

How to Apply for a Remote Worker request

Introduction

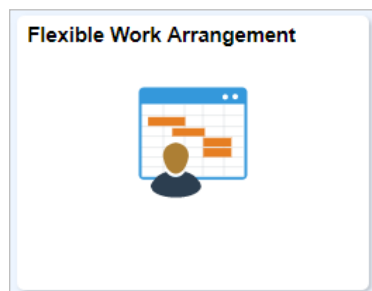
This guide assists eligible staff on how to complete and submit the online form for a remote worker request. Please ensure that you have read and understood the information regarding Flexible Work Arrangements on our [website](#) prior to completing the online form.

Procedure

1. Log into Staff Services Online (SSO).
2. Select **HR Online Forms** tile.

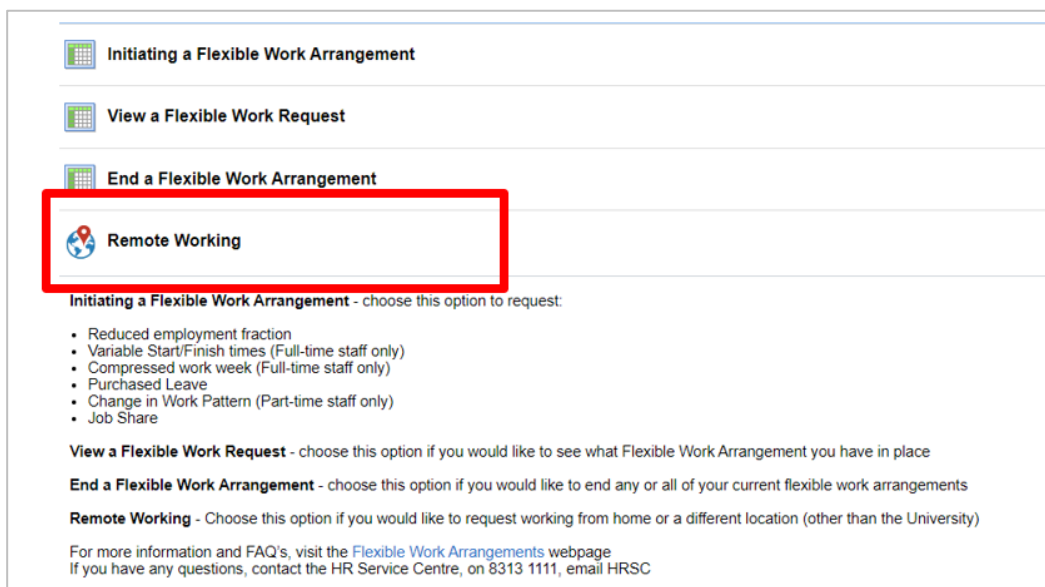


3. Select **Flexible Work Arrangement** tile.



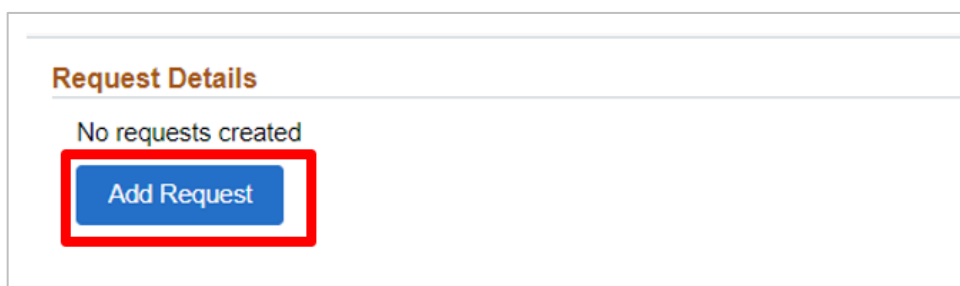
4. Please read the information displayed on the page, to ensure you are choosing the appropriate flexible work arrangement type.

