



## Contents

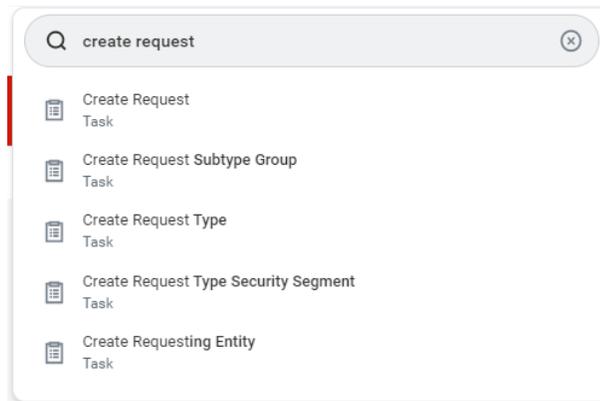
Request for Flexible Work Arrangements	1
Create Request	1
Request Workflow	9
Steps to add Requests worklet to your Home dashboard.	9

## Request for Flexible Work Arrangements

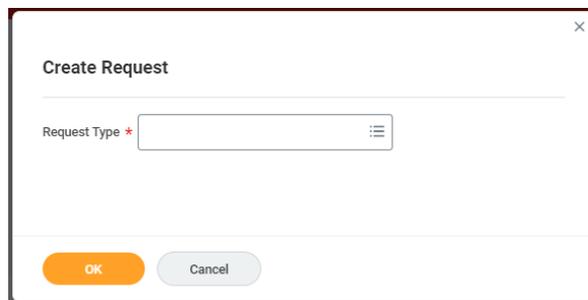
This guide explains how eligible employees may submit a Flexible Work Arrangement Request using Workday. Please review ” [Flexible Work Arrangements](#) on the Human Resources website for answers to frequently asked questions and a link to the policy.

### Create Request

- 1) In the *Search* field enter **Create Request** -- the following Workday prompt list will be displayed;



- Select **Create Request**;

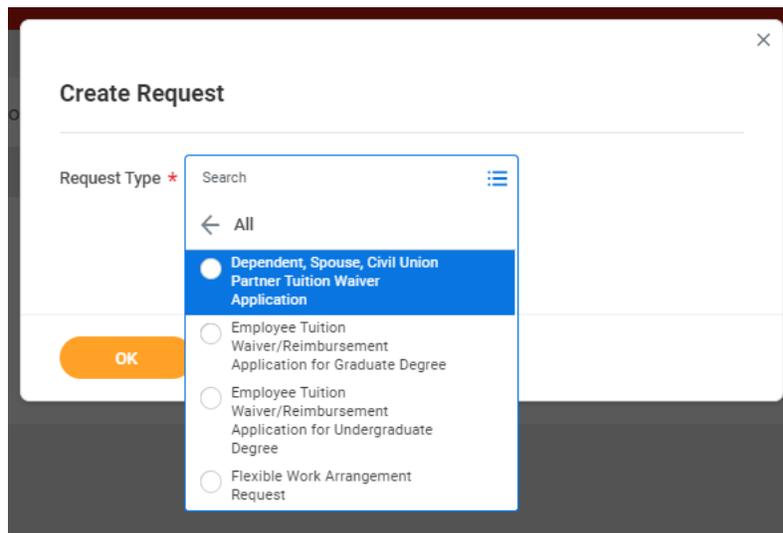


2) **OR** if you have the Workday Requests Worklet on your dashboard, click on the **Requests** to Create Request:

