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.

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

3. **Complete Questionnaire**

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

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

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.

6. After completing the questionnaire, you must acknowledge at the bottom of the page and then click “Submit.”
JUSTIFICATION AND APPROVALS
For Supervisors

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.

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

   Provide information if the FWA will have an adjustment period.
4. Confirm that the employee meets all eligibility and approve.

The employee meets all eligibility.
In General:
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 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.
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

For Flexplace/Hybrid/Remote Schedules:
The employee has appropriate knowledge of and access to equipment, and technical, technological and other operational systems.
The proposed alternate workspace is conducive to getting work done – safe, free from distractions, suitable to protecting University.

For Those with Supervisory Duties:
The proposed arrangement will support appropriate performance management and accountability for the employee’s team. Include:
The proposed arrangement maintains equity and balance for supervised staff, affords opportunities for professional development, a

(Required)

☐ Request Approved and To Be Rout 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 Rout for Further Consideration
☐ Request Denied

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

5. Click submit for either approval or denial.

Submit  Save for Later  Cancel
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:

Overall Status
Successfully Completed

Instructions
Please click on the orange button below labeled Er
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.