

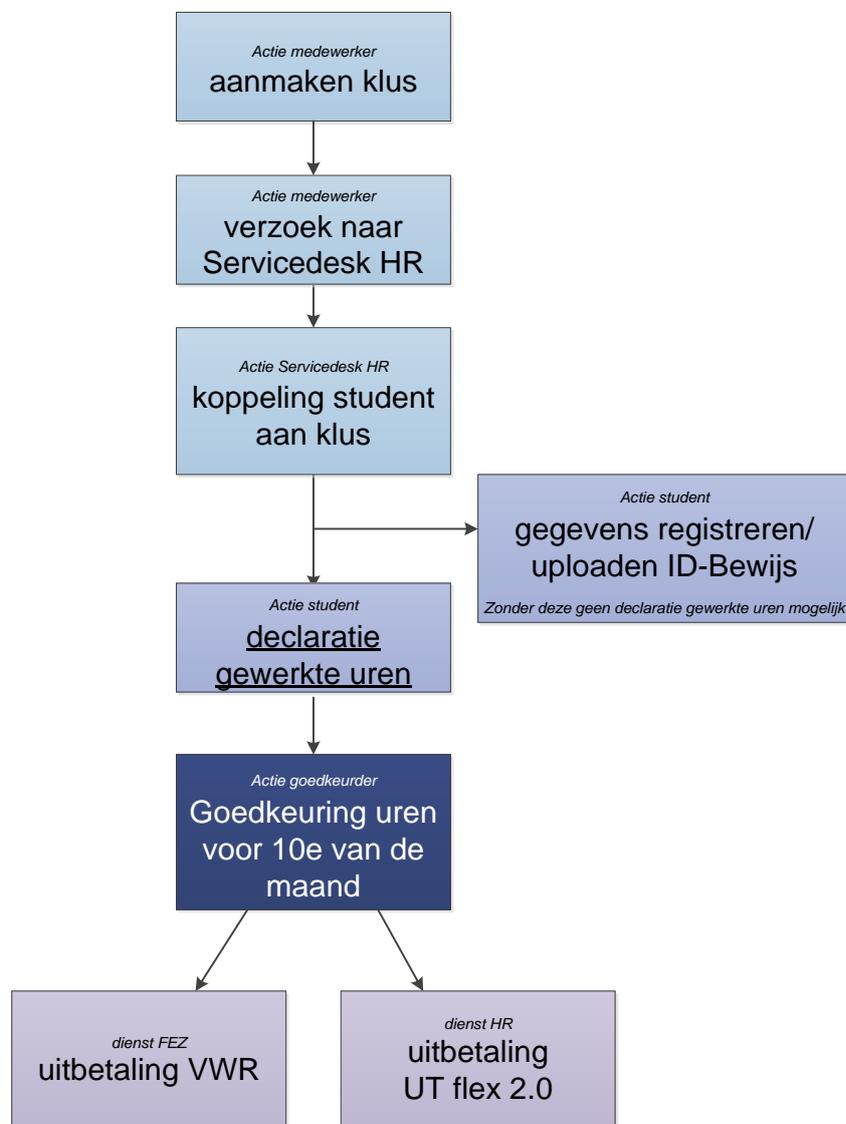
## UT flex 2.0 General information

### Introduction

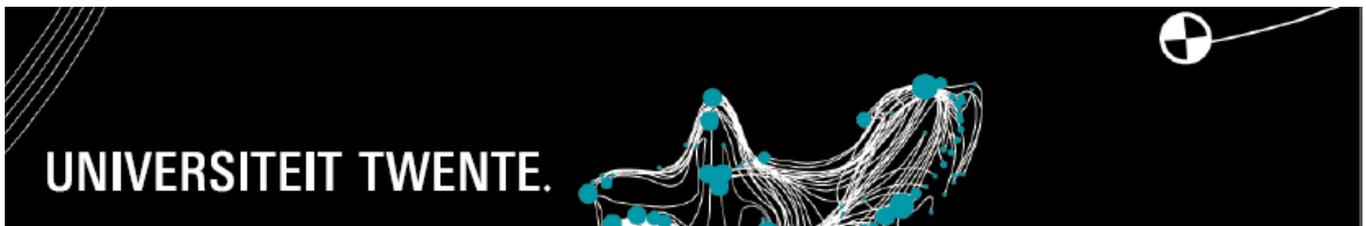
UT flex is the digital employment agency of the University of Twente for staff and students of the University of Twente. This is where supply and demand meet: a staff member offers a job, a student is looking for a job and is matched to this job, and the hours worked by the student are charged, approved and paid. All these administrative acts are performed in one web application: **UT flex 2.0** (<http://webapps.utwente.nl/utflex>).

UT flex 2.0 is a new application that meets the demand for further simplification and digitization of the administrative settlement of UT flex jobs. The volunteer scheme (*vrijwilligersregeling*, VWR) is also integrated in this application.

The process is as follows:



UT flex 2.0 distinguishes four roles:



## UT flex 2.0 General information

---

### Role 1: the job provider

All UT staff members can easily create a job in the UT flex 2.0 web application.

If the name of the student who will be doing the job is already known, it is possible to enter the student's name directly.

The job provider subsequently sends a message to the HR Service Desk ([utflex@utwente.nl](mailto:utflex@utwente.nl)) with a reference to the new job.

Three types of jobs:

1. Student assistantship: job is study-related
2. Stand-by worker: job is not study-related
3. Volunteer scheme: occasional work

The hourly wage is set at the start of the job. The hourly wage depends on the student's study phase and the nature of the work.

### Role 2: HR Service Desk

The job provider sends the HR Service Desk staff member a request to match a job to a student. The staff member will check the following aspects of the job:

1. Type of job
2. Classification of job in consultation with the job provider (job content, number of course credits, etc.)
3. UT registration

After approval, the student will be matched to the job and the student is sent a confirmation of the job matching by e-mail.

### Role 3: the student

The student can use his own student number to log into the web application and search for a suitable job via the 'raadplegen klussen' [consult jobs] menu. No registration is required.

The student no longer needs to go to the HR Service Desk in person in order to supply the necessary data, but supplies these data in digital form, including:

- Uploading [valid proof of identity](#)
- Registration of IBAN and civil status
- Completing payroll tax credit statement

The student is sent a letter of confirmation of his UT flex 2.0 temporary employment by e-mail after all data have been registered and the appointment has been activated.

### Role 4: the approver

Hours are approved via the [Approval Portal](#). Only once a month will it be possible for a student to submit the hours worked for all current jobs to the approver in digital form. Approval of all hours worked in one month before the 10<sup>th</sup> of the month guarantees payment in the same month. Payment is always made around the 24<sup>th</sup> of a month.

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