

REQUESTING A FULLY REMOTE FLEXIBLE WORK ARRANGEMENT

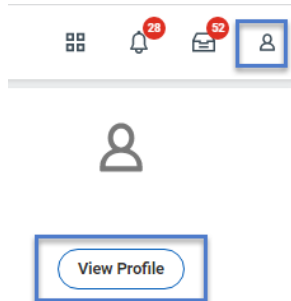
This guide explains how eligible employees may submit a Fully Remote Flexible Work Arrangement Request using Workday.

Please read the instructional text to guide you through completing the process. Please refer to Policy [307](#) for additional details.

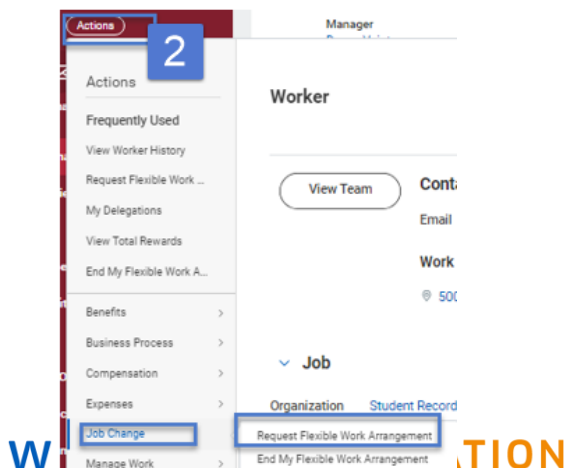
Note: Approval from the VP in your area is required.

STEPS FOR REQUEST

1. Choose your worker profile.



2. Select **Actions** → **Job Change** → **Request Flexible Work Arrangement**



3. Enter **Start Date** - this is the **first date** you will be working from proposed **remote work location (not retroactive)**
4. Select **Proposed End Date** - enter the expected end date, as applicable
5. Select a Reason for wanting a full time remote work arrangement
6. Choose **Full Time Remote Work (in CA or Outside CA)** for the **Type**

A screenshot of the 'Request Flexible Work Arrangement' form. The form fields are:

- Start Date**: 06/27/2022 (with a calendar icon and a blue box labeled '3')
- Proposed End Date**: MM/DD/YYYY (with a calendar icon and a blue box labeled '4')
- Position**: * PCN
- Reason**: * (with a dropdown menu icon and a blue box labeled '5')
- Details** section:
 - Type**: * (with a dropdown menu icon and a blue box labeled '6') showing 'Full Time Remote Work' selected.
 - 100% Remote Work in CA**: Selected with a radio button.
 - 100% Remote Work outside CA**: Unselected with a radio button.

7. Select **Submit** to save your changes.

COMPLETE QUESTIONNAIRE

8. Click the **Complete Questionnaire** task. You should also see it in your inbox.

You have submitted

Up Next: | Complete Additional Information for Fully Remote Work
[View Details](#)

Employees who plan to work remotely outside of Santa Clara County, are encouraged to reach out to the Benefits team in the Department of Human Resources to discuss potential benefits coverage limitations as benefits coverage availability may vary and may be limited outside of Santa Clara County.

9. Fill out all the necessary information. An employee cannot work outside of the following states:

- California
- Nevada
- Arizona
- Oregon
- Illinois
- Washington

10. Click **Submit** to save your changes.

REVIEW DOCUMENTS AND ACKNOWLEDGEMENT

11. Click the **Review Documents** task and read the conditions document. You should also see this task in your inbox.

You have submitted

Up Next: Review Flexible Work Agreement

[View Details](#)

[Review Documents](#)


12. Select the “I Agree” box after reviewing the Signature Statement.

13. Click **Submit** to save your changes.

APPROVAL WORKFLOW

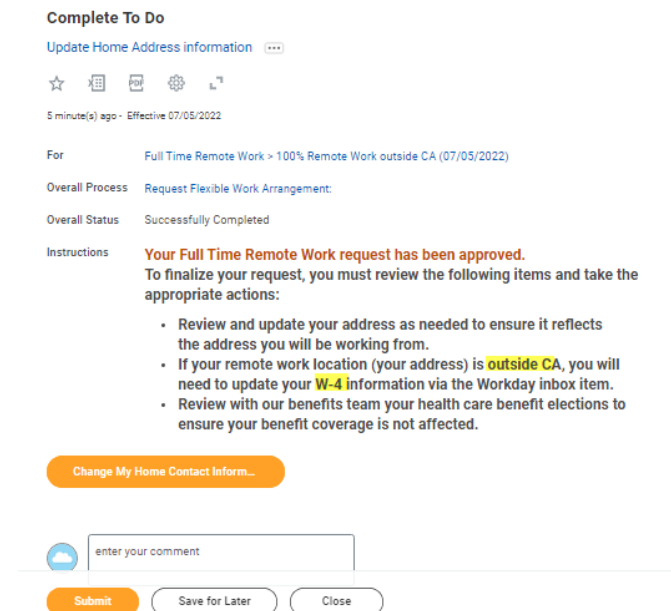
14. Your manager will receive your request.

15. Once your manager approves it will go up the Management Organization Hierarchy in Workday up to VP level for approval.

16. You will be notified  in Workday once your request has been approved.

EMPLOYEE TO DO'S

17. You will receive the following in your inbox. Please review the detailed instructions to make sure you don't miss anything.



Complete To Do
Update Home Address information ...

5 minute(s) ago - Effective 07/05/2022

For: Full Time Remote Work > 100% Remote Work outside CA (07/05/2022)

Overall Process: Request Flexible Work Arrangement

Overall Status: Successfully Completed

Instructions: **Your Full Time Remote Work request has been approved.**
To finalize your request, you must review the following items and take the appropriate actions:

- Review and update your address as needed to ensure it reflects the address you will be working from.
- If your remote work location (your address) is **outside CA**, you will need to update your **W-4** information via the Workday inbox item.
- Review with our benefits team your health care benefit elections to ensure your benefit coverage is not affected.

[Change My Home Contact Inform...](#)

enter your comment

[Submit](#) [Save for Later](#) [Close](#)

To finalize your request, you must review the following items and take the appropriate actions:

- Review and update your address as needed to ensure it reflects the address you will be working from.
- If your remote work location (your address) is outside CA, you will need to update your W-4 information via the Workday inbox item.
- Review with our benefits team your health care benefit elections to ensure your benefit coverage is not affected
- Health care benefits enrollment may need to be updated; health care coverage outside SCU's local area is limited.

18. After the tasks above have been completed you can **Submit** the task.