

# FlexWork@RU Pilot Program Application System User Guide

How to Submit and Review Flexible Work Arrangement Applications

FUTUREOFWORK.RUTGERS.EDU

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# Accessing the FlexWork@RU Pilot Program Application System

Before creating an application, you must review the <u>Rutgers Flexible Work Arrangement</u> <u>Policy</u>, <u>FlexWork@RU Pilot Program Guidelines</u>, and complete a <u>Department Needs</u> <u>Assessment and Team Agreement</u> with your department head or designee.

The flexible work arrangement is located in PeopleSoft under **Self Service, Flexible Work Arrangement**.

Listed below are the navigation steps:

- 1. Log into the MyRutgers Portal
- 2. Click on the NetID Icon on the top right corner

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Shortcuts			🗇 🚽 myRutgers Help			
cademics	Campus	Personal	How do I?	Help Resources	Help Desks	
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Sakai   Canvas Academic Calendar	<ul> <li>Off Campus Housing</li> </ul>	<ul> <li>Feedback</li> </ul>	myRutgers Showcase			9

3. Enter your NetID Login Information



NetID Login
NetID:
Password:
Ensure proper security — keep your password a secret
Ensure proper security — keep your password a secret
□ I am at a public workstation, disable single sign-on.

4. Select the "**Apps**" Icon on the left



5. Scroll down to the **Human Resources** section and select the "Employee Self Services (PeopleSoft) tile.

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Humar	Resources						See /
	Employee Self Services (PeopleSoft)	<u>،</u>	Guardian I-9 System 🎔 🏼 🎯		Effort Certification and Reporting Technology (ECRT)	\$	Salary and Wage Redistribution & Justification
	Recruitment, Onboarding, & Classification System (ROCS)	, ⊻	New Employee Checklist	i	Information for Faculty & Staff		Health Benefits
\$	Tax Savings Plans	。俞	Public Employees' Retirement System (PERS)	盦	Alternate Benefit Program (ABP)	<u> 1</u> 0	Employee Rights and Responsibilities

6. Navigate to the "Self Service" section and select "Flexible Work Arrangement" which will take you to the "Flexible Work Arrangement Requests Summary" page.

Rutgers	Rutgers
Favorites Main_Menu Personalize Content   Layout	Favorites Main Menu > Self Service > Flexible Work Arrangement
Main Menu	
Absence Reporting	Flexible Work Arrangement Requests Summary
Rutgers Interfaces	
Rutgers Reports Rutgers Reports D Fuman Resources D Finders Time and Labor 11 More.	Before creating a new request, you must review the <u>Rutgers Flexible Work Arrangement</u> <u>Policy</u> , <u>Elexible Work Arrangement Guidelines</u> website, and complete a <u>Department Needs</u> <u>Assessment / Team Agreement</u> with your supervisor.
Rutgers Extensions Rutgers Extensions E User Role Selau Human Resources	If you plan to request a flexible work arrangement where you work remotely, please ensure you have a Remote Work address and phone number on the self service <u>Home and Mailing</u> <u>Address</u> and <u>Phone Numbers</u> pages in order to submit the request successfully. Even if your
Self Service Name Let was a service information and activities. Exclusion Work Arrangement Particular Accompensation	remote work address and phone number are the same as your home/mailing address or home/cell phone number, a new Remote Work type needs to be added.
Peyrol and compensation <u>2 hore</u> <u>Annager Self Service</u> <u>Annager Service</u> <u>Annager Service</u>	There are no requests to display. Create New FWA Request
Elexible Work Arrangement	

# **Entering a Remote Work Address and Phone Number**

Please be advised, if you are submitting a flexible work arrangement where you will be working remotely, you will be required to first submit a remote work address and phone number (even if they are the same as your home address or phone number). This information must be submitted prior to completing the Flexible Work Arrangement Request Form.

