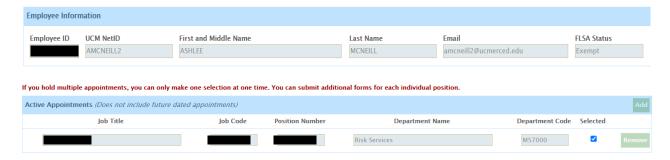
Completing Your Alternate Work Schedule

Before you begin

- 1. You will need to have a discussion with your supervisor/manager about the parameters of your alternate work schedule prior to completing the form. Verify the following details:
 - Agreed schedule
 - Effective dates of alternate work schedule
 - Schedule type (4-10, flexible)
 - Daily/weekly hours planned
 - Any additional specific expectations of your manager/department
- 2. You will need to collect some personnel details to verify that your information has autopopulated correctly in the form. You will want to have the following information available to streamline the process of completing your form:
 - Employee ID
 - FLSA Status
 - Job Title
 - Job Code
 - Department Code

Complete your form

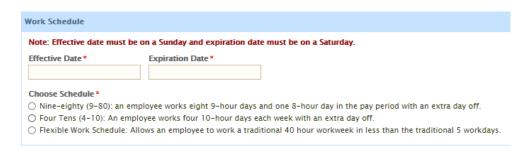
1. Navigate to the Alternate Work Schedule Form. Single sign-on will be required and your employee data should be automatically generated. Verify this information before proceeding.



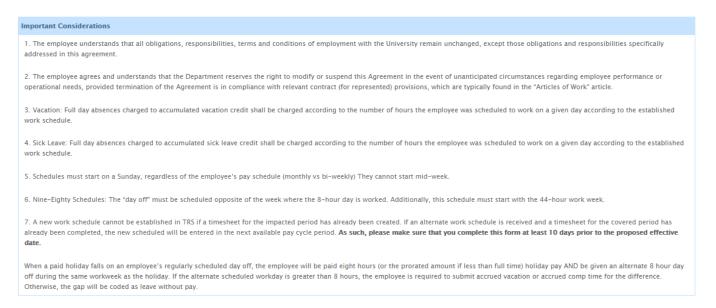
2. Verify supervisor information to ensure that the Telecommute Agreement is routed to the correct party.



- 3. Move on to the details of the agreement. Select the **Effective and Expiration dates** and **Schedule Type** agreed to by you and your supervisor.
 - Enter dates in mm/dd/yyyy format.
 - Four Tens (4-10): An employee works four 10-hour days each week with an extra day off.
 - Flexible Work Schedule: Allows an employee to work a traditional 40 hour workweek in less than the traditional 5 workdays.



4. Review the **Important Considerations** section of the Alternate Work Schedule Agreement.



Review and submit your form

5. Review the Alternate Work Schedule Agreement for errors. Once you have confirmed that your form is error-free, check the box indicating you have read and agree to adhere to the terms of the Alternate Work Schedule Agreement, and type your name to electronically sign. Click Submit and the form will be routed to your supervisor for approval.

