

Overview

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

Process

1. Log into Workday using your credentials.
2. **Search** Request Flexible Work Arrangement.
3. Enter the date you would like to start FlexWork. Please allow at least two weeks for the approval process.

4. Select the desired type of Flexwork. If requesting more than one type (i.e. Flexible Scheduling and Hybrid), please select "Combination" and then explain the request in the comment section.

Request Flexible Work Arrangement

Please indicate which type of flexwork arrangement you'd like to request. A comment detailing your flexwork request, including schedule, is required.

Details about each type of flexwork can be found [here](#).

Start Date * 11/01/2023

Proposed End Date MM/DD/YYYY

Position *

Details

Type * Search

- Combination >
- Flextime >
- Hybrid >
- Job Share >
- Remote Work >

enter your comment

Submit Save for Later Cancel

Request Flexible Work Arrangement

Please indicate which type of flexwork arrangement you'd like to request. A comment detailing your flexwork request, including schedule, is required.

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Start Date * 11/01/2023

Proposed End Date MM/DD/YYYY

Position *

Details

Type * Search

- Combination >
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- Remote Work >

enter your comment

Submit Save for Later Cancel

- 5. Enter detailed comments explaining the request. Comments should include the intended work schedule and location and any requested variation in working hours. An example is listed below.

enter your comment

I request to adjust my schedule to 8:30 am until 5:30 pm and work 60% on-campus and 40% off-campus on a rotating schedule as listed below:

Week 1:
Office - Monday, Tuesday, Wednesday
Off-campus - Thursday, Friday

Week 2:
Office - Monday, Wednesday, Friday
Off-campus - Tuesday, Thursday

- 6. Click Submit

- 7. A new text box will appear. Click "Review Documents."

You have submitted

Up Next: | Review Documents

[View Details](#)

[Review Documents](#)

- 8. Review the FlexWork Policy and the FlexWork Attestation. Click the boxes to indicate the review and agreement to adhere to both, and Submit.

Review Documents Review Documents for Request Flexible Work Arrangement

Documents

Document Link [FlexWork Policy](#)

Signature Statement I acknowledge that I have read and understand the flexwork policy.

I Agree

Document [FlexWork Attestation](#)

Signature Statement I acknowledge that I have read and understand the flexwork attestations. The College reserves the right to alter flexwork agreements any any time.

I understand that I may be called back to campus on short notice for things such as campus events, office coverage, or in-person meetings regardless of a scheduled remote day.

I Agree

Comment

The request has been submitted. A final text box will appear which indicates who is next in the approval chain.

You have submitted

Up Next: | Approval Chain by Manager

[View Details](#)

Once the request has been fully approved, it will show on the worker profile and will be visible to all.