



An Overview for Managers: Flexible Work Arrangement

What to Expect

- ## Steps for Reviewing an Employee's Questionnaire

- Click **Deny**

- Enter the reason
- Click **Submit**

Note: Denying a request ends the process. It does not go back to the employee.

c. **Send Back**

- Click **Send Back**
- Choose who to send it to and which step
- Enter the reason
- Click **Submit**

Note: This creates a new task for the employee to revise their request.

d. **Add Ad Hoc Approvers (Optional)**

- You can add others to review the request before final approval.
- Options include:
 - Management Chain
 - Local HR Partner
 - Supervisory HR Executive
 - Local HR Executive

Steps for Reviewing an Employee's Headquarter Location

1. Open the Task

Go to your **Tasks Inbox** in Workday and open the item labeled: "**Designation of Headquarters City [Position] [Employee Name]**"

2. Read Instructions

Designation of Headquarters City

It is the responsibility of the supervisor to designate the employee's headquarters location. This is the official location (Tax Home, Official Station, etc.) where the employee's work is performed on a permanent basis; this is typically the campus or institution office. The headquarters location is determined by the needs of the University and is assigned at the time of hire or upon entering into a flexible work arrangement.

When determining if a flexible work arrangement impacts an employee's headquarters location, the following rules apply:

- Hybrid-work arrangement:** If an employee is in a hybrid flexible work arrangement, then the employee's headquarters location is the position's assigned office or work location at the university.
- Fully Remote Worker:** The headquarters location of an employee who voluntarily works remotely, and not as a condition or expectation of the appointment, will be the position's assigned office or work location. The work from home location **does not** become the employee's headquarters location unless it is determined to be in the best interest of the university.
- Assigned Fully Remote Worker:** The headquarters of an employee who is assigned to work from home or an alternate location, on a full-time basis, as a condition or expectation of employment, is the employee's home or alternate location, unless the

employee's home or alternate location is within eighty-five (85) miles of the position's normally assigned office or work location, in which case, the headquarters location is the position's assigned office or work location at the university.

- iv. **Travel Reimbursement:** An employee **may not be** reimbursed for travel from home or an alternate location to the position's assigned office or work location unless the employee's headquarters location is assigned to the home or alternate location.
 - v. An institution's human resources office **must** approve any flexible work arrangement that proposes changing an employee's headquarters location from the position's normally assigned office or work location.
3. Answer **YES** or **NO** to the question: Is the employee assigned fully remote as an expectation of their employment?
- a. If answer YES – The Manager will type their name to confirm acknowledgement of the statement: I understand by selecting Yes to the previous question, this employee's **Work From Home** location will be considered their headquarter location and **they will be eligible to be reimbursed for traveling to their assigned campus location**, based on the guidelines in [UWSA policy 1228](#).
 - b. If answer NO – The Manager will type their name to confirm acknowledgement of the statement: I understand that this employee is **not eligible** to be reimbursed for travel to their assigned campus location, based on the guidelines in [UWSA policy 1228](#).
4. Click **Submit**.

Additional Resources

- Request Flexible Work Arrangement in Workday – Employee:
<https://kb.wisconsin.edu/workday/internal/144878>
- End Flexible Work Arrangement in Workday – Employee:
<https://kb.wisconsin.edu/workday/internal/144849>
- Address Definitions – Employee in Workday:
<https://kb.wisconsin.edu/workday/internal/151028>
- Flexible Work Arrangement (FWA) for Managers & Flexible Work Arrangement Analysts:
<https://hr.wisc.edu/hr-guides/for-hr-professionals/flexible-work-arrangement-fwa-for-managers-flexible-work-arrangement-analysts/>