

## Instructions for Completing the Unit/Area FWA Schedules Form for Administrators by Term

### Purpose:

- An updated Unit/Area Flexible Work Arrangement (FWA) Schedules Form is due by the end of the first month of each semester/term) for all direct reports once all approved agreements have been submitted to HRSTM.
- The due dates for FY/AY 2024-2025 are:
  - Fall semester by Friday, August 30, 2024
  - Spring semester by Friday, January 31, 2025
  - Summer by Friday, May 30, 2025
- Employees are required to submit a new FWA document if there have been changes for the new semester/term. If there are no changes from the first agreement submitted for the applicable fiscal year, then no new FWA document(s) will be required.

### Instructions for Completion:

1. Administrators should submit one (1) **Unit/Area FWA Scheduled Form** for their unit/area. Certain unit/areas where there are multiple Administrators that report to another Administrator may determine it to be more appropriate to submit more than one form. Please discuss and confirm the best reporting structure with your supervisor.
2. Enter the applicable **Fiscal Year** and select the applicable **Term**.
3. Enter the **Administrator Information** for whomever is submitting the form on behalf of the unit/area. The reporting Administrator should be included in the employee list being submitted on the Unit/Area FWA Schedules Form.
4. Report on your unit/area's **FWA Usage**:
  - a) Select all FWA options being used.
  - b) Enter the total number of employees in the unit/area. List a breakdown of how many employees are using each FWA and include the corresponding percentage.
5. List all **FWA Details by Employee**. Include the employee's name, title, the FWA type, a description, and any relevant comments that are relevant and appropriate to share.
  - a. See the example for guidance.
  - b. Use the additional **FWA Details by Employee** page if you are completing the form for more than 15 employees. Use the additional **FWA Details by Employee** page as many times as necessary to capture all employees in the unit/area.
6. Enter **Additional Comments**, if applicable.

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Submission:

- The **completed Unit/Area FWA Schedules Form** must be uploaded via the **Unit/Area FWA Schedules Form Submission Form Button** on the [FWA webpage](#).