1. On the "Flexible Work Arrangement Requests Summary" page, Click on the "**Home and Mailing Address**" link to add a remote work address.



2. On the "Home and Mailing Address" page, select Remote Work for the Address Type and click on Add.

Home and Iane Doe	Mailing A	ddress			
Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	06/24/2022	USA	1010 TestAddress Edison, NJ 08820 Middlesex	Ľ

3. Fill in the address and click on Save.

Favorites Ma	in Menu > Self Service > Personal Information > Home and Mailing Address
Add Demote	Work Address
Awa Kellive	. MALK UMMI 699
Change As Of	06/24/2022 👸 (example: 01/31/2000)
Country:	United States Change Country
Address 1:	
Address 2:	
Address 3:	
City:	State:
City.	State.
Postal:	
County:	
Save	Cancel

The new Remote Work address will be saved in the system.

#### Home and Mailing Address

Address Type	Status	As Of	Country	Address	Edit
Home	Current	06/24/2022	USA	1010 TestAddress Edison, NJ 08820 Middlesex	Ø
Remote Work	Current	06/24/2022	USA	1010 Test Address Edison, NJ 08820	Ľ

The process is similar for entering a Phone Number for remote work. On the "Flexible Work Arrangement Requests Summary" page, Click on the "**Phone Numbers**" link to add a remote phone number.

4. On the "Home and Mailing Address" page, select the Add Phone Number button.

avorites Main I	Menu > Self Service >	Personal Information	<ul> <li>Phone Number</li> </ul>	S	
Phone Nu	Imbers				
Jane Doe					
Enter your phon	e numbers below.				
ike to appear in		S". If you have a second ectorγ, add the phone tγ			
o receive a text Rutgers at: <u>http</u>	at will appear in the Ruto t message if a campus <u>s://personalinfo.rutgers.</u>	gers Online Directory. emergency occurs, regi			-
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o receive a text Rutgers at: <u>http</u> Phone Number	at will appear in the Ruto t message if a campus <u>s://personalinfo.rutgers.</u> rs	gers Online Directory. emergency occurs, regi <u>edu</u>	ster your mobile	phone numbe	-
To receive a text Rutgers at: <u>http:</u> Phone Number Phone Type	at will appear in the Ruto t message if a campus s://personalinfo.rutgers. rs *Telephone	gers Online Directory. emergency occurs, regi <u>edu</u>	ster your mobile	phone numbe Delete	-
Foreceive a text Rutgers at: <u>http:</u> Phone Number Phone Type Business	at will appear in the Ruts t message if a campus s://personalinfo.rutgers. TS *Telephone [848-445-3786	gers Online Directory. emergency occurs, regi <u>edu</u>	ster your mobile	Delete	-

5. A new line will be created; select **Remote Work** for Phone Type and fill in the number.

Phone Number: Phone Type	s *Telephone	Extension	Preferred	Delete
Business	848-445-3786			Î
Mobile	732-555-1234			Â
Home	908-555-4321			Î
~	•]			Î
Campus Dormitory FAX Home FAX	Number			

#### 6. Click on Save.

Favorites Main Menu > Self Service > Personal Information > Phone Numbers

#### **Phone Numbers**

Jane Doe

Enter your phone numbers below.

When selecting phone types, please be aware that the Primary phone type that appears in the Rutgers Online Directory is "BUSINESS". If you have a secondary campus number that you would like to appear in the Rutgers Online Directory, add the phone type "WORK". These are the only 2 phone types that will appear in the Rutgers Online Directory.

To receive a text message if a campus emergency occurs, register your mobile phone number with Rutgers at: <a href="https://personalinfo.rutgers.edu">https://personalinfo.rutgers.edu</a>

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	Delete
Business	848-445-3786			Î
Mobile	732-555-1234			Î
Home	908-555-4321			Î
Remote Wor 🗸	732-555-1234			Î
Add Phone N	umber			
Save				
* Required Field				

The new Remote Work phone is added to the system.

