



Request Flexible Work Arrangements

Workday Job Aid for Employees

Overview

This Job Aid will show you how to request, approve, and end Flexible Work Arrangements, including Telework and Alternate Work Schedules. Additional information regarding Flexible Work Arrangements can be found at the end.

Note: HRSTM only oversees the Flexible Work Arrangements process and does not approve individual requests. Employees and supervisors must comply with the College's [Flexible Work Arrangements Policy and Procedures \(32500CP\)](#).

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Access the Flexible Work Arrangement Process

Employees may access the Flexible Work Arrangement process multiple ways:

- Click on the homepage announcement, and click on **Request Flexible Work Arrangement** (if applicable, not visible on the homepage for all employee types)
- Search for the **Request Flexible Work Arrangement** Task in the Workday Search Bar
- Go to your Worker Profile menu, go to Job, then click on the Flexible Work Arrangements tab, then select **Request Flexible Work Arrangement**
- Go to your Worker Profile Actions button, then Job Change, then select **Request Flexible Work Arrangement**

Request a Flexible Work Arrangement: Telework

1. The Request Flexible Work Arrangement form will open. **Read the instructions carefully, as the request process encompasses all FWA types, and the instructions include the Employee Certification.**
2. Enter the **State Date**. This should be July 1 of the applicable fiscal year for full-year agreements. Use a date between July 1 and June 30 for new requests effective after July 1, and any short-term or corrected agreements.
3. Enter the **Proposed End Date**. This should be June 30 of the applicable fiscal year for full-year agreements. Use a date between July 1 and June 30 for any short-term or corrected agreements.

Note: The End Date is proposed, since this is a request and the End Date could potentially change.

4. If you have only one **Position**, this field will be pre-populated and no action is required. If you have more than one telework-eligible position, then you must select your Position.

Note: If you have more than one job, you will need to select the position for each Flexible Work Arrangement you complete. Typically, your main position will require a FWA, but many positions have different FWA eligibility and your second job may or may not require a FWA. Confirm with your secondary supervisor whether you need to complete a FWA.

5. Select your **Reason**, which is essentially the duration of your applicable Flexible Work Arrangement. The options are:
 - a. New Fiscal Year Agreement
 - b. Short-term Agreement
 - c. Updated Fiscal Year Agreement
6. Select your Flexible Work Arrangement **Type** for **Telework**. The options are:
 - a. Regular Telework, which includes Situational Telework
 - b. Situational Telework Only
 - i. Employee Request
 - ii. Specific project or operational need

Note: Only FWA options available to your position type will be visible.

7. Enter the **Number Day(s)** of Telework, up to two (2) days.

Note: Not all employees are eligible for telework, or for the maximum number of telework days allowed. While the [Flexible Work Arrangements Policy and Procedures \(32500CP\)](#) allows up to two (2) days of telework, telework eligibility is based on the operational and service needs and requirements of the area or unit and the essential job duties of a position. Therefore, it is up to the area administrator and unit supervisors to determine which positions would be eligible and what the appropriate telework schedule should be based on operational and service needs and requirements.

8. Select the **Day(s) of the Week**.
9. Review all information in the request, scroll to the top to re-read the Employee Certification, and click **Submit**.

Important: Employees requesting telework must complete the "[Making Telework Work](#)" training in [Workday](#). This eligibility requirement will not allow your request to advance if the training is not marked as complete.

10. The Work Location Safety Checklist Questionnaire will open as a separate task. This questionnaire must be completed to move your request to the approval process. You and your next-level supervisor will receive a daily notification for this task until it is complete. Click **Complete Questionnaire**.

Note: The Workplace Safety Checklist Questionnaire includes questions to collect your **Alternate Work Location address, your personal phone and email in case you are not available by email or Teams,**

and the name of your designated workspace. You must also affirm your designated workspace meets the safety criteria.