5. Select **'Remote Working'** to initiate a request.



The screenshot shows a menu titled 'Initiating a Flexible Work Arrangement' with four options: 'Initiating a Flexible Work Arrangement', 'View a Flexible Work Request', 'End a Flexible Work Arrangement', and 'Remote Working'. The 'Remote Working' option is highlighted with a red box. Below the menu, there is a section titled 'Initiating a Flexible Work Arrangement - choose this option to request:' followed by a list of options: 'Reduced employment fraction', 'Variable Start/Finish times (Full-time staff only)', 'Compressed work week (Full-time staff only)', 'Purchased Leave', 'Change in Work Pattern (Part-time staff only)', and 'Job Share'. Below this list, there are three sections: 'View a Flexible Work Request - choose this option if you would like to see what Flexible Work Arrangement you have in place', 'End a Flexible Work Arrangement - choose this option if you would like to end any or all of your current flexible work arrangements', and 'Remote Working - Choose this option if you would like to request working from home or a different location (other than the University)'. At the bottom, there is a note: 'For more information and FAQ's, visit the [Flexible Work Arrangements](#) webpage. If you have any questions, contact the HR Service Centre, on 8313 1111, email HRSC'.

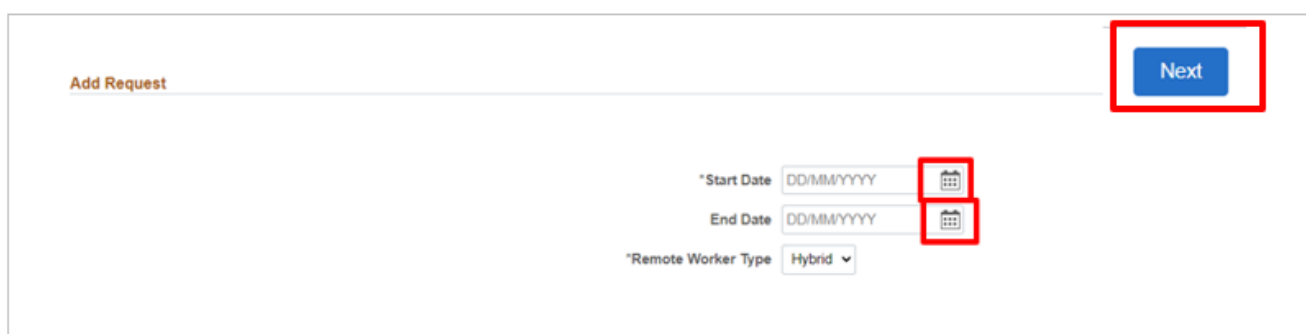
6. Click **'Add request'**.



The screenshot shows a section titled 'Request Details' with the text 'No requests created' and a blue button labeled 'Add Request' highlighted with a red box.

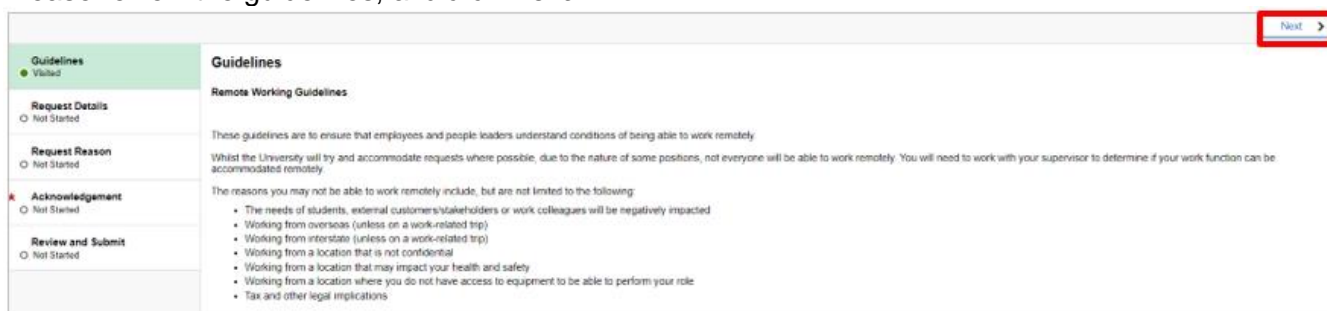
** If you hold multiple positions with the university, please select the position this request applies to.*
Note: This section will only be visible to those with multiple positions at the university.