## Submitting or Modifying a Flexible Work Arrangement Application

1. From the Flexible Work Arrangement Requests Summary page, click on the "**Create New FWA Request**" button to begin the application form.



2. The application will begin with three (3) questions:

**Question 1:** Are you compliant with the Ethics Armor Program's requirement for submission of the <u>Annual Outside Activity Questionnaire (OAQ)</u>.

CUTGERS	Self Service > Flexible Work Arrangement
exible Work A	rrangement Pilot Program Application
Please fill out the informa	ion below in its entirety. Incomplete forms are subject to denial and may cause delays in the review process.
Selecting "No" to first two order to proceed, you mu	ion below in its entirely. Incomplete forms are subject to denial and may cause delays in the review process. guestions below will connect you to additional information to ensure these single have been completed prior to submitting your application. In select return and legin a new Fischel Work Arrangement application. he Annual Outside Activity Questionnaire?

After completing the OAQ and answering the question appropriately, you will be asked the second question.

**Question 2:** Did you meet with your supervisor and/or department to complete the <u>Department Needs Assessment</u>?



The third question is a follow-up regarding the Department Needs Assessment.

**Question 3:** Was there a Flexible Work Arrangement option that met the operational needs of the department and agreed upon?



If you answer "No" to the third question, you will be asked to provide additional information prior to completing the request form.

	GERS	
exible	Work Arrangement Pilot Program Application	
quest Form	m	
electing "No"	ut the information below in its entirety. Incomplete forms are subject to denial and may cause delays in the review process. 16' to first two questions below will connect you to additional information to ensure these steps have been completed prior to submitting your a ceed, you must elect return and begin a new Flexible Work Arrangement application.	pplication. In
lave you co	completed the Annual Outside Activity Questionnaire?	
• Yes	No	
Department	nt Needs Assessment complete?	
• Yes	No	
Vas the flex	exible work arrangement request supported by your supervisor based on the Department Needs Assessment?	
Ves	No	
	and I understand the operational needs of the department & would still like to submit the request due to specific	
circumsta	stances outlined below.	

If you answer "Yes" to the third question, the additional fields required to complete the application will be displayed.

# In the next section, you will be asked to fill in the time period for the requested flexible work arrangement, your Department Head and Supervisor's ID.

3. When selecting the Requested Start Date and Requested End Date, please note that employees may not submit any time prior to the effective date of the FlexWork@RU Pilot Program (September 1, 2024) and may not submit a date beyond the end of this pilot program period (August 31, 2025).

Request As Of	07/14/2022	Request Status New Request
*Request Start Date		*Request End Date
*Department Head	Q	
*Supervisor ID		

4. Click on the magnifying glass to search for your Department Head/Supervisor by name.

Request As Of 07/14/2022 Request Stat	us New Request	
*Request Start Date Request End	Date	
*Department Head	Look Up 🔀	Look Up
*Supervisor ID Condensed Work Select Flexible Work Arrangement Type O Hybrid O Condensed Work O Fully Remote O Flex Workday	Look Up Department Head Empl ID: begins with v Name: begins with v First Name: begins with v	Look Up Supervisor ID Empl ID: begins with v Name: begins with v
List of university assigned equipment for remote work	Last Name: Degins with V Look Up Clear Cancel Basic Lookup Searching this table may take a long time. Enter values above before requesting Lookup.	Last Name: begins with v Losk Up Clear Cancel Basic Lookup Searching this table may take a long time. Enter values above before requesting Lookup
List of duties to be performed on-site		

5. After selecting your Supervisor's ID, continue completing the form by selecting the Flexible Arrangement Type you and your supervisor agreed upon.

