

TRCA Dayforce – Quick Tips

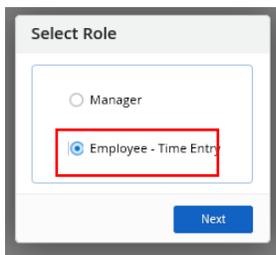
How to Submit Flexible Work Arrangement Request

Flexible Work Arrangement

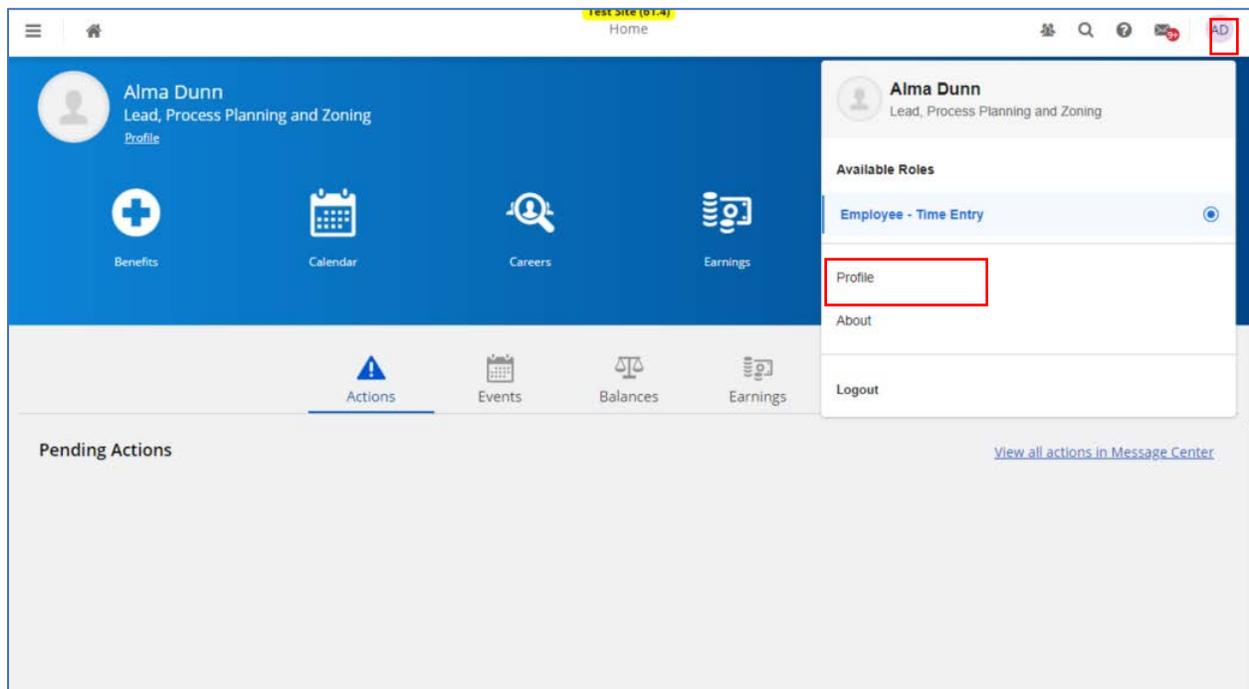
The Flexible Work Arrangement (“FWA”) needs to be reviewed annually between employee and immediate supervisor for the subsequent calendar year. As well, the FWA Agreement form needs to be signed and attached to the Dayforce FWA request.

Flexible Work Arrangement Request - Employee

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



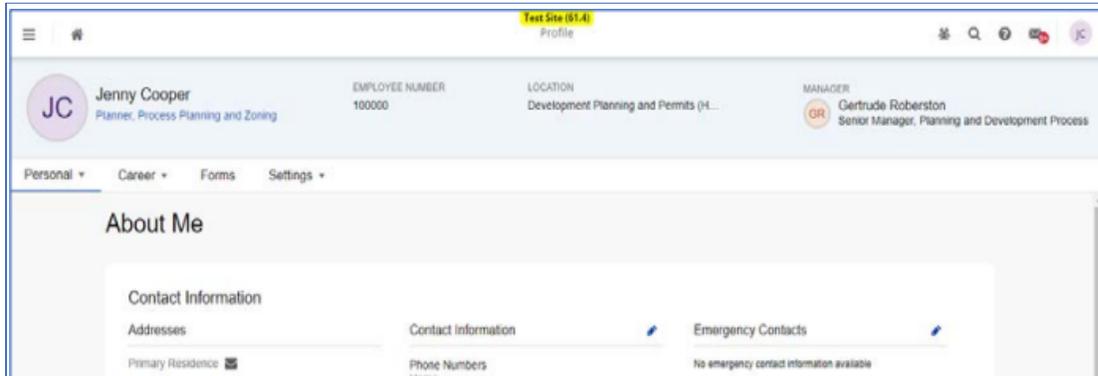
Click the  **Profile** at the right-hand corner of the screen, then select **Profile**.