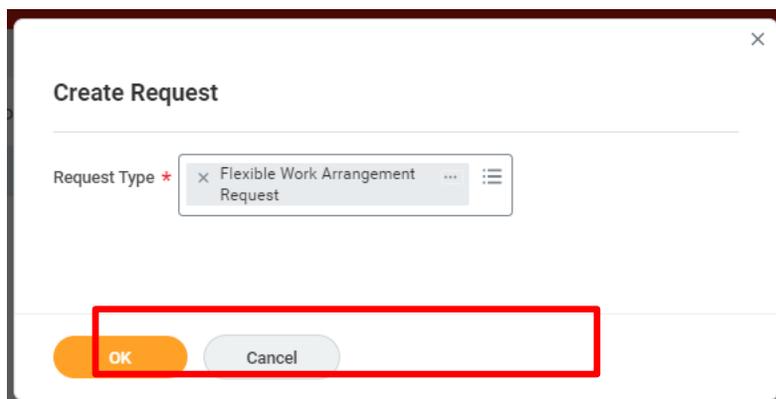


3) Select **All** to display a list of available Request types:

- Select the radio button for **Flexible Work Arrangement Request**;



- After clicking the radio button, the box shown below will be displayed. Click OK to proceed with the Flexible Work Arrangement Request.



4) The Flexible Work Arrangement Request consists of a series of information fields and text questions that the employee completes. For purposes of this Job Aid, the fields or questions are underlined. Please read each question carefully and provide as much detail as possible for the text box answers.

- Date of Request: This is the date you are submitting the request.

Date of Request: (Required)

- Is this an initial Flexible Work Arrangements Request or Modification to a previous Flexible Work Arrangements request?: Indicate if this the first Request or if this is a modification to a previous Request.

Is this Request for an Initial Flexible Work Arrangement Request or Modification to previous Flexible Work Arrangement (Required)

- Initial  
 Modification

- If this is for a modification Request: Provide the date on which the prior Flexible Work Arrangement was approved.

Is this Request for an Initial Flexible Work Arrangement Request or Modification to previous Flexible Work Arrangement (Required)

- Initial  
 Modification

Modification of a Prior Flexible Work Arrangement Request Approved on: (Required)

- Employee Name: Enter your First and Last name.

Employee Name: Enter your First and Last name (Required)

- Employee NetID: Enter your NetID. (Your NetID is your email address name, without the “.montclair.edu” extension.

Employee NetID: Enter your NetID (Required)

- **Employee Job Title or Position:** Enter your Job Title or your Position number.

Job Title or Position: Enter your Job Title or your Position number. (Required)

- **Employee Division:** Select the appropriate Division for the Flexible Work Arrangement Request. For example, an employee working in Accounts Payable would select Treasury & Finance.

Division: Enter your division. (Required)

- **Employee School/Unit:** Enter your School or Unit. For example, the Accounts Payable employee would enter “Accounts Payable” in the field.

School/Unit: Enter your School or Unit (Required)

- **Employee Campus Workplace:** Enter your Campus Location. For example, the Accounts Payable employee would enter “Overlook.”

Campus Workplace:  
Enter your Campus Location (Required)

- **Employee Alternate Workplace:** Enter your alternate workplace location.

Alternate Workplace: Enter your alternate workplace location (Required)

- **Employee Montclair email address:** Enter your Montclair email address.

Enter your Montclair email address. (Required)

- **Employee Montclair cell/phone number:** Enter your Montclair cell/phone number.

Enter your Montclair cell/phone number (Required)

- **Employee Alternate workplace:** Enter your alternate workplace cell/phone number.

Enter your alternate workplace cell/phone number (Required)

- **Employee Classification:** Indicate your job classification.

Classification: Indicate your job classification (Required)

- AFT
- CWA
- IFPTE
- PBA
- NJLESA
- NJSOLEA
- Manager

Please note, Flexible Work Arrangements are a voluntary work alternative for some positions and some employees, but are not practical for all positions and all employees. Please read [the policy](#) for details.

- **Begin and End Dates:** Enter the begin date and end date for your Flexible Work Arrangement request. During the Flexible Work Arrangement implementation phase, (1) the duration of the arrangement must not exceed six (6) months and (2) end date may not extend beyond June 30, 2022.

Note: Employee requests submitted with periods in excess of six (6) months or with an end date beyond June 30, 2022 must receive pre-approval by your Vice President/Dean (either verbally or using email) prior to submission of this form to the Vice President for Human Resources for exceptional approval .