Request As Of	07/14/2022	Request Status New Reque	est	
*Request Start Date	09/01/2022	*Request End Date 06/30/2023	3	Ĵ
*Department Head	00012274	Vivian Fernandez		
*Supervisor ID	00003747	Melissa Marrero		
Select Flexible Wor	k Arrangement Type			Select Location
Hybrid	Oc	ondensed Workweek		NJ, NY, PA, or DE
O Fully Remote	OF	ex Workday		$\bigcirc$ Other State (not listed above)

6. Continue completing the form by entering information in the listed field boxes.

List of university assigned equipment for remote work	
List of duties to be performed on-site	
I	
List of duties to be performed remotely	

and side to enter the	e & Two corresponds t e Week Two schedule		riod. If the schedule for	Pay Period Week Two is	: different than Week On	e, click the plus sign o	on the right
equence#	1	*Pay Period We	ek One 👻				
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
tart Time							
nd Time							
emote/In-Person	×	~	~	~	~	~	~
employing	appropriate inform	nation protection and date information to	furnishing and maint I security measures; my supervisor, team ations that impair m	; and complying with members, custome	all other policies an rs and other busines	l guidelines of the s contacts, regard	
hours and lagree that present in lunderstar	t remote work is n the Alternate Worl nd that the universi	ot a substitute for cl & Location. ity reserves the right	nild or dependent car t and discretion to de Iternate work arrang	etermine, approve, m	- iodify, or revoke at a	- ny time an alternate	e work arrangement.
hours and l agree that present in t l understar is the unive procedure	t remote work is n the Alternate Worl nd that the universi ersity's exclusive o t changes to my al	ot a substitute for cl < Location. ity reserves the right lecision to provide a	t and discretion to de Iternate work arrang	etermine, approve, m ements and that dec	odify, or revoke at a cision is not subject t	ry time an alternate o any grievance or	e work arrangement.
hours and the ho	t remote work is n the Alternate Work ad that the universi rsity's exclusive o t changes to my al e move. at the information o	ot a substitute for cl < Location. ity reserves the right lecision to provide a ternate work locatio	t and discretion to de Iternate work arrang n immediately and w lication is true to the	etermine, approve, m lements and that dec ill submit a new flexi	odify, or revoke at a isision is not subject ible work arrangeme	ny time an alternate o any grievance or nt application if my	e work arrangement. problem-solving v change includes an

- 7. The **Submit** button will be enabled after the employee has completed all the acknowledgements at the bottom of the form. The **Return** button will bring the employee back to the initial landing page.
- 8. After clicking on "Submit", a message box will appear to confirm your submission.



Click on "OK" to proceed with submitting your flexible work arrangement application.

If you updated your Remote Address prior to completing the request form, the form will save and your submission will be complete.

If you did not update your Remote Address, a message box will appear to remind you to update your Remote/Hybrid Work Address and Phone Number. You will not be able to submit the request form until your Remote/Hybrid Work Address and Phone Number is updated.

Message	×
For Flexible Work Arrangement Type - Remote/Hybrid, Remote Work address must be defined in order to submit the FWA request successfully. You can update this information at Main Menu >> Self Service >> Personal Information >> Home and Mailing Address	
ОК	

# How to Review Flexible Work Arrangement Applications (Department Head or Designee and Cabinet Officer)

This section of the guide is for department heads or designees to review submissions in the approval queue.

Submitted flexible work arrangement(s) will be located in PeopleSoft under **Manager Self Service, Flexible Work Arrangement**.

Listed below are the navigation steps:

- 1. Log into the MyRutgers Portal
- 2. Click on the NetID Icon on the top right corner

