

TRCA Dayforce – Quick Tips

How to Submit Flexible Work Arrangement Request

Flexible Work Arrangement Request – Supervisor

You receive the FWA request from your direct report as a message in **Message Centre**, with a related notification to business email.

Please note – the message you receive states that you ensure that a FWA Agreement was attached to the request and that it was signed. Please ensure this is the case with the request.

The screenshot displays the Dayforce Message Centre interface. On the left is a navigation sidebar with options: Approvals, Inbox (4), Messages (2), Reports, Notifications (2), Actions, Drafts, Sent, and Trash (Empty). The main content area shows a message titled "Action Required: A Flexible Work Arrangement transaction for Susie Lloyd is awaiting your review." The message is from Susie Lloyd to Gertrude Roberston, dated 10/4/2022, 1:22 PM. The message body states: "A Flexible Work Arrangement request has been submitted by Susie Lloyd. Please ensure that an FWA Agreement was attached to this request by your direct report and that it was signed. Please review and ensure it is consistent with the selection made by your direct report for FWA Status. Please review and provide Accept or Reject response. A Reject response will route the form back to the submitter who will have the option to i) Modify and Resubmit, or ii) Withdraw." Below the message is a form titled "Flexible Work Arrangement Request" for Susie Lloyd (Status: Active, Employee Number: 005458). The form includes instructions to use the form to submit the request and lists steps: click on the 'FWA Status' drop-down, ensure the Percentage and/or Flex time selection aligns with the choice recorded in the Flexible Work Arrangement Agreement, upload a signed copy of the Flexible Work Arrangement Agreement, and click 'Submit'. It also states that when approved, the current Flexible Work Arrangement and a related record will be recorded in Dayforce. The form includes a section for "Flexible Work Arrangement" with a "FWA Status*" dropdown set to "3 days per week + Flex time". Below this is a table for uploaded files:

File Name	Document Type	Last Updated	Last Modified By
Flexible_Work_Arrangements_Agreement - SE...		10/4/2022, 1:20:57 PM	linda.bui

At the bottom of the form, there is a "Response" text area and three buttons: "Accept", "Reject", and "Print Form".

TRCA Dayforce – Quick Tips

How to Submit Flexible Work Arrangement Request

Supervisor Approval

You have the option to **Accept** or **Reject** the form.

If you **Reject** the form, it does not cancel the workflow. Instead, the form is routed back to your direct report with the option to:

- i. Update the form and **Resubmit**. In this case, the form is routed back to you and the process repeats.
- ii. **Withdraw** the form, in which case the workflow automatically cancels.

You can also record a workflow comment if needed. In the case of a Resubmit decision, your direct report will be able to view the comment.

Employee Property Update

After approval, the **Employee Properties** screen will be updated with a corresponding entry and your direct report will receive a related notification.

The screenshot shows the Dayforce interface for an employee's properties. At the top, there's a header for 'Susie Lloyd' with her employee number (005458), location (Development PI...), and manager (Gertrude Roberston). Below this, the 'Employee Properties' section is visible, showing a table with one entry for 'Flexible Work Arrangement Status' with a value of '3 days per week + Flex time'. The interface includes navigation tabs on the left (Overview, Employment, Personal, Security Settings, Work, Audit, Learning, Forms, Career) and a top navigation bar with search and filter options.

Property*	Description	Effective From*	Effective To	Value*
Flexible Work Arrangement Status	Amount of time working remotely and/or Flex time	10/4/2022		3 days per week + Flex time

You can click the Active All button to toggle a list of historical Employee Property entries.

