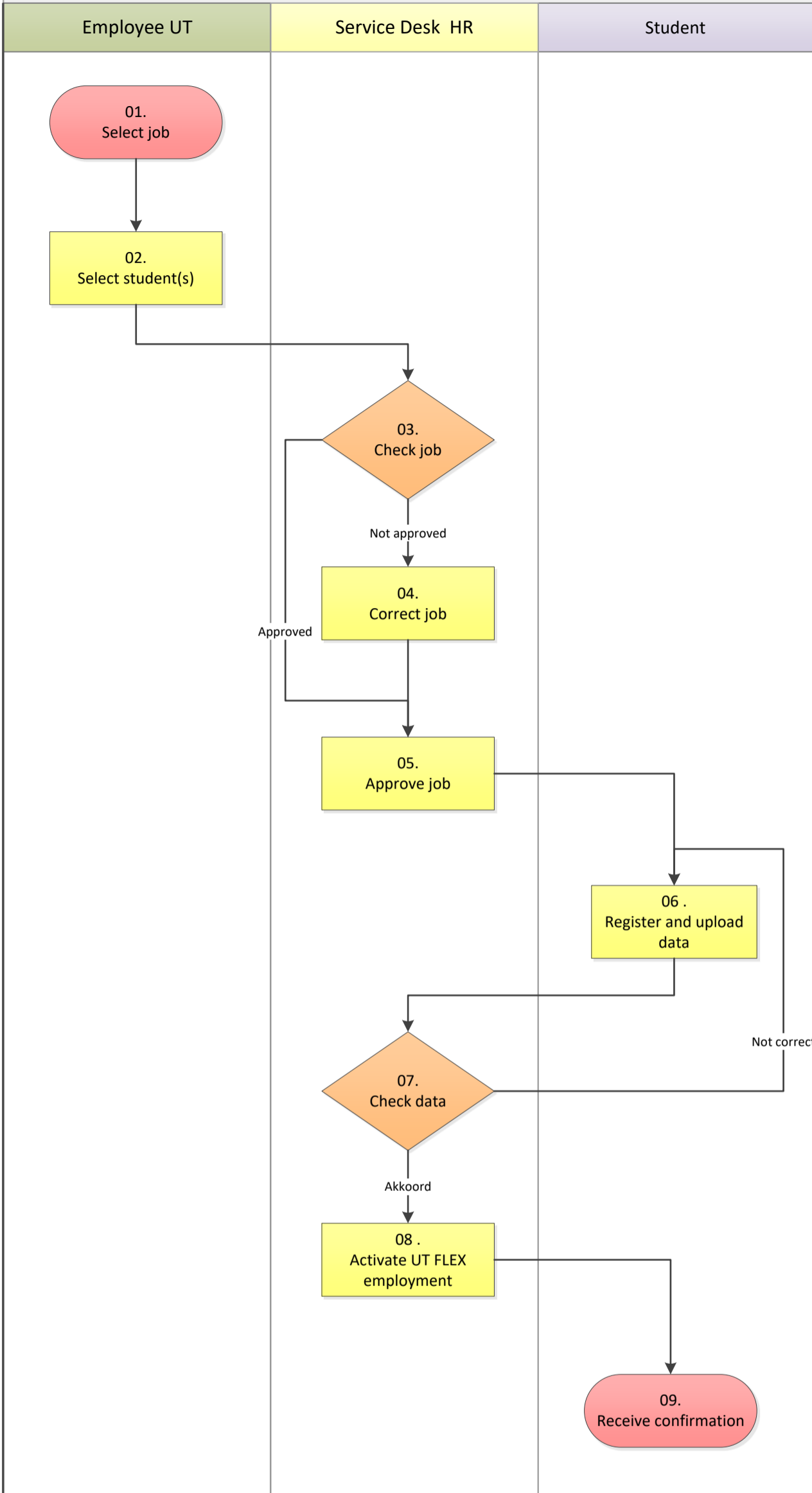


UT FLEX 2.0 LINK STUDENT TO JOB



01. Select job
The employee looks for and opens a job in the application UT FLEX.

02. Select student(s)
The employee selects the student(s) and determines the period of linking (job period). The request for a job link is automatically sent to the Service Desk HR.

03. Check job
Service Desk HR checks the job: are the job details correct? The job will be approved and implemented.

04. Correct job
Are the job details are not correct? Service Desk HR corrects the job where needed and approves eventually.

05. Approve job
Service Desk HR approves the job and link proposals. The link proposals are implemented. The student receives automatically (via email) a confirmation of the job linking and a request to register/upload data.

06. Register and upload data
The student registers/uploads the requested data.

07. Check data
Service Desk HR checks the registered data of the student.
Approved: UT FLEX employment is activated.
Not approved: UT FLEX employment is not activated and the student is asked to fill in and register/upload the missing data.

08. Activate UT FLEX employment
Service Desk HR activates the UT FLEX employment of the student.

09. Receive confirmation
The student receives a digital confirmation of the UT FLEX employment.. The letter is included in the student's personal file (JOIN).