



Flexible Work Policy - Workday Instructions

1. Log into Workday
2. In the Search bar, type “**Request Flexible Work Arrangement**”
3. Indicate your Flexible Work Arrangement **Start Date** and Proposed **End Date**
 - **Note:** If the end date is undetermined, please use the current fiscal year end date, (i.e. 6/30/2025), as the proposed end date.
4. In the **Reason** box, click **CSN**
5. Click on the desired Flexible Work Arrangement option
 - Fully Remote Work
 - Innovative (Compressed) Work Week: An employee works longer hours in fewer days
 - Temporary Remote Work (Office/Remote Hybrid): Work some days from a remote location and other days from CSN office location
 - Variable Work Week: Work schedules that are different from the department’s standard operating hours
6. In the **Type** box, select from the same options above (**Note:** The Type must match the Reason)
 - Fully Remote Work
 - Innovative (Compressed) Work Week
 - Temporary Remote Work (Office/Remote Hybrid)
 - Variable Work Week
 - Enter Hours per Week
 - Enter Days per Week
 - Enter Days of the Week
7. Click **Submit** to launch the questionnaire
8. Click on **Complete Questionnaire**
9. Review the CSN Flexible Work Policy and Terms of Agreement and complete the questionnaire
 - Question 1: Select the type of Flexible Work Schedule (FWS) you are requesting
 - Fully Remote Work
 - Innovative (Compressed) Work Week
 - Temporary Remote Work (Office/Remote Hybrid)
 - Variable Work Week
 - Question 1a: Once a FWS is selected, indicate the proposed schedule using the sample template provided
 - Question 2: Indicate the number of days per week working remote, if applicable

- **Note:** Temporary Remote Work requests may only be a maximum of three (3) days working remote
- Question 3: Indicate the number of hours per week working remote, if applicable
- Question 4: For Fully Remote Work or Temporary Remote Work (Office/Remote Hybrid) requests, list the full physical address of the remote work location or home address (no PO Box)
- Question 5: Select your exemption status as defined by Fair Labor Standards Act
 - Non-exempt; eligible for overtime
 - Exempt; not eligible for overtime
- Question 5a: If your position is non-exempt, provide the length of the bona fide meal period
- Question 6: List the CSN equipment that will be utilized at the remote site
 - Type N/A if the request is not Fully Remote Work or Temporary Remote Work
- Question 7: Date the document to acknowledge you have read and agree to the CSN Flexible Work Policy and Terms of Agreement

10. Click **Submit**

- The submitted Flexible Work Schedule will route to the manager, dean/director, and executive of the supervisory organization your position is housed in for review and approval.
- You will receive a Workday generated notification once your submission is completed.