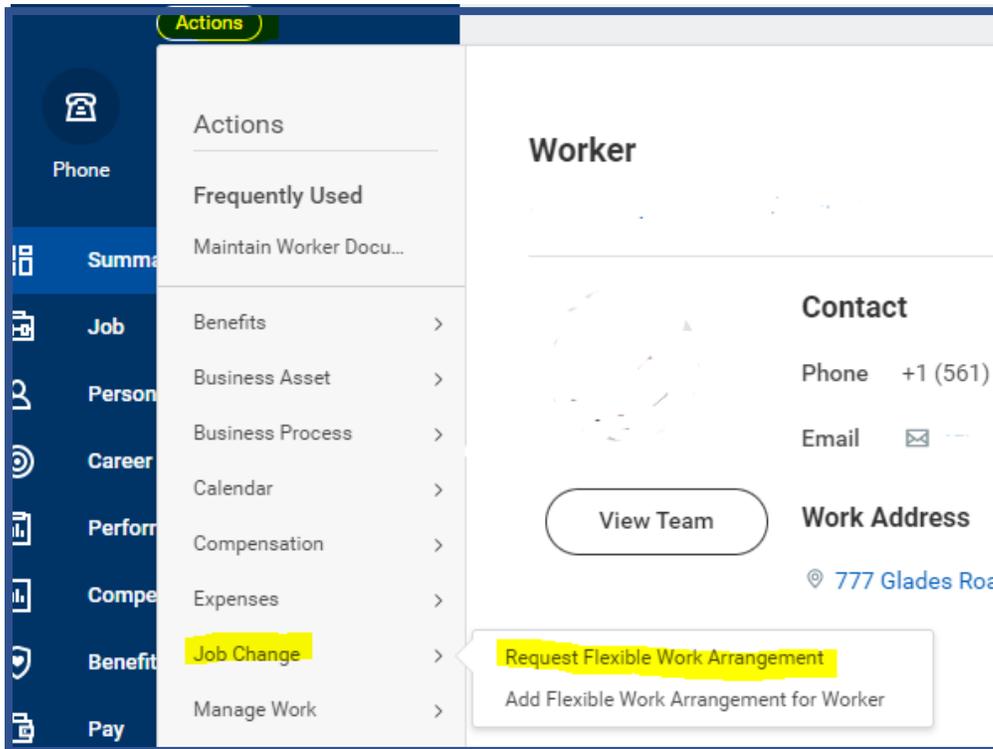


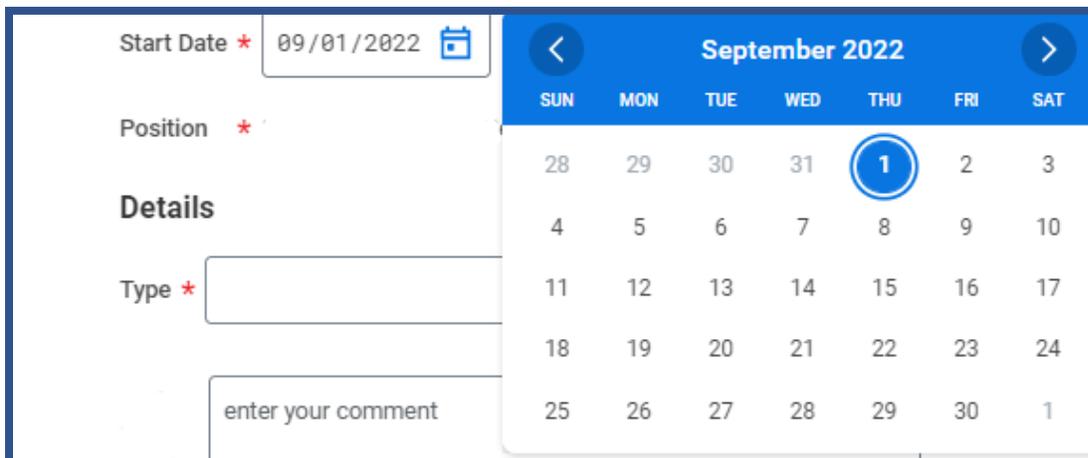
Request Flexible Work Arrangement

START REQUEST

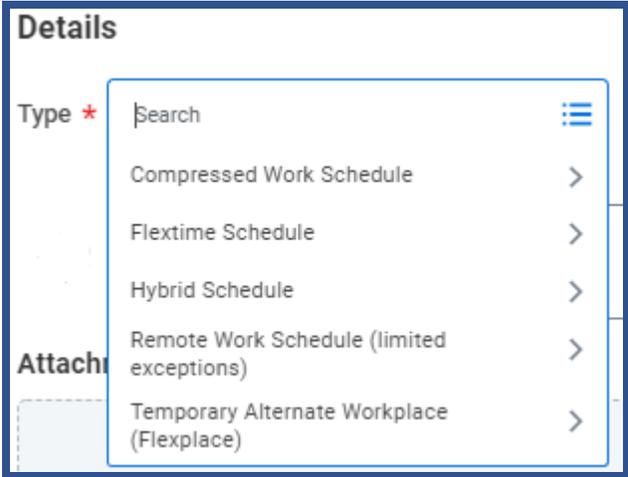
1. From the Workday home page search for **Request Flexible Work Arrangement** task. Or go to your employee profile click on **Actions > Job Change > Request Flexible Work Arrangement**.



