

Approve the timesheet in MijnContinu

Open

- Open the timesheet by using the link in the email you received
- Go to the 'overzicht' tab to check the submitted hours and allowances

Attachments

- if attachments have been added, the number will be listed at the top of the tab
- Go to the 'Bijlagen' tab and click on the file name to view it

Comments

- If you see a red speech bubble with a 1 in it, the professional has provided an explanation
- View it via the white button 'Reacties' at the top right.
- If necessary, add a comment by clicking on 'Voeg reactive toe'

Timesheet approved?

- Click the green 'Goedkeuren' button at the top right

Timesheet not approved?

- Click on the white 'Actie' button at the top right and select 'Afwijzen'
- Enter the reason and select 'Afwijzen' again
- The professional will receive an email with the reason for the rejection and the request to adjust the timesheet