

REQUESTING A HYBRID FLEXIBLE WORK ARRANGEMENT

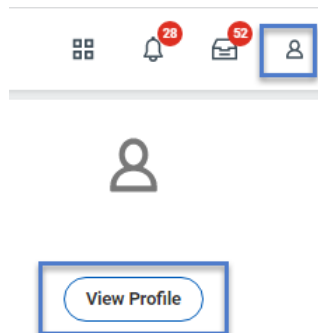
This guide explains how eligible employees may submit a Hybrid Flexible Work Arrangement Request using Workday.

Please read the instructional text to guide you through completing the process. Please refer to Policy [307](#) for additional details.

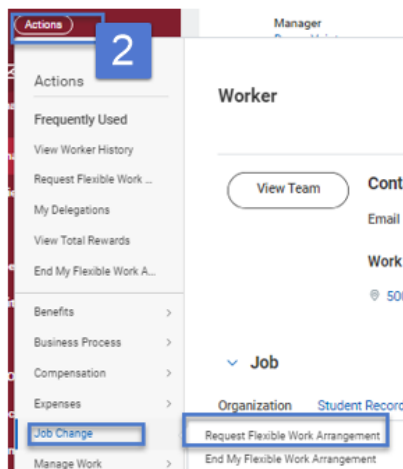
Note: Approval from the VP in your area is required.

STEPS FOR REQUEST

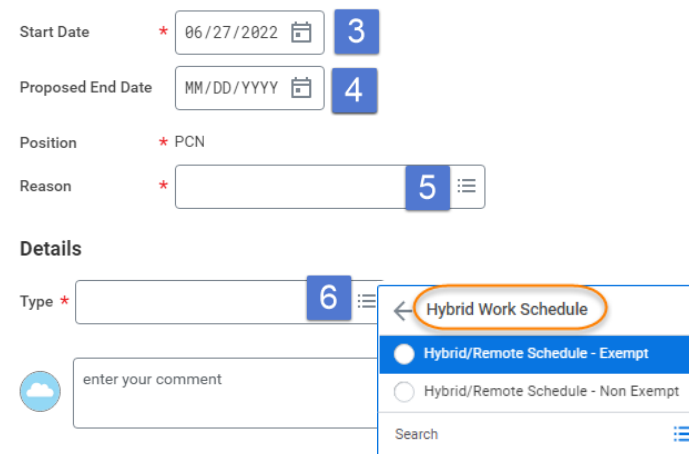
1. Choose your worker profile.



2. Select **Actions** → **Job Change** → **Request Flexible Work Arrangement**



3. Enter **Start Date** – this is the **first date** you will be working from proposed **remote work location (not retroactive)**
4. Select **Proposed End Date** - enter the expected end date, as applicable
5. Select a Reason for wanting a hybrid work arrangement
6. Choose **Hybrid Work Schedule** for the **Type**



7. If you are **exempt** enter:

Days per Week: number of days you will be in the office/on campus. **You must enter at least 2 days.**

Days of the week – select the days of the week that correspond to the days you **will be in the office**

For example, if you are going to be on campus Monday’s and Wednesday, you would enter 2 for Days Per Week and select Monday and Wednesday for Days of the Week.

Days per Week

Days of the Week

- Monday
- Wednesday

8. If you are **non-exempt** enter:

Hours per Week: number of hours you will be in the office/on campus. **Must be at least equivalent to two days.**

Days of the week – select the days of the week that correspond to the hours you will be in the office.


For example, you would enter the following for the example above:

Hours per Week

Days of the Week

- Monday
- Wednesday

9. If you are doing a combination of a **hybrid and flexible work schedule** you can enter your schedule in the comments box.



10. Select **Submit** to save your changes.

COMPLETE QUESTIONNAIRE

11. Click the **Complete Questionnaire** task. You should also see it in your inbox.

Success! Event submitted

Up Next | Complete Additional Information for Remote Work
[View Details](#)



Complete Questionnaire

12. Fill out all the necessary information.

13. Click **Submit** to save your changes.

REVIEW DOCUMENTS AND ACKNOWLEDGEMENT

11. Click the **Review Documents** task and read the conditions document. You should also see this task in your inbox.

You have submitted

Up Next: | Review Flexible Work Agreement
[View Details](#)

Review Documents


12. Select the “I Agree” box after reviewing the Signature Statement.

13. Click **Submit** to save your changes.

APPROVAL WORKFLOW

14. Your manager will receive your request.

15. Once your manager approves it will go up the Management Organization Hierarchy in Workday up to VP level for approval

You will be notified  in Workday once your request has been approved.