2. Start by selecting on the calendar the desired or anticipated start date of the work arrangement. Remember to account for request routing and approval time.

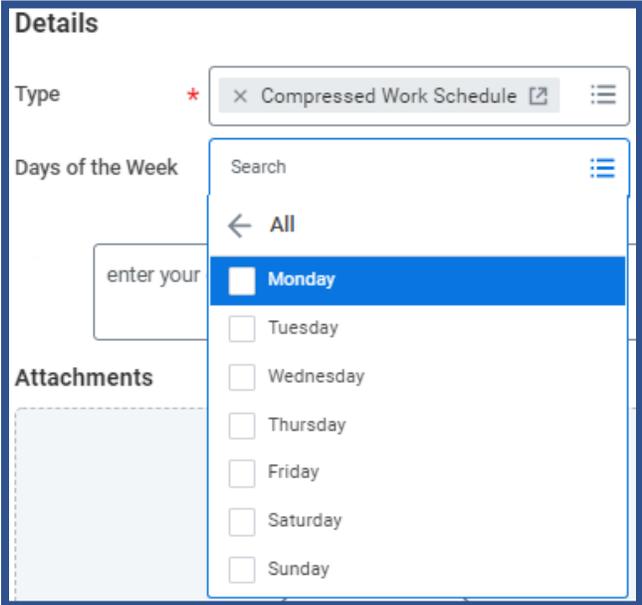


3. Select the type of flexible work arrangement.



For **Compressed Work Schedule** select the days of the week.

- Compressed schedule options:
 - *Four nine-hour days and one four-hour workday off each work week: Select 4 days. You will indicate which day will be the half day in the morning or afternoon during the questionnaire.
 - *Four ten-hour days and one workday off each workweek: Select 4 days.



For **Flextime**, only select the days of the week in which the work hours would fall outside of the unit's standard schedule.

The screenshot shows a 'Details' form with the following elements:

- Type:** A dropdown menu with 'Flextime Schedule' selected, indicated by a red asterisk and a close button.
- Days of the Week:** A dropdown menu is open, showing a search bar and a list of days: Monday (selected), Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A callout box labeled 'enter your' points to the 'Monday' option.
- Attachments:** A dashed box indicating where attachments can be added.

For **Hybrid**, only select the days of the week up to 2 days in which you will work off-campus (selection of more than two days will trigger an error).

The screenshot shows a 'Details' form with the following elements:

- Type:** A dropdown menu with 'Hybrid Schedule' selected, indicated by a red asterisk and a close button.
- Days of the Week:** A dropdown menu is open, showing a search bar and a list of days: Monday (selected), Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A callout box labeled 'enter your' points to the 'Monday' option.
- Attachments:** A dashed box indicating where attachments can be added.

For **Temporary Alternate Workplace**, select the days you will work at the alternate work location.

The screenshot shows a 'Details' form with the following elements:

- Type:** A dropdown menu is open, showing the selected option: 'Temporary Alternate Workplace (Flexplace) Provide days at alternate workplace'. There is a red asterisk next to the label.
- Days of the Week:** A list of days with checkboxes. 'Monday' is selected and highlighted in blue. The other days are: Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- Attachments:** A dashed box labeled 'Attachments' is visible on the left side.
- Annotations:** A box with the text 'enter your' is positioned over the 'Days of the Week' list.

Complete Questionnaire

3.

If you selected **Compressed**, please identify one 4-hour day off will be in the morning or afternoon. If you have selected 10-hour workdays, please enter N/A.

The screenshot shows a questionnaire form with the following elements:

- Header:** 'Please select one of the following (Required)'
- Radio Buttons:** Two options are listed: 'Compressed' (selected with a blue dot) and 'Flextime'.
- Instructions:** Below the radio buttons, there are two lines of text: 'If you selected four 9-hour workdays, please identify whether the one 4-hour day off will be in the morning or afternoon.' and 'If you selected four 10-hour workdays enter N/A below. (Required)'
- Text Input:** A large text input field is provided for the user to enter their response.

If you selected **Flextime**, please provide details of the days and times you will have the flextime work schedule.

Please select one of the following (Required)

Compressed

Flextime

Please enter your flextime schedule

(e.g. Monday - Friday 7 AM to 4 PM - 8 hours per day)

- (Required)

If you selected **Remote**, please provide if the Remote work schedule will be done out of state.

Note that Remote work is only approved in limited circumstances.

Please select one of the following: (Required)

Hybrid

Remote (LIMITED)

Will your remote location be out of state? (Required)

Yes

No

For **Hybrid or Remote** please indicate if you are taking university equipment to the off-campus location.

Will you be taking any university equipment to your off-campus location? (Required)

Yes
 No

Please provide a detailed list below. (Required)

4. Please type in each **text box** the required information per question.
5. If you are requesting an additional arrangement provide the information here. The primary arrangement must have the most impact or implications to the unit and most stipulations to meeting the expectations of the job.

