Completing Your Alternate Work Schedule

Before you begin...

- Have a conversation with your supervisor to discuss the details of your Alternate Work Schedule.
- Collect and verify personnel details.
- Review system requirements.
- Set aside enough time to complete the form to avoid time-out.

Complete your form

- Employee data will be auto-generated. Confirm all of your details before proceeding.
- Enter details of Alternate Work Schedule discussed with supervisor.
  - Schedule type (4-10, flexible)
  - Effective date and expiration date
  - Start/meal/end times
  - Daily/weekly hours planned

Review and submit your form

- Review the form for errors. Read and acknowledge the terms of the Alternate Work Schedule.
- Type your name to electronically sign and click Submit

For more information of the Alternate Work Schedule, visit [link](#).