						Tutonal Video People V	RU S
						a CommunityID •	NetID +
Shortcuts			0	- myRutgers Help			
loademios	Campus	Personal		How do I?	Help Resources	Help Desks	
Interim Grades Official Crades MV.Schodule Course Offenings Course Chemings Course Chemings Course Navigator for Student Decome Navigator for Advisor	Cur Campuses     Diring Almous     Parking Transportation     Parking Transportation     Parking Transportation     Parking Transportation     Parking Transportation     Parking Transport     Cattery Services     Playsing	Cannob Password Reset     Canf Bacardong Jahannia     Ratiens Bini     Examinal Ad     Parsonal Ad     Pa		Add a channel     Remove a channel     Chance contailaito     Verv an aied     Provide feedback     Post announcement	User Guide     Quick Start Guide     Aldrid Guidk Start     Aldrid Guidk Start     EGGs	<ul> <li>Canadati <ul> <li>Historiati <li>Historiation</li> <li>Historiation</li> <li>Patrics</li> </li></ul> </li> </ul>	
Sakai   Canvas Academic Calendar	Contracting     Off Campus Housing	<ul> <li>Feedback</li> </ul>		- myRutgers Showcase			9

3. Enter your NetID Login Information



NetID Login							
NetID:							
Password:							
Ensure proper security — keep your password a secret							
Log In							
Forgot your NetID or password? First-time users, activate your NetID. Need more help?							
For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!							

4. Select the "**Apps**" Icon on the left menu

		t <sub>4</sub>	Search Apps	Q	€
	Human Resources			See Al	
····	Apps     Employee Self Services     Guardian I-9 System     Effort Certification and Reporting Technology (ECRT)       (PeopleSoft)     Image: Control of the service of th	\$	Salary and Wage Redist Justification	ribution &	
	Recruitment, Onboarding, & Classification System (ROCS)	<b>у</b>	Health Benefits	¥ 0	
\$	Tax Savings Plans     Public Employees' Retirement     Alternate Benefit Program (ABP)       System (PERS)     Image: Comparison of the state of th		Employee Rights and Responsibilities	¥ 0	
	< •••• >				

5. Scroll down to the Human Resources section and select the "**Employee Self Services** (**PeopleSoft**)" tile

				R	RUTGER	5	ų	Search Apps		٩
Humar	Resources								SI	ee All
<b>i</b> şii į́i	Employee Self Services (PeopleSoft)	0	ŕ	Guardian I-9 System	. 🖿	Effort Certification and Reporting Technology (ECRT)	\$	Salary and Wage Redist Justification	tributic	
	Recruitment, Onboarding, & Classification System (ROCS			New Employee Checklist	i	Information for Faculty & Staff		Health Benefits	v	0
\$	Tax Savings Plans	0	盦	Public Employees' Retirement System (PERS)	俞	Alternate Benefit Program (ABP)	<u> 4</u>	Employee Rights and Responsibilities		0

6. PeopleSoft will open to the "Main Menu" page. On the Main Menu, navigate to the "Manager Self Service" section and select "Flexible Work Arrangement"



7. The Flexible Work Arrangement request queue will appear.

Rutgers									
Favgrites Main Menu > Manager Self Service > Flexible Work Arrangement									
Flexible Work Arrangement Requests									
								Customize   Fir	14   🗗   🛗 First 🗹 1-5 of 5 🖸 Last
Name	Empl ID	Empl Record	Request Number	Request Date	Request Status	Dept ID	Dept Description	Job Title	View/Approve Request
Jessie James	00003666	5 C	) 1	07/20/2022	Pending Approval - Dept. Head	10471	Research Financial Services	ASSOCIATE DIRECTOR	View/Approve Request

8. Click on the "View/Approve Request" link to see the submitted request.

RUTGERS Favgrites   Main Menu > Manager Self Service > Flexible Work Arrangement									
Flexible Work Arrangement Requests									
								<u>Customize</u>   Fin	d   🖾   🛗 First 🗹 1-5 of 5 🖸 Last
Name	Empl ID	Empl Record	Request Number	Request Date	Request Status	Dept ID	Dept Description	Job Title	View/Approve Request
Jessie James	00003668	0	1	07/20/2022	Pending Approval - Dept. Head	10471	Research Financial Services	ASSOCIATE DIRECTOR	View/Approve Request

The submitted request form will open in a Read Only mode. The approver will not be able to modify the information submitted by the requestor. Approver will have the ability to add comments and approve or deny the request.

