RUTGERS UNIVERSITY
Human Resources

FlexWork@RU Pilot Program Application System User Guide

How to Submit and Review
Flexible Work Arrangement Applications
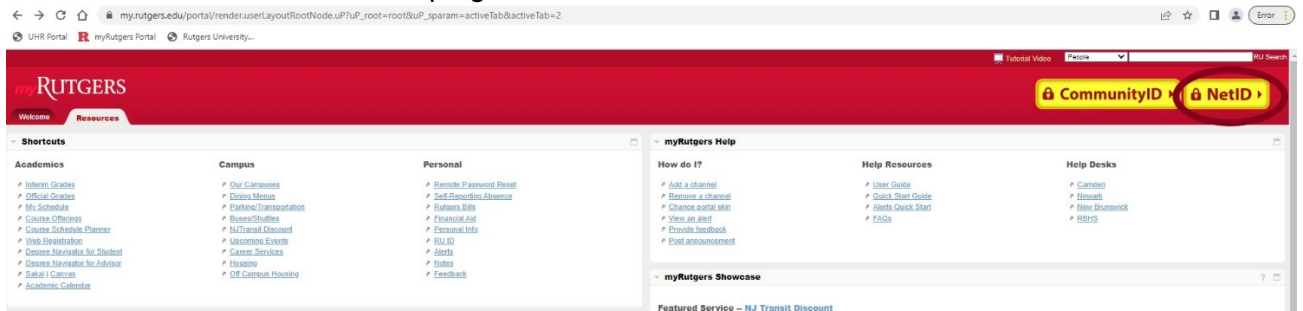
FUTUREOFWORK.RUTGERS.EDU

Table of Contents

Accessing the FlexWork@RU Pilot Program Application System

Before creating an application, you must review the Rutgers Flexible Work Arrangement Policy, FlexWork@RU Pilot Program Guidelines, and complete a Department Needs Assessment and Team Agreement with your department head or designee.

The flexible work arrangement is located in PeopleSoft under **Self Service, Flexible Work Arrangement**.

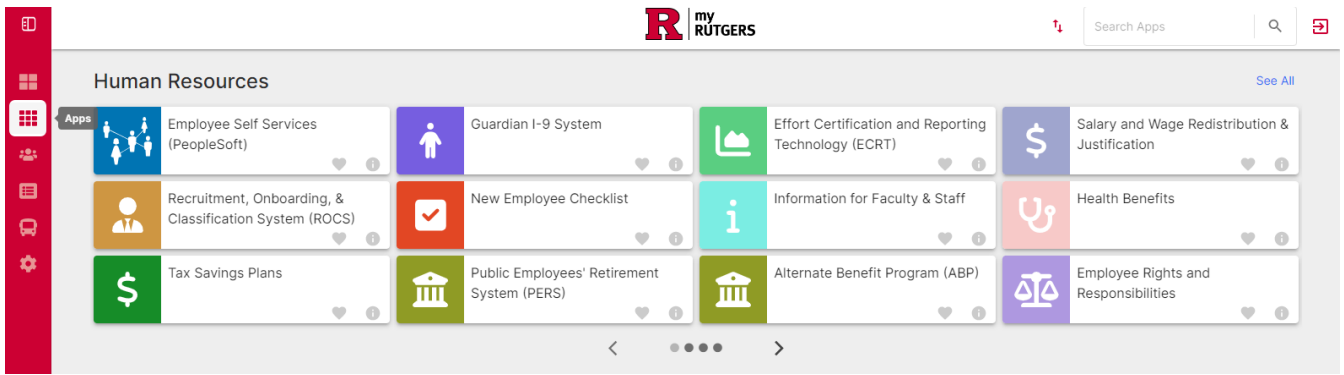Listed below are the navigation steps:

1. Log into the MyRutgers Portal
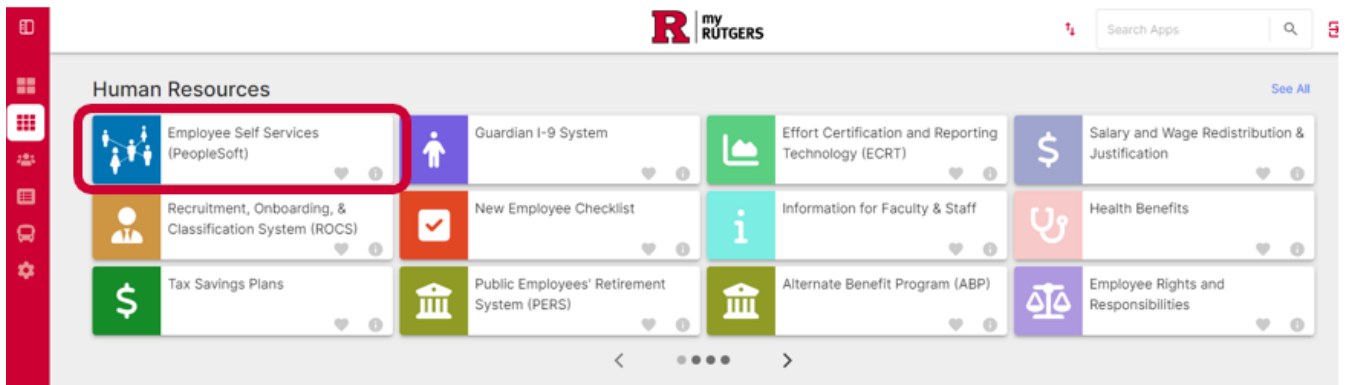
2. Click on the NetID Icon on the top right corner
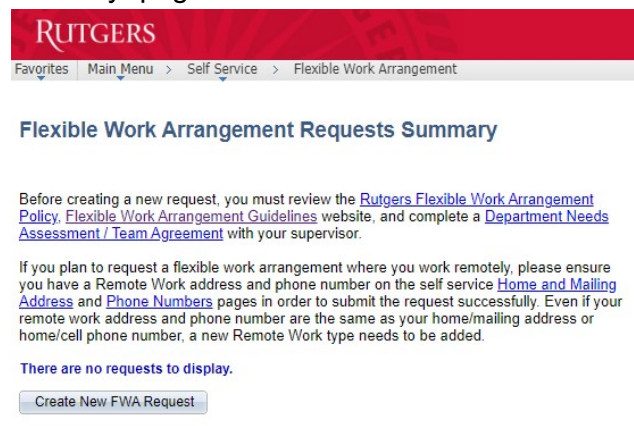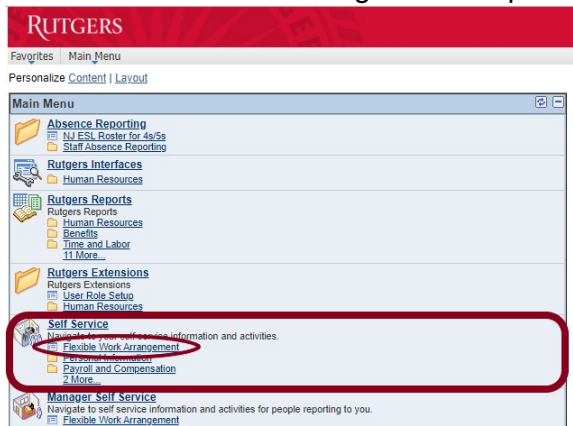

3. Enter your NetID Login Information

4. Select the "**Apps**" Icon on the left

5. Scroll down to the **Human Resources** section and select the "Employee Self Services (PeopleSoft) tile.

6. Navigate to the "Self Service" section and select "Flexible Work Arrangement" which will take you to the "Flexible Work Arrangement Requests Summary" page.

Entering a Remote Work Address and Phone Number

Please be advised, if you are submitting a flexible work arrangement where you will be working remotely, you will be required to first submit a remote work address and phone number (even if they are the same as your home address or phone number). This information must be submitted prior to completing the Flexible Work Arrangement Request Form.

1. On the "Flexible Work Arrangement Requests Summary" page, Click on the "**Home and Mailing Address**" link to add a remote work address.

2. On the "**Home and Mailing Address**" page, select **Remote Work** for the Address Type and click on **Add.**

3. Fill in the address and click on **Save**.

The new Remote Work address will be saved in the system.

Home and Mailing Address

Jane Doe

Addresses					
Address Type	**Status**	**As Of**	**Country**	**Address**	**Edit**
Home	Current	06/24/2022	USA	1010 TestAddress Edison, NJ 08820 Middlesex	✎
Remote Work	Current	06/24/2022	USA	1010 Test Address Edison, NJ 08820	✎

*Address Type: [_____ ▽] [Add]

* Required Field

The process is similar for entering a Phone Number for remote work. On the "Flexible Work Arrangement Requests Summary" page, Click on the "**Phone Numbers**" link to add a remote phone number.

4. On the "**Home and Mailing Address**" page, select the **Add Phone Number** button.

Phone Numbers

Jane Doe

Enter your phone numbers below.

When selecting phone types, please be aware that the Primary phone type that appears in the Rutgers Online Directory is "BUSINESS". If you have a secondary campus number that you would like to appear in the Rutgers Online Directory, add the phone type "WORK". These are the only 2 phone types that will appear in the Rutgers Online Directory.

