

OBJECTIVE

This job aid provides instructions for employees to request a flexible work arrangement with your signed telework agreement, to manage errors when submitting the request, and to access related reports.



Note: **Important information - Please read before proceeding!**

Please ensure that you have the [Telework Agreement](#) completed and signed by your manager before you begin this process. The signed agreement is a required attachment to submit the **Request Flexible Work Arrangement**.

When your request is approved, you will need to enter your time with the Additional Worktag **Location: Remote Work**, for time tracking purposes. The days selected in this task will not link to time tracking or time entry.

Request Flexible Work Arrangement [Erin Employee \(146121\)](#) ⋮

****Important information - Please Read****

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Start Date *

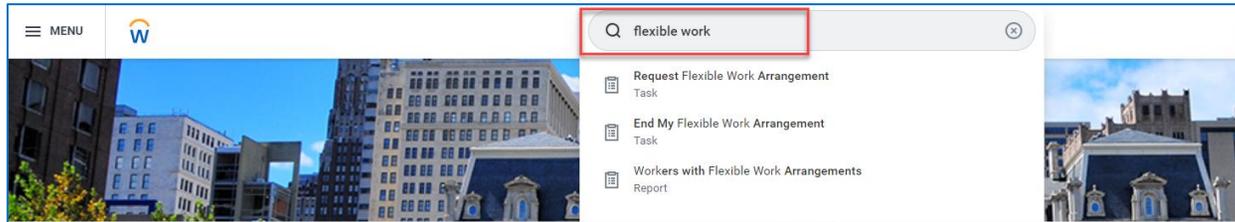
Scroll down or click one of the following titles to review:

- [Request Flexible Work Arrangement instructions](#)
- [Errors](#)
- [Reports](#)

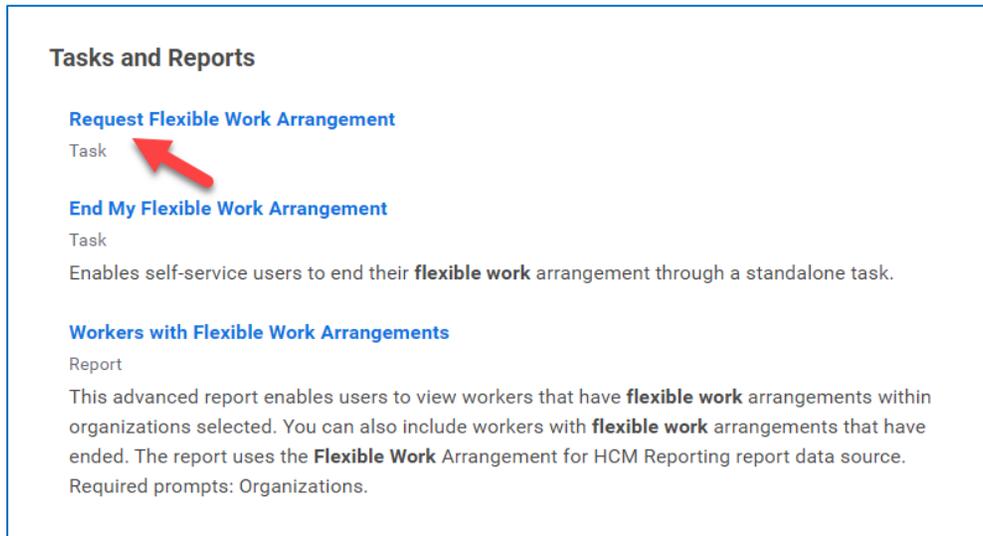
REQUEST FLEXIBLE WORK ARRANGEMENT

From the Home page, there are two (2) options to locate the **Request Flexible Work Arrangement** task:

1. The first option is to enter the search term “flexible work” in the Search field.



2. Select the **Request Flexible Work Arrangement** Task.



3. The second option is to go to Profile in the top right corner of the screen:

- a. Click on the **View Profile** icon 
- b. Go to **Job**.
- c. Then click on the **Flexible Work Arrangements** tab.

Erin Employee (146121)
Operations Manager I (Non-civil)

Job Details Flexible Work Arrangements Employment Data Manager History Management Chain Organizations Support Roles Worker History

Request Flexible Work Arrangement...