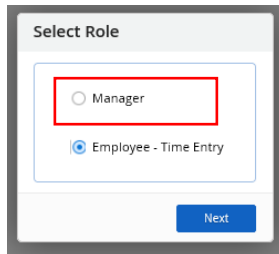
TRCA Dayforce – Quick Tips

How to Submit Flexible Work Arrangement Request

Manager / Supervisor Cancellation of Current Flexible Work Arrangement

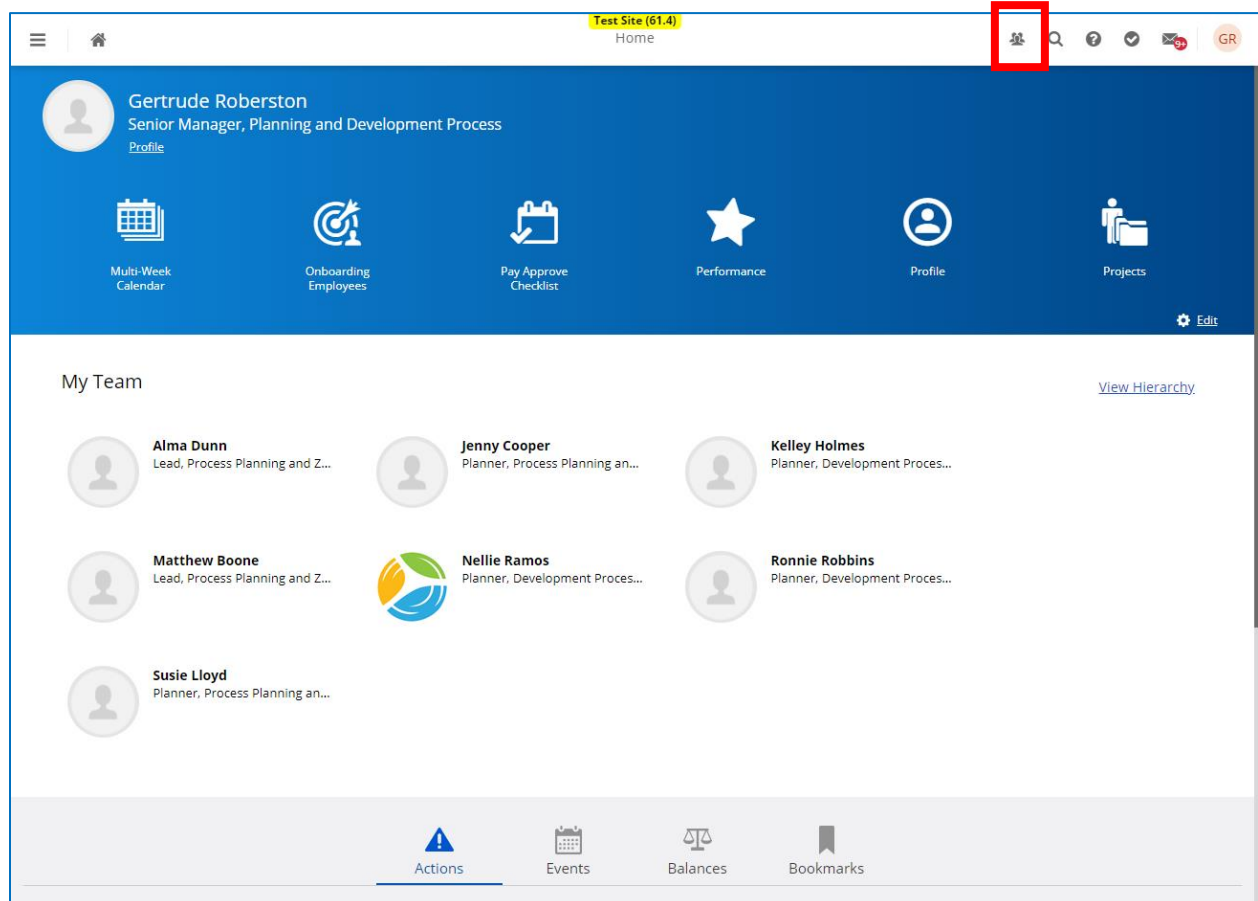
****NOTE:** Prior to cancelling a FWA arrangement, please first speak to the employee – if the cancellation is because of performance matters, speak to your HR Business Partner first.

Log in under **Manager** role.



A dialog box titled "Select Role" with two radio button options. The "Manager" option is selected and highlighted with a red rectangular box. The "Employee - Time Entry" option is unselected. A "Next" button is located at the bottom right of the dialog.

Click on the **People** button to navigate to your HR Profiles List.



