

REVIEWING HOURS WORKED IN UT FLEX

GENERAL

1. The student needs to declare (on time) the hours worked in the preceding period(s):

Example: hours in September should be declared in October, but no later than December. As the deadline for declaration approaches, the student will automatically receive a reminder that he or she needs to declare the number of hours worked a.s.a.p.

2. The approver will receive an e-mail request to approve the hours worked. The hours worked must be approved via the Approval Portal.
3. The hours worked are to be approved before the 10th of each month. If the student has several jobs, all hours worked for all jobs must be approved on time.
4. The student will receive confirmation of the hours approved.
5. If the hours are approved on time, they will be paid in the same month (around the 24th of each month). If the student has several jobs, all hours worked for all jobs must be approved promptly in order for the salary to be paid on time. Has one job not been approved on time? Payment will not take place!! So also no payment for the hours worked that have been approved on time.

REJECTION OF HOURS

1. A reason for rejection must always be given.
 - a. wrong job? The student can only resubmit hours for the correct job in the subsequent period (new month);
 - b. wrong period? The student can only resubmit hours for the correct period in the subsequent period (new month);

PAYMENT FOR HOURS WORKED

Payment for the hours worked is made around the 24th of each month.

1. No salary payment made? This could be because:
 - a. The hours for a job were approved too late;
 - b. The student has several jobs and one job was approved too late. The salary payment for all jobs in the entire month has not been made and payment will be made the subsequent month.
 - c. The hours are rejected. The hours can be declared again in a subsequent month.

If you have any questions, please contact HR Services at utflex@utwente.nl or on +31 (0)53 489 8011. We will be happy to help you.