

Overview

In this quick reference guide, you will learn how to review a flexible work arrangement request.

Process

1. Log into Workday using your credentials.
2. **Requests for Flexible Work Arrangements can be found in the inbox.**
3. **The request form is extremely simple at this time. Managers should ensure that the comment field has been thoroughly completed and provides a clear understanding of the intended work schedule. An example can be found on the right.**
4. Select the correct action:
 - Approve:** use to approve and move the form up the approval chain.
 - Send Back:** use if more information is required to fully understand the intended schedule. This will allow the employee to make adjustments and resubmit the form. Comments will help the employee understand next steps.
 - Deny:** this is a hard stop on the request.
 - Cancel:** this cancels the review and returns the item to the inbox for a review at a later time.

Review Request Flexible Work Arrangement: ...

Created: 11/01/2023 | Effective: 11/01/2023

For

Overall Process Request Flexible Work Arrangement:

Overall Status In Progress

Details to Review

Worker

Start Date 11/01/2023

Position

Details

Type Hybrid > 50% On-Campus, 50% Remote

enter your comment

View Comments (1)

 Yesterday

I'd like to request a working on campus 50% of the time and working remotely 50% of the time on a rotating schedule. The schedule is below:

Week 1:
Office - Monday, Tuesday, Wednesday
Remote - Thursday, Friday

Week 2:
Remote - Monday, Tuesday, Wednesday
Office - Thursday, Friday

Approve **Send Back** **Deny** **Cancel**

5. Once the request is fully executed in Workday, it will appear on the worker profile and managers can run reports on approved flexible work arrangements for their area.

The screenshot displays the Workday Manager interface for reviewing flexible work arrangements. The top navigation bar includes a search bar and notification icons. The left sidebar contains a menu with options like Phone, Team, Summary, Personal, Contact, and Job. The main content area shows a list of flexible work arrangements under the 'Flexible Work Arrangements' tab. A single item is listed with the following details:

Type	Position	Supervisory Organization	Start Date	Available Actions
Hybrid > 50% On-Campus, 50% Remote			10/27/2023	End