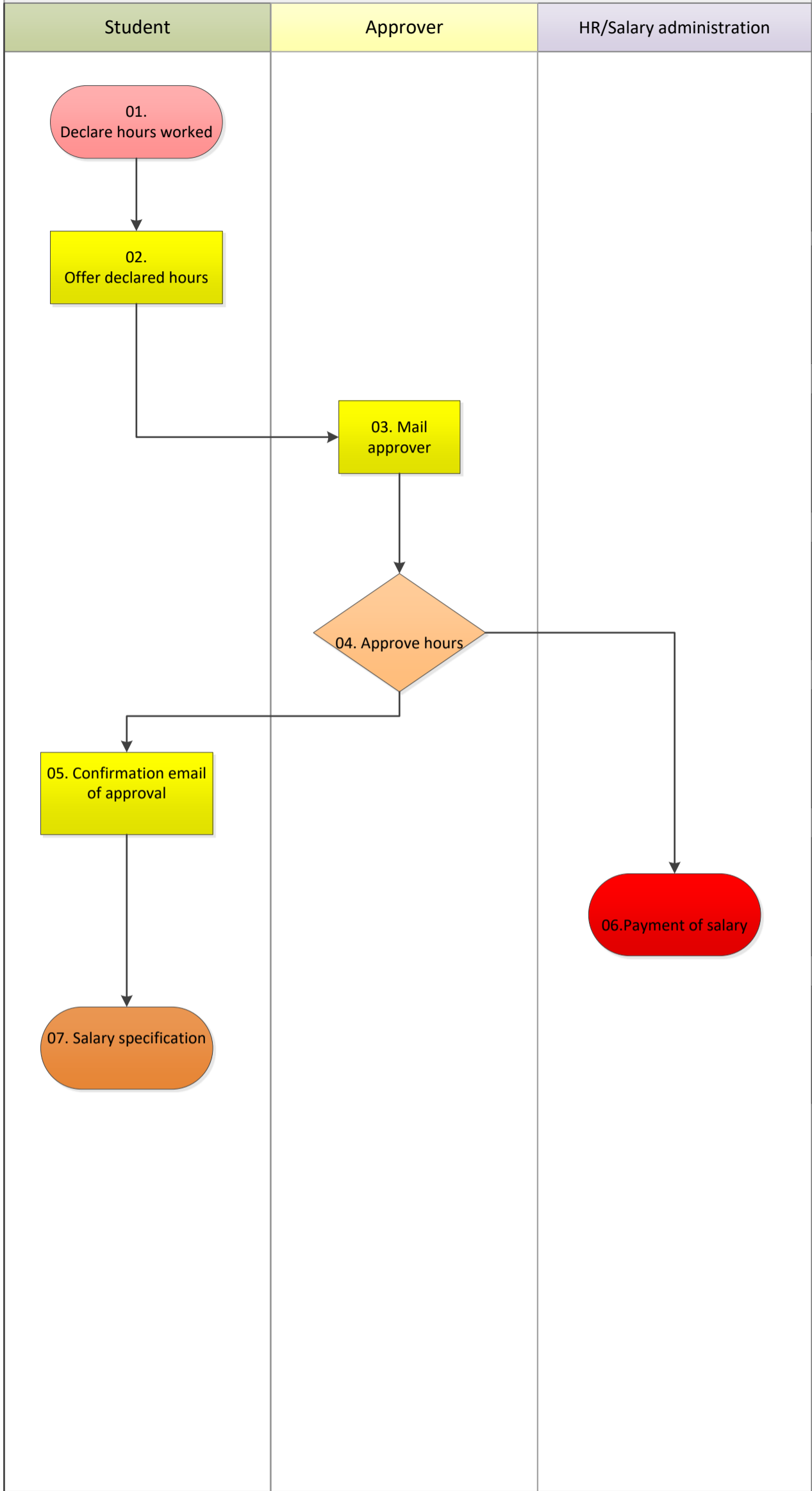


**UT FLEX 2.0 APPROVAL HOURS WORKED STUDENT**



**01. Declare hours worked**  
 The student declares once a month all the hours worked of the previous period. Multiple jobs? All the hours worked of all jobs are declared in the same period.

**02. Offer declared hours**  
 The student offers all the declared hours to the approver. Multiple jobs for one period? All declared hours of all jobs in the same period are offered at once.

**03. Mail approver**  
 The approver receives an email about approving the hours worked of the student in Approval Portal. The approver will get a reminder if no action is taken.

**04. Approve hours**  
 The approver checks the offered hours and approves them. The hours have to be approved the 10<sup>th</sup> of the month so the student then receives a salary in the same month.

**05. Confirmation email**  
 The student receives for every job a confirmation email of the approved hours.

**06. Payment of salary**  
 Payment of the declared hours is somewhere around the 24<sup>th</sup> of every month.

**07. Salary specification**  
 The student can request his/her salary specification throuht UT FLEX 2.0.