

## Consult jobs in UT flex 2.0

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### Introduction

In order to log into the UT flex 2.0 web application and view jobs, you use your own student number

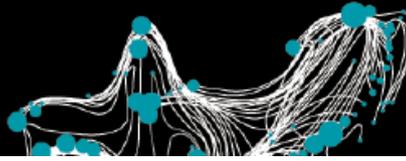
The information in the web application is updated regularly so that you will always be informed of the most recently opened jobs.

How to register?

1. You are asked to do a job. A staff member (the job provider) contacts you for a specific job, creates the job in UT flex 2.0 and selects you for this job. This allows for a quick matching by the HR Service Desk staff member.
2. You actively search for any job available and consult the web application. Once you have found a suitable job, you contact the contact person for the job. The contact person can then contact the HR Service Desk to match the job to you.

What are the follow-up steps to be taken?

3. You are automatically sent a request to register details in digital form. You will continue to receive this e-mail until all details have been registered. Please note! These data are required for an active appointment.
4. For a UT flex 2.0 appointment, you no longer need to report in person to the HR Service Desk, but can provide the necessary information in digital form, including:
  - Uploading [valid proof of identity](#).
  - Registration of IBAN and civil status.
  - Completing payroll tax credit statement.
5. The duration of the appointment is the same as the duration of the job.
6. You will receive a digital letter of confirmation of your temporary UT flex 2.0 appointment after your appointment has been activated.



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### Consulting a job 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. If you are not yet matched to a job, your start page will be *raadplegen van klussen* [consulting jobs]. In that case, you will only have access to the 'consulting jobs' page and will have no personal profile.
3. The *toon klussen* [show jobs] button allows you to inspect the list of existing jobs.

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## RAADPLEGEN KLUSSEN

**ZOEKCRITERIA**

Alleen klussen die deels of geheel binnen de opgegeven periode vallen worden getoond.

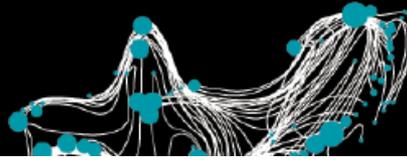
Begindatum:   
 Einddatum:   
 Zoektekst:

Alleen klussen zonder aanstelling

Toon 20 resultaten Zoeken:

Klusnummer	Omschrijving	Begindatum	Contactpersoon
100146607	Ondersteuning online media	29-11-2011	
100146620	CCC Communicatie	11-04-2009	
100146615	Procedures Student-Assistent M&C	23-11-2011	
100146520	Klussen voor testpanel	01-09-2014	
100146683	Poule Snijzaal 1314 - 2	14-10-2013	
100146602	Poule Snijzaal 1314	04-10-2013	
100146625	SVC Bachelor 1314	20-09-2013	
100146598	Sportcentrum: kantine	01-09-2005	

1 t/m 8 uit 8 resultaten < > >>



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4. The  [show jobs] button allows you to inspect the contents of a job.

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## KLUSNUMMER 100146598

**KLUS DETAILS**

Omschrijving kort	Sportcentrum: kantine
Omschrijving lang	Werkzaamheden Kantine sportcentrum
Periode werkzaamheden	01-09-2005 tot en met 31-08-2020
Soort klus	Oproep kracht
Maximum aantal uren	999
Contactpersoon	 <a href="#">[Redacted]</a>
Omschrijving / toelichting	

**TAAK DETAILS**

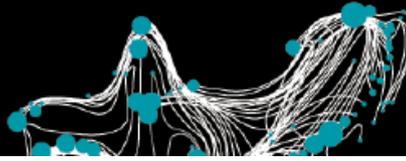
Taak nummer	001
Omschrijving taak kort	Werkzaamheden Kantine sportcentrum
Omschrijving taak lang	Werkzaamheden Kantine sportcentrum

[<< Terug](#)

5. The *Reset zoekcriteria* [Reset search criteria] button allows you to make a specific selection of jobs and enter a starting and end date and search text.

 Toon klussen
 Reset zoekcriteria

6. Are you interested in a job or do you need more information? Contact the contact person mentioned in the job details.
7. The contact person will send the HR Service Desk a request to match the job to you.
8. You will then receive a digital confirmation of the job matching by e-mail and a request to register and upload the details for your appointment in digital form, such as:
- IBAN.
  - Payroll tax credit statement.
  - [Valid proof of identity](#).
9. You will continue to receive this e-mail until all details have been registered and your appointment has been activated.



## Consult jobs in UT flex 2.0

10. Once the job has been matched to you, you will be registered in UT flex 2.0 and your profile with your personal details will be visible!
11. UT flex 2.0 will always have your correct personal details as it is linked to the student administration.

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## MIJN PROFIEL

### PERSOONSGEGEVENS

Studentnr. : 1488155  
 Naam : [REDACTED]  
 Adres : [REDACTED]  
 Postcode / Woonplaats : [REDACTED]  
 Land : Nederland  
 Telefoon :

*Bovenstaande gegevens kunnen uitsluitend gewijzigd worden via Studielink*

### FLEXWERKER AANVULLENDE GEGEVENS

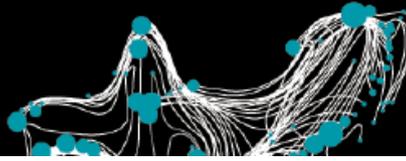
Burgerservicenummer : 000000000  
 IBAN : [REDACTED]  
 Burgerlijke staat : Ongehuwd  
 Legitimatiebewijs geldig t/m : 01-08-2015 [Download legitimatiebewijs](#)  
 Datum bevestigd door HR : 01-08-2015 ⓘ  
 Loonheffingskorting toepassen : Nee

[Wijzigen](#)
[Upload nieuw legitimatiebewijs](#)

***Please note! Both the front and the back of the ID document must be uploaded.  
 Do you have a passport? The hard page containing the citizen service number (BSN) must be uploaded as well.***

***A driving license is not allowed as a valid ID.***

***See also <http://www.rijksdienstvooridentiteitsgegevens.nl/reisdocumenten/echtheidskenmerken>***



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12. The *Wijzigen* [Change] and *Uploaden* [Upload] buttons allow you to register the details within FLEXWERKER AANVULLENDE GEGEVENS [FLEXIBLE WORKER'S ADDITIONAL DETAILS].

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### GEGEVENS SALARISADMINISTRATIE

**PERSOONSGEGEVENS**

Studentnr. : 1488155

Naam : [REDACTED]

Adres : [REDACTED]

Postcode / Woonplaats : [REDACTED]

Land : Nederland

Telefoon :

*Bovenstaande gegevens kunnen uitsluitend gewijzigd worden via Studielink*

**FLEXWERKER AANVULLENDE GEGEVENS**

Burgerservicenummer :

IBAN \* :

Burgerlijke staat \* :

*\* Verplicht veld*

**LOONHEFFINGSKORTING TOEPASSEN**

Lees voor het beantwoorden van onderstaande vragen eerst de toelichting:

[Toelichting loonbelastingverklaring](#)

Je kiest ervoor deze werkgever of uitkeringsinstantie de loonheffingskorting niet te laten toepassen.  Ja  Nee

De werkgever of uitkeringsinstantie van wie je dit formulier heeft ontvangen, moet de loonheffingskorting **NIET** toepassen.

13. Once the details requested have been registered and uploaded, your appointment within UT flex 2.0 will be activated. You will receive a letter of confirmation of your temporary appointment by e-mail.
14. You can now register your hours via <http://webapps.utwente.nl/utflex>.

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.