Enter the Begin Date: (Required)

Enter the End Date:

Note: During the Flexible Work Arrangement implementation phase, (1) duration must not exceed six (6) months and (2) end date may not extend beyond June 30, 2022. Using this Request assumes prior approval by the Vice President for Human Resources for any exceptions to these rules.

- **Supervisor Name:** Enter the First and Last name of your supervisor.

Supervisor Name: First and Last (Required)

- **Requested Schedule Type(s):** Select the schedule type(s) that apply.

Requested Schedule Type(s)  
 Select all schedule types which apply to this Request. (Required)

Search ☰

Compressed Schedule: reducing the number of working days worked in a work week (for many employees, a standard workweek is five-days) while maintaining the total number of hours worked in a week.

Flextime Schedule: altering start times and departure times that are outside of a standard shift (for many employees, a standard shift is 8:30 am to 4:30 pm).

Hybrid Schedule: working from an Alternate Workplace one or more days a week.

- **Schedule submission:**

The employee will document their weekly work schedule and workplace location using this Schedule. Workday starting and ending times for a Flextime Schedule may be entered as multiple rows on a given day. For example, on Mondays an employee may work two blocks of time: from 8:30 am to 12:00 noon, take an hour for lunch, and then work from 4:00 pm to 7:30 pm (this presumes a seven-hour work day). Both blocks of time would be entered for Monday, with the appropriate designation for where the work was performed. The employee and supervisor may request one-day or short term adjustments to the Schedule based on operational needs. These adjustments must be documented in an email exchange and approved by the supervisor in writing. For Compressed Schedules write “Compressed” in the Start Time row for each day that is being eliminated.

If the employee will be working an alternate week schedule (one set of days for week one and a different set of days for week two, or some other alternating frequency) complete both weeks in the schedule.

[\*\*Download the template here.\*\*](#)

Please upload the schedule as provided. (Required)

Drop files here

or

Select files

- **Additional Comments:** Provide any explanatory comments regarding the schedule or the alternative week schedule you uploaded.

Provide any explanatory comments regarding the schedule or alternative week schedule uploaded:

If you do not have a comment enter NONE. (Required)

- **Justification:** Explain how job responsibilities fit with the proposed arrangement, any potential impacts of the proposed arrangement and how those would be addressed, and any implications for your unit, for students or others served by the position.

Explain how job responsibilities fit with the proposed arrangement, any potential impacts of the proposed arrangement and how those would be addressed, and any implications for your unit, for students or others served by the position. (Required)

- **Equipment:** Provide a list of all MSU equipment that will be used at the Alternate Workplace.

Provide a list of all MSU equipment that will be used at the Alternate Workplace:

NOTE: If there is no equipment enter NONE. (Required)

- 
- **Employee Representations:** Confirm that you agree with the Flexible Work Arrangements representations. If you have any concerns or are unable to reply “Yes,” select “No” and provide an explanation.

Do you agree with all of the following representations:

1. The employee is prepared to fulfill all job duties for the Position based on the Requested Schedule Types(s)
2. Any Alternate Workspace utilized by the Employee fulfills the definition under the Policy
3. The employee agrees to abide by the Flexible Work Arrangement Policy for University Employees and all University policies.
4. The supervisor and employee have established a plan to implement the Flexible Work Arrangement request and for the employee to fulfill all job duties of the Position (Required)

- Yes  
 No

- **Employee Policy and Procedure Acknowledgement:** Acknowledge that you agree with the Flexible Work Arrangements policy and procedures.

Employee Policy and Procedure Acknowledgement:

I have read and fully understand my responsibilities under the Flexible Work Arrangements for University Employees and agree to the duties, obligations, responsibilities and conditions of the Policy, as it may be revised, amended or modified based on operational needs. I understand and agree that this Flexible Work Arrangement request may be modified or terminated at any time at the sole discretion of the University due to changed circumstances or other University purposes. (Required)

- I Agree  
 I Disagree

- **Supervisor Representations:** Supervisors must apply a fair and equitable process to evaluating Flexible Work Arrangement Requests for eligible positions and employees. Decisions regarding Flexible Work Arrangement Requests must be made without bias or favoritism and must be consistent with the goals, objectives, and operational needs of the University and the employee's unit.