To receive a text message if a campus emergency occurs, register your mobile phone number with Rutgers at: https://personalinfo.rutgers.edu

Phone Numbers				
Phone Type	***Telephone**	**Extension**	**Preferred**	**Delete**
Business	848-445-3786		☑	🗑
Mobile	732-555-1234		☐	🗑
Home	908-555-4321		☐	🗑

[Add Phone Number]

[Save]

* Required Field

5. A new line will be created; select **Remote Work** for Phone Type and fill in the number.

Phone Numbers				
Phone Type	***Telephone**	**Extension**	**Preferred**	**Delete**
Business	848-445-3786		☑	🗑
Mobile	732-555-1234		☐	🗑
Home	908-555-4321		☐	🗑
[____ ▽]			☐	🗑

Campus
Dormitory
FAX
Home FAX
Main
Other
Pager 1
Pager 2
Remote Work

6. Click on **Save**.

Phone Numbers

Jane Doe

Enter your phone numbers below.

When selecting phone types, please be aware that the Primary phone type that appears in the Rutgers Online Directory is "BUSINESS". If you have a secondary campus number that you would like to appear in the Rutgers Online Directory, add the phone type "WORK". These are the only 2 phone types that will appear in the Rutgers Online Directory.

To receive a text message if a campus emergency occurs, register your mobile phone number with Rutgers at: https://personalinfo.rutgers.edu

Phone Numbers

Phone Type	*Telephone	Extension	Preferred	Delete
Business	848-445-3786		☑	🗑
Mobile	732-555-1234		☐	🗑
Home	908-555-4321		☐	🗑
Remote Wor ⌄	732-555-1234		☐	🗑

Add Phone Number

Save

* Required Field

The new Remote Work phone is added to the system.

Submitting or Modifying a Flexible Work Arrangement Application

1. From the Flexible Work Arrangement Requests Summary page, click on the "**Create New FWA Request**" button to begin the application form.

2. The application will begin with three (3) questions:

> **Question 1:** *Are you compliant with the Ethics Armor Program's requirement for submission of the Annual Outside Activity Questionnaire (OAQ).*

After completing the OAQ and answering the question appropriately, you will be asked the second question.

> **Question 2:** *Did you meet with your supervisor and/or department to complete the Department Needs Assessment?*

The third question is a follow-up regarding the Department Needs Assessment.

> **Question 3:** *Was there a Flexible Work Arrangement option that met the operational needs of the department and agreed upon?*

If you answer "No" to the third question, you will be asked to provide additional information prior to completing the request form.

If you answer "Yes" to the third question, the additional fields required to complete the application will be displayed.

In the next section, you will be asked to fill in the time period for the requested flexible work arrangement, your Department Head and Supervisor's ID.

3. When selecting the Requested Start Date and Requested End Date, please note that employees may not submit any time prior to the effective date of the FlexWork@RU Pilot Program (September 1, 2022) or beyond the end of the current fiscal year (June 30, 2023).

4. Click on the magnifying glass to search for your Department Head/Supervisor by name.

5. After selecting your Supervisor's ID, continue completing the form by selecting the Flexible Arrangement Type you and your supervisor agreed upon.

6. Continue completing the form by entering information in the listed field boxes.

Please provide your work schedule (EST only)

Find First 1 of 1 Last

Note: Please enter the work schedule here, put 'a' for AM and 'p' for PM.
Example: 8a would be converted to 8:00 AM; 2p would be converted to 2:00 PM;14 would be converted to 2:00 PM; 8.30 or 8:30 would be converted to 8:30 AM
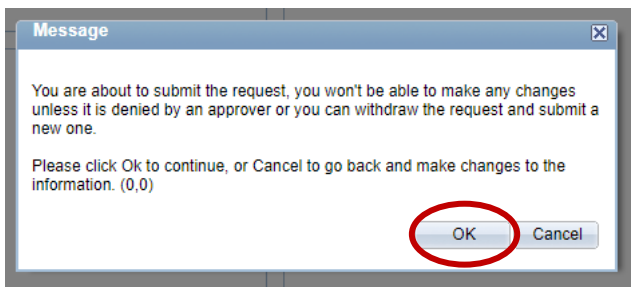
Pay Period Week One & Two corresponds to the weeks in a pay period. If the schedule for Pay Period Week Two is different than Week One, click the plus sign on the right hand side to enter the Week Two schedule.

Sequence#   1   *Pay Period Week [One ▾]

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time							
End Time							
Remote/In-Person	▾	▾	▾	▾	▾	▾	▾

☐ I have read and understand the Flexible Work Arrangement Policy outlined here.

