

Charging hours worked in UT flex 2.0

Introduction

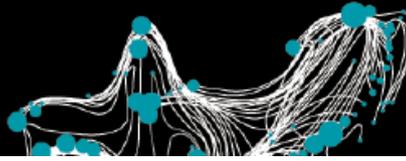
Within UT flex 2.0, it is possible to charge and offer the hours worked to the approver every month. Only once a month will it be possible for you to submit the hours worked for all current jobs to the approver in digital form.

The approver is sent an e-mail with the request to approve the hours. The approver can approve or reject your hours. After approval or rejection of the hours worked, you will be sent an assessment e-mail. If any hours are rejected, you will be able to submit these hours to the approver again, after a correction. The approver may only reject hours if he gives clear reasons for this.

If an approver fails to approve hours in time, he will be sent an e-mail reminder. This e-mail will be sent to you as well.

Points of attention for charging hours worked:

- You can charge a maximum of 16 hours per day and 165 hours per month.
- You may charge no more than € 125 per month for a job under the volunteer scheme.
- The hours worked must be charged and approved within 3 months after the work has been performed.
- The maximum number of hours for a job may not be exceeded.
- Hours approved before the 10th of the month guarantees payment in the same month.
- Payment is always made around the 24th of a month.



Charging hours worked in UT flex 2.0

1. Visit the UT flex 2.0 web application via <http://webapps.utwente.nl/utflex> and log in with your S-number.
2. Click the *Urenregistratie* [Time Registration] button

UT-FLEX - HET VIRTUELE UITZENDBUREAU

URENREGISTRATIE | KLUSSEN | MIJN PROFIEL | NEDERLANDS

URENREGISTRATIE

Toon resultaten Zoeken:

Periode	Uren	Taken	Status	Omschrijving
2015-03	0	0	Nog geen uren geschreven	CCC Communicatie
2015-02	0	0	Nog geen uren geschreven	CCC Communicatie
2015-01	0	0	Nog geen uren geschreven	CCC Communicatie
2014-12	15	0	Betaalbaar gesteld per 2014-12	CCC Communicatie

1 t/m 4 uit 4 resultaten

3. You will see an overview of the job(s) you are matched to and select the job and period for which you want to register the hours.
4. A description of the work performed can be given in the 'toelichting' [explanation] column.

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URENREGISTRATIE | KLUSSEN | MIJN PROFIEL | NEDERLANDS

URENREGISTRATIE PERIODE 2015-01

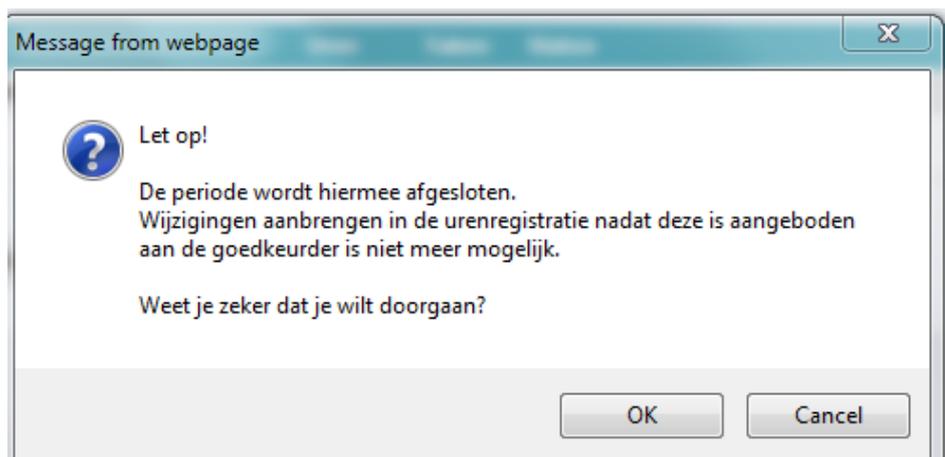
KLUS OMSCHRIJVING: CCC COMMUNICATIE

Taak omschrijving : secretariaatswerkzaamheden
 Klusnummer : 100146620
 Taak nummer : 001
 Status : Nog geen uren geschreven