Use these 4 steps to access the Request Flexible Work Arrangement:

1. Click on the Profile icon in the top right hand corner of the screen
2. Go to Job
3. Select the Flexible Work Arrangements tab
4. Click on Request Flexible Work Arrangement to complete the form



Note: Employees can return to the Flexible Work Arrangements tab under **Profile** and **Job** to view previous and current work arrangements.

4. Complete all required fields (marked with a red asterisk)

5. Enter the required dates: the **Start Date** and the **Proposed End Date**.

Submit your annual request by entering a **Proposed End Date** that is one year from the **Start Date** you entered. Example: Start Date: 12/07/2023, Proposed End Date: 12/07/2024

6. **Reason section:** Click in the field to select a reason for your request. You have the option to select either **Create New Agreement or Renew Prior Arrangement** by changing the arrangement or extending the end date.

A screenshot of the 'Reason' dropdown menu. The menu is open, showing a search bar at the top with the text 'Search' and a list icon. Below the search bar are two options: 'Create New agreement' and 'Renew Prior Arrangement', each with a right-pointing chevron icon.

A screenshot of the 'Reason' dropdown menu with 'New Agreement' selected. The dropdown menu is open, showing the search bar and the 'Create New agreement' option. The 'New Agreement' option is highlighted in blue and has a radio button selected. Below the dropdown menu, the 'Type *' field is visible with a search icon.

7. In the **Details** section, indicate your work location in the mandatory **Type** field. Select **Office/Remote Hybrid**, then **Home**.

A screenshot of the 'Details' section. The 'Type *' field is open, showing a search bar with 'Search' and a list icon. Below the search bar are two options: 'Office/Remote Hybrid' and 'Home'. The 'Home' option is highlighted in blue and has a radio button selected. To the left of the dropdown menu is a cloud icon.

8. A **Days of the Week** field will appear, click on **All**, then select the days you are requesting remote work.

Proposed End Date

Position

Reason

Details

Type *

Days of the Week

← All

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Search

× Monday

Select the Days of the Week for remote work.

Details

Type *

× Home

Days of the Week

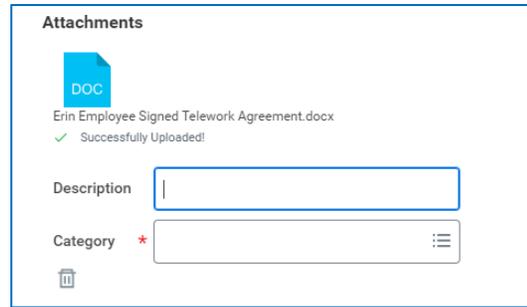
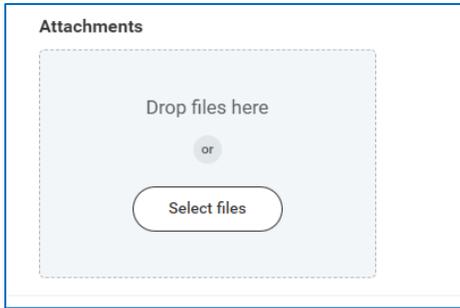
× Tuesday

× Thursday

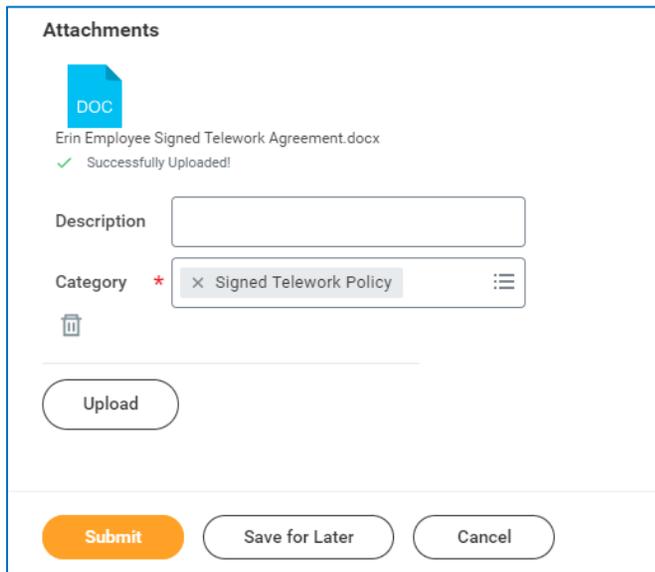
9. (Optional) Add any comments in the comments section.

10. **Attachments section:** An attachment is required to submit this request.