☐ I acknowledge and agree to the Flexible Work Arrangement Guidelines outlined here.

☐ I acknowledge and agree to the Performance Expectations for Remote Work outlined here.

☐ I understand that I am required to comply with all timekeeping and overtime regulations defined by state or federal law (i.e., the Fair Labor Standards Act), collective bargaining agreements, and University and departmental policies and procedures including obtaining approval in advance from my supervisor prior to working overtime.

☐ I understand and agree that I am responsible for furnishing and maintaining my remote worksite (if applicable) in a safe and professional manner; employing appropriate information protection and security measures; and complying with all other policies and guidelines of the University.

☐ I will give accurate and up-to-date information to my supervisor, team members, customers and other business contacts, regarding work location and hours and will report technical or equipment limitations that impair my ability to complete required work as soon as possible.

☐ I agree that remote work is not a substitute for child or dependent care and that other arrangements are necessary for care of dependents that are present in the Alternate Work Location.

☐ I understand that the university reserves the right and discretion to determine, approve, modify, or revoke at any time an alternate work arrangement. It is the university's exclusive decision to provide alternate work arrangements and that decision is not subject to any grievance or problem-solving procedure

☐ I will report changes to my alternate work location immediately and will submit a new flexible work arrangement application if my change includes an out-of-state move.

☐ I certify that the information contained in this application is true to the best of my knowledge and I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified.

Employee Comments

[Submit]   [Return]

7. The **Submit** button will be enabled after the employee has completed all the acknowledgements at the bottom of the form. The **Return** button will bring the employee back to the initial landing page.

8. After clicking on "**Submit**", a message box will appear to confirm your submission.

Message

You are about to submit the request, you won't be able to make any changes unless it is denied by an approver or you can withdraw the request and submit a new one.

Please click Ok to continue, or Cancel to go back and make changes to the information. (0,0)

OK   Cancel

Click on "OK" to proceed with submitting your flexible work arrangement application.

If you updated your Remote Address prior to completing the request form, the form will save and your submission will be complete.

If you did not update your Remote Address, a message box will appear to remind you to update your Remote/Hybrid Work Address and Phone Number. You will not be able to submit the request form until your Remote/Hybrid Work Address and Phone Number is updated.

Message

For Flexible Work Arrangement Type - Remote/Hybrid, Remote Work address must be defined in order to submit the FWA request successfully.

You can update this information at
Main Menu >> Self Service >> Personal Information >> Home and Mailing Address

OK
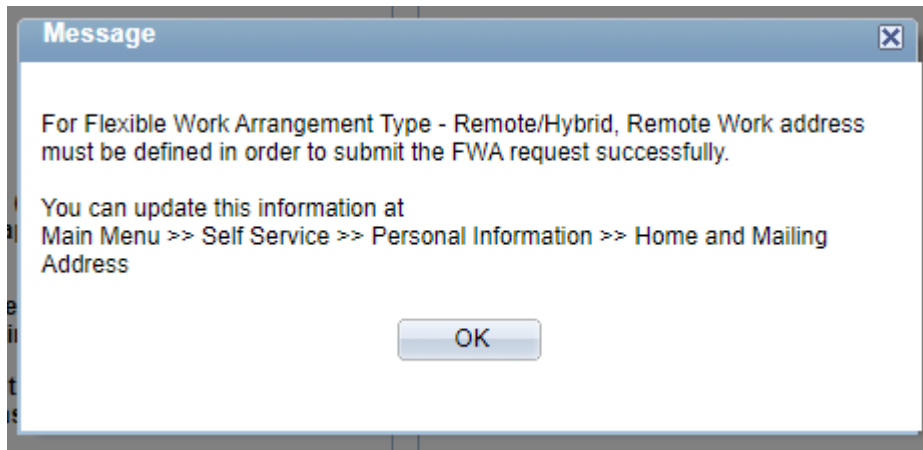
How to Review Flexible Work Arrangement Applications
(Department Head or Designee and Cabinet Officer)

This section of the guide is for department heads or designees to review submissions in the approval queue.

Submitted flexible work arrangement(s) will be located in PeopleSoft under **Manager Self Service, Flexible Work Arrangement**.

