



Request Flexible Work Schedule

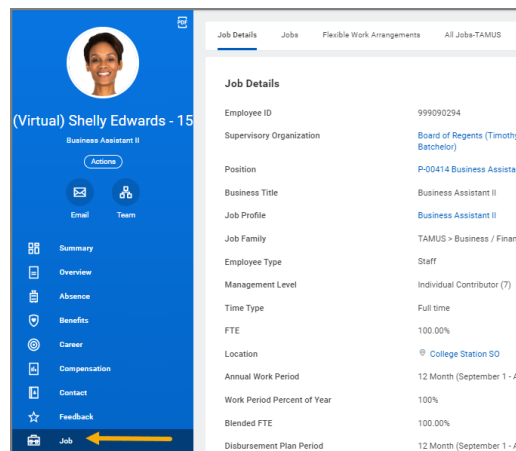
This job aid outlines the process for an Employee to request a Flexible Work Arrangement. The request should be submitted when using a Flexible Work Schedule.

Important Information

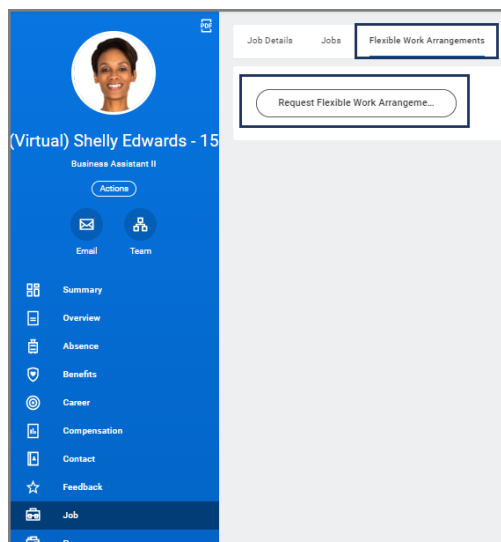
- The request must comply with [System Regulation 33.06.01 Flexible Work Arrangements](#), Texas A&M University-Kingsville rules and/or standard administrative procedures. All parties should consult member rules, standard administrative procedures or guidance on justification, attachments or other information to support the approval process.
- **Flexible Work Schedule.** Use this type when you would like to request adjusted hours and days that differ from your original schedule.
- You and your Manager will receive an email notification when the Flexible Work Arrangement is approved.

Getting Started

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



2. Select the **Flexible Work Arrangement** tab and select the **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. Enter the date that the Flexible Work Arrangement will begin. **This should be no earlier than May 15, 2023.**
- **Proposed End Date.** The Proposed End Date can be no more than 12 months in the future. Enter the end date of your Flexible Work Arrangement. **This should be no later than August 11, 2023.**
- **Type. Flexible Work Schedule.** This should be used when you would like to request adjusted hours and days that differ from your original schedule. Then use the comments box to provide details of your proposed Flexible Work Schedule for each day of the week you selected.
- **Hours Per Week.** Enter the number hours being worked outside the normal expected schedule or the number of hours you will work at the Alternate Work Location.
- **Days per Week.** Enter the number of days per week you will need for the Flexible Work Arrangement.
- **Days of the Week.** 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.
- **Attachments.** Please attach your proposed work schedule. A template will be provided to all employees.

The screenshot shows a web form for submitting a Flexible Work Arrangement request. The form includes the following fields and sections:

- Start Date:** A date picker set to 05/15/2023.
- Proposed End Date:** A date picker set to 08/04/2023.
- Position:** A required field with a red asterisk, currently empty.
- Details Section:**
 - Type:** A dropdown menu with "Flexible Schedule" selected.
 - Hours per Week:** A text input field containing "40".
 - Days per Week:** A text input field containing "4".
 - Days of the Week:** A multi-select menu with "Monday", "Tuesday", "Wednesday", and "Thursday" selected.
- Comments:** A text area containing the text "Flex schedule request. Proposed schedule is attached."
- Attachments Section:**
 - A PDF file named "Flexible Work Schedule_Summer 2023.pdf" is attached, with a "Successfully Uploaded!" status.
 - Description:** A text input field containing "Proposed Work Schedule".
 - Category:** A dropdown menu with "Flexible Work Arrangement" selected.
- Buttons:** "Submit", "Save for Later", and "Cancel".

4. Select **Submit**.

5. Each request will be routed to the **Manager, Human Resources, Department Head,** and **Executive Approver**.