7. Select **the start date and end date**, and click **'Next'**.



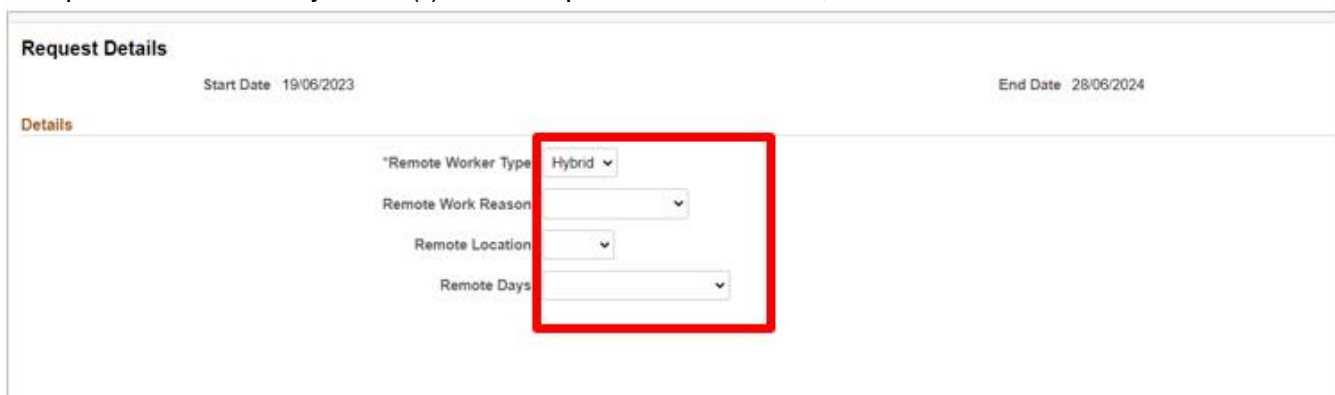
The screenshot shows the 'Add Request' form. At the top right, there is a blue button labeled 'Next' highlighted with a red box. Below it, there are two date input fields: '*Start Date' and 'End Date', both with the format 'DD/MM/YYYY'. The calendar icons next to these fields are highlighted with red boxes. Below the date fields, there is a dropdown menu for '*Remote Worker Type' with 'Hybrid' selected.

8. Please review the guidelines, and click **'Next'**.



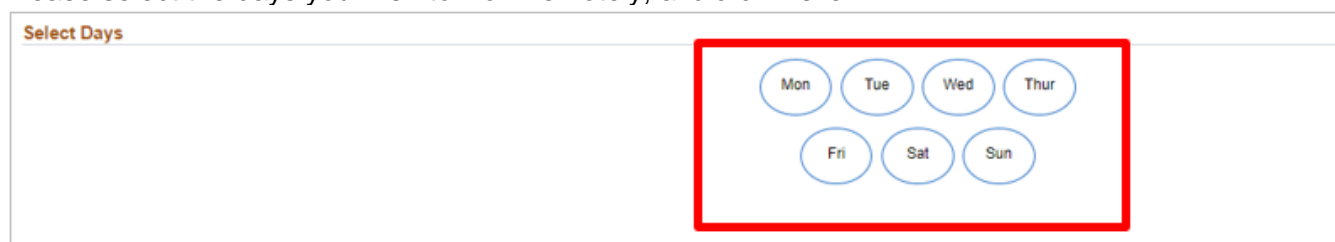
The screenshot shows a sidebar on the left with navigation links: 'Guidelines' (selected), 'Request Details', 'Request Reason', 'Acknowledgement', and 'Review and Submit'. The main content area is titled 'Guidelines' and contains 'Remote Working Guidelines'. It explains that the University will try to accommodate requests where possible but that not everyone will be able to work remotely. It lists reasons why someone might not be able to work remotely, such as the needs of students, external customers, or working from overseas. A 'Next >' button in the top right corner is highlighted with a red box.