Listed below are the navigation steps:

1. Log into the MyRutgers Portal

2. Click on the NetID Icon on the top right corner

3. Enter your NetID Login Information

4. Select the "**Apps**" Icon on the left menu

5. Scroll down to the Human Resources section and select the "**Employee Self Services (PeopleSoft)**" tile
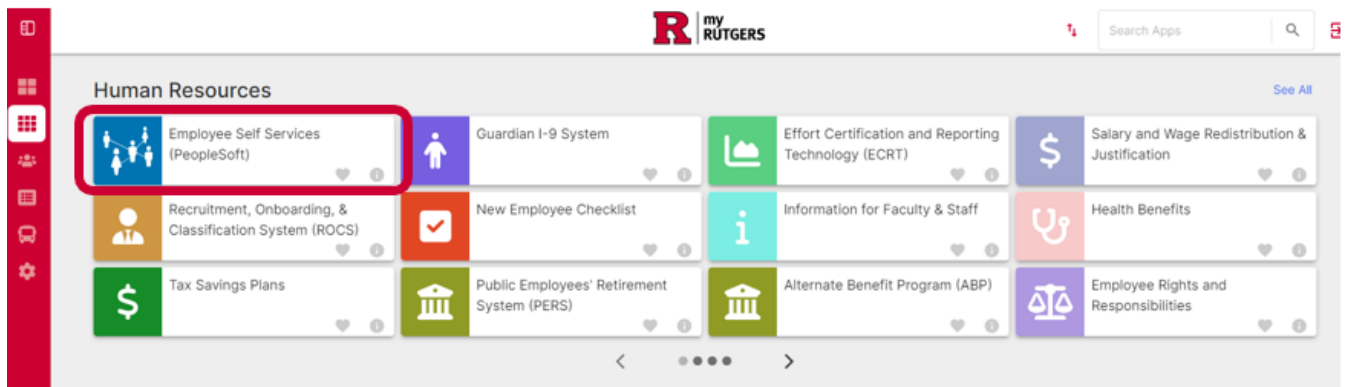
6. PeopleSoft will open to the "Main Menu" page. On the Main Menu, navigate to the "Manager Self Service" section and select "Flexible Work Arrangement"

7. The Flexible Work Arrangement request queue will appear.

8. Click on the "View/Approve Request" link to see the submitted request.

The submitted request form will open in a Read Only mode. The approver will not be able to modify the information submitted by the requestor. Approver will have the ability to add comments and approve or deny the request.

Flexible Work Arrangement Pilot Program Application

Jessie James   Request Number   1

Request Form

Please fill out the information below in its entirety. Incomplete forms are subject to denial and may cause delays in the review process.
Selecting "No" to first two questions below will connect you to additional information to ensure these steps have been completed prior to submitting your application. In order to proceed, you must select return and begin a new Flexible Work Arrangement application.

Have you completed the Annual Outside Activity Questionnaire?
● Yes   ○ No

Department Needs Assessment complete?
● Yes   ○ No

Was the flexible work arrangement request supported by your supervisor based on the Department Needs Assessment?
● Yes   ○ No

Request As Of	07/20/2022	**Request Status**	Pending Approval - Dept. Head
Request Start Date	09/01/2022	**Request End Date**	06/30/2023
Department Head	00038527	Jane Doe	
Supervisor ID	00038527	Jane Doe	

Please provide your work schedule (EST only)

Note: Please enter the work schedule here, put 'a' for AM and 'p' for PM.
Example: 8a would be converted to 8:00 AM; 2p would be converted to 2:00 PM;14 would be converted to 2:00 PM; 8.30 or 8:30 would be converted to 8:30 AM

Pay Period Week One & Two corresponds to the weeks in a pay period. If the schedule for Pay Period Week Two is different than Week One, click the plus sign on the right hand side to enter the Week Two schedule.

Sequence#   1   **Pay Period Week** One

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time			8:00AM	8:00AM	8:00AM	8:00AM	8:00AM
End Time			4:30PM	4:30PM	4:30PM	4:30PM	4:30PM
Remote/In-Person			In-Person	In-Person	Remote	In-Person	Remote

☑ I have read and understand the Flexible Work Arrangement Policy outlined here.

☑ I acknowledge and agree to the Flexible Work Arrangement Guidelines outlined here.

☑ I acknowledge and agree to the Performance Expectations for Remote Work outlined here.

☑ I understand that I am required to comply with all timekeeping and overtime regulations defined by state or federal law (i.e., the Fair Labor Standards Act), collective bargaining agreements, and University and departmental policies and procedures including obtaining approval in advance from my supervisor prior to working overtime.

☑ I understand and agree that I am responsible for furnishing and maintaining my remote worksite (if applicable) in a safe and professional manner; employing appropriate information protection and security measures; and complying with all other policies and guidelines of the University.

☑ I will give accurate and up-to-date information to my supervisor, team members, customers and other business contacts, regarding work location and hours and will report technical or equipment limitations that impair my ability to complete required work as soon as possible.

☑ I agree that remote work is not a substitute for child or dependent care and that other arrangements are necessary for care of dependents that are present in the Alternate Work Location.

