' and 'To be sent (0)'. Both tables have columns for Period, Contractor, Function, Cost Center, and Total Hours. Below the tables, there is a 'No items to show...' message. At the bottom right, the 'Register hours' button is circled in red.

**3.** You will arrive at the following screen:

## Timesheet selection

Hi Anne, choose the right week and fill in your hours. If you have any questions, you can contact your contact person.

Year

Week (# and start day)

These are your active assignments. Select the one for which you want to enter hours for.

In this screen you select the week for which you want to write hours. And then below that the placement for which you want to do this.

After this, a time sheet will open:

Test Inleener PvT / Administratief medewerk(st)er 2024 week 22 27 May - 2 Jun

[Add hours](#)

**Add new hour** Pay attention: 15 minutes should be added as 0,25; for 30 minutes 0,50; for 45 minutes 0,75.

| Cost Center  | Hour Type W(age)     | Mo 27 | Tu 28 | We 29 | Th 30 | Fr 31 | Sa 1 | Su 2 |                                     |
|--------------|----------------------|-------|-------|-------|-------|-------|------|------|-------------------------------------|
| -            | Normale uren W: 100% | 8,00  | 8,00  | 8,00  | 8,00  | 8,00  | 0,00 | 0,00 | <a href="#">+</a> <a href="#">-</a> |
| <b>TOTAL</b> |                      | 8,00  | 8,00  | 8,00  | 8,00  | 8,00  | 0,00 | 0,00 | 40,00                               |

**RESERVATIONS**

☐ Withdraw of Vacation days credit: 0,00 withdraw  in hours

☐ Remark(s)

Please save the hours you've entered

If your workweek is done and entered, send your sheet for approval

Delete timesheet [Delete](#)

4. As you can see, you can enter your hours worked per day. This is the total number of hours you worked that day.

**Example:**

You worked on Monday from 8:30 AM to 5:00 PM and had a half-hour break. The total number of hours worked is then 8.

On Tuesday you worked from 6:00 AM to 3:15 PM with a half-hour break, which gives you a total of 8.75 hours worked.

So enter 8 under Monday and 8.75 under Tuesday.

5. As you can see, the number after the decimal point is to 2 decimal places. You will also see an explanation about this in the image. Enter 15 minutes as 0.25, 30 minutes as 0.50, etc.
6. When you have entered all the hours for that week, submit the time sheet by clicking send. You can also save in the meantime by pressing the save button, so you can continue filling in the note later.

Test Inlener PvT / Administratief medewerk(st)er
2024 week 22
27 May - 2 Jun
Add hours

Add new hour
Pay attention: 15 minutes should be added as 0,25; for 30 minutes 0,50; for 45 minutes 0,75.

|             |                      |       |       |       |       |       |      |      |     |
|-------------|----------------------|-------|-------|-------|-------|-------|------|------|-----|
| Cost Center | Hour Type W(age)     | Mo 27 | Tu 28 | We 29 | Th 30 | Fr 31 | Sa 1 | Su 2 |     |
| -           | Normale uren W: 100% | 8,00  | 8,00  | 8,00  | 8,00  | 8,00  | 0,00 | 0,00 | + - |

**TOTAL**
8,00
8,00
8,00
8,00
8,00
0,00
0,00
40,00

**RESERVATIONS**

Withdraw of Vacation days
credit: 0,00
withdraw
0,00
in hours

Remark(s)

Please save the hours you've entered
Save

If your workweek is done and entered, send your sheet for approval
Send

Delete timesheet