Select Flexible Work Arrang	jement Type	Select Location
Hybrid	O Condensed Workweek	NJ, NY, PA, or DE
C Fully Remote	Elex Workday	Other State (not listed above)
List of university assigned as	winnent for romate work	
List of university assigned ed Laptop	quipment for remote work	
Cabrob		
List of duties to be performe	d on-site	
Production Support		
T		
List of duties to be performe	d remotely	
Production Support		

#### **Flexible Work Arrangement Pilot Program Application**

Jessie James			Request Number	1	
Request Form					
Selecting "No" to first tw	o questions below w			t the review process. een completed prior to submitting your application.	
Have you completed	the Annual Outside	e Activity Questionnaire?			
🔍 Yes 💦 No					
Department Needs A: Yes No	ssessment comple	ete?			
Was the flexible worl Yes No	< arrangement req	uest supported by your s	supervisor based on the Department	Needs Assessment?	
Request As Of	07/20/2022	Request Status	Pending Approval - Dept. Head		
Request Start Date	09/01/2022	Request End Date	06/30/2023		
Department Head	00038527	Jane Doe			
Supervisor ID	00038527	Jane Doe			

Note: Please enter t		re, put 'a' for AM and 'p'					First N 1 of 1 V Last
					PM; 8.30 or 8:30 would is different than Week O		
and side to enter t	the Week Two schedu	le.					
equence#	1	Pay Period W	/eek One				
2	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
tart Time			8:00AM	8:00AM	8:00AM	8:00AM	8:00AM
nd Time			4:30PM	4:30PM	4:30PM	4:30PM	4:30PM
emote/In-Perso	on		In-Person	In-Person	Remote	In-Person	Remote
l have read	and understand t	he Flexible Work Ari	rangement Policy out	tlined <u>here</u> .			
l acknowled	dge and agree to t	he Flexible Work Ar	rangement Guideline	es outlined <u>here</u> .			
l acknowled	dge and agree to t	he Performance Ex	pectations for Remo	te Work outlined <u>her</u>	<u>e</u> .		
					lefined by state or fea		
	tive bargaining ag prior to working o		ersity and departme	ntal policies and pro	cedures including ob	taining approval in	advance from my
					orksite (if applicable) h all other policies an		
					ers and other busines required work as so		ling work location and
	remote work is n he Alternate Worl		hild or dependent ca	re and that other arr	angements are nece	ssary for care of d	ependents that are
				,	nodify, or revoke at a cision is not subject		e work arrangement. r problem-solving
I will report out-of-state		ternate work locatio	on immediately and w	vill submit a new flex	kible work arrangeme	ent application if m	y change includes an
		contained in this app nove facts are found		e best of my knowled	lge and I understand	that I subject mys	elf to disciplinary
nployee Commo	ents						
pprover Comm	uents				//		
					/		
A Postor 10	ted Dr.			D	Culumittad Cri	-	
equest Submitt	ted By Jessie (	James		-		07/20/2022 1:09:4 07/20/2022 1:09:4	
epartment Hea	id Jane Do	De			ad Approved On	0772072022 1.08.4	
abinet Officer	04.10 D				Officer Approved On		
				UHR Appr	round On		
IHR				оптенри	loveu on		

The Department Head and Cabinet Officer will have the ability to view, approve or deny any requests where they have been designated as a department head or cabinet officer.

Favorites Main Menu > Manager Self Service > Flexible Work Arrangement

#### Approve:

Triggers an e-mail to the Employee (cc Supervisor) indicating it has been approved. Status will be changed to Approved (unless requires Cabinet Officer approval) and the Dept. Head Approved On date/time will be captured.

#### Deny:

Triggers an e-mail to the Employee (cc Supervisor) and the employee can edit the request and re-submit for approval. Status will be changed to Denied.