Prior to approving any Flexible Work Arrangement Request, Supervisors must review the Request with their Intermediate Manager (if the Supervisor does not report directory to a Vice President/Dean) to receive the Immediate Manager's agreement on the disposition of the Request. Supervisors and Intermediate Managers must consult with their Vice President/Dean regarding the Request prior to submission.

By approving this Request you are agreeing to the following Supervisor Representations:

1. The Position is eligible for a Flexible Work Arrangement under the Policy.
2. The supervisor and employee have established a plan to implement the Flexible Work Arrangement request and for the employee to fulfill all job duties of the Position.

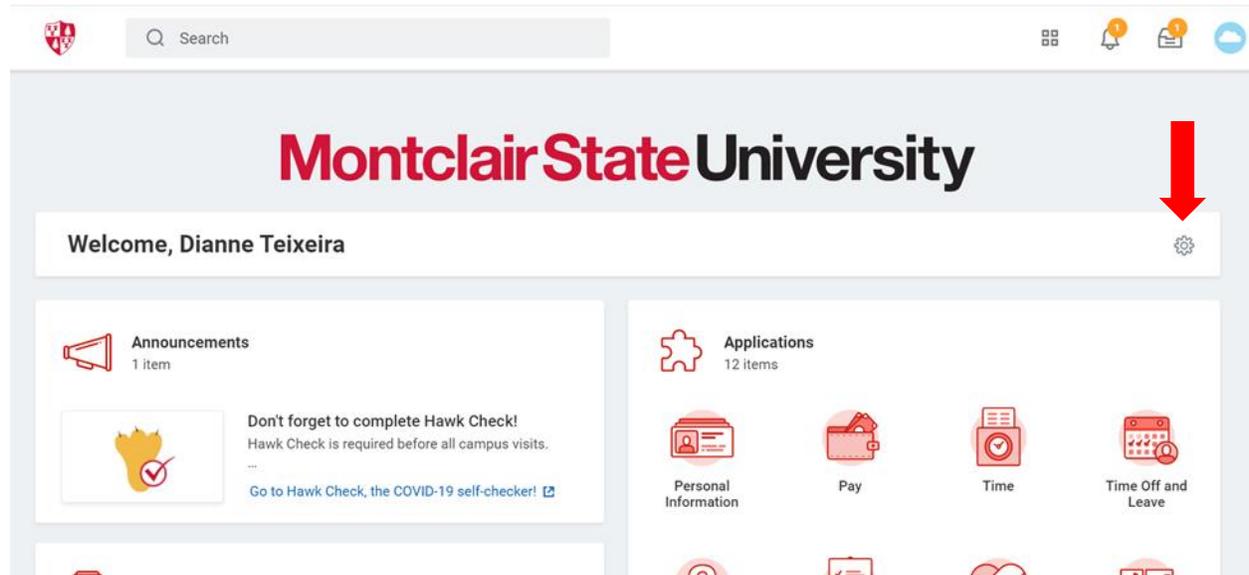
- 5) Click **OK** – to submit for approval. If there are any required questions which are unanswered the request will not submit due to errors and you will have an opportunity to correct the errors and resubmit.

## Request Workflow

- 1) The request will be sent to your Supervisor for approval. The request will then be routed to your division's Vice President or Dean.
- 2) Please note: if there is an Intermediate Manager between your Supervisor and the Vice President/Dean of your unit, the Intermediate Manager is not included in the Workday approval workflow. The Request is routed to the Vice President/Dean directly.
- 3) The Request Initiator will receive notification if your Supervisor and Vice President/Dean have approved the Request. The Request Initiator will also be notified if the Request is denied.