11. Complete the questionnaire and click **Submit**. The Flexible Work Arrangement request for **Telework** will move to the first-level approver, and then to the next-level and final approver.
12. Once fully approved, you will receive a Notification in Workday and the Flexible Work Arrangement request populate on the Flexible Work Arrangements tab under the Employee Profile.

Request a Flexible Work Arrangement: Alternate Work Schedule

1. The Request Flexible Work Arrangement form will open. **Read the instructions carefully, as the request process encompasses all FWA types, and the instructions include the Employee Certification.**
2. Enter the **State Date**. This should be July 1 of the applicable fiscal year for full-year agreements. Use a date between July 1 and June 30 for new requests effective after July 1, and any short-term or corrected agreements.
3. Enter the **Proposed End Date**. This should be June 30 of the applicable fiscal year for full-year agreements. Use a date between July 1 and June 30 for any short-term or corrected agreements.

Note: The End Date is proposed, since this is a request and the End Date could potentially change.

- If you have only one **Position**, this field will be pre-populated and no action is required. If you have more than one telework-eligible position, then you must select your Position.

Note: If you have more than one job, you will need to select the position for each Flexible Work Arrangement you complete. Typically, your main position will require a FWA, but many positions have different FWA eligibility and your second job may or may not require a FWA. Confirm with your secondary supervisor whether you need to complete a FWA.

- Select your **Reason**, which is essentially the duration of your applicable Flexible Work Arrangement. The options are:
 - New Fiscal Year Agreement
 - Short-term Agreement
 - Updated Fiscal Year Agreement
- Select your Flexible Work Arrangement **Type**. Select **Alternate Work Schedule**.
- Under **Alternate Work Schedule**, the options are:
 - Compressed Work Schedule A: Four (4) 10-hours days
 - Compressed Work Schedule B: Four (4) 9-hours days and one (1) 4-hour day
 - Compressed Work Schedule C (Exempt employees only): Eight (8) 9-hour days and one (1) 8-hour day each biweekly pay period (off every other Friday)
 - Flexible Work Schedule

Note: Only FWA options available to your position type will be visible.

- Select the **Day(s) of the Week** for the AWS that you will not work or have a different schedule.
- Enter the AWS schedule details in the **Comments** field, such as the start and end times for the day(s) with a different schedule.
- Review all information in the request, scroll to the top to re-read the Employee Certification, and then click **Submit**.
- The Flexible Work Arrangement request for an AWS will move to the first-level approver.
- Once fully approved, you will receive a Notification in Workday and the Flexible Work Arrangement request populate on the Flexible Work Arrangements tab under the Employee Profile.

First-Level Approval

- The direct supervisor will receive a task to approve the Flexible Work Arrangement. Open the task.
- Review the request details carefully. Scroll to the bottom to review the questionnaire responses.
- If everything is accurate, then click **Approve**.
- If anything needs to be corrected, the direct supervisor may:
 - Make changes to the Flexible Work Arrangement and **Approve**. Managers who need to make changes should add details to the Comments field.

- b. Send Back to the employee for them to make the necessary changes. The employee will need to restart the submission process, including the Workplace Safety Checklist Questionnaire for Telework only. It will be rerouted for approval. When the task comes through, click **Approve**.
5. Once approved, the Flexible Work Arrangement request will move to the next-level and final approver.

Next-Level and Final Approval

1. The next-level supervisor will receive a task to approve the Flexible Work Arrangement. Open the task.
2. Review the request details carefully. Scroll to the bottom to review the questionnaire responses.
3. If everything is accurate, then click **Approve**.
4. If anything needs to be corrected, the direct supervisor may **Send Back** to the employee or manager (preferred) for them to make the necessary changes. The manager's corrections and approval will advance the Flexible Work Arrangement request for next-level and final approval. When the task comes through, click **Approve**.
5. Once approved, the Flexible Work Arrangement request populate on the Flexible Work Arrangements tab under the Employee Profile.