### Return:

Transfers the user back to the landing page/approver queue.

When reviewing the submitted requests in your queue, please be advised of the following:

- Requests that *need to be approved* will have a *View/Approve Request* link.
- Previously *approved, denied or withdrawn* requests will have a *View Request* link.
- Requests where the user is designated as a *Supervisor* will only have a *View Request* Link.

Flexible Work Arrange	ement l	Reques	sts						
Anne Empl D Empl Request Date Request Status Dept ID Dept Description Job Title View/Approve Request									
John Smith	00001157	Record 1	Number 1		Pending Approval - Dept. Head	10231	Engn - Mech & Aerospace Engn		View/Approve Request
John Smith	00001157	0	1	06/24/2022	Pending Approval - Cabinet	10229	Engn - Computing Services	ASSOC DIR INFO TECH	View Request
John Smith	00018618	5 O	1	05/20/2022	Denied	10715	Administrative Systems	APPLICATION DEVELOPER	View Request
John Doe	00009867	0	1	06/13/2022	Withdrawn	10294	School of Graduate Studies	ASSOC DEAN II	View Request

9. If the request is for three 3 or more days working remote or fully remote, the Department Head approver will pick the Cabinet Officer Approver and click on Approve or click on Deny. If the request is not approved by the Department Head, the Department Head must add Approver Comments stating the reason for the denial and click on Deny. Similarly, if a request for 3 or more days working remote or fully remote is denied by the Cabinet Officer, the Cabinet Officer must add Approver comments.

If an approver wants to deny the request then they must fill in comments. If the comments box is left blank, the following error will be displayed.



If the request requires a Cabinet Officer approver and the Department Head does not select an approver the following error will be displayed.

Message	×
Cabinet Officer Required. Please select a Cabinet Officer Approver. (32004,34)	
ОК	

If the Department Head Approver has comments keyed in and the Cabinet Officer denies the request without adding new comments, the following error will be displayed.



Fully remote work arrangements require approval by the Department Head, Cabinet Officer and University Human Resources.

Once approved by the Department Head and Cabinet Officer, requests for fully remote work arrangements will be moved to UHR for review.

Any denied request (either by the Department Head and/or Cabinet Officer) is sent back to the employee. After a request has been denied, the employee may modify a flexible work arrangement request based on the comments made by the Department Head and/or Cabinet Officer and may re-submit the modified request to the Department Head. The employee can click on **Modify Request** link and change information.

#### Flexible Work Arrangement Requests Summary

Jane Doe

Before creating a new request, you must review the <u>Rutgers Flexible Work Arrangement</u> <u>Policy, Flexible Work Arrangement Guidelines</u> website, and complete a <u>Department Needs</u> <u>Assessment / Team Agreement</u> with your supervisor.

If you plan to request a flexible work arrangement where you work remotely, please ensure you have a Remote Work address and phone number on the self service <u>Home and Mailing</u> <u>Address</u> and <u>Phone Numbers</u> pages in order to submit the request successfully. Even if your remote work address and phone number are the same as your home/mailing address or home/cell phone number, a new Remote Work type needs to be added.

Request Number	Request Date	Request Status	Dept ID	Dept Description	Job Title	
1	05/20/2022	Denied	10715	Administrative Systems	APPLICATION DEVELOPER	Modify Request

Create New FWA Request

# My Flexible Work Widget

The "My Flexible Work" widget has been created to make the Flexible Work Arrangement processes more intuitive and easy to access.

When logging into the MyRutgers Portal, the "My Flexible Work" widget will be available on the dashboard right beside the employee's profile (as shown below):



Employees can click on the Request/Change FWA button to launch the PeopleSoft intake form.