- a. In the **Attachments** section, click on **Select files** to attach your signed copy of the Telework Agreement.
- b. A confirmation message will display *“Successfully Uploaded!”* and the file name of the document when uploaded.



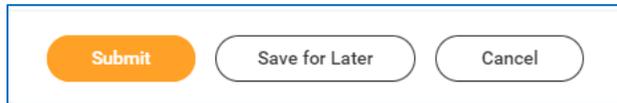
- 11. Category field:** The **Category** field that opens when an attachment is uploaded is required.
- You may use the optional **Description** field to provide a description for the uploaded document.
 - Click on **Category** to select the appropriate document category for your attached document.
 - Select **Signed Telework Policy** for the signed Telework Agreement .



- 12.** To attach additional documents, click on the **Upload** button and follow the above steps.

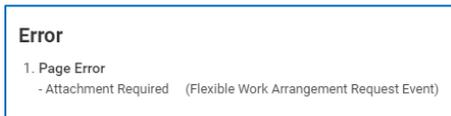
13. Click **Submit** to submit the request:

- a. Submitted requests are sent to the manager for review and approval.
- b. If approved by the manager, the request will move to the agency's Human Resources Partner for final review and approval.
- c. This completes the submission process.



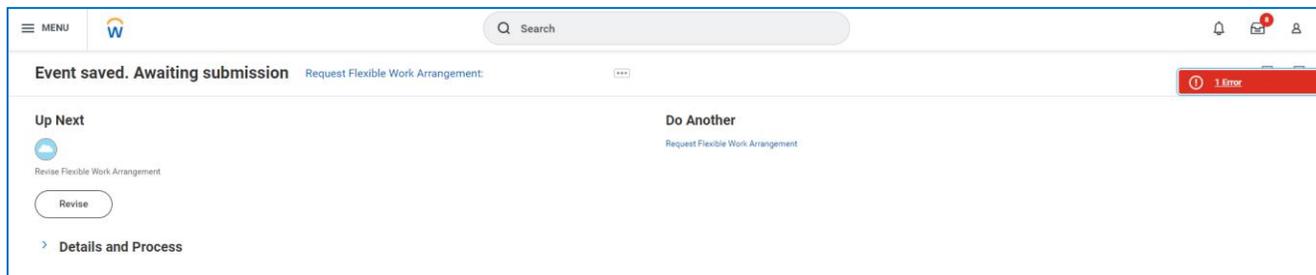
Errors

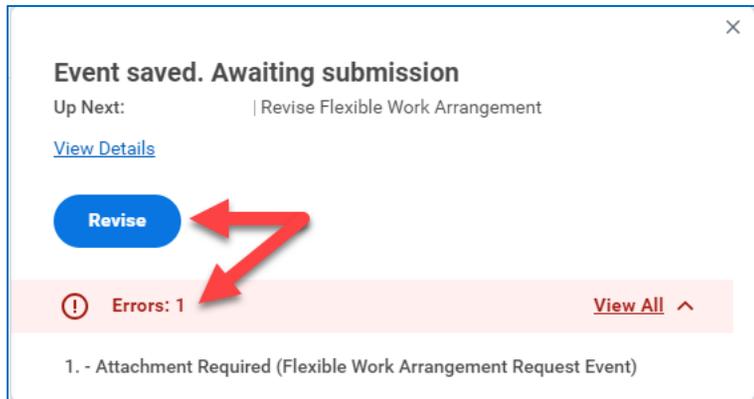
An **Error** notification like the one shown below will appear if your request is submitted without an attachment.



If this occurs, follow the steps below to resolve the error:

1. Click on the **Revise** button to return to the request form, add the required signed **Telework Agreement** in the **Attachments** section, and click **Submit**.





2. Another way to add your attachment is by accessing a task that will also appear in your **My Task** for this error.
 - Go to your **My Tasks** and locate the **Request Flexible Work Agreement Event** task. Add the required signed Telework Agreement in the **Attachments** section and click **Submit**.

