



Human Resources

A&M-COMMERCE

Request Flexible Work Arrangement

This job aid outlines the process for an employee to request an Alternate Work Location arrangement. The request must comply with [33.06.01.R0.02 Alternate Work Location](#).

Prerequisites

The employee should have completed the TAMUC *Alternate Work Location Training Course 2114546* in TrainTraq prior to submitting the AWL request.

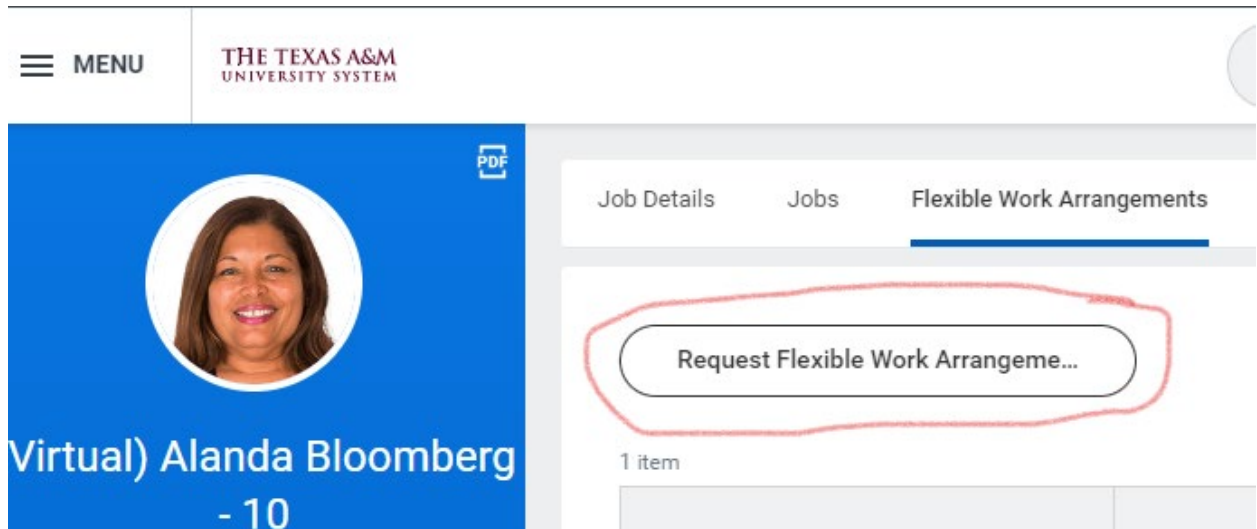
The employee must be in a regular budgeted position for a minimum of 50% effort for a minimum of six months and be in good standing.

Getting Started

1. Navigate to your Worker Profile and select **Job** on the left-hand navigation panel and select **Flexible Work Arrangements**.

The screenshot shows the Human Resources system interface. On the left is a blue navigation sidebar for user 'Virtual) Alanda Bloomberg - 10, Business Associate II'. The 'Job' menu item at the bottom is highlighted with a red box. A red arrow points from this 'Job' menu item to the 'Flexible Work Arrangements' tab in the top navigation bar, which is also circled in red. The main content area displays 'Job Details' for Employee ID 99909252, including fields like Supervisory Organization (Board of f Administr), Position (P-03601 E), Business Title (Business), Job Profile (Business), Employee Type (Staff), Management Level (Individual), Time Type (Full time), FTE (100.00%), Location (Comm), Annual Work Period (12 Month), Work Period Percent of Year (100%), Blended FTE (100.00%), Disbursement Plan Period (12 Month), Apply Percent of Year During Payroll Processing (Yes), and Hire Date (09/01/20).