☑ I understand that the university reserves the right and discretion to determine, approve, modify, or revoke at any time an alternate work arrangement. It is the university's exclusive decision to provide alternate work arrangements and that decision is not subject to any grievance or problem-solving procedure

☑ I will report changes to my alternate work location immediately and will submit a new flexible work arrangement application if my change includes an out-of-state move.

☑ I certify that the information contained in this application is true to the best of my knowledge and I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified.

Employee Comments

Approver Comments

Request Submitted By	Jessie James	**Request Submitted On**	07/20/2022 1:09:49PM
		Employee Signed On	07/20/2022 1:09:49PM
Department Head	Jane Doe	**Dept. Head Approved On**	
Cabinet Officer		**Cabinet Officer Approved On**	
UHR		**UHR Approved On**	

[Approve]   [Deny]   [Return]

The Department Head and Cabinet Officer will have the ability to view, approve or deny any requests where they have been designated as a department head or cabinet officer.

Approve:
Triggers an e-mail to the Employee (cc Supervisor) indicating it has been approved. Status will be changed to Approved (unless requires Cabinet Officer approval) and the Dept. Head Approved On date/time will be captured.

Deny:
Triggers an e-mail to the Employee (cc Supervisor) and the employee can edit the request and re-submit for approval. Status will be changed to Denied.

Return:
Transfers the user back to the landing page/approver queue.

When reviewing the submitted requests in your queue, please be advised of the following:

- Requests that *need to be approved* will have a *View/Approve Request* link.
- Previously *approved, denied or withdrawn* requests will have a *View Request* link.
- Requests where the user is designated as a *Supervisor* will only have a *View Request* Link.

9. If the request is for three 3 or more days working remote or fully remote, the Department Head approver will pick the **Cabinet Officer** Approver and click on **Approve** or click on **Deny**. If the request is not approved by the Department Head, the Department Head must add **Approver Comments** stating the reason for the denial and click on **Deny**. Similarly, if a request for 3 or more days working remote or fully remote is denied by the Cabinet Officer, the Cabinet Officer must add Approver comments.

If an approver wants to deny the request then they must fill in comments. If the comments box is left blank, the following error will be displayed.
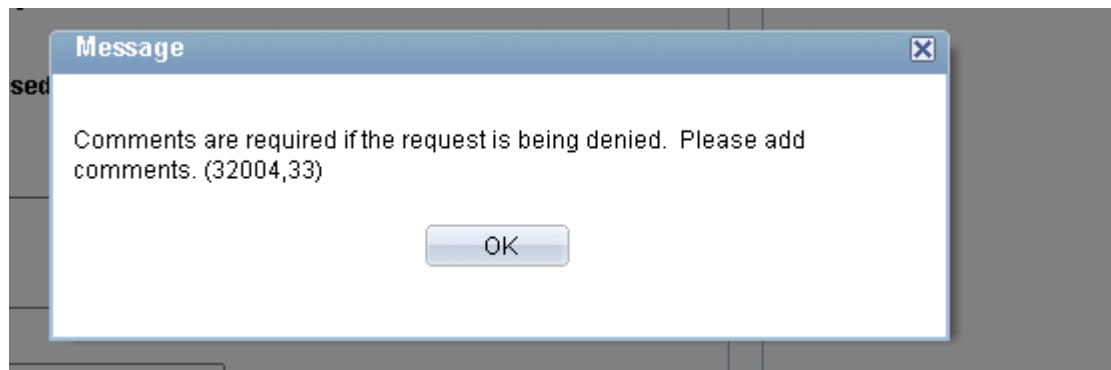
If the request requires a Cabinet Officer approver and the Department Head does not select an approver the following error will be displayed.

If the Department Head Approver has comments keyed in and the Cabinet Officer denies the request without adding new comments, the following error will be displayed.
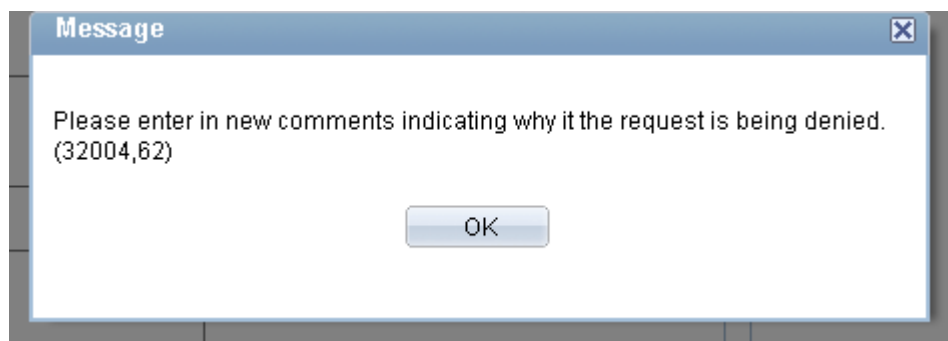
Fully remote work arrangements require approval by the Department Head, Cabinet Officer and University Human Resources.

