

How to Apply: Reduced Employment Fraction

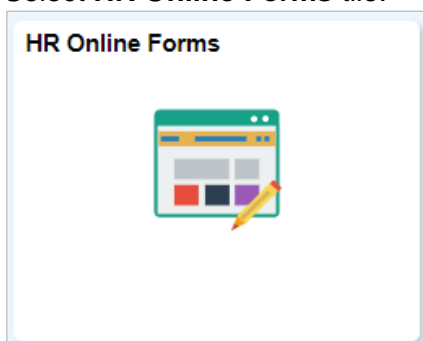
Introduction

This guide describes how to complete the online form that an eligible staff member must submit to effect a reduction in their employment fraction. Please ensure that you have read and understood the information regarding Voluntary Flexible Work Arrangements on our [website](#) prior to completing the online form.

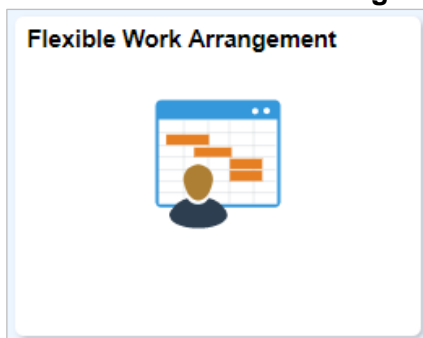
Procedure

1. Log into Staff Services Online (SSO).

2. Select **HR Online Forms** tile.



3. Select **Flexible Work Arrangement** tile.



4. Read the information displayed on the page now in front of you to ensure you are choosing the appropriate flexible work arrangement type.

5. Click **Initiate a Request** to start completing a form.

How to Apply

You need to discuss with your supervisor your proposal to participate in a flexible work arrangement. Once agreed in principle, the Flexible Working Arrangement online form can be completed by clicking on the relevant button below.

I want to:

Initiate a Request View a Request End an Arrangement

6. Click on the calendar icon and select your Commencement Date.

Commencement Date

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Current Date

Note: Dates highlighted in yellow indicate the commencement of a pay period.

7. If you hold multiple positions with the university, please select which position this request applies to.

Position Information

You must submit a separate Flexible Work Arrangement request for each position. Please select which position this Flexible Work Arrangement request applies to:

<input type="checkbox"/>	Position Description	Department
<input type="checkbox"/>	Senior Executive Officer	School of Biological Sciences
<input type="checkbox"/>	School Manager, Biological Sciences	School of Biological Sciences

Note: This section will only be visible to those with multiple positions at the university.

8. Select **Reduced Employment Fraction** from the dropdown list.

Flexible Work Arrangement Type

Please select arrangement type

Please note, you will only see the arrangements available for the commencement date

Compressed Weeks
Purchased Leave
Reduced Employment Fraction


9. Select an arrangement sub-type from the dropdown list.

Arrangement sub-type

- Care of Child
- Care of Family Member
- Other

10. Click **Next**.

11. Click on the calendar icon and select your End Date.

End Date 

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Current Date

Note: Dates highlighted in yellow indicate the end of a pay period.

12. Enter the hours you plan to work each day. If you are not working on one day, leave blank.

*Hours must be entered in decimal format (e.g., 7hr 21min = 7.35).
 For assistance, [see attached](#).

Day	Date	Work Hours
Monday	30/10/2017	7.35
Tuesday	31/10/2017	7.35
Wednesday	01/11/2017	
Thursday	02/11/2017	
Friday	03/11/2017	
Monday (Week 2)	06/11/2017	7.35
Tuesday (Week 2)	07/11/2017	4.25
Wednesday (Week 2)	08/11/2017	
Thursday (Week 2)	09/11/2017	
Friday (Week 2)	10/11/2017	
Total Week 1 Hours		14.70
Total Week 2 Hours		11.60
Average Weekly Hours		13.15

Note: Average Weekly Hours total is based on the sum of both week's hours, divided by two.

13. Click to confirm you have discussed your arrangement previously with your supervisor.

Further Information

*I confirm that this arrangement has been discussed with my supervisor.

14. Type a short explanation of how any adverse effects on your workload and colleagues will be avoided whilst you are on this arrangement.

Outline how you will avoid any adverse effects caused by this arrangement on your workload and colleagues:

The effects of this arrangement will be nil because we have another part time staff member in the team who wishes to increase their hours. Thus the overall team FTE will not change.

15. Review the form and then click **Submit**.

Contact Us

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