

## Flex Work Instructions

THIS JOB AID IS FOR: Employees

1. Select the **Search** bar on the Workday@OK home screen and enter **Request Flexible Work Arrangement**.

2. Select **Type**:

- **Full-time in-office:** for employees that are in the office 100% of the time.
- **Full-time remote:** for employees that have approval to telework 100% of the time.
- **Hybrid-remote:** for employees that work from home 1 or more days per week.

### Important to Note for Selecting:

#### Full Time Remote:

- Selecting a "Full Time Remote" reason will require you to attach your Agency Director's approval. Be sure to utilize the document category of "Flexible Work Arrangement" when uploading approval documentation.

#### Hybrid-Remote:

- Selecting a "Hybrid-Remote" reason will require you to select the days you will be working outside of the office.
- Selecting a "Hybrid-Remote" reason will require you to attach your Agency Director's approval. Be sure to utilize the document category of "Flexible Work Arrangement" when uploading approval documentation.

Both selection options will route to your manager for review.

Start Date \* 01/28/2025 

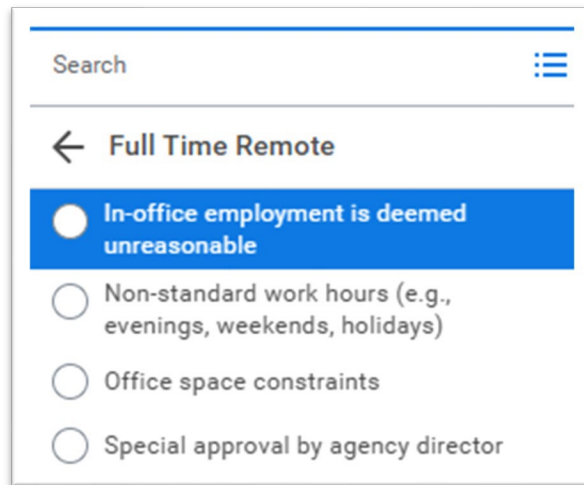
Proposed End Date MM/DD/YYYY 

Position \* 0900097700002 Human Resources Manager 

#### Details

Type \* 

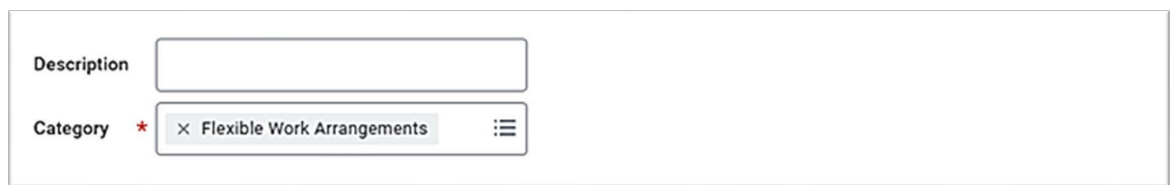
3. Employees requesting full-time in office select **Full-Time In-Office** in the **Type** field and select **Submit**. This will auto complete and bypass the agreement and approval process.
4. Employees requesting **Full-Time Remote** or **Hybrid-Remote** will need to
  - a. Select a pre-populated reason for the request.



The screenshot shows a mobile application interface. At the top, there is a search bar with the word "Search" and a hamburger menu icon. Below the search bar is a back arrow and the text "Full Time Remote". A list of four radio button options is displayed:

- In-office employment is deemed unreasonable
- Non-standard work hours (e.g., evenings, weekends, holidays)
- Office space constraints
- Special approval by agency director

- b. Attach a document with their agency director's approval using the category **Flexible Work Arrangements**. The process will not be submitted if there is no approval attached.



The screenshot shows a form field for "Category". The label "Description" is above an empty text input field. Below it, the "Category" label is followed by a red asterisk and a dropdown menu. The dropdown menu is open, showing the selected option "Flexible Work Arrangements" with a close button (x) and a hamburger menu icon.


5. All Teleworking employees will receive a **Review Documents** step to agree to the **Employee Flex Work Arrangement** statement.

## Review Documents

Review Documents for Request Flexible Work Arrangement

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### Documents

Document	 Employee Flex Work Agreement
Signature Statement	Employee has read, understands and has been provided an opportunity to ob guidelines and standards prescribed by their agency and the supervisor(s) of
I Agree	<input type="checkbox"/>

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Comment

6. Once the **Review Documents** step is submitted, the request will route to the employee's immediate supervisor for approval.

7. The supervisor can approve or send back the request. Select **Approve**. Once approved, the process is complete.