Once approved by the Department Head and Cabinet Officer, requests for fully remote work arrangements will be moved to UHR for review.

Any denied request (either by the Department Head and/or Cabinet Officer) is sent back to the employee. After a request has been denied, the employee may modify a flexible work arrangement request based on the comments made by the Department Head and/or Cabinet Officer and may re-submit the modified request to the Department Head. The employee can click on **Modify Request** link and change information.

Flexible Work Arrangement Requests Summary

Jane Doe

Before creating a new request, you must review the Rutgers Flexible Work Arrangement Policy, Flexible Work Arrangement Guidelines website, and complete a Department Needs Assessment / Team Agreement with your supervisor.

If you plan to request a flexible work arrangement where you work remotely, please ensure you have a Remote Work address and phone number on the self service Home and Mailing Address and Phone Numbers pages in order to submit the request successfully. Even if your remote work address and phone number are the same as your home/mailing address or home/cell phone number, a new Remote Work type needs to be added.

Request Number	Request Date	Request Status	Dept ID	Dept Description	Job Title	
1	05/20/2022	Denied	10715	Administrative Systems	APPLICATION DEVELOPER	Modify Request

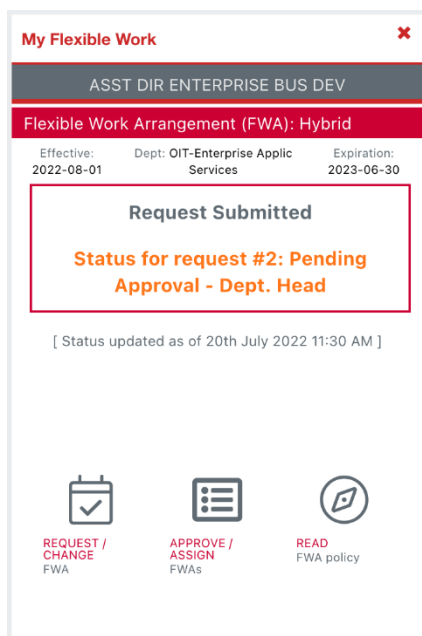Create New FWA Request

My Flexible Work Widget

The "My Flexible Work" widget has been created to make the Flexible Work Arrangement processes more intuitive and easy to access.

When logging into the MyRutgers Portal, the "My Flexible Work" widget will be available on the dashboard right beside the employee's profile (as shown below):
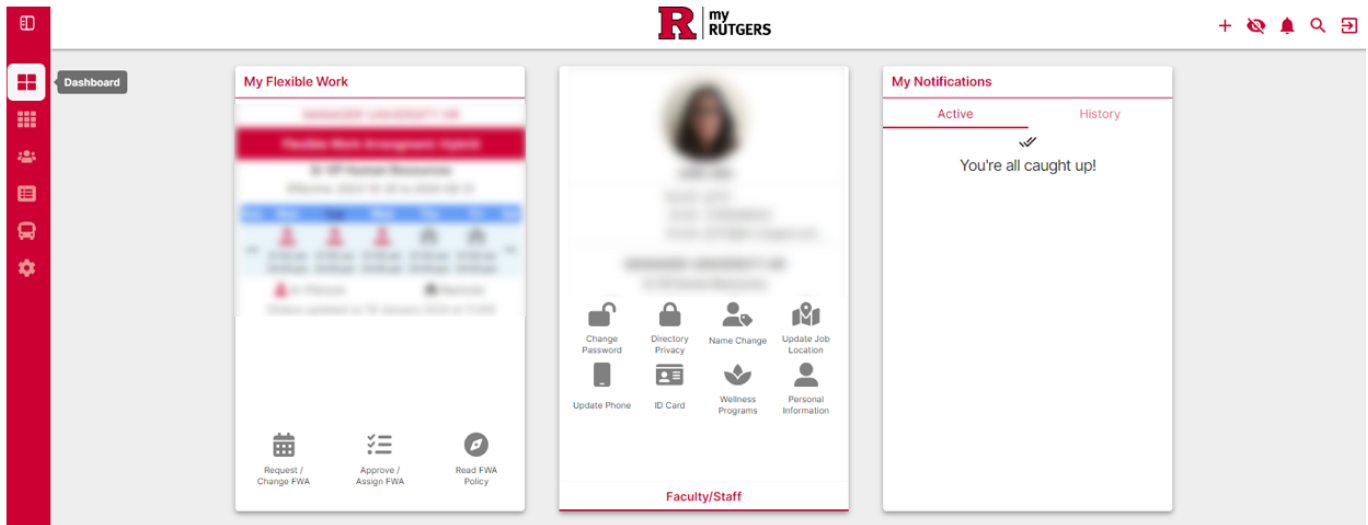
Employees can click on the Request/Change FWA button to launch the PeopleSoft intake form.