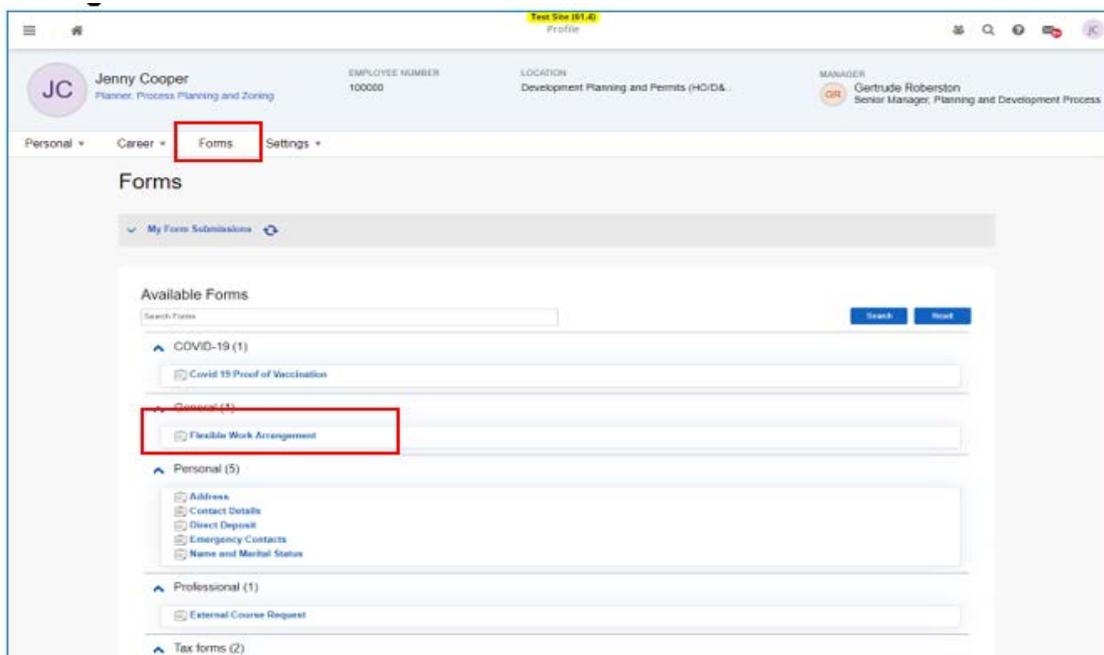
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How to Submit Flexible Work Arrangement Request

