

REQUESTING A FLEXIBLE WORK ARRANGEMENT

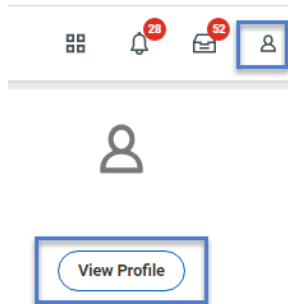
This guide explains how eligible employees may submit a Flexible Work Arrangement Request using Workday.

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

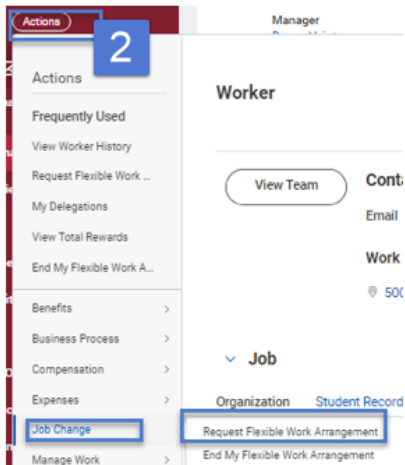
Note: Approval from your manager is required.

STEPS FOR REQUEST

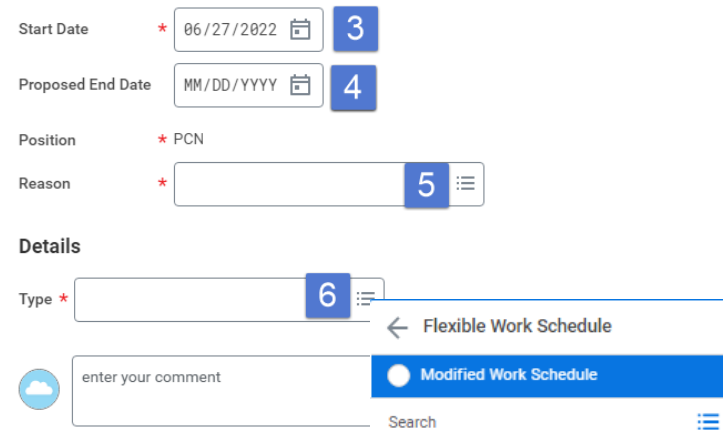
1. Choose your worker profile.



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



3. Enter **Start Date** – when do you want to start with your flexible work schedule (not retroactive)
4. Select **Proposed End Date**
5. Select a Reason for wanting a flexible work arrangement
6. Choose **Modified Work Schedule** for the **Type**



7. Select **Submit** to save your changes.
8. You will then receive the following message:

Event saved. Awaiting submission

Up Next: Dora Khuu | Revise Flexible Work Arrangement

1 ALERT [View Details](#)

[Revise](#)

This message is just a warning to make sure you are selecting the correct type of Flexible Work Arrangement. Employees who are

Getting Started: Flexible Work Arrangement

working regularly **one or more days from home**, must submit a **Hybrid Work Schedule**. This step gives you the opportunity to modify the type, if needed.

To view the Alert message click the yellow box.



9. If no changes, select **Submit** (again) to save your changes.

COMPLETE QUESTIONNAIRE

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

Success! Event submitted

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

[Complete Questionnaire](#)

11. Select the **day(s)** you will have a modified schedule on campus and enter your schedule. You will need to do this for each day selected.

Monday (Required)

Yes
 No

Additional Schedule Details
- Include Information such as total hours for the day and the working schedule
- Eg: 8 hours, 9am to 5pm (Required)

7 a.m. - 4:00 p.m.]

12. 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, you will be notified  in Workday.