## Flexible Work Arrangement Job Aid

1. Go to your profile by selecting your icon in the top right corner, and selecting view profile.

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		Here's What's Happening			It's Friday, Septemb	er 6, 2024	G Home 요 My Account	,
		Awaiting Your Action			Announcements	1 of 3 < >	☆ Favorites	
	Enter Personal Information: P-03 My Tasks - 5 day(s) ago		President - (Virtual) Jessica Scott			Welcome! You are about to begin your onboarding for your new po_	<ul> <li>My Reports</li> <li>Help</li> </ul>	[2]
		Enter Contact Information: P-0354 My Tasks - 5 day(s) ago	7 President - (Virtual) Jessica Scott				Sign	Out

2. Select Job in the left column the profile, Select Flexible Work Arrangements at the top tabs, and then Request Flexible Work Arrangement.

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(Virtual	)) Jessica Scott President Tation	Job Details Job	Flexible Work Arrangements	A Inbe-TAMUS	Manager History	Management Chain	Organizations	Worker History	Inbound/Outbound History	State Service				
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- 3. There are six required fields to complete:
  - a. Start Date: The start date will automatically default to the date the request is initiated.
     <u>DO NOT BACKDATE</u>. Enter the date that the Flexible Work Arrangement will begin today's date or later.
  - b. 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.
  - c. **Type**. There are three Flexible Work Arrangement types, **Flexible Work Schedule** should be used for this situation.

- d. **Days per Week**: Enter the number of days per week that will be impacted by the Flexible Work Schedule
- e. **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.
- f. **Comments**: Comments are <u>required</u> 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.
- g. **Attachments**: Upload the supporting documents that demonstrate the necessity and arrangements for the requested Flexible Work Schedule. In the **Category** field, click on the three lines and scroll to *Other Documents (see below)*.

Request Flexible Work	Arrangement				×
Position * P-035	17 President - (Virtual) Jessica Scott				
Details					
Type * × Fle	exible Schedule :=	<b>^</b>			
Hours per Week 0	Offers				
Days per Week					
Days of the Week	Passports and Visae				
enter vour comment	Period Activity Pay     Personal Information				
	Portfolio (Student)				
Attachments	<ul> <li>Position</li> <li>Probation Period</li> </ul>				
Flexible Work Arr	Prospect Resume and Cover Letter     Recommendation (Student)				
Description	Recruiting				
Category *	Reference Letter	• :=			
Upload					
			Cancel	Save for Later	Submit

4. If the form is fully completed and submitted without errors, then the task will route to the direct supervisor next. This will route all the way to the Chief Executive Approver of the employee (VP or Provost).