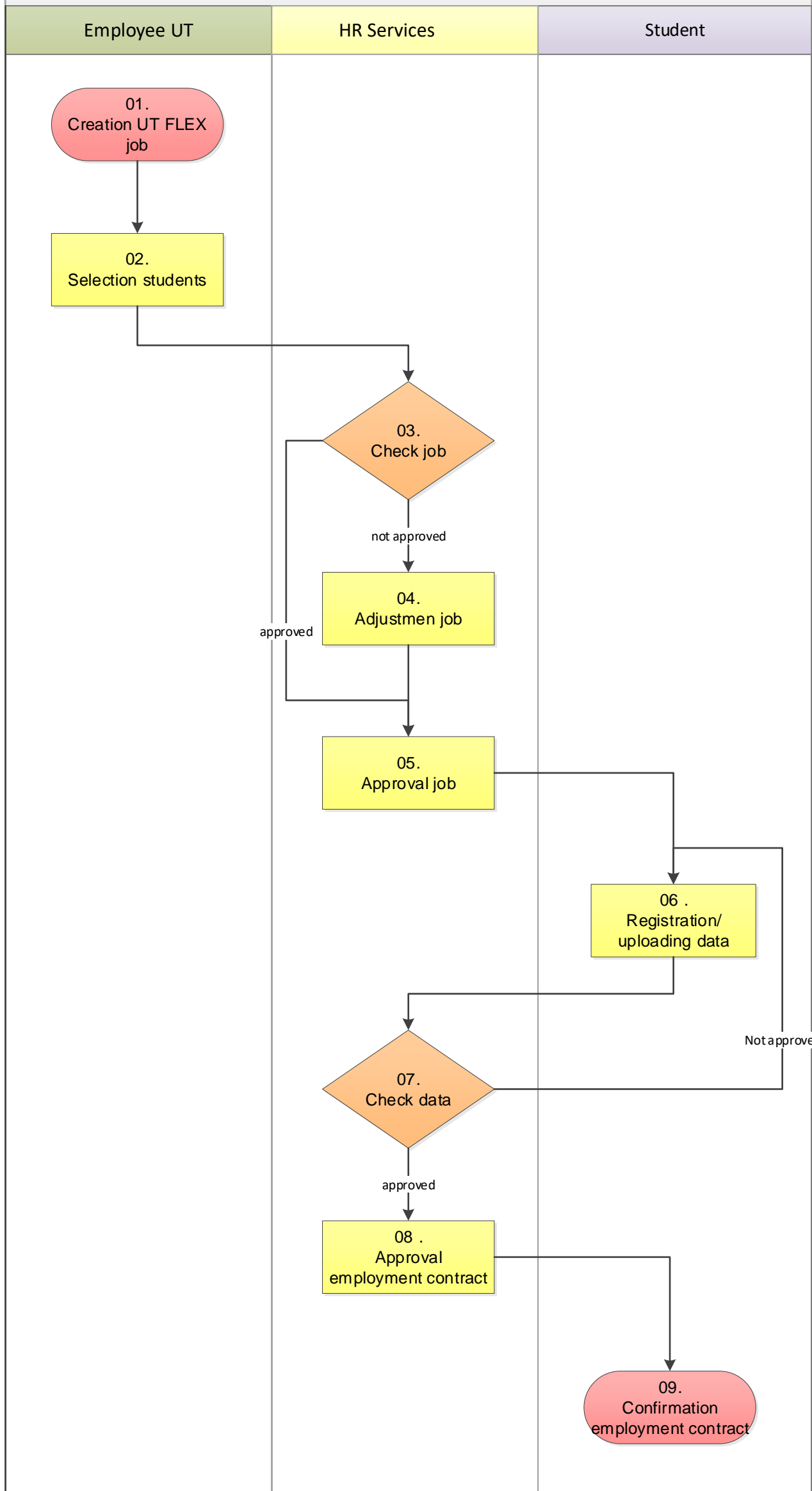


UT FLEX 2.0 GENERAL PROCES UT FLEX



01. Creation UT FLEX job
 UT employee creates a job UT FLEX application.

02. Selection students
 UT employee selects student(s) and Medewerker selectee student(en) and determines the job period. Job selection is automatically forwarded to HR Services.

03. Check job
 HR Services checks the job an job selection. Job and job selection have been approved? Job and job selection are processed.

04. Adjustment job
 Job details/selection has not been approved? HR Services adjusts the job/job selection. SJob has been approved.

05. Approval job
 HR Services approves job and job selection. Student receives automatically a confirmation by mail. Student also receives a request to register and upload the required data. Student must also sign the (concept) employment contract digitally.

06. Registration/uploading data
 Student must register and upload the required data such as IBAN, BSN and passport, needed for processing the employment contract. Student must also sign the employment contract digitally.

07. Check data
 HR Services checks all the details of the employment contract UT FLEX:
 Approval: employment contract UT FLEX is processed.
 NO approval: employment contract UT FLEX is not processed
 Student receives a mail concerning the disapproval.

08. Approval employment contract
 HR Services processes the employment contract UT FLEX.

09. Confirmation of employment contract
 Student receives a confirmation of the employment contract and can start working.