A screenshot of the Dayforce HR dashboard. The top navigation bar includes a "Test Site (61.4)" label and a "Home" link. A red box highlights the "People" icon in the top right corner. The main header area displays the user's profile: Gertrude Roberston, Senior Manager, Planning and Development Process, with a "Profile" link. Below the header is a row of six icons: Multi-Week Calendar, Onboarding Employees, Pay Approve Checklist, Performance, Profile, and Projects. The "My Team" section lists seven team members: Alma Dunn, Jenny Cooper, Kelley Holmes, Matthew Boone, Nellie Ramos, Ronnie Robbins, and Susie Lloyd, each with a profile picture and job title. A "View Hierarchy" link is located to the right of the team list. The bottom navigation bar contains four icons: Actions, Events, Balances, and Bookmarks.

TRCA Dayforce – Quick Tips

How to Submit Flexible Work Arrangement Request

Click the name of the affected employee.

The screenshot shows the 'People List' interface in Dayforce. At the top, there are tabs for 'People List' and 'Organization Chart'. Below the tabs are various filters and search options. The main table lists employees with columns for Name, Primary Job Assignment, Primary Location, Status, and Work State. The entry for 'Susie Lloyd' is highlighted with a red box.

Name	Primary Job Assignment	Primary Location	Status	Work State
Alma Dunn	Lead, Process Planning and Zoning	Development Planning and Permits (DPP)	Active	Ontario
Jenny Cooper	Planner, Process Planning and Zoning	Development Planning and Permits (DPP)	Active	Ontario
Kelley Holmes	Planner, Development Process and Resources	Development Planning and Permits (DPP)	Legislated Leave	Ontario
Matthew Boone	Lead, Process Planning and Zoning	Development Planning and Permits (DPP)	Active	Ontario
Nellie Ramos	Planner, Development Process and Resources	Development Planning and Permits (DPP)	Active	Ontario
Ronnie Robbins	Planner, Development Process and Resources	Development Planning and Permits (DPP)	Active	Ontario
Susie Lloyd	Planner, Process Planning and Zoning	Development Planning and Permits (DPP)	Active	Ontario

The **Overview** screen for the employee displays.

The screenshot shows the 'Overview' screen for the employee 'Susie Lloyd'. The screen displays various details about the employee, including their status, location, manager, and compensation. The 'Overview' section is expanded, showing details for Employment, Work Assignment, Compensation, Time Away Balances, and Business Contacts.

Employee Information:

- Name: Susie Lloyd
- Job Title: Planner, Process Planning and Zoning
- Status: Active
- Employee Number: 005458
- Location: Development Planning...
- Manager: Gertrude Roberston, Senior Manager, Planning and Development Pro...

Overview Section:

- Employment:** Status: Active, Length of Service: Years: 4, Months: 8, Original Hire Date: 1/29/2018, Pay Class: FT. [View more](#)
- Work Assignment:** Job: Planner, Process Planni..., Job Assignment: Planner, Process Planni..., Location: Development Planning..., Department: Development Planning... [View more](#)
- Compensation:** Hourly Rate: [View](#), Pay Frequency: Bi-Weekly, Pay Type: Hourly, Pay Group: TRCA BiWeekly Pay Schedule. [View more](#)
- Time Away Balances:**

Type	Remaining	Unit
Family Responsibility and Wellness Days - Hours	21	Hours
Float - Hours	14	Hours
OT Bank		Hours

[View more](#)
- Business Contacts:** Business Email: N/A

TRCA Dayforce – Quick Tips

How to Submit Flexible Work Arrangement Request

Click on **Forms**.

The screenshot shows the Dayforce People page for Susie Lloyd. The sidebar on the left contains a list of navigation items: Overview, Employment, Personal, Security Settings, Work, Audit, Learning, **Forms** (highlighted with a red box), and Career. The main content area is titled 'Form Submissions' and includes a section for 'Available Forms'. This section contains a search bar and a list of forms categorized under 'Employee Complement Management (ECM) (5)', 'General (1)', and 'Personnel Transaction Form (PTF) (10)'. The 'General (1)' category is expanded, and the 'Flexible Work Arrangement - Cancellation' form is highlighted with a red box. The top of the page shows the user's profile information, including the name 'Susie Lloyd', employee number '005458', location 'Development PI...', and manager 'Gertrude Roberston'.

Click the **Flexible Work Arrangement – Cancellation** form under **General** in the **Available Forms** section. The employee is the affected employee for the form.

TRCA Dayforce – Quick Tips

How to Submit Flexible Work Arrangement Request

The form loads. The employees current FWA displays in the **FWA Status** field.

