



JOB DETAILS IN UT FLEX

- Short description: title of the job.
- Long description: detailed description of the job.
- Job period: the start date of a job is always the first day of the month, the end date of a job is always the last day of the month.
- Job link period: the job link period is at least one month, with a maximum of one year.
- Type of job: jobs for student assistants are reserved for faculties, jobs for on-call student employees are reserved for service departments and faculties.
- Unit declaration: for all jobs, declarations are always based on hours worked.
- Maximum number of hours: maximum number of hours that can be declared for the entire job.
- Ofi number: budget code under which the job must be booked.
- Name of approver: the employee who needs to approve the hours worked using the approval portal, every month before the 10th.
- Publish on the web: should the job be published so students can respond to it?
Set publication to YES.
Has it already been decided who will do the job or has the job been fully allocated? Set publication to NO.
- Description/information: information about job.

JOB DETAILS

- Short job description: brief description of task(s)
- Long job description: detailed description of task(s)



JOB DETAILS IN UT FLEX

OPENEN NIEUWE KLUS

KLUS DETAILS

Omschrijving kort *

Omschrijving lang *

Periode werkzaamheden *

tot en met



Soort klus *

Declaratie eenheid *



Maximum aantal uren

Inhoud van de werkzaamheden *

 De werkzaamheden zijn incidenteel van aard en op wisselende tijden *

Ofi-nummer (bbb.ppppp) *



Naam goedkeurder



Publiceren op web

Omschrijving / toelichting

TAAK DETAILS

Taak nummer

001

Omschrijving taak kort *

Omschrijving taak lang *

KLUS BESTEMD VOOR

U kunt meerdere studenten toekennen aan een klus zodra de klus is opgeslagen.

[Annuleren](#)[+ Taak toevoegen](#)[➤ Klusdetails controleren](#)