


## FWA Ceridian Submission and Review Process

### Employee FWA Request Process – Ceridian Dayforce

- Log in under your **Employee – Time Entry** user role.
- Click the  **Profile** at the right-hand corner of the screen, then select **Profile**.
- The **Personal** screen will display as the default.
- Click the **Forms** tab. A list of Self-service forms will display. Click on **Flexible Work Arrangement**.
- Make your selection under **FWA Status** drop-down list.
- Ensure you attached a **signed** copy of the FWA Agreement to your request.
- Click **Submit**.

You supervisor will receive your request and will **Accept** or **Reject** your request. If they **Reject**, it will be routed back to you, and you can either update and Resubmit or Withdraw.

If they **Accept**, your profile will be updated with a related record to track your Flexible Work Arrangement and the Flexible Work Agreement you attached will be saved in Dayforce.

Upon supervisor approval, you may commence your FWA.

### Supervisor FWA Approval/Rejection Process – Ceridian Dayforce

- All **FWA** requests will go to your **Dayforce Message Centre**, with a related email notification.
- Click on the notification to review the request and FWA Agreement Form.
- Make sure that a signed **FWA Agreement** is attached to the request and that it is consistent with the selection made by your direct report in the **FWA Status** drop-down.
- You have the option to **Accept** or **Reject**.
- If you **Reject**, the request will be routed back to your direct report and the employee can either update and **Resubmit** or **Withdraw**.
- If you **Accept**, the Employee Properties screen will be updated with a corresponding entry and your direct report will receive a related notification, allowing them to commence the arrangement.

\*To cancel an existing FWA, please refer to the Policy and full Ceridian User Guide located on the Staff Hub.

**If you have any questions about how to submit a request or approve, reject or cancel a request in Ceridian Dayforce please refer to the user guide available on the StaffHub or [please contact your HR Business Partner](#).**