9. Complete the mandatory fields (*) in the request details section, and click **'Next'**.



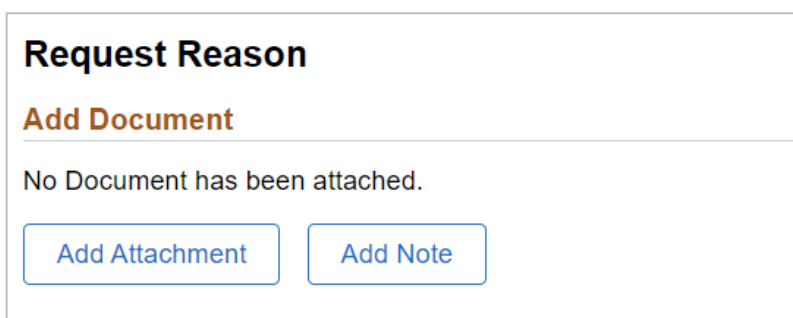
The screenshot shows the 'Request Details' section with 'Start Date' 19/06/2023 and 'End Date' 28/06/2024. The 'Details' section contains four mandatory fields marked with an asterisk: 'Remote Worker Type' (set to 'Hybrid'), 'Remote Work Reason', 'Remote Location', and 'Remote Days'. These four fields are grouped together and highlighted with a red box.

10. Please select the days you wish to work remotely, and click **'Next'**.



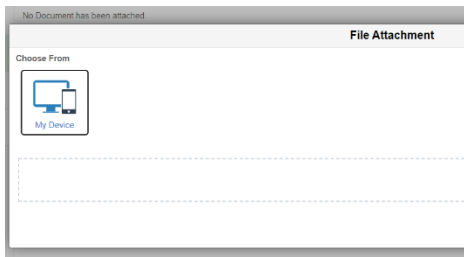
The screenshot shows the 'Select Days' section. It contains seven circular buttons labeled 'Mon', 'Tue', 'Wed', 'Thur', 'Fri', 'Sat', and 'Sun'. A red box highlights the entire selection area.

11. Please upload reason details or add a note providing reason for the request.



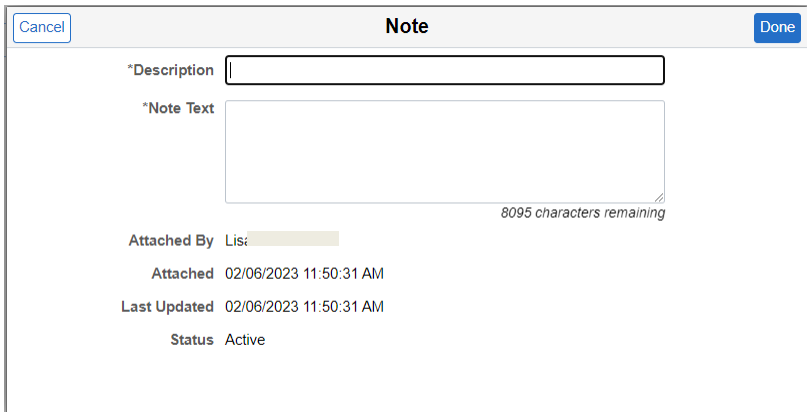
The screenshot shows the 'Request Reason' section. It has a sub-section 'Add Document' which states 'No Document has been attached.' Below this are two buttons: 'Add Attachment' and 'Add Note'.

Add attachment, and click **'Next'**.

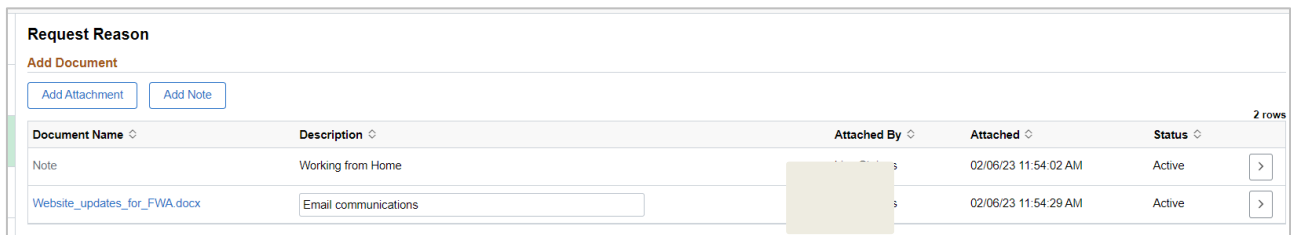
A dialog box titled "File Attachment" with a sub-header "No Document has been attached". Below the header is a "Choose From" section with a "My Device" icon. A dashed rectangular box is positioned below the icon for file selection.

