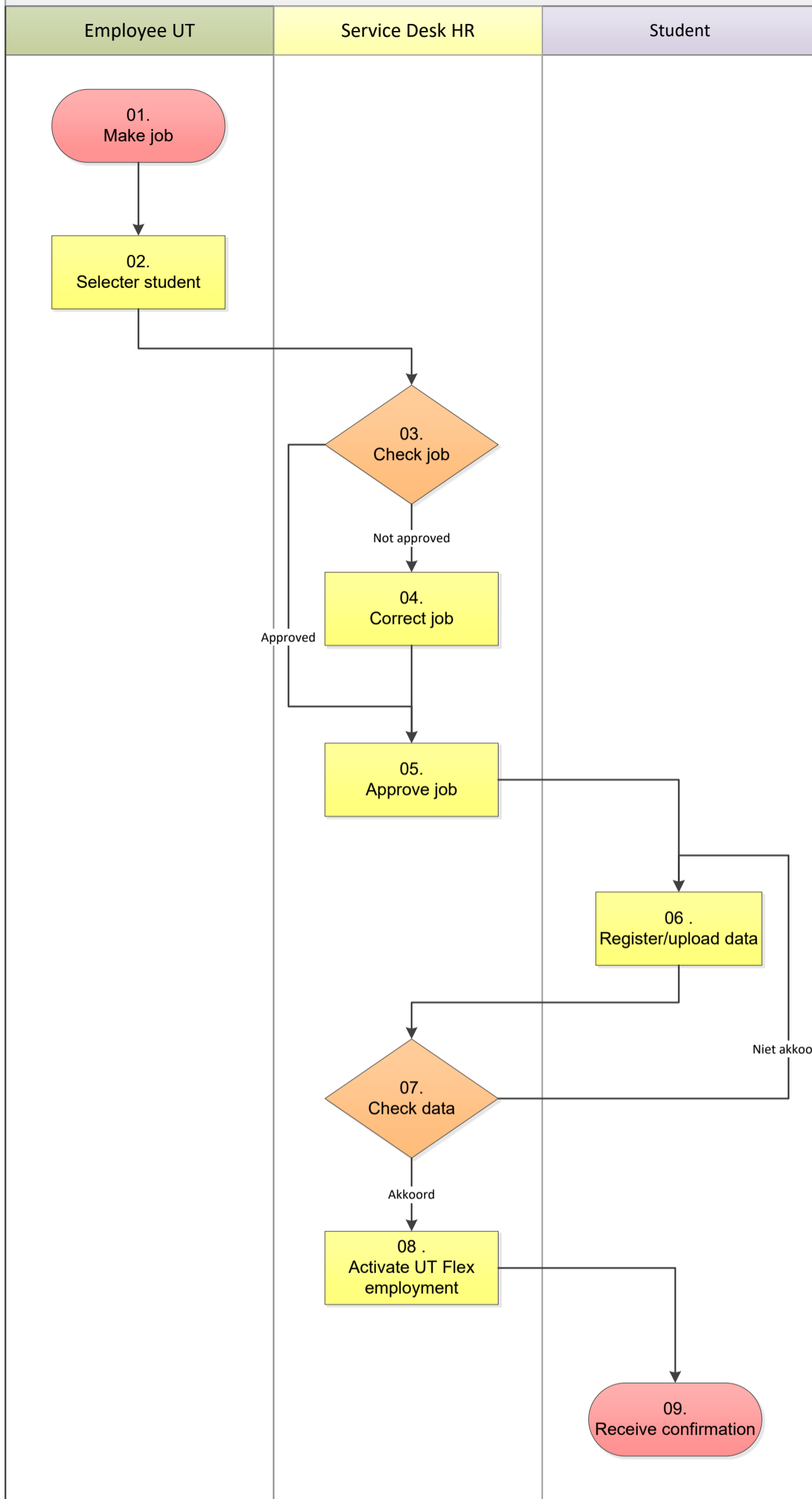


UT FLEX 2.0 NEW JOB



01. Make job
The employee enters the job details via the web application UT FLEX and saves them.

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 the Service Desk HR.

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

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

05. Approve job
Service Desk HR approves the job and the 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/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
Servicedesk HR activeert het UT FLEX dienstverband.

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).