



Request Flexible Work Arrangement in Workday

Overview

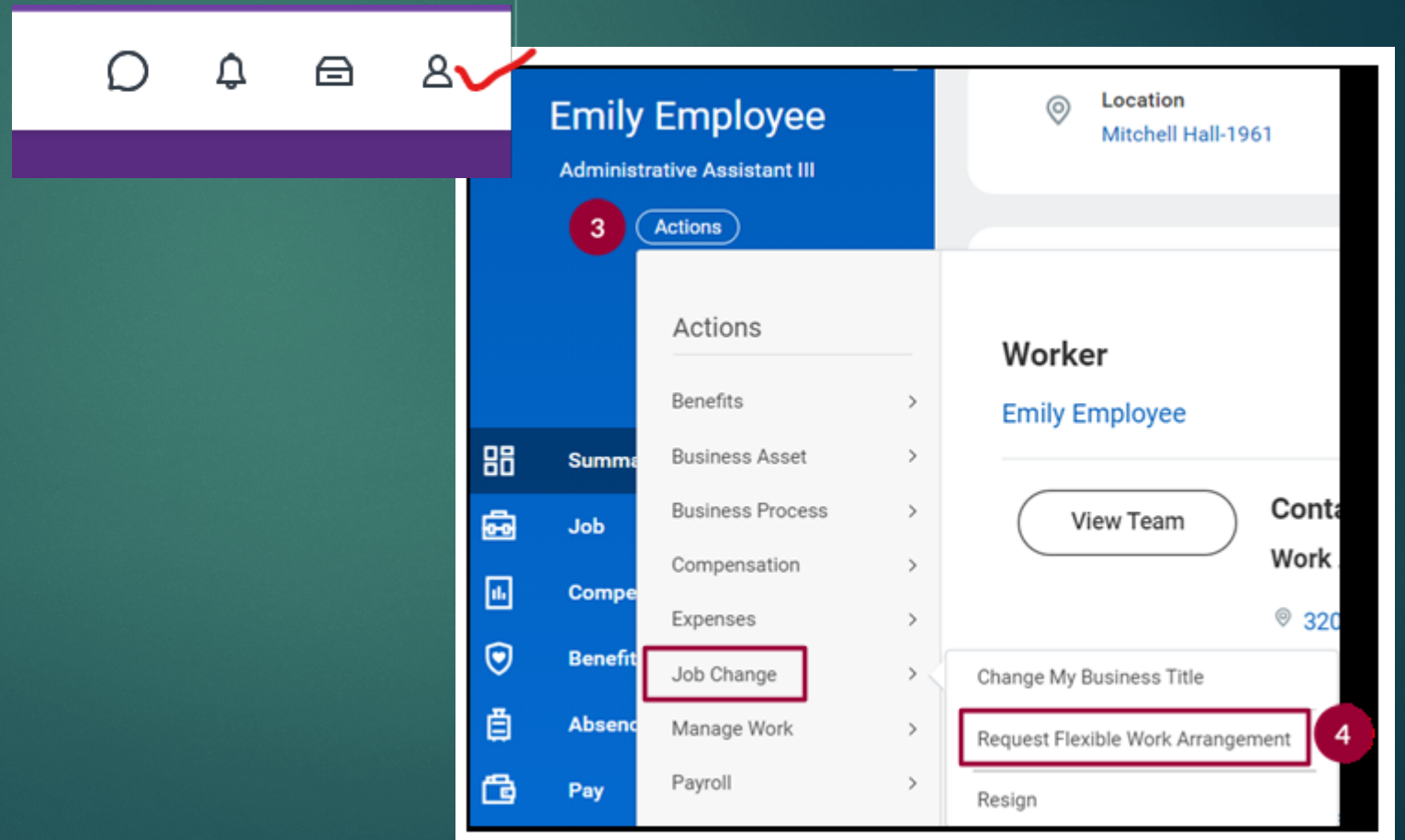
- Travel Expense Report (TER) is now known as “Expense Report” in Workday.
- Flexible Work Arrangement required BEFORE submitting an Expense Report.
- Applies to all faculty and staff working remotely.
- Annual Renewal Required on July 1st of each year.