Datum	Uren	Toelichting	Datum	Uren	Toelichting
Do 1	<input type="text"/>	<input type="text"/>	Za 17	<input type="text"/>	<input type="text"/>
Vr 2	<input type="text"/>	<input type="text"/>	Zo 18	<input type="text"/>	<input type="text"/>
Za 3	<input type="text"/>	<input type="text"/>	Ma 19	<input type="text"/>	<input type="text"/>
Zo 4	<input type="text"/>	<input type="text"/>	Di 20	<input type="text"/>	<input type="text"/>
Ma 5	<input type="text"/>	<input type="text"/>	Wo 21	<input type="text"/>	<input type="text"/>
Di 6	<input type="text"/>	<input type="text"/>	Do 22	<input type="text"/>	<input type="text"/>
Wo 7	<input type="text"/>	<input type="text"/>	Vr 23	<input type="text"/>	<input type="text"/>
Do 8	<input type="text"/>	<input type="text"/>	Za 24	<input type="text"/>	<input type="text"/>
Vr 9	<input type="text"/>	<input type="text"/>	Zo 25	<input type="text"/>	<input type="text"/>
Za 10	<input type="text"/>	<input type="text"/>	Ma 26	<input type="text"/>	<input type="text"/>
Zo 11	<input type="text"/>	<input type="text"/>	Di 27	<input type="text"/>	<input type="text"/>

Charging hours worked in UT flex 2.0

- Only once a month will it be possible for you to submit the hours worked for all current jobs to the approver in digital form. After the time registration has been offered to the approver, it will no longer be possible to change or add hours worked to the time registration.



- A message is sent to the approver.



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URENREGISTRATIE | KLUSSEN | MIJN PROFIEL | NEDERLANDS

URENREGISTRATIE

Toon 20 resultaten Zoeken:

Periode	Uren	Taken	Status	Omschrijving
2015-03	0	0	Nog geen uren geschreven	CCC Communicatie
2015-02	0	0	Nog geen uren geschreven	CCC Communicatie
2015-01	6	0	Aangeboden ter goedkeuring	
2014-12	15	0	Betaalbaar gesteld per 2014-12	CCC Communicatie

1 t/m 4 uit 4 resultaten

- The Time Registration overview shows the status of the hours registered.



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URENREGISTRATIE PERIODE 2014-12

TAAK OMSCHRIJVING: CCC COMMUNICATIE

Klusnummer : 100146620
 Status : Betaalbaar gesteld per 2014-12
 Schaal : Schaal 06
 Periodiek : 02
 Uurloon : € 11,92
 Periode van koppeling : 01-12-2014 tot en met 31-03-2015

Datum	Uren	Toelichting
01-12-2014	1	
02-12-2014	2	
03-12-2014	3	
04-12-2014	4	
05-12-2014	5	
Totaal	15	

[← Terug naar periode overzicht](#)

8. An overview of the hours registered for a job over a time period is displayed at job level.

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Overzicht urenregistratie periode 2014-12
Overzicht vergoedingen periode 2014-12

URENREGISTRATIE PERIODE 2014-12

#	Omschrijving	Uren	Taken	Status
CCC Communicatie (Klusnummer 100146620)				
001	CCC Communicatie	15		Betaalbaar gesteld per 2014-12
Totaal		15		

[← Terug naar overzicht](#)

9. It is possible to view the hours made payable for a certain job via *Overzicht vergoeding periode* [Overview of payments over a period].
10. A digital salary slip can be retrieved via the web application.

If you have any questions about UT flex 2.0, contact the HR Service Desk via utflex@utwente.nl or via 489 8011.