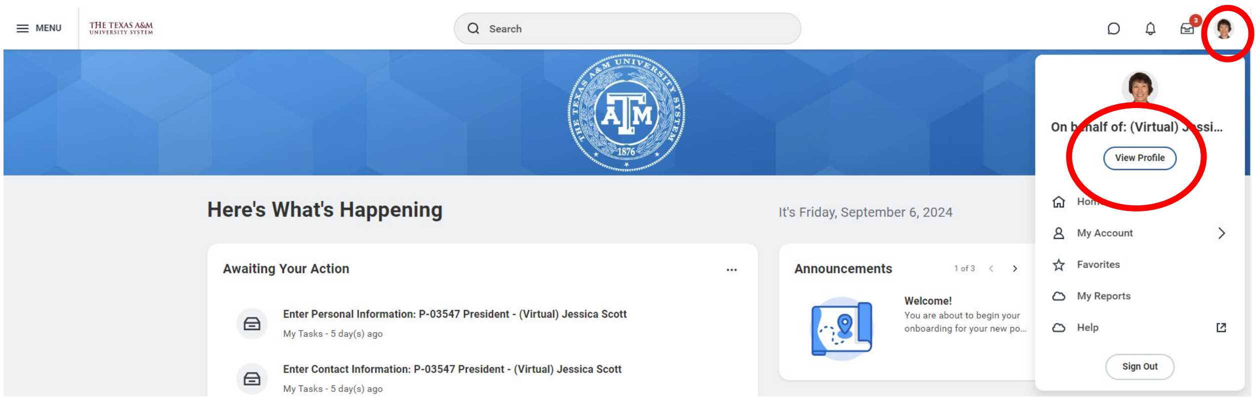
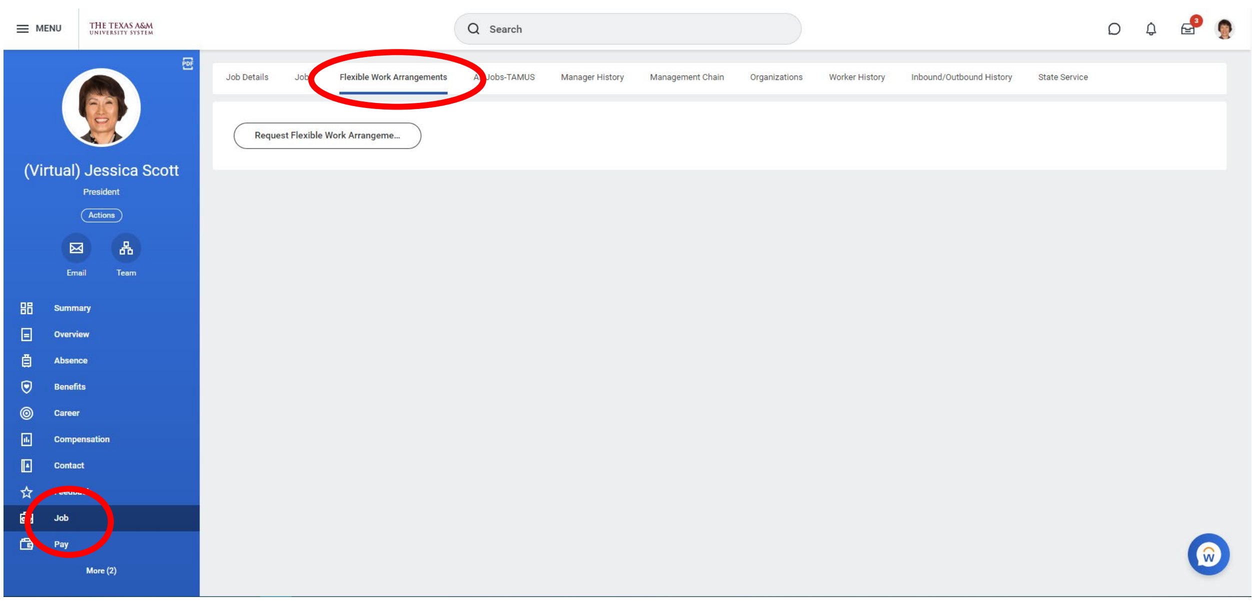
# Flexible Work Arrangement Job Aid

1. Go to your profile by selecting your icon in the top right corner, and selecting view profile.




2. Select Job in the left column the profile, Select Flexible Work Arrangements at the top tabs, and then Request Flexible Work Arrangement.