The widget will also provide information regarding the status of the employee's FWA request:

My Flexible Work X									
ASST DIR ENTERPRISE BUS DEV									
Flexible Work Arrangement (FWA): Hybrid									
Effective:Dept: OIT-Enterprise ApplicExpiration:2022-08-01Services2023-06-30									
<b>Request Submitted</b>									
Status for request #2: Pending Approval - Dept. Head									
[ Status updated as of 20th July 2022 11:30 AM ]									
REQUEST /         APPROVE /         READ           CHANGE         ASSIGN         FWA policy           FWA         FWAs         FWAs									

Once the employee's FWA has been approved, it will display the approved schedule:

My Fl	My Flexible Work											
	PROGRAMMER ANAL I											
Flexible Work Arrangement (FWA): Hybrid												
Effective: Dept: OIT-Enterprise Applic Expiration: 2022-07-01 Services 2023-06-30												
Reque	st #2				We	eek 1						
SUN	MON	TUE	WED	THU	FRI	SAT						
-	08:00 am	08:00 am	08:00 am	08:00 am	08:00 am	-						
	04:00 pm	04:00 pm	04:00 pm	04:00 pm	04:00 pm							
	💄 In-	Person		😭 Re	mote							
	[ Status	updated	as of Jul	y 20th 3:3	30 PM ]							
					$( \square )$							
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CH/	QUEST / ANGE	ASS	PROVE / SIGN		<mark>AD</mark> /A policy							
FW	4	FW	AS									

From the approver (department head, cabinet officer, UHR) point of view, the widget will also display the number of outstanding FWA applications waiting for review:

My Fle	My Flexible Work											
Application Developer												
Fexible Work Arrangement (FWA): Hybrid												
Effective: 05-17-2022 Dept: OIT/MAP Expiration: 05-25- 2023												
				Wee	k1   W	eek 2						
SUN	MON	TUE	WED	THU	FRI	SAT						
-		10:00 AM 06:00 PM	10:00 AM 06:00 PM	10:00 AM 06:00 PM		-						
	<ul> <li>In-Person Remote</li> <li>2 FWA requests pending for your approval</li> </ul>											
F	REQUEST / CHANGE FWA FWA READ FWA FWAS READ FWA FWAS READ FWA policy											

# Modifying/Canceling/Withdrawing a Flexible Work Arrangement

When logging into the MyRutgers Portal, click on the Request/Change FWA button in the "My Flexible Work" widget to launch the PeopleSoft intake form (as shown below):



1. If your flexible work arrangement **has not been approved** yet, you may click on the View/Withdraw Request button to withdraw the application and submit a new one.



- 2. Click on the Withdraw button at the bottom of the flexible work arrangement to withdraw your application and submit a new one. Follow the instructions outlined on page 7 to submit a new application.
- 3. If your flexible work arrangement **was previously approved**, click on the View/Cancel Request button to see the details of your current flexible work arrangement and cancel it.

RUTGER	S	The second			Home	Worklist	Add to Favorites	Sign out				
Favorites Main Me	nu > Self Service	e > Flexible Work Arrangement										
					ح	New Window (	? Help Zuste	omize Page				
Flexible Wo	r <mark>k Arrangen</mark>	nent Requests Summa	У									
Before creating a Team Agreement			<u>'ork Arrange</u>	ment Policy, Flexible Work Arrangemen	t Guidelines website, and complet	e a <u>Departmen</u>	nt Needs Assessm	ent /				
and Phone Numbe	If you plan to request a flexible work arrangement where you work remotely, please ensure you have a Remote Work address and phone number on the self service <u>Home and Mailing Address</u> and <u>Phone Numbers</u> pages in order to submit the request successfully. Even if your remote work address and phone number are the same as your home/mailing address or home/cell phone number, a new Remote Work type needs to be added.											
Request Number	Request Date	Request Status	Dept ID	Dept Description	Job Title							
1	08/16/2022	Approved				View/Cancel	I Request					
Create New FWA	Request											

4. Click on the Cancel button at the bottom of the flexible work arrangement and follow the instructions outlined on page 7 to submit a new application.

Last Updated 1/16/2024