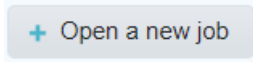




UT FLEX 2.0 NEW JOB

1. Go to the web application UT FLEX 2.0 (front-end) via the [employee portal/my apps/administrative applications](#).
2. The standard home screen of UT FLEX 2.0 is '[Consult jobs](#)'.
3. The button '[show jobs](#)' provides you with a list of all the existing jobs. It is automatically set on '*my jobs only*'. If you would like to see all the outstanding/open jobs, please uncheck 'my jobs only'. This creates a larger selection.

4. The button '[Reset search criteria](#)' allows you to make a new selection.
5. You can make a new job by clicking on the button '[Open a new job](#)'



Fields with * are mandatory.



UT FLEX 2.0 NEW JOB

6. Check the job details via: [▶ Check job details](#) (summary):

SUMMARY

Take note!
Start date and/or end date of the activities have been changed.

JOB DETAILS

Description short	Test UT FLEX
Description long	Test UT FLEX
Period activities	01-03-2019 until 30-04-2019
Type of job	On-call worker
Content of activities	Correctoren
The activities are incidental in nature and alternating times	Yes
Kind of declaration	Hours (declaration based on number of hours worked)
Maximum number of hours	60
Ofi-number (bbb.ppppp)	SECR MANAGEMENT (118.11000)
Name approver	mw. S.A.M. Mensink - HR-SERVICES (M7688808)
Publish on web	Yes
Description / clarification	Test

TASK DETAILS

Task number	001
Description taks short	Test
Description task long	Test

JOB INTENDED FOR

No students have been linked to this job.

7. Click on 'save'. Now you can select a student or students for the job and confirm the selection via the button 'add student to this job'.
Minimum duration of a job is one month and has a maximum of one year.
The start date of the job is always the first day of the month. The end date of the job is always the last day of the month.

UT FLEX 2.0 NEW JOB

Are you finished with selecting and adding students for the job? Please go back to the job by clicking on the button: 'back to job details'.

ADD STUDENT TO THIS JOB "TEST UT FLEX" (101544548)

Student Name

Date Start Date End [Add Student to this job](#)

** Non-EU students can not be selected here. Please contact the Service Desk HR for this.
Newly added students will be processed by HR periodically.*

Show results Search in results:

Studentnr.	Student Name	Date from	Date until	Date Approved HR	Date Rejected HR
No results available					

Showing 0 to 0 of 0 results

Check the job details.

KLUS BESTEMD VOOR [Student toevoegen](#)

Studentnr. **Student Naam** **Datum Ingang Werkzaamheden** **Datum Einde Werkzaamheden** **Datum Akkoord HR** **Datum Afgekeurd HR**

		01-01-2019	31-01-2019		
		01-01-2019	31-01-2019		
		01-01-2019	31-01-2019		

[Annuleren](#) [+ Taak toevoegen](#) [Klus verwijderen](#) [Klusdetails controleren](#)

8. Please confirm the job details by clicking on the button: 'check job details'.

SAMENVATTING

KLUS DETAILS

Omschrijving kort: tss
 Omschrijving lang: ts
 Periode werkzaamheden: 01-01-2019 tot en met 31-01-2019
 Soort klus: Opvoerkracht
 Inhoud van de werkzaamheden: Taal-, sport- en muziekcentrum
 De werkzaamheden zijn in hoofdzaak van aard en op wisselende tijden: Ja
 Declaratie eenduid: Uren (declaratie op basis van gewerkt aantal uren)
 Maximum aantal uren: 100
 Of-nummer (bbb ppppp): Balans Onderhoud (010 10000)
 Naam goedkeurder: mr. S.A.M. Mensink (M/6688008)
 Publiceren op web: Ja
 Omschrijving / toelichting: I&J

TAAK DETAILS

Taak nummer: 001
 Omschrijving taak kort: m,m,m,m
 Omschrijving taak lang: m,m,m,m

KLUS BESTEMD VOOR

Studentnr.	Student Naam	Datum Ingang Werkzaamheden	Datum Einde Werkzaamheden	Datum Akkoord HR
1757967	BOER G.L.A. DE (M/PS1S)	01-01-2019	31-01-2019	
2120879	HAVENKORT L.V. (B-ID)	01-01-2019	31-01-2019	
1453513	JANSEN D. (B-CS / M-EMSYS)	01-01-2019	31-01-2019	

[Annuleren](#) [Wijzigen](#) [Opslaan](#)

9. By clicking on the button 'save' → all the data is definitively saved and a message is automatically sent to Service Desk HR.



UT FLEX 2.0 NEW JOB

10. The Service Desk HR is processing on a daily basis all the job proposals.

Please contact the Service Desk HR for any further questions via utflex@utwente.nl or via 053 – 489 8011.