



## Request Flexible Work Schedule

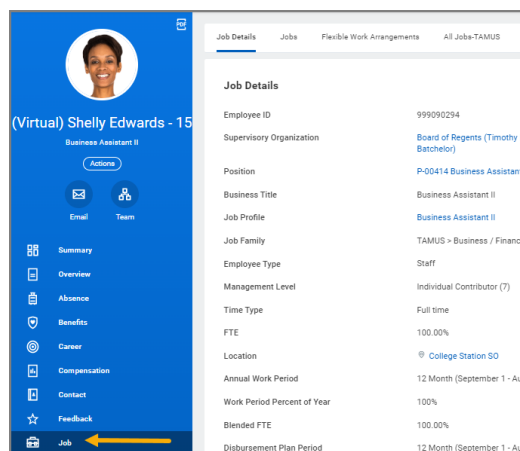
This job aid outlines the process for an Employee to request a Flexible Work Arrangement. The request should be submitted when using a Flexible Work Schedule.

### Important Information

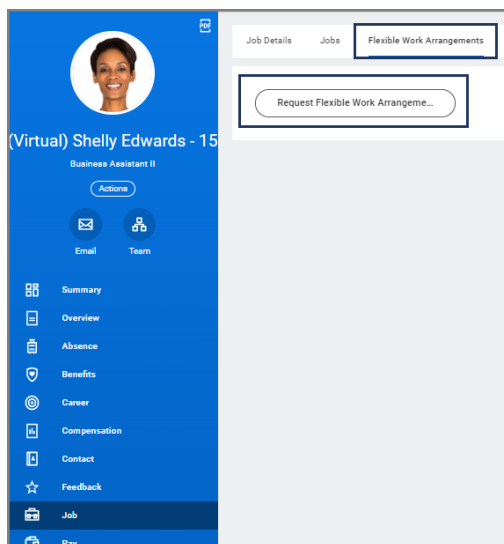
- The request must comply with [System Regulation 33.06.01 Flexible Work Arrangements](#), Texas A&M University-Kingsville rules and/or standard administrative procedures. All parties should consult member rules, standard administrative procedures or guidance on justification, attachments or other information 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.
- **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.
- **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. At the top, there are two date pickers: 'Start Date' (05/15/2023) and 'Proposed End Date' (08/04/2023), both marked with a red asterisk. Below these is a 'Position' field, also marked with a red asterisk. The 'Details' section includes a 'Type' dropdown menu (selected: 'Flexible Schedule'), 'Hours per Week' (40), 'Days per Week' (4), and 'Days of the Week' (selected: Monday, Tuesday, Wednesday, Thursday). A text box below the details contains the message: 'Flex schedule request. Proposed schedule is attached.' The 'Attachments' section shows a PDF file named 'Flexible Work Schedule\_Summer 2023.pdf' with a green checkmark and the text 'Successfully Uploaded!'. Below the attachment is a 'Description' field (Proposed Work Schedule) and a 'Category' dropdown menu (selected: 'Flexible Work Arrangement'). At the bottom of the form are three buttons: 'Submit' (blue), 'Save for Later' (grey), and 'Cancel' (grey).

4. Select **Submit**.

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