2. Select **Request Flexible Work Arrangement** button.




3. There are six required fields to complete:
 - **Start Date:** The start date will automatically default to the date the request is initiated. **DO NOT BACKDATE.** Enter the date that the Flexible Work Arrangement will begin – today’s date or later.
 - **Proposed End Date: 5/31/XX or earlier.** The Proposed End Date can be no more than 12 months into the future. Annually, all flexible work arrangements will end on 5/31/XX and during the evaluation period (April – June) can be evaluated and requested to begin June 1, 20XX through May 31, 20XX.
 - **Type.** There are three Flexible Work Arrangement types, only **Alternate Work Location** should be used at this time.
 - i. Alternate Work Location should be selected. Select **Fully Remote** (if you will be completely out of the office) or **Partially Remote** (if you plan to work a hybrid schedule).
 - **Days per Week:** Enter the number of days per week you will need for the Alternate Work Location.
 - **Days of the Week:** Click on the three lines in the Days of the Week field and select **All**. Select the days of the week that will apply for this arrangement.
 - **Comments:** Comments are **required** to provide justification, details and information to support the request. The comment section can also be used to denote that the training has been completed.
 - **Attachments:** The training completion email is **required** to be uploaded in the attachment section. Do not upload medical related information into Workday. In the **Description** field, please enter *Training Completion*. In the **Category** field, click on the three lines and scroll to *Other Documents (see below)*.

Details


Type *

Days per Week

Days of the Week

 Alternate Work loc

Attachments

 Training complet
✓ Successfully

Description

Category *

Language Proficiency (Student)

Leave of Absence

Licenses

Multi-Media (Audio) (Student)

Multi-Media (Video) (Student)

Named Professorships

Notice Period

Offers

Other (Student)

Other Documents

Passports and Visas

Period Activity Pay

Personal Information

4. Select **Submit**.

[Review Documents for Request Flexible Work Arrangement](#)

You will receive the To Do: Request Flexible Work Arrangement. This task will **require** you to review the document *Alternate Work Location Terms and Conditions*.

1. Navigate to your Workday inbox and select the **Request Flexible Work Arrangement** To Do.
2. **Review** the *Alternate Work Location Terms and Conditions* document and instructions.
3. Select the **I Agree** checkbox.
4. Enter any comments as needed and select **Submit**.
5. Once submitted, you will need to refresh the inbox to receive the next task. (This may take a minute.)

Complete Questionnaire

Next, you will receive a questionnaire in the Workday inbox **To Do: Alternate Work Location**. The questionnaire is about your alternate work location. You will need to specify if your alternate work location will be outside the State of Texas. At this time, we do not allow AWL outside the State of Texas without prior approval from Human Resources and the System Office.

1. Select the To Do **Alternate Work Location for Request Flexible Work Arrangement** and complete the questionnaire.
2. Select Submit.
3. Once submitted, you will need to refresh the inbox to receive the next task.

Update your Work Contact Information

You will receive the To Do: Update Your Work Contact Information.

1. Navigate to the Complete To Do **Update Your Work Contact Information**.
2. Click on the **Change my Contact Information** button. The button will take you to a page to update your contact information, but you must return to the inbox to submit the To Do.
3. On the Change My Contact information page, scroll to the **Work Contact Information** Section (about halfway down the page) and Add or Edit the following two sections under **Work Contact information**:
 - a. **Alternate Work Location. Enter the address of your TAMUC Office.** This label may seem very confusing, but this is your university office address. The **Usage** field MUST BE filled out to reflect **Primary Work Station**. There is no asterisk to show that it is a required field. The **Visibility** field should be **Public**.
 - b. **Additional Address.** Enter the address of the location where you will be conducting work outside the premises of the university's physical location. The **Usage** field MUST BE filled out to reflect **Remote Work Location**. There is no asterisk to show that it is a required field. The **Visibility** field should be **Private**.
4. After updating your contact information, select Submit and return to your inbox to submit the To Do.

Additional Routing

The request will be routed to the Manager, Human Resources, Department Head, and Chief Executive Approver for approval.

If you need assistance with this process, please contact HR@tamuc.edu.