FlexWork@RU Pilot Program Application System User Guide

How to Submit and Review Flexible Work Arrangement Applications
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Accessing the FlexWork@RU Pilot Program Application System

Before creating an application, you must review the Rutgers Flexible Work Arrangement Policy, FlexWork@RU Pilot Program Guidelines, and complete a Department Needs Assessment and Team Agreement 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

3. Enter your NetID Login Information

   ![MyRutgers Portal](image)

4. Select the “Employee Self Service” Tab

   ![Employee Self Service Tab](image)
5. On the “Employee Self Service” page, select “**PeopleSoft**” on the side menu under the “Resources” section. This will bring you to the PeopleSoft “Main Menu” page.

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

3. Fill in the address and click on Save.

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

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

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 https://personalinfo.rutgers.edu

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>*Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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</tr>
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<td>Home</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Remote Work</td>
<td>732-555-1234</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Required Field

The new Remote Work phone is added to the system.
Submitting 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 [Annual Outside Activity Questionnaire (OAQ)](#)?

   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 [Department Needs Assessment](#)?
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.

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, 2022) or beyond the end of the current fiscal year (June 30, 2023).
4. Click on the magnifying glass to search for your Department Head/Supervisor by name.

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

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

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

OK
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

3. Enter your NetID Login Information

   ![NetID Login](#)

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

4. Select the **Employee Self Service** Tab

   ![Employee Self Service](#)
5. On the “Employee Self Service” page, select “**PeopleSoft**” on the side menu under the “Resources” section.

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.

8. Click on the “View/Approve Request” link to see the submitted 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.
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.
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.

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.

![Message]

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

![Message]

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.

![Message]

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 [Remote Flexible Work Arrangement Policy](https://flexwork.ru.edu) website and complete a [Department Needs Assessment / Team Agreement] 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 [Home and Mailing Address] and [Phone Number] 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/office phone number, a new Remote Work type needs to be added.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Request Date</th>
<th>Request Status</th>
<th>Dept ID</th>
<th>Dept Description</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>05/20/22</td>
<td>Denied</td>
<td>10716</td>
<td>Administrative Systems</td>
<td>APPLICATION DEVELOPER</td>
</tr>
</tbody>
</table>

[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. It will be launched alongside PeopleSoft.

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

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: