



ERASMUS SCHOOL OF **ECONOMICS**

Important information

This bulletin is used to supply all the employees of the department Applied Economics with relevant information. We will keep you up to date on procedures, interesting information and events.

If you have any questions or comments, or if you would like to post information, please contact Ramona (ligthart@ese.eur.nl).

Happy New Year!

The TE New Years drink will be held at Lokanta on Friday 10th January 2014. The drinks will start at 16.00h.

Managing leave days

As from 9th January you will be able to manage your leave days in the E-HRM portal

<https://ess.eur.nl>

As a consequence, it is not necessary to inform the secretariat of your leave days anymore.

Please keep the registration of your leave days in the portal up-to-date, so that your colleagues will know when you are present.

Erasmus Shop

Erasmus Shop will close at the end of February 2014.

If you use Erasmus Shop to produce readers, please contact them about alternative possibilities.

Claiming expenses

As from 9th January you will need to **submit your expense claims, including those for business trips, in the E-HRM portal.**

<https://ess.eur.nl>

After you have put in the claim report please leave the original receipts at the secretariat, who will file them for the tax authorities.

1. Scan original receipts as PDF file.
2. Go to <https://ess.eur.nl>.
3. Login with ERNA id.
4. Choose 'declareren' or 'expense report'
5. Fill in the necessary information.
6. Add the documents (the scanned PDF file).
7. Choose the correct cost assignment.
8. Check the report and send it out for approval.
9. Leave the original receipts at the secretariat.

If you want to claim expenses on your research account or on a project, you need to choose the correct cost assignment. The relevant cost assignment numbers will be sent to you by e-mail as soon as possible.

If you don't know the cost assignment, please ask the secretariat.

A step-by-step explanation of how to input a new expense report will be available at the secretariat. We will also be available to help if you have questions.

Agenda

- **New Years Drinks TE**
Friday 10 January, 16.00h at Lokanta
- **ESE Awards 2014**
Tuesday 15 April 2014, 16.00h

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