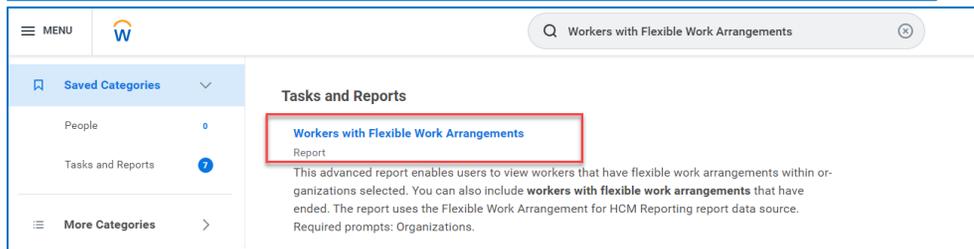
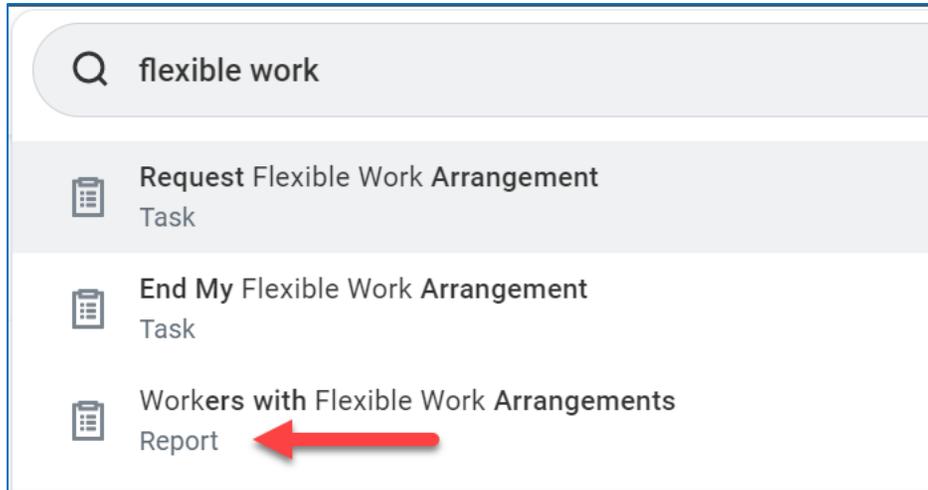
Reports

The **Workers with Flexible Work Arrangements** report provides a view of workers who have flexible work arrangements within organizations.



Note: Managers can view the work arrangements of their direct reports.

1. In the Search bar, type “flexible work” to locate the **Workers with Flexible Work Arrangements** report.



2. Click on the report name.

Workers with Flexible Work Arrangements

Instructions For the 3 flexible work arrangement date prompts, you can also specify date ranges.

You can ignore any prompts that aren't required. Empty prompts won't factor into the results of the report.

Organizations *

Include Subordinate Organizations

From Start Date MM/DD/YYYY 

To Start Date MM/DD/YYYY 

OK **Cancel**

3. **Organizations field.** The Organizations field is the only required field. Click in the box to select the appropriate Organization for your search.
 - a. Managers should enter their name in the Organizations search box to view a report of their employees work arrangements.

Workers with Flexible Work Arrangements

Instructions For the 3 flexible work arrangement date prompts, you can also specify date ranges.

You can ignore any prompts that aren't required. Empty prompts won't factor into the results of the report.

Organizations *

✕ Finance - Chief of Staff (Anne Gardner (140816)) ...

4. (Optional) Check the box to **Include Subordinate Organizations**.
5. (Optional) Select one of three (3) available date range options for your search:
 - a. **From Start Date and To Start Date**
 - b. **From Proposed End Date and To Proposed End Date**
 - c. **From End Date and To End Date**
6. (Optional) Check the box to **Include Worker with Ended Flexible Work Arrangement**.
7. Click **OK** to submit or **Cancel** to end.

Result: A report of subordinate employees with flexible work arrangements will be available

Workers with Flexible Work Arrangements

Organizations: Finance - Chief of Staff (Anne Gardner (140816)) Include Worker with Ended Flexible Work Arrangement: No

Include Subordinate Organizations: Yes

1 item

Worker	Position	Subtype (Including Type)	Start Date	Proposed End Date	End Date	Hours per Week	Days per Week	Days of the Week	Supervisory Organization for Position	Location	Worker's Manager
Erin Employee (146121)	12542 Operations Manager I (Non-civil) - Erin Employee (146121)	Office/Remote Hybrid > Home	01/01/2024	12/31/2024		0	0	Monday Thursday Friday	Finance - Chief of Staff (Anne Gardner (140816))	Abel Wolman Municipal Building	Anne Gardner (140816)