



EAST TEXAS
A&M

Request Flexible Work Arrangement

This job aid outlines the process for an employee to request an Alternate Work Location arrangement. The request must comply with [33.06.01.R0.02 Alternate Work Location](#).

Prerequisites

The employee should have completed the ETAMU *Alternate Work Location Training Course 2114546* in TrainTraq prior to submitting the AWL request.

The employee must be in a regular budgeted position for a minimum of 50% effort for a minimum of six months and be in good standing.

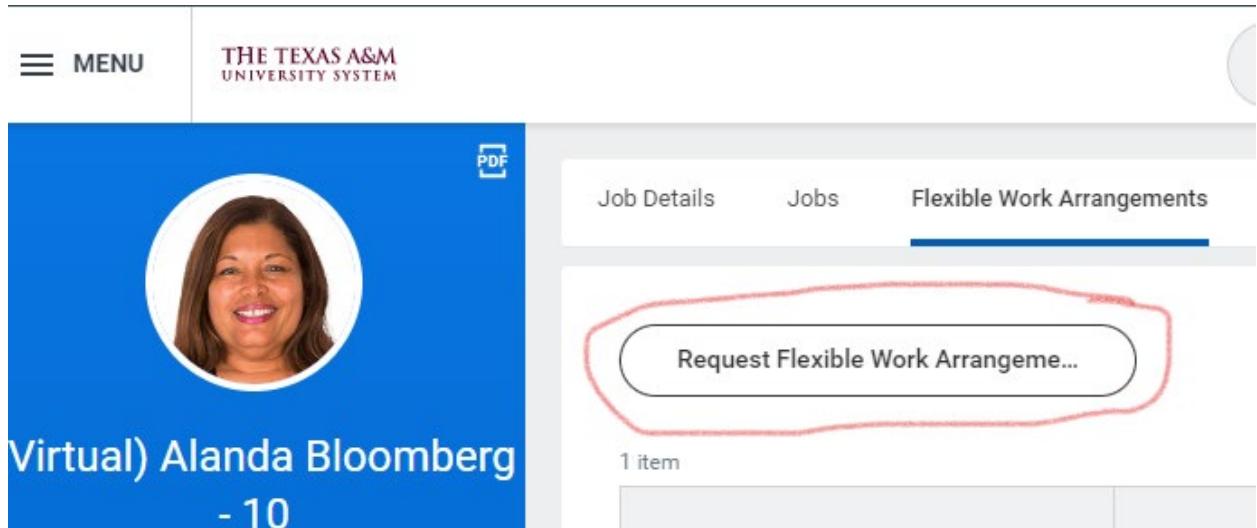
Getting Started

1. Navigate to your Worker Profile and select **Job** on the left-hand navigation panel and select **Flexible Work Arrangements**.

The screenshot shows the ETAMU Worker Profile interface. On the left, there is a sidebar with various navigation options: Summary, Overview, Absence, Benefits, Career, Compensation, Contact, Feedback, Job (which is highlighted in red), and Pay. The main content area displays a summary for 'Virtual) Alanda Bloomberg' with a photo, a title of 'Business Associate II', and a '10' rating. Below this, there are 'Actions' buttons for Email and Team. The 'Job' section contains tabs for Job Details, Jobs, Flexible Work Arrangements (which is circled in red), and All. The 'Job Details' section lists various employee details with their values:

Employee ID	99909252
Supervisory Organization	Board of I Administr
Position	P-03601 E
Business Title	Business
Job Profile	Business
Employee Type	Staff
Management Level	Individual
Time Type	Full time
FTE	100.00%
Location	Comm
Annual Work Period	12 Month
Work Period Percent of Year	100%
Blended FTE	100.00%
Disbursement Plan Period	12 Month
Apply Percent of Year During Payroll Processing	Yes
Hire Date	09/01/20

