

# Approve the timesheet in MijnContinu (via desktop)

## Open

- Go to the timesheet via the link in the e-mail you receive weekly

Or

- Go to **www.continu.nl** and click on 'inloggen' in the upper right corner
- Click on 'Er staat een urenverklaring voor je klaar om in te vullen' and click on 'Rapporteer' behind the timesheet for the relevant week

## Fill in hours

- There are 2 types of timesheets. You can enter the start and end times of the number of hours

### Fill in start and end times

- Go to the 'Invoeren tijd' tab and select the type of hours in 'Input'. For Example: 'normale uren'
- At 'Start' and 'Eind', enter the working hours of that day and fill in the length of your break at 'Pauze'
- Repeat this per day worked. The system automatically saves the entered times
- The 'Overzicht' tab displays the number of hours the system has calculated

Or

### Fill in number of hours

- Go to the 'Uren' tab
- Enter the hours you worked per day and click on 'Opslaan'

## Deductions/allowances (if applicable)

- Here you fill in things like work-work kilometres or breakdown service. Fixed fees are filled in automatically.

## Attachments

- Go to the 'Bijlagen' tab and click on the plus sign or the green button 'Document toevoegen'
- Click on 'Browse' and select the file
- Name the file at 'document name' and click on 'Toevoegen'

## Comments

- Click on the white 'Reacties' button at the top right corner
- Enter a comment of explanation.
- Click on 'Voeg reactie toe' and close by clicking on the cross at the top right corner

## Submit

- Click on the green 'Indienen' button at the top right corner