Are there additional flexible work arrangement types that you are considering in addition to the primary request?
(e.g. - The primary request is for Hybrid but you also need Flextime.) (Required)

Yes
 No

Please select the additional flexible work arrangement type that you are considering in addition to the primary request? (Required)

Compressed Work Schedule
 Flextime Schedule
 Hybrid Schedule
 Remote Work Schedule
 Flexplace (Temporary Alternate Workplace)

Please describe in detail. (Required)

6. After completing the questionnaire, you must acknowledge at the bottom of the page and then click **“Submit.”**

SubmitSave for LaterCancel

JUSTIFICATION AND APPROVALS

For Supervisors

Respondent [Redacted]

Submission Date 07/26/2022

10 items

Question	Answers
Please select one of the following:	Hybrid
What will be the anticipated duration for the request? (e.g.- 3 months, 6 months, 1 year)	
Please provide the address of the off-campus location	
Will you be taking any university equipment to your off-campus location?	No
Describe existing set up and available resources, such as equipment, furniture, services, etc.	
Reason for requesting the proposed schedule (Please be detail)	
Describe your plan for meeting the responsibilities of your position (Refer to Employee Guide)	
Are there additional flexible work arrangement types that you are considering in addition to this request?	Yes
Please describe in detail.	
I have read and understand the University Policy on Flexible Work Arrangements and employee guide in crafting this request. I understand that the decision to approve this request is made at the university's discretion. I understand that all of my	I Acknowledge

1. After an employee has requested a Flexible Work Arrangement, direct supervisor will receive the request in their Workday inbox.

2. Review all responses. After reviewing, supervisor will be able to Approve, Send Back or Deny the request.

For Send Back or Deny, supervisor must add a comment.

Complete Questionnaire

3. Supervisor will have an opportunity to type the justification for the FWA.

Provide information if the FWA will have an adjustment period.

Will there be an adjustment period for this arrangement? (Required)

Yes
 No

Enter the specific timeframe for the adjustment period:
(e.g. - 07/01/2022 - 07/15/2022)

4. Confirm that the employee meets all eligibility and approve.

The employee meets all eligibility.

In General:

The employee's arrangement will benefit the University.
The employee has sufficient portable work for the proposed schedule.
The proposed arrangement will not place undue burden on other staff regarding coverage, on-the-spot assistance, and emergencies.
The employee's proposal is flexible regarding responding to the needs of the supervisor, unit/team and assigned tasks.
The employee can work with minimal direct supervision, has organized practices and strong time management and planning skills.
The employee makes time for team bonding and rapport building.
The employee maintains timely communication with their supervisor, co-workers, and stakeholders and the University community, and
The employee is prepared to respond to emergencies and other unexpected events within the unit.
The employee is willing to be flexible about the arrangement to respond to the needs of the team supervisor and work needs, which r

For Flexplace/Hybrid/Remote Schedules:

The employee has appropriate knowledge of and access to equipment, and technical, technological and other operational systems a
The proposed alternate workspace is conducive to getting work done – safe, free from distractions, suitable to protecting University
If applicable, the employee plan concerning dependent care (i.e., childcare, elder care, or care of any other dependent adults) does not

For Those with Supervisory Duties:

The proposed arrangement will support appropriate performance management of and accountability for the employee's team, includ
The proposed arrangement maintains equity and balance for supervised staff, affords opportunities for professional development, a

. (Required)

Request Approved and To Be Routed for Further Consideration
 Request Denied

Please list any special conditions or instructions. (Required)

If the request must be denied at this step, select **Request Denied** and provide explanation.

Request Approved and To Be Routed for Further Consideration
 Request Denied

Please provide an explanation for the staff member. (Required)

5. Click submit for either approval or denial.

LAST APPROVAL AND COMPLETION

For Head of Unit/Dean/VP Roles

Review supervisor's questionnaire answers. After reviewing head of unit will be able to Approve, Send Back or Deny the request.

AGREEMENT EXECUTION

Selection of the end date will trigger the implementation of the Flexible Work Agreement. If there is no end date selected the agreement cannot be executed.

For Supervisors

After Head of Unit/Dean/VP approves request, the request will appear on the supervisor's Workday Inbox.

1. Click on "End Flexible Work Arrangement" and follow the directions in the next window.

Complete To Do Enter End Date for the Flexible Work Arrangement

27 second(s) ago - Effective 07/26/2022

For Hybrid Schedule > Hybrid Schedule (07/26/2022)

Overall Process Request Flexible Work Arrangement: 100%

Overall Status Successfully Completed

Instructions Please click on the **orange** button below labeled **Er**

End Flexible Work Arrangement f...

2. Type the name of the employee. Workday will populate the name and then click “OK.”

3. Select the **end date** of the flexible work arrangement. You may document in the comment section if the start date changed from the original request.

4. Supervisor will get another **To Do** step to complete the request by clicking “**Submit.**”

The flex work agreement will be executed after selecting the end date.