## Steps to add Requests worklet to your Home dashboard.

Find the gear on your Workday Home page.



Click on the gear to allow you add a worklet – click on the Plus button and select 'Requests':

**Configure Worklets**

**Required Worklets**  
The following worklets are required on your Home page.

Worklet	Worklet Title
Personal Information	
Pay	
Time	
Time Off and Leave	
Workday Resources	

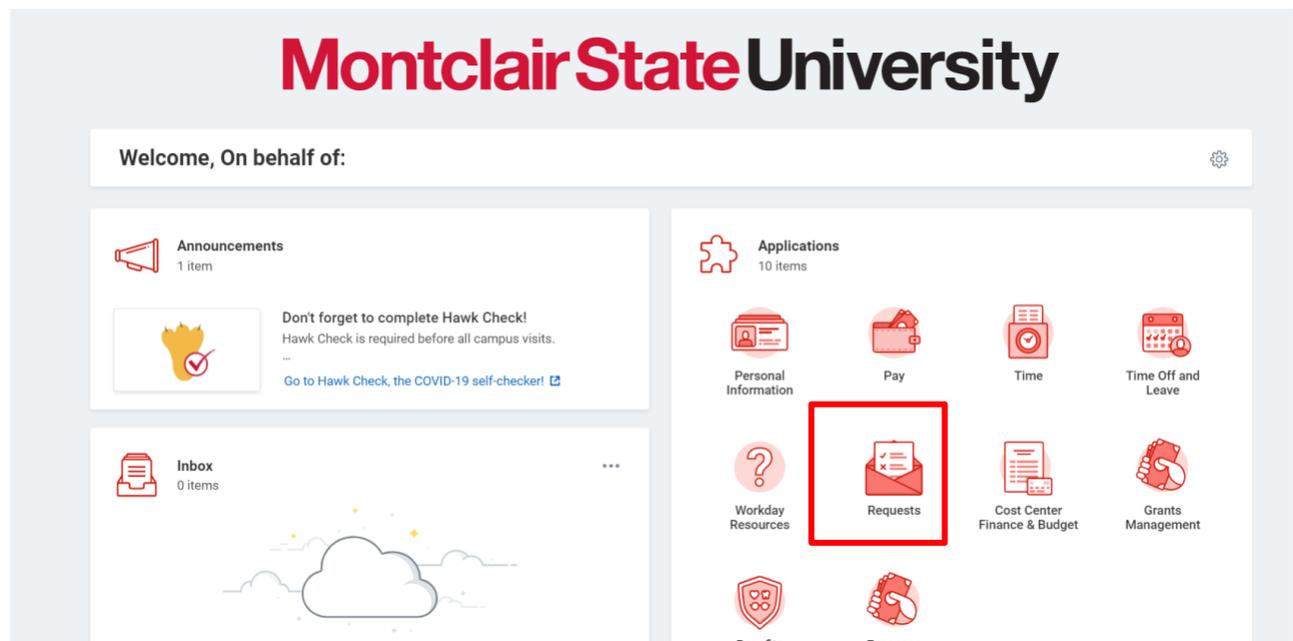
**Optional Worklets**  
Select the optional worklets you would like to include on your Home page.

Errors and Alerts Found

Order	*Worklet	Worklet Title
	Search	
	Requests	
	Cost Center Finance & Budget	

Click OK and Done.

The Requests worklet will appear on your Home Page.



The screenshot shows the Montclair State University Home Page. At the top, the university logo is displayed. Below it, a navigation bar says "Welcome, On behalf of:" with a gear icon for settings. The main content area is divided into two columns. The left column contains "Announcements" (1 item) with a "Hawk Check" reminder and "Inbox" (0 items). The right column contains "Applications" (10 items) with a grid of icons: Personal Information, Pay, Time, Time Off and Leave, Workday Resources, **Requests** (highlighted with a red box), Cost Center Finance & Budget, Grants Management, Benefits, and Evincee.