The screenshot shows the 'Flexible Work Arrangement - Cancellation' form in the Dayforce system. The form is titled 'Flexible Work Arrangement Confirmation' and is for employee Susie Lloyd (Employee Number: 005458). The form includes instructions on how to cancel the agreement and a list of steps to follow. The 'FWA Status' field is currently set to '3 days per week + Flex time'. There is a section for uploading a scanned copy of the Flexible Work Arrangement Agreement Form. The form also has buttons for 'Save Draft', 'Submit', 'Cancel', and 'Print'.

Select the “FWA Agreement Cancelled” value from the **FWA Status** drop-down list.

The screenshot shows the 'FWA Status' drop-down menu. The current selection is 'FWA Agreement Cancelled'. The menu lists the following options: '1 day per week', '1 day per week + Flex time', '2 days per week', '2 days per week + Flex time', '3 days per week', '3 days per week + Flex time', '4 days per week', '4 days per week + Flex time', and 'FWA Agreement Cancelled' (highlighted in blue).

TRCA Dayforce – Quick Tips

How to Submit Flexible Work Arrangement Request

Click **Submit**.

Flexible Work Arrangement - Cancellation

Flexible Work Arrangement Confirmation

Susie Lloyd
Status: Active Employee Number: 005458

This form is to be used to cancel the current Flexible Work Arrangement Agreement with your direct report. You can cancel this agreement by providing your direct report with two weeks' notice of the cancellation. Please review Flexible Work Arrangement Policy for further details or contact your HRBP with any further questions.

Please ensure your direct report is made aware of this pending update before processing this form. Once processed, Dayforce will send a notification to your direct report.

To do so, please:

- Ensure 'FWA Agreement Cancelled' is selected in the 'FWA Status' drop-down list below.
- Click 'Submit'.
- The Employee Property for Flexible Work Arrangement will be updated accordingly and your direct report will receive a related notification.

Please enter the following details.

Flexible Work Arrangement

FWA Status*

FWA Agreement Cancelled

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

Upload Files

Save Draft Submit Cancel Print

TRCA Dayforce – Quick Tips

How to Submit Flexible Work Arrangement Request

Employee Property Update

After submitting, the **Employee Properties** screen will be updated with a corresponding entry.

Test Site (62.3)

People

Back to People Search Name, Employee Number Include Terminated And Inactive Employees Recently Viewed Susie Lloyd • Planner, Process Planning ... X

Susie Lloyd
Planner, Process Planning and Zoning
Active TRCA BiWeekly Pay Schedule

EMPLOYEE NUMBER 005458

LOCATION Development Pl...

MANAGER Gertrude Roberston
Senior Manager, Planning and Development Pro...

Save Refresh Problems

Employee Properties
View and update additional employee properties.

Filter Add Copy Delete Active All

Property*	Description	Effective From*	Effective To	Value*
Flexible Work Arrangement Status	Amount of time working remotely and/...	10/4/2022		FWA Agreement Cancelled

You direct report will a message in **Message Centre**, with a related notification to business email.

Test Site (62.3)

Message Center

Compose Back Delete Mark as Unread Print 1 of 64 X

Inbox 6 Messages 2 Reports Notifications 4 Actions

Drafts Sent Trash Empty

Flexible Work Arrangement - For Your Information

From: Gertrude Roberston
To: Susie Lloyd
10/4/2022, 1:42 PM

Your current Flexible Work Arrangement has been updated by Gertrude Roberston.

Flexible Work Arrangement Confirmation

Susie Lloyd
Status: Active Employee Number: 005458

This form is to used to cancel the current Flexible Work Arrangement Agreement with your direct report. You can cancel this agreement by providing your direct report with two weeks' notice of the cancellation. Please review Flexible Work Arrangement Policy for further details or contact your HRBP with any further questions.

Please ensure your direct report is made aware of this pending update before processing this form. Once processed, Dayforce will send a notification to your direct report.

To do so, please:

- Ensure 'FWA Agreement Cancelled' is selected in the 'FWA Status' drop-down list below.
- Click 'Submit'.
- The Employee Property for Flexible Work Arrangement will be updated accordingly and your direct report will receive a related notification.

Please enter the following details.

Flexible Work Arrangement

FWA Status*

FWA Agreement Cancelled

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