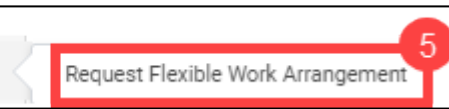
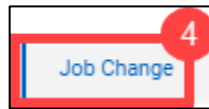
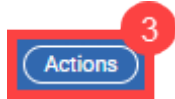
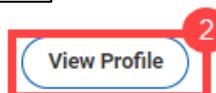


# Register for Flexible Working Arrangement

The **Request Flexible Working Arrangement** task is a for workers to request working arrangements such as fully on-site, fully remote, and hybrid. Prior approval is required.

## Register for Flexible Working Arrangement

1. From the Workday Home Page Page, go to **Profile**.
2. Select **View Profile**.
3. Hover to the Actions icon and select to open the Related Actions menu.
4. Go to **Job Change**.
5. Select **Request Flexible Work Arrangement**.
6. Select **Start Date**.
7. Optional: Select **Proposed End Date**.
8. Select **Type**. Only one value may be selected.
9. If you selected **Hybrid** for **Type**, update at least one of the following three fields:
  - Hours per Week
  - Days per Week
  - Days of the Week
10. Optional: Enter comment.
11. Optional: Attach an attachment
12. Select **Submit**.



## Complete Questionnaire

13. Immediately after step 12, select **Complete Questionnaire**. Otherwise, go to **My Tasks** and choose the related **Complete Questionnaire** task.
14. Select **Specify Remote Address**.
15. If the remote work location address is different from home address, enter the remote work location address.
16. Select **Submit**.

## Review Documents

17. Immediately after step 12, select **Review Documents**. Otherwise, go to **My Tasks** and choose the related **Review Documents** task.
18. Select and read the **Flexible Work Arrangement** document.
19. Select the checkbox next to **I Agree**.
20. Select **Submit**.