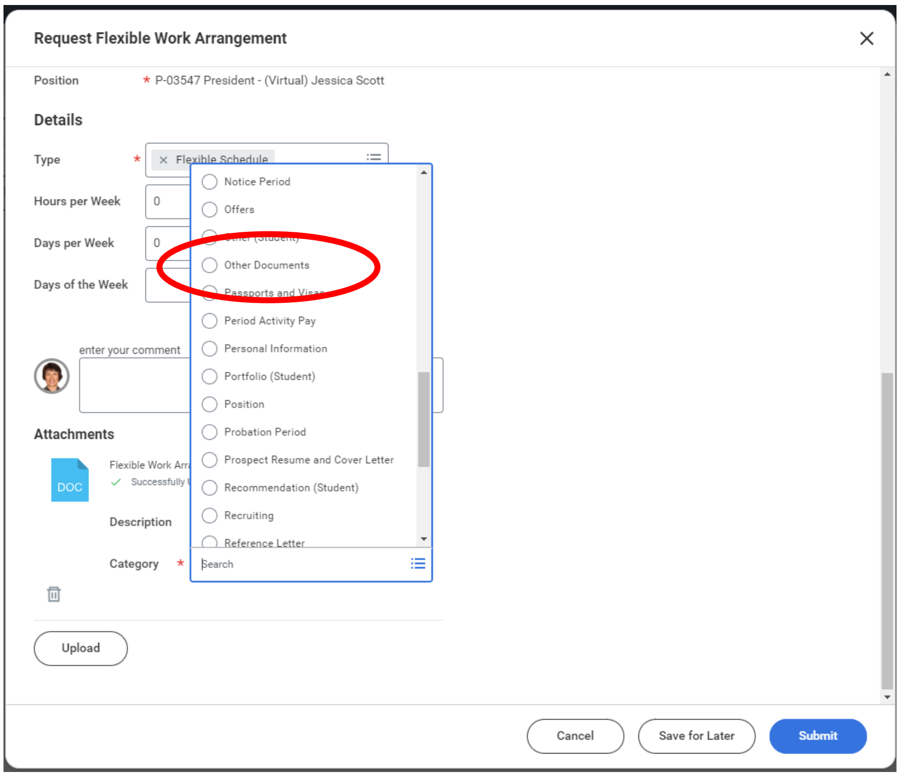



3. There are six required fields to complete:
    a. **Start Date**: The start date will automatically default to the date the request is initiated. ***DO NOT BACKDATE***. Enter the date that the Flexible Work Arrangement will begin – today's date or later.
    b. **Proposed End Date**: All Flexible Schedules will be reviewed **twice annually**. The time periods for updated flexible schedule reviews will occur from **(6/1/20XX - 12/31/20XX)** OR **(1/1/20XX – 5/31/20XX).**
    c. **Type**. There are three Flexible Work Arrangement types, **Flexible Work Schedule** should be used for this situation.
    d. **Days per Week**: Enter the number of days per week that will be impacted by the Flexible Work Schedule

e. **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.

f. **Comments**: Comments are **<u>required</u>** 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.

g. **Attachments**: Upload the supporting documents that demonstrate the necessity and arrangements for the requested Flexible Work Schedule. In the **Category** field, click on the three lines and scroll to *Other Documents (see below)*.




4. If the form is fully completed and submitted without errors, then the task will route to the direct supervisor next. This will route all the way to the Chief Executive Approver of the employee (VP or Provost).