


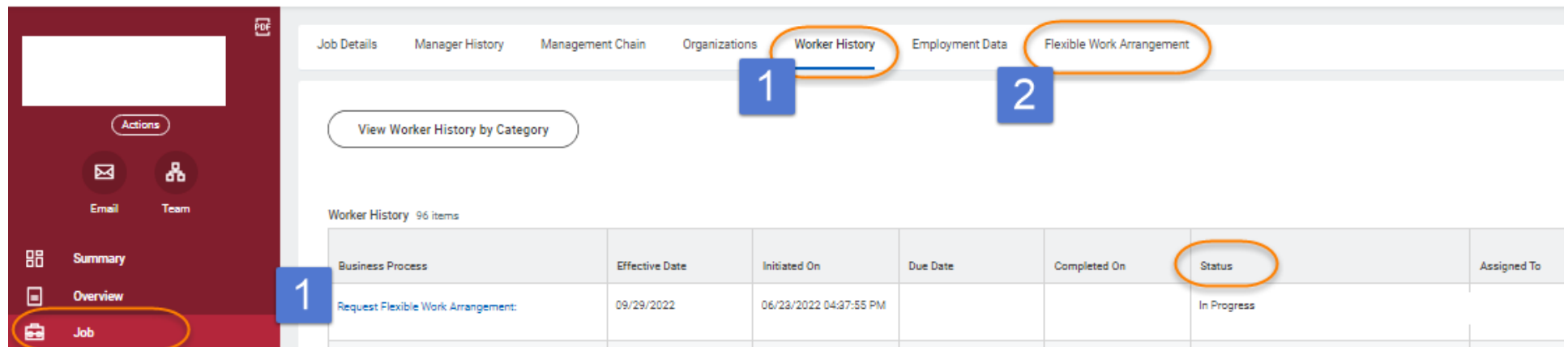
MANAGING YOUR FLEXIBLE WORK ARRANGEMENT REQUESTS

Below summarizes some of the actions that you can take on your requests:

- View the status of your submitted request.
- View all requests submitted and approved.
- End your flexible work arrangement.

STATUS OF REQUEST

1. From your Worker Profile ( icon) go to the Job menu and select the **Worker History** tab and locate the Request Flexible Work Arrangement event and view the Status column.



The screenshot shows the Workday interface with the following elements:

- Navigation tabs: Job Details, Manager History, Management Chain, Organizations, **Worker History** (circled in orange), Employment Data, **Flexible Work Arrangement** (circled in orange).
- Buttons: View Worker History by Category.
- Worker History: 96 items.
- Table with columns: Business Process, Effective Date, Initiated On, Due Date, Completed On, **Status** (circled in orange), Assigned To.
- Table Row 1: Request Flexible Work Arrangement, 09/29/2022, 06/23/2022 04:37:55 PM, In Progress.

Annotations: A blue box with the number '1' is placed over the 'Job' menu item in the left sidebar. A blue box with the number '2' is placed over the 'Flexible Work Arrangement' tab.

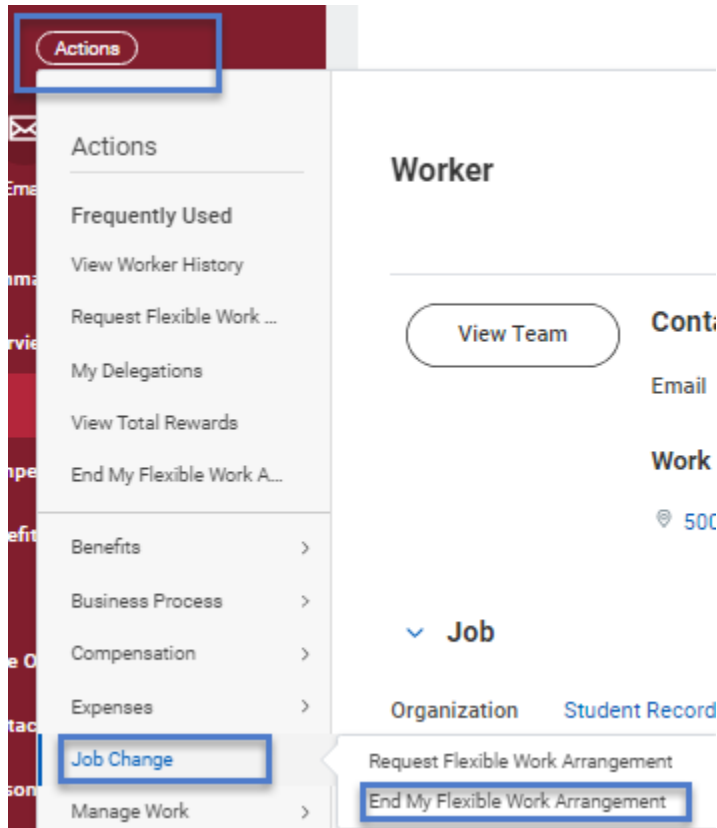
SUBMITTED FLEXIBLE WORK ARRANGEMENTS

2. If you want to view your submitted FWA's you can click on the **"Flexible Work Arrangement"** tab.

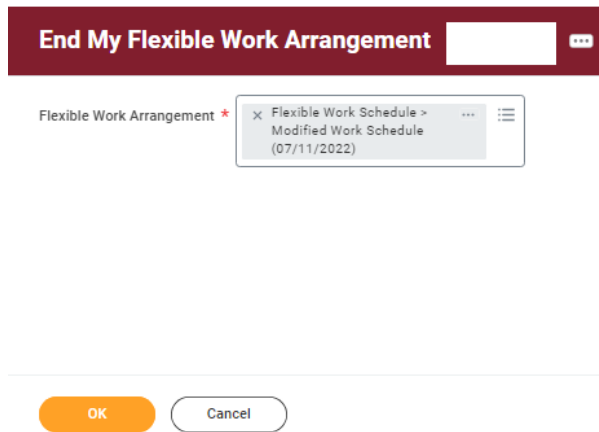
ENDING YOUR FLEXIBLE WORK ARRANGEMENT

You can only have **one** Flexible Work Arrangement (FWA) at a time. Below are the steps on how to end your Flexible Work Arrangement.

1. From your Worker Profile go to Actions→ Job Change → End My Flexible Work Arrangement

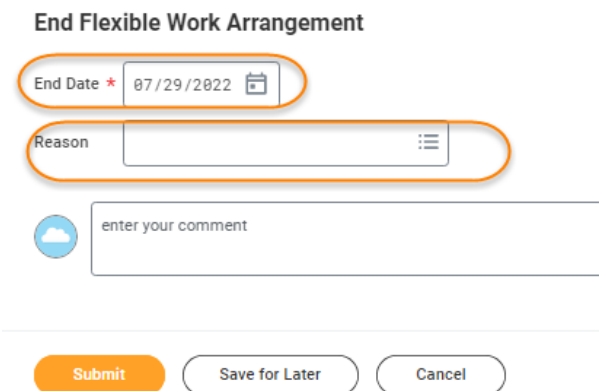


2. Select the work arrangement you want to end and click **OK**.



3. Select the End Date and Reason.

4. Click **Submit**.



5. The request will go to your manager for approval.