Ending the Flexible Work Arrangement

To end a Flexible Work Arrangement:

1. Employees can end their own Flexible Work Arrangement

2. Direct supervisors can end the FWA on behalf of their direct report(s)

For **Employees** to End the Flexible Work Arrangement:

1. Locate the appropriate Flexible Work Arrangement:
 - a. Search for the **End My Flexible Work Arrangement** Task in the Workday Search Bar. If there is more than one active FWA, select the appropriate FWA. The current FWA details will populate.
 - b. Go directly to the Flexible Work Arrangement tab and click **End** for the applicable Flexible Work Arrangement. The current FWA details will populate.
2. Enter the **End Date**.
3. Select the End FWA Reason:
 - a. Change in Job
 - b. Eligibility Revoked*
 - c. End of Fiscal Year
 - d. End of Short-Term Agreement
4. Click **Submit**.

For **Supervisors** to End the Flexible Work Arrangement:

1. Search for the **End Flexible Work Arrangement for Worker** Task in the Workday Search Bar.
5. Enter the **Worker** name.
6. If there is more than one active FWA, select the appropriate FWA. The current FWA details will populate.
2. Enter the **End Date**.
3. Select the End FWA Reason:
 - a. Change in Job
 - b. Eligibility Revoked*



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- c. End of Fiscal Year
 - d. End of Short-Term Agreement
4. Click **Submit**.

*If the Reason is Eligibility Revoked, then documentation of the notification to the employee with the specific reason(s) is required. If this information is not uploaded, then it will be requested directly from the Employee and Labor Relations Team who is notified for this specific End FWA Reason.

Additional Information for Flexible Work Arrangements

Eligibility

Flexible Work Arrangement eligibility is based on position and the operational needs of the Division and unit/area.

Managers and Unit Administrators must communicate this information to all employees to ensure they submit appropriate Flexible Work Arrangement requests for approval.

Required Review, Renewal, and Job Changes

Approved Flexible Work Arrangements will be subject to review and renewal at least annually, to correspond with the College's fiscal year (July 1 to June 30).

Ideally, Administrators should assess FWAs each academic term to ensure alignment with operational needs and employee performance.

Whenever there is a change in supervision, employment status, office conditions, and/or job duties, the employee may be required to submit a new Flexible Work Arrangement request.

Delegations

Approvers of Flexible Work Arrangement requests may delegate the task of approving Flexible Work Arrangement requests when on extended scheduled time off or a leave of absence. HRSTM does not recommend delegating this task for routine scheduled time off.

Flexible Work Arrangement tasks must be specifically added to any Delegation during time off or leave and must be approved by the employee's supervisor.

Denials and Terminations

Pursuant to [College Policy 32500 Flexible Work Arrangements](#), if the employee and direct supervisor are unable to agree to the terms of a flexible work arrangement, the employee may send a copy of the flexible work arrangement application, including a summary of the points on which the direct supervisor and employee agreed and/or disagreed, to the next-level supervisor in the employee's supervisory chain. The next-level supervisor will review the materials and approve moving forward with a request in Workday, or deny the request. If the request is not approved, the next-level supervisor will provide the reason for the decision in writing to the employee. If a request must be terminated, the immediate and/or next-level supervisor will



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provide the reason for the termination in writing to the employee.

Any employee whose flexible work arrangement is denied or terminated may request that the Chief Human Resources Officer (or designee) review the application for consistency with College policies and procedures, and review the denial or termination. The scope of the review will be limited to determining whether the action was arbitrary, capricious, or did not follow the existing procedure. The decision of the Chief Human Resources Officer (or designee) is final and binding.

FWA Resources

- [Flexible Work Arrangement Details and Guidance](#)
- [College Policy 32500 Flexible Work Arrangements](#)
- [College Policy 66001 Acceptable Use of Information Technology \(AUP\)](#)
- [College Policy 66002 Confidential Data Management and Security Policy](#)
- [Telework Terms and Conditions](#)