2. Select **Request Flexible Work Arrangement** button.



3. There are six required fields to complete:

- **Start Date:** The start date will automatically default to the date the request is initiated. **DO NOT BACKDATE**. Enter the date that the Flexible Work Arrangement will begin – today's date or later.
- **Proposed End Date:** All Flexible Schedules will be reviewed **twice annually**. The time periods for updated AWL reviews will occur from **(6/1/20XX - 12/31/20XX)** OR **(1/1/20XX – 5/31/20XX)**.
- **Type.** There are three Flexible Work Arrangement types, only **Alternate Work Location** should be used at this time.
 - i. Alternate Work Location should be selected. Select **Fully Remote** (if you will be completely out of the office) or **Partially Remote** (if you plan to work a hybrid schedule).
- **Days per Week:** Enter the number of days per week you will need for the Alternate Work Location.
- **Days of the Week:** Click on the three lines in the Days of the Week field and select **All**. Select the days of the week that will apply for this arrangement.
- **Comments:** Comments are **required** to provide justification, details and information to support the request. The comment section can also be used to denote that the training has been completed.
- **Attachments:** The training completion email is **required** to be uploaded in the attachment section. Do not upload medical related information into Workday. In the **Description** field, please enter *Training Completion*. In the **Category** field, click on the three lines and scroll to *Other Documents (see below)*.

Details

Type *

X P

Days per Week

1

Days of the Week

X Tu



Alternate Work loca

Attachments



Training completi

✓ Successfully

Description

Category *

- Language Proficiency (Student)
- Leave of Absence
- Licenses
- Multi-Media (Audio) (Student)
- Multi-Media (Video) (Student)
- Named Professorships
- Notice Period
- Offers
- Other (Student)
- Other Documents
- Passports and Visas
- Period Activity Pay
- Personal Information

Search

Upload

4. Select **Submit**.

Review Documents for Request Flexible Work Arrangement

You will receive the To Do: Request Flexible Work Arrangement. This task will **require** you to review the document *Alternate Work Location Terms and Conditions*.

1. Navigate to your Workday inbox and select the **Request Flexible Work Arrangement** To Do.
2. **Review** the *Alternate Work Location Terms and Conditions* document and instructions.
3. Select the **I Agree** checkbox.
4. Enter any comments as needed and select **Submit**.
5. Once submitted, you will need to refresh the inbox to receive the next task. (This may take a minute.)

Complete Questionnaire

Next, you will receive a questionnaire in the Workday inbox **To Do: Alternate Work Location**. The questionnaire is about your alternate work location. You will need to specify if your alternate work location will be outside the State of Texas. At this time, we do not allow AWL outside the State of Texas without prior approval from Human Resources and the System Office.

1. Select the To Do **Alternate Work Location for Request Flexible Work Arrangement** and complete the questionnaire.
2. Select Submit.
3. Once submitted, you will need to refresh the inbox to receive the next task.

Update your Work Contact Information

You will receive the To Do: Update Your Work Contact Information.

1. Navigate to the Complete To Do **Update Your Work Contact Information**.
2. Click on the **Change my Contact Information** button. The button will take you to a page to update your contact information, but you must return to the inbox to submit the To Do.
3. On the Change My Contact information page, scroll to the **Work Contact Information** Section (about halfway down the page) and Add or Edit the following two sections under **Work Contact information**:
 - a. **Alternate Work Location.** Enter the address of your ETAMU Office. This label may seem very confusing, but this is your university office address. The **Usage** field MUST BE filled out to reflect **Primary Work Station**. There is no asterisk to show that it is a required field. The **Visibility** field should be **Public**.
 - b. **Additional Address.** Enter the address of the location where you will be conducting work outside the premises of the university's physical location. The **Usage** field MUST BE filled out to reflect **Remote Work Location**. There is no asterisk to show that it is a required field. The **Visibility** field should be **Private**.
4. After updating your contact information, select Submit and return to your inbox to submit the To Do.

Additional Routing

The request will be routed to the Manager, Human Resources, Department Head, and Chief Executive Approver for approval.

If you need assistance with this process, please contact HR@etamu.edu.