*Upload Supporting Documents if required.
Note: Only jpeg/jpg or PDF files can be uploaded to the form*

Add a note, and click **'Next'**.

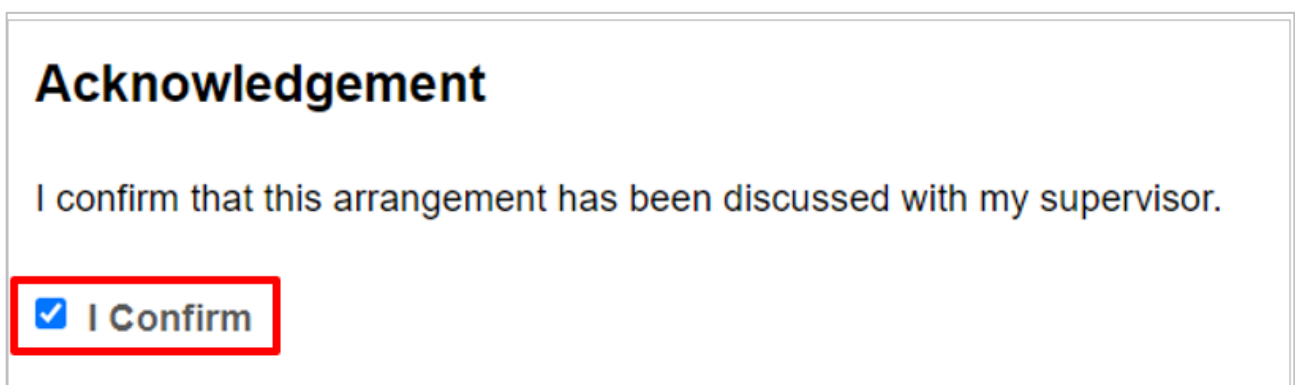
A dialog box titled "Note" with "Cancel" and "Done" buttons. It contains a "*Description" label and a text input field. Below is a "*Note Text" label and a larger text area. A character count "8095 characters remaining" is at the bottom right. At the bottom, it shows "Attached By: Lisa", "Attached: 02/06/2023 11:50:31 AM", "Last Updated: 02/06/2023 11:50:31 AM", and "Status: Active".

Please provide a clear reason as to why you would like to work remotely so that your supervisor can consider your request.

A table titled "Request Reason" with an "Add Document" button and "Add Attachment" / "Add Note" sub-buttons. The table has columns: Document Name, Description, Attached By, Attached, and Status. It shows two rows of data.

Document Name	Description	Attached By	Attached	Status
Note	Working from Home	[Redacted]	02/06/23 11:54:02 AM	Active
Website_updates_for_FWA.docx	Email communications	[Redacted]	02/06/23 11:54:29 AM	Active

12. Acknowledgement : Check the box **"I Confirm"**, and click **'Next'**.

A section titled "Acknowledgement" with the text "I confirm that this arrangement has been discussed with my supervisor." Below this is a checkbox labeled "I Confirm", which is highlighted with a red rectangle.

Acknowledgement

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

☒ **I Confirm**

13. Review the **request** and click ‘**Submit**’.

PreviousSubmit

Review and Submit

Start Date19/06/2023End Date28/06/2024

Details

Remote Worker TypeHybrid

Remote Work ReasonPersonal reasons

Remote LocationHome

Address1 Testing St
TestCity SA 5000

Remote DaysSpecific Days Per Week

Select Days

Mon

Tue

Wed

Thur

Fri

Sat

Sun

Documents

Document Name	Description	Attached By	Attached
Note	Working from Home		02/06/23 11:55:56 AM
Website_updates_for_FWA.docx	Email communications		02/06/23 11:55:56 AM

Contact Us

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