

TRCA Dayforce – Quick Tips

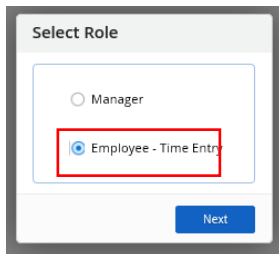
How to Submit Flexible Work Arrangement Request


Flexible Work Arrangement

Flexible Work Arrangement (“FWA”) must be reviewed annually between employee and immediate supervisor. Also, the FWA Agreement form needs to be signed by the employee and submitted as part FWA request.

Submit Flexible Work Arrangement Request - Employee

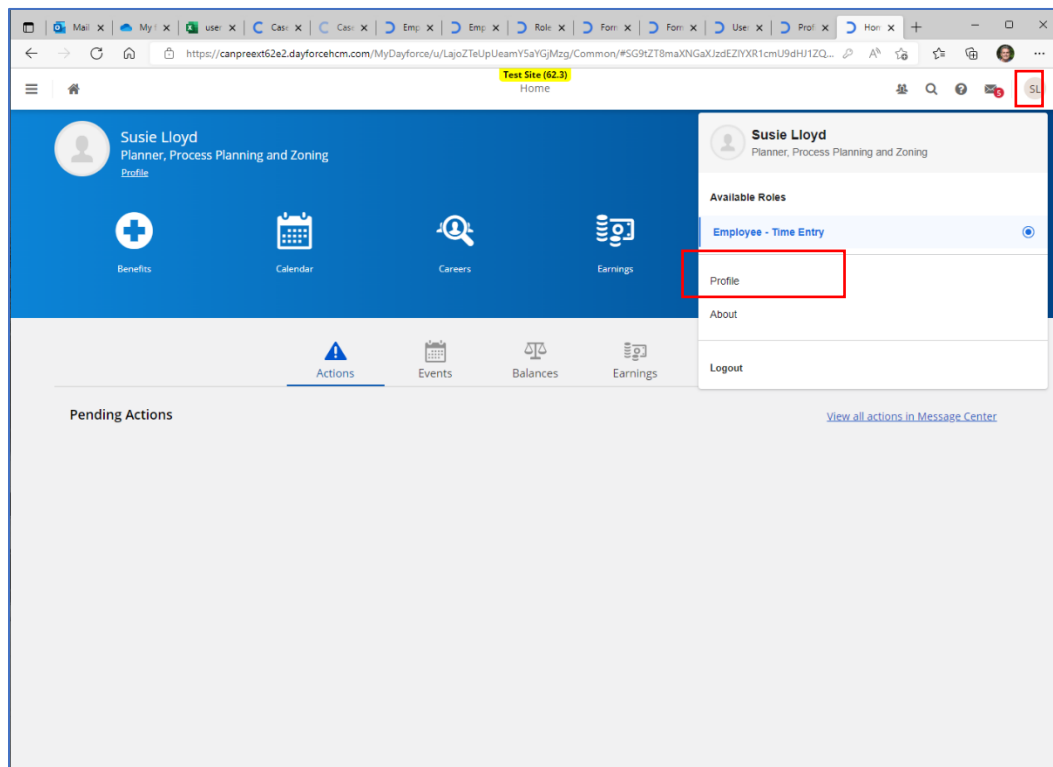
To submit a request, log in under your **Employee – Time Entry** role.



Click the  **Profile / Initials** icon in the top right hand corner of the Dayforce Home screen



Select **Profile** from the resulting menu.



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The **Personal** tab loads as shown below.

This screenshot shows the 'About Me' page in the Dayforce system. The top navigation bar includes a hamburger menu, a home icon, a 'Test Site (62.3)' label, and a 'Profile' link. The user's profile information is displayed at the top: Susie Lloyd (Employee Number 005458, Location Development Planning and P..., Manager Gertrude Roberston). Below this, the 'Personal' tab is selected, showing a list of tabs: Personal, Career, Forms, and Settings. The main content area is titled 'About Me' and contains two sections: 'Contact Information' and 'Personal Information'. The 'Contact Information' section includes fields for Addresses, Contact Information, Emergency Contacts, Phone Numbers, Email Addresses, and Online Profiles. The 'Personal Information' section includes fields for Marital Status, Dependents, and Beneficiaries.

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

This screenshot shows the 'Forms' page in the Dayforce system. The top navigation bar is identical to the previous screenshot. The 'Forms' tab is selected, showing a list of tabs: Personal, Career, Forms, and Settings. The main content area is titled 'Forms' and contains a section for 'Available Forms'. This section includes a search bar and a list of form categories: COVID-19 (1), General (1), Personal (5), Professional (1), and Tax forms (2). The 'Flexible Work Arrangement' form is highlighted with a red box under the 'General (1)' category.

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Flexible Work Arrangement Request Form

The form loads as shown below.

The screenshot shows the Dayforce user interface with a modal window titled "Flexible Work Arrangement Request" open. The modal contains the following elements:

- Header:** "Flexible Work Arrangement Request" with a close button (X) in the top right corner, which is highlighted with a red box.
- User Information:** "Susie Lloyd", "Status: Active", "Employee Number: 005458".
- Instructions:** "Use this form to submit your Flexible Work Arrangement request." and "To do so, please:" followed by a list of steps:
 - 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'.
- Approval Note:** "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."
- Form Section:** "Please enter the following details." followed by "Flexible Work Arrangement".
 - FWA Status***: A dropdown menu with "Select an Option..." text, highlighted with a red box.
- Upload Section:** "Please upload a scanned copy of your Flexible Work Arrangement Agreement Form." followed by a file upload area with a document icon and an "Upload Files" button.
- Footer:** "Save Draft", "Submit", "Cancel", and "Print" buttons.

Step 1 – FWA Status / 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 when your supervisor cancels an existing FWA.)

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FWA Status*

Select an Option... ▲

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

FWA Agreement Cancelled

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Step 2 - Flexible Work Arrangement Agreement

Attach a signed copy of the completed Flexible Work Arrangement Agreement.

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

The screenshot shows a web form titled "Flexible Work Arrangement Request". At the top, it displays the user's name "Susie Lloyd" and "Status: Active Employee Number: 005458". Below this, there is a section with instructions: "Use this form to submit your Flexible Work Arrangement request. To do so, please:" followed by a bulleted list: "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.", and "Click 'Submit'". Below the instructions, a note states: "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." A section titled "Please enter the following details." contains a label "Flexible Work Arrangement" and a dropdown menu for "FWA Status*" currently set to "3 days per week + Flex time". Below this, it says "Please upload a scanned copy of your Flexible Work Arrangement Agreement Form." and shows a large grey area with a red-bordered box containing a document icon and a blue button labeled "+ Upload Files". At the bottom of the form are four buttons: "Save Draft", "Submit", "Cancel", and "Print".

The screenshot shows a dialog box titled "Upload Files". It contains a table with the following data:

| File Name | File Size | Document Type | |
|--------------------------|-----------|--------------------------|---|
| Flexible_Work_Arrange... | 689.4 KB | Flexible Work Arrange... | X |

Below the table are three buttons: "Add File(s)", "Clear List", and "Upload".

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

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How to Submit Flexible Work Arrangement Request

Flexible Work Arrangement
Flexible Work Arrangement Request

Susie Lloyd
Status: Active Employee Number: 005458

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*
3 days per week + Flex time

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

| File Name | Document Type | Last Updated | Last Modified By |
|--------------------------|---------------|-----------------------|------------------|
| Flexible_Work_Arrange... | | 10/4/2022, 1:20:57 PM | linde.bul |

Submit