



## UT FLEX 2.0 JOB DETAILS

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### JOB DETAILS

- Description short: Job name.
- Description long: Extended description of the job.
- Period activities: The start date of a job is always the first day of the month and the end date is always the last day of the month. The duration of a job has a minimum of one month.
- Type of job: Job as student-assistant (only possible for faculties) → study-related.  
Job as on-call worker → general activities.  
Job through Volunteer Scheme (VWR) → occasional and simple activities (with a maximum of 2 months).
- Type of declaration: Hours → declaration is based on the total amount of worked hours. (possible with all types of jobs).  
Fixed amount of pay for the entire job (applicable for a job through Volunteer Scheme).
- Maximum amount of hours: Total maximum amount of working hours that can be declared.
- OFI-number: The budget code number from which the job is written off.
- Name approver: The employee that approves the declarations through the approval portal (every month before the 10<sup>th</sup>)
- Publish on web: Does the job have to be visible on the job list for students to be able to respond on the job? → Yes.  
OR  
Is it already known who is going to do the job/is the job full? → No.
- Description/clarification: Explanation of the job

### TASK DETAILS

- Description task short: Short description of the task or tasks.
- Description task long: Extended description of the task or tasks.