

HOS - Approve or Decline a VFWA eForm

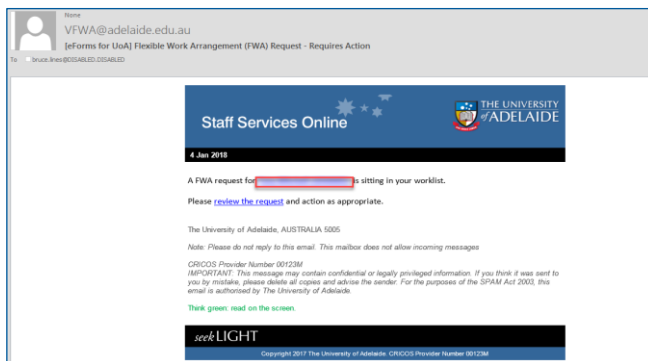
Introduction

This guide is to assist Head of School (HOS) to view and action (approve, decline or push back) the Voluntary Flexible Work Arrangement (VFWA) request.

Procedure

Log in to Worklist or use the link in the email

1. You will receive an email notification to approve a VFWA request. To view the eForm, click the **Employee Name** link and log in with your ID and password.



2. Review the form.

Employee & Position Information		
Name	Employee ID	
eForm ID 86999	Record 0	
Position Title Chief Financial Officer	Department Fin Strat Analysis & Reporting	
Classification	Current Hours 36.75	
<input checked="" type="checkbox"/> reduced Employment Fraction <input type="checkbox"/> Other		
The end date for a Flexible Work Arrangement should be on a Friday pay day (these days are highlighted yellow in the calendar).		
Commencement Date 01/01/2018	End Date 31/12/2018	
Hours must be entered in decimal format e.g. 1 full day (7 hrs 21 mins) = 7.35.		
For assistance, see attached.		
Day	Date	Work Hours
Monday	01/01/2018	7.35
Tuesday	02/01/2018	8.00
Wednesday	03/01/2018	8.00
Thursday	04/01/2018	
Friday	05/01/2018	
Monday (Week 2)	08/01/2018	7.35
Tuesday (Week 2)	09/01/2018	7.35
Wednesday (Week 2)	10/01/2018	7.35
Thursday (Week 2)	11/01/2018	
Friday (Week 2)	12/01/2018	
Total Week 1 Hours		23.35
Total Week 2 Hours		22.05
Average Weekly Hours		22.70
Further Information		
<input checked="" type="checkbox"/> I confirm that this arrangement has been discussed with my supervisor.		
Outline how you will avoid any adverse effects, caused by this arrangement, on your workload and colleagues:		
test		

3. Click **Approve, Decline or Push back.**

- **Approve** will generate a notification email to employee.
- **Decline** will end the request.
- **Push Back** will workflow the task back to the employee for further action and resubmission.

Enter the reason for declining or pushing back the request in the Comments section. The comments will be included in the email notification received by the employee informing them that the request has either been declined or pushed back.

The screenshot shows a web interface for the 'Comments' section. On the left, there is a 'Your Comment:' label above a text input field. Below this is a 'Comment History:' section with a list of entries. On the right side of the interface, there are three buttons: 'Approve', 'Decline', and 'Push Back'. Red rectangular boxes are drawn around the 'Your Comment:' text area and the three buttons.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au