

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](#).