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



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

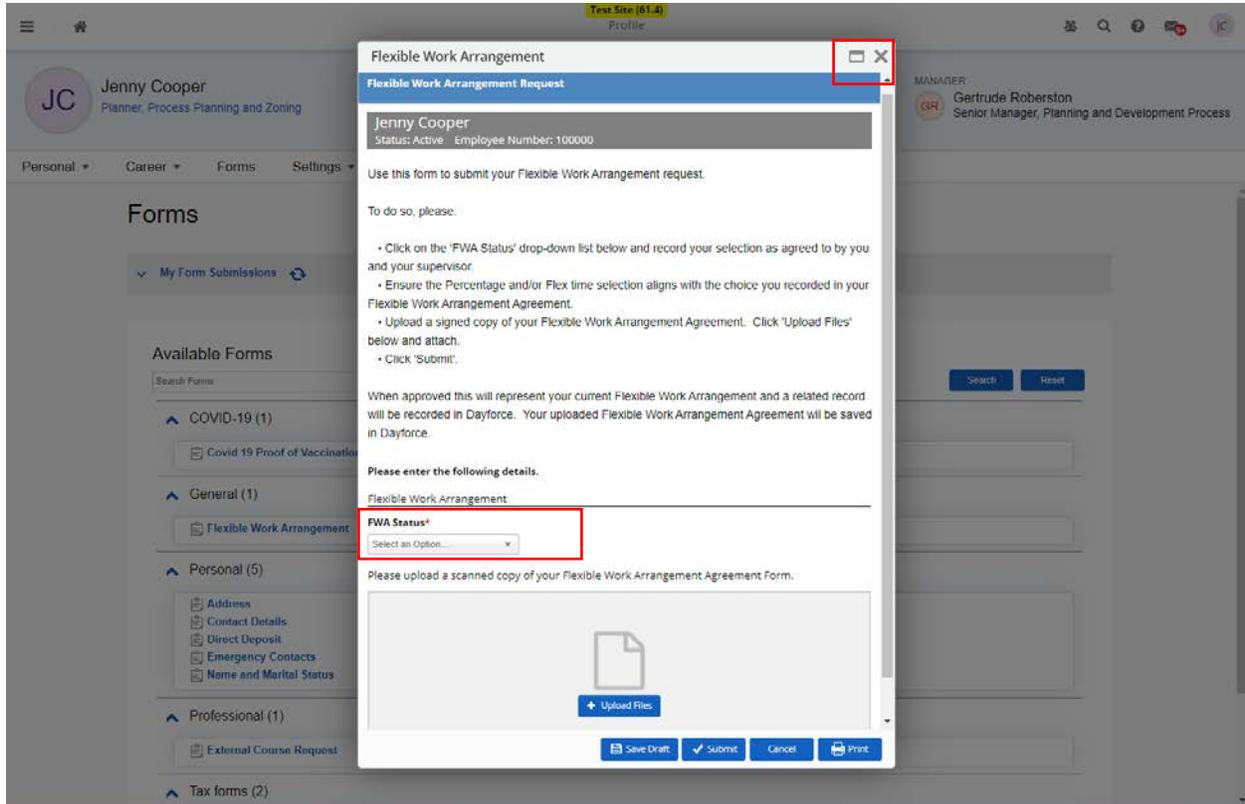


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How to Submit Flexible Work Arrangement Request

Flexible Work Arrangement Request Form

The form loads as shown below.



Step 1 - Remote Work Status

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

(Please do not select “FWA Agreement Cancelled”. This value is used to cancel an existing FWA).

FWA Status*

Select an Option...

- 20% (1 day per week)
- 20% (1 day per week) + Flex time
- 40% (2 days per week)
- 40% (2 days per week) + Flex time
- 50% (combination of 2 and 3 days per week per month)
- 50% (combination of 2 and 3 days per week per month) + Flex time
- Flex time
- FWA Agreement Cancelled

Step 2 - Flexible Work Arrangement Agreement

Click “Upload Files”. Continue with the wizard and attach a signed copy of the Flexible Work Arrangement Agreement.

Flexible Work Arrangement

Flexible Work Arrangement Request

Jenny Cooper
Status: Active Employee Number: 100000

Use this form to submit your Flexible Work Arrangement request.

To do so, please:

- 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.
- Upload a signed copy of your Flexible Work Arrangement Agreement. Click 'Upload Files' below and attach.
- Click 'Submit'.

When approved this will represent your current Flexible Work Arrangement and a related record will be recorded in Dayforce. Your uploaded Flexible Work Arrangement Agreement will be saved in Dayforce.

Please enter the following details.

Flexible Work Arrangement

FWA Status*

50% (combination of 2 an... ✕ ▼

Please upload a scanned copy of your Flexible Work Arrangement Agreement Form.


+ Upload Files

Save Draft **Submit** **Cancel** **Print**

Upload Files

File Name	File Size	Document Type
HR-1.05-P_Att1_Flexible_Work_A...	91.3 KB	Flexible Work Arran...

Add File(s) **Clear List** **Upload**

After attaching the FWA Agreement, click **Submit**

Flexible Work Arrangement

Flexible Work Arrangement Request

Jenny Cooper
Status: Active Employee Number: 100000

Use this form to submit your Flexible Work Arrangement request.

To do so, please:

- 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.
- Upload a signed copy of your Flexible Work Arrangement Agreement. Click 'Upload Files' below and attach.
- Click 'Submit'.

When approved this will represent your current Flexible Work Arrangement and a related record will be recorded in Dayforce. Your uploaded Flexible Work Arrangement Agreement will be saved in Dayforce.

Please enter the following details.

Flexible Work Arrangement

FWA Status*
50% (combination of 2 an... X

Please upload a scanned copy of your Flexible Work Arrangement Agreement Form.

Refresh | + Add | Delete

	File Name	Document Type	Last Updated	Last Modified By
+	Flexible_Work_Arrange...		3/15/2022, 2:08:48 PM	Michele Bates

Save Draft | **Submit** | Cancel | Print