The widget will also provide information regarding the status of the employee's FWA request:

Once the employee's FWA has been approved, it will display the approved schedule:

From the approver (department head, cabinet officer, UHR) point of view, the widget will also display the number of outstanding FWA applications waiting for review:

Modifying/Canceling/Withdrawing a Flexible Work Arrangement

When logging into the MyRutgers Portal, click on the Request/Change FWA button in the "My Flexible Work" widget to launch the PeopleSoft intake form (as shown below):
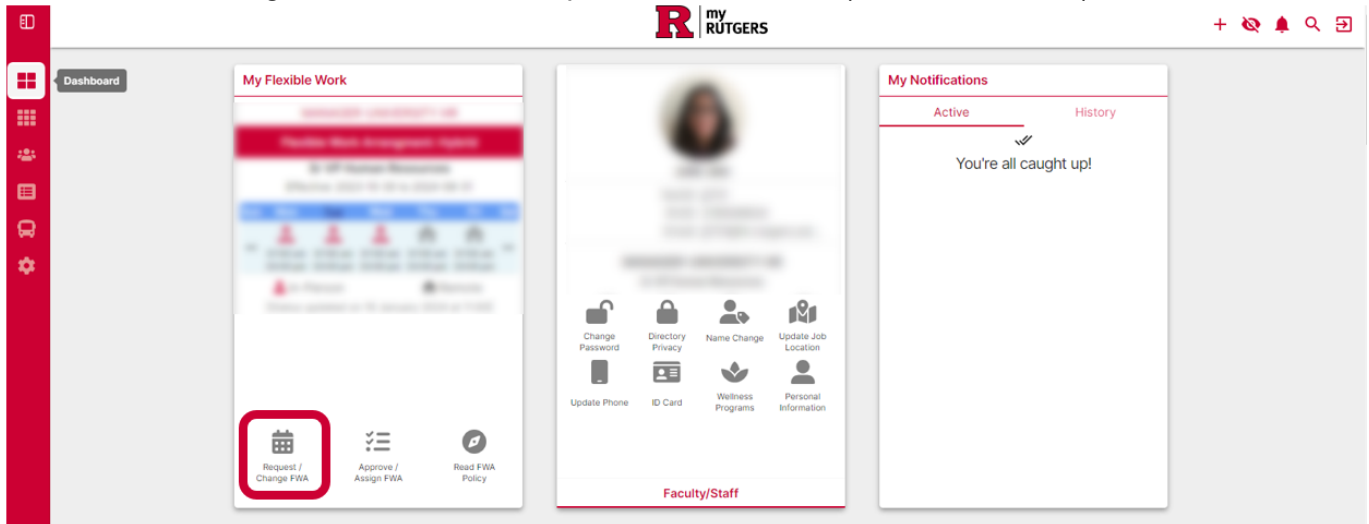
1. If your flexible work arrangement **has not been approved** yet, you may click on the View/Withdraw Request button to withdraw the application and submit a new one.

2. Click on the Withdraw button at the bottom of the flexible work arrangement to withdraw your application and submit a new one. Follow the instructions outlined on page 7 to submit a new application.

3. If your flexible work arrangement **was previously approved**, click on the View/Cancel Request button to see the details of your current flexible work arrangement and cancel it.

Flexible Work Arrangement Requests Summary

Before creating a new request, you must review the Rutgers Flexible Work Arrangement Policy, Flexible Work Arrangement Guidelines website, and complete a Department Needs Assessment / Team Agreement with your supervisor.

If you plan to request a flexible work arrangement where you work remotely, please ensure you have a Remote Work address and phone number on the self service Home and Mailing Address and Phone Numbers pages in order to submit the request successfully. Even if your remote work address and phone number are the same as your home/mailing address or home/cell phone number, a new Remote Work type needs to be added.

Request Number	Request Date	Request Status	Dept ID	Dept Description	Job Title	
1	08/16/2022	Approved				View/Cancel Request

Create New FWA Request

4. Click on the Cancel button at the bottom of the flexible work arrangement and follow the instructions outlined on page 7 to submit a new application.

Last Updated 1/16/2024