TRCA Dayforce – Quick Tips How to Submit Flexible Work Arrangement Request

Flexible Work Arrangement

The Flexible Work Arrangement ("FWA") needs to be reviewed annually between employee and immediate supervisor for the subsequent calendar year. As well, the FWA Agreement form needs to be signed and attached to the Dayforce FWA request.

Flexible Work Arrangement Request - Employee

Log in using their **Employee – Time Entry** user role.

Select Role	1
O Manager	
Next	

Click the **Profile** at the right-hand corner of the screen, then select **Profile**.

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The **Personal** tab loads as the default screen, as show on the next page.

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	About Me								Ì
	Contact Information								
	Addresses	Contact Information	1	Emergency Contacts	1				
	Primary Residence	Phone Numbers		No emergency contact inform	mation available				

Click the **Forms** tab. A list of Self-service forms will display. Click on **Flexible Work Arrangement**.

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Flexible Work Arrangement Request Form

The form loads as shown below.

= #	(Test Site (65.4) Profile	# Q 0 mg (c
	Flexible Work Arrangement	MANAGER
JC Jenny Cooper Planner, Process Planning and Zoning	Jenny Cooper Status: Active Employee Number: 100000	Gertrude Roberston Senior Manager, Planning and Development Process
Personal + Career + Forms Set	Ings * Use this form to submit your Flexible Work Arrangement request.	
Forms	To do so, please.	
🗸 My Form Submissions 🧕	Click on the 'FWA Status' drop-down list below and record your selection as agreed to by you and your supervisor. Ensure the Percentage and/or Flex time selection aligns with the choice you recorded in your Flexible Work Arrangement Agreement.	
Available Forms	Upload a signed copy of your Flexible Work Arrangement Agreement. Click 'Upload Files' below and attach. Click 'Submit,'	
Search Forms	When approved this will represent your current Flexible Work Arrangement and a related record	Search Reset
▲ COVID-19 (1)	will be recorded in Dayforce. Your uploaded Flexible Work Arrangement Agreement will be saved in Dayforce.	
Covid 19 Proof of Va	ccination Plasse anter the following details	
▲ General (1)	Flexible Work Arrangement	-
E Flexible Work Arrang	FWA Status*	
 Personal (5) 	Please upload a scanned copy of your Flexible Work Arrangement Agreement Form.	
Address Contact Details Contact Deposit Direct Deposit Encode Segmency Contacts Encode Segmency	etus	
 Professional (1) 	+ Uptoud Piles	
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Tax forms (2)		

Step 1 - Remote Work Status

Select the applicable value from the FWA Status drop-down list.

(Please do no select "<u>FWA Agreement Cancelled</u>". This value is used to cancel an existing FWA).

FWA Status*



Step 2 - Flexible Work Arrangement Agreement

Click "<u>Upload Files</u>". Continue with the wizard and attach a signed copy of the Flexible Work Arrangement Agreement.

Flexible Work Arran	gement					X
Flexible Work Arrangem	ent Reque	st				
Jenny Cooper Status: Active Employe	e Number:	100000				Ī
Use this form to submit y	our Flexibl	e Work Arrangerr	nent requ	uest.		
To do so, please:						
Click on the 'FWA Sta and your supervisor. Ensure the Percentag Flexible Work Arrangeme Upload a signed copy below and attach. Click 'Submit'.	tus' drop-d ge and/or F ent Agreem r of your Fle	own list below ar lex time selectior ent. exible Work Arrar	nd record n aligns v ngement	d your selection as ag with the choice you re Agreement. Click 'U	reed to by you corded in your pload Files'	
When approved this will will be recorded in Dayfo in Dayforce.	represent y rce. Your u a details.	our current Flexi uploaded Flexible	ble Work Work A	c Arrangement and a rrangement Agreeme	related record ant wil be saved	t
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FWA Status*						
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Please upload a scanned	copy of you	ır Flexible Work A	rrangem	nent Agreement Form.		
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HR-1.05-P_Att1_Flexible_Work_A	91.3 KB	Flexible Work Arran	× ^			

Upload

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After attaching the FWA Agreement, click Submit