Requirements

1. Submit a Flexible Work Arrangement Request in Workday.
2. Update your Home Contact Information
3. Complete the Flexible Work Arrangement Questionnaire

Submitting the Request

1. From Workday Home Page, click on Profile (person icon)
2. Click View Profile
3. Click on Actions
4. Hover over Job Change, Click Request Flexible Work Arrangement

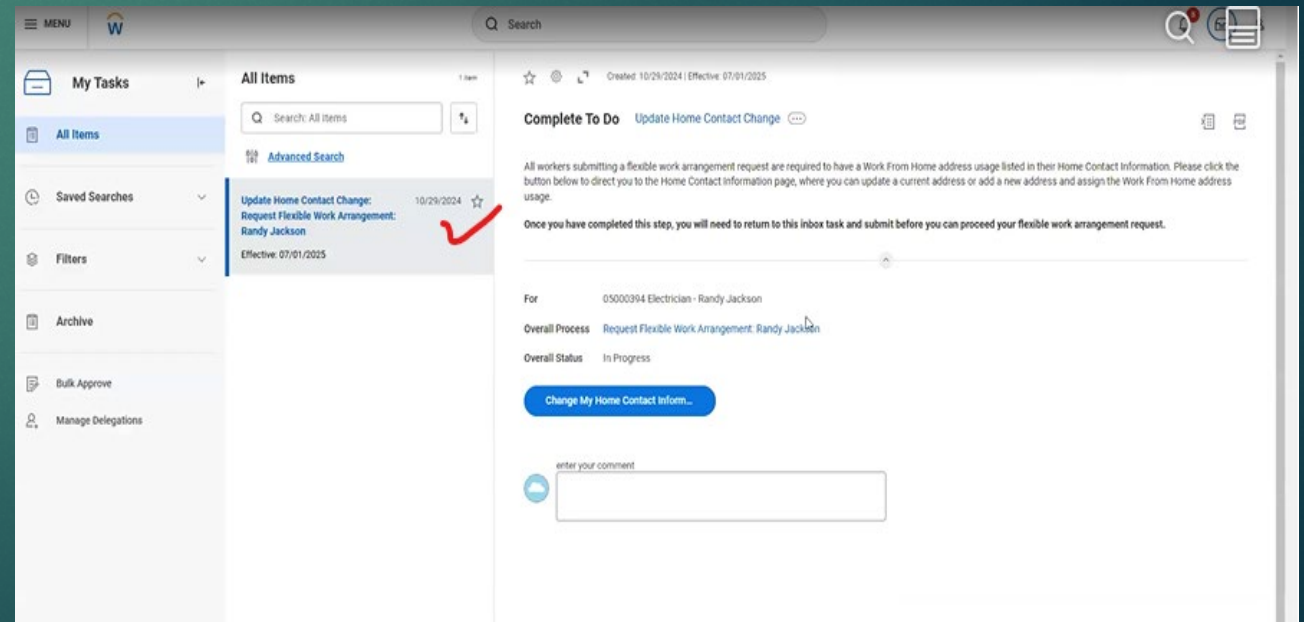


Submitting the Request – Step-by-Step Instructions

1. From Workday Home Page, click on Profile (person icon)
2. Click View Profile
3. Click on Actions
4. Hover over Job Change, Click Request Flexible Work Arrangement
5. Start Date: Prefills with Today's Date
6. Proposed End Date: End of your contract (e.g., 1/9/2026 or 5/23/2026)
7. Annual Submission: New contracts required each year starting July 1st
8. Position: Select correct one if more than one listed
9. Type: Fully Remote Home
10. No need to enter Hours/Days per Week/Days of Week

Updating Home Contact Information

- ▶ After submitting, Go to “My Tasks”
- ▶ Select Update Home Contact Change Task
- ▶ Click Change my Home Contact Information and then Edit
- ▶ Confirm accuracy and select the “Work from Home” under Usage
- ▶ Click Submit twice,
(once in task, once in My tasks)



Complete Questionnaire

- ❖ In My Tasks, click Complete Flexible Work Arrangement Questionnaire.
- ❖ NOTE: This is required to complete the Flexible Work Arrangement.
- ❖ Answer all questions
- ❖ Click Submit

All three tasks must be completed before routing for approval

Video Tutorial Workday Step-by-Step

- <https://kb.wisconsin.edu/workday/internal/144878#toc4>

Request Flexible Work Arrangement How-To Video

The screenshot displays the Workday user interface for a 'Request Flexible Work Arrangement' task. On the left, a 'My Tasks' sidebar lists 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The 'All Items' section shows a task titled 'Update Home Contact Change: Request Flexible Work Arrangement: Randy Jackson' with an effective date of 07/01/2025. The main content area includes a 'Complete To Do' section with a link to 'Update Home Contact Change'. Below this, a message states: 'All workers submitting a flexible work arrangement request are required to have a Work From Home address usage listed in their Home Contact Information. Please click the button below to direct you to the Home Contact Information page, where you can update a current address or add a new address and assign the Work From Home address usage. Once you have completed this step, you will need to return to this inbox task and submit before you can proceed your flexible work arrangement request.' The task details show 'For' as '05000394 Electrician - Randy Jackson', 'Overall Process' as 'Request Flexible Work Arrangement: Randy Jackson', and 'Overall Status' as 'In Progress'. A blue button labeled 'Change My Home Contact Inform...' is visible. At the bottom, there is a comment section with a text input field and a 'Post' button.

Questions

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