

How to Apply: Compressed Weeks

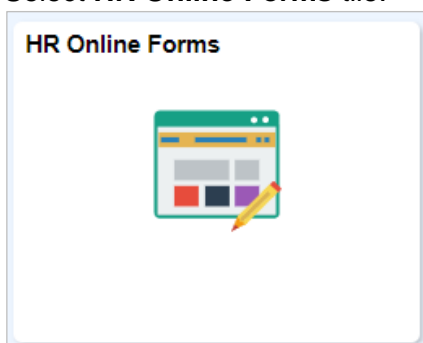
Introduction

This guide describes how to complete the online form that an eligible staff member must submit to begin a Compressed Weeks work arrangement. Please ensure that you have read and understood the information regarding Voluntary Flexible Work Arrangements on our [website](#), prior to completing the online form.

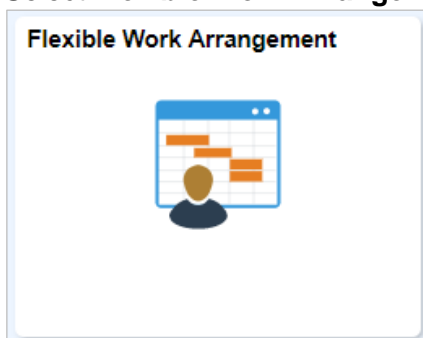
Procedure

1. Log into Staff Services Online (SSO).

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

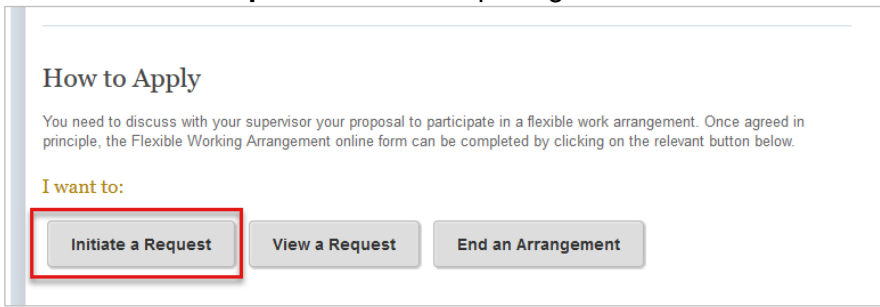


3. Select **Flexible Work Arrangement** tile.

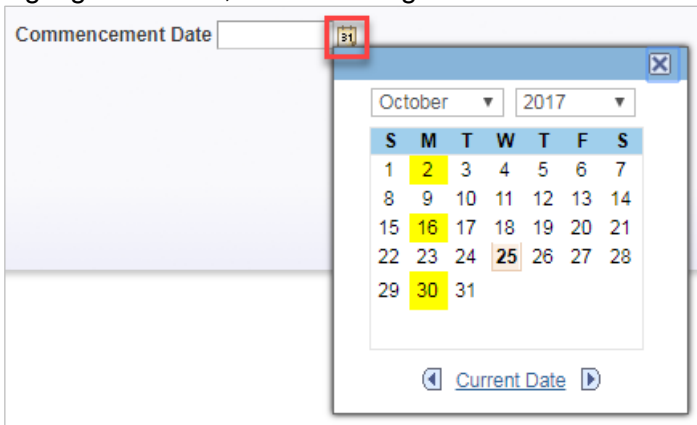


4. Read the information displayed to ensure you are choosing the appropriate flexible work arrangement type.

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



6. Click on the calendar icon and select your Commencement Date, please select one of the highlighted dates, as this arrangement must start at the beginning of a pay period.



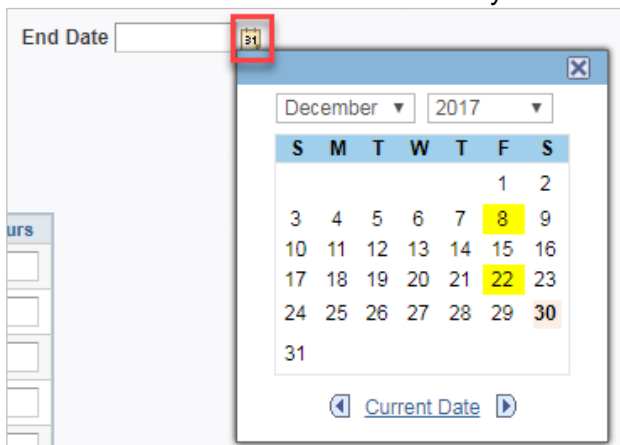
Note: Dates highlighted in yellow indicate the commencement of a pay period.

7. Select **Compressed Weeks** from the dropdown list.



8. Click **Next**.

9. Click on the calendar icon and select your End Date (it must be one of the highlighted days).



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

10. Enter the hours you will be working each day. If you are not working on one day, leave blank.

Day	Date	Work Hours
Monday	16/10/2017	8.17
Tuesday	17/10/2017	8.17
Wednesday	18/10/2017	8.17
Thursday	19/10/2017	8.17
Friday	20/10/2017	8.17
Monday (Week 2)	23/10/2017	8.17
Tuesday (Week 2)	24/10/2017	8.16
Wednesday (Week 2)	25/10/2017	8.16
Thursday (Week 2)	26/10/2017	8.16
Friday (Week 2)	27/10/2017	<input type="text"/>
Total Week 1 Hours		40.85
Total Week 2 Hours		32.65
Average Weekly Hours		36.75

Note: Average Weekly Hours total is based on the sum of both week’s hours, divided by two. **This must equate to 36.75.**

11. 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.

12. 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:

I will be able to complete all my work on the days I work and I don't have meetings on Fridays.

13. 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