

Flexible Work Arrangement Request Form Instructions

Review the [flexible work arrangement discussion and request process](#) on the HR website prior to submitting a request.

Professional Staff Request Process

1. Log into [DrexelOne](#)
2. Select the **Employee** tab
3. Select **All BannerWeb Employee Services** under the “Employee Information” heading
4. Select **Flexible Work Arrangements**
5. Review your base information and select **Begin a New Request**
6. Review the [Flexible Work Arrangement policy](#) and select the acknowledgement checkbox

I acknowledge that I have reviewed the Flexible Work Arrangement Policy prior to completing this request*

7. Complete your request by selecting the checkbox(es) for the flexible work arrangement option(s) you wish to enact and enter the details of your arrangement in the text field(s) if you would like (you will summarize your desired work arrangement below). You may select multiple flexible work arrangements.

Flexible Work Arrangement Option(s)	
<input type="checkbox"/> Compressed Work Schedule (day and work hours below) <input type="text"/> <small>(An alternate work schedule completed in fewer than five (5) full workdays per week.)</small>	<input type="checkbox"/> Telework (flexible work location and work hours below) <input type="text"/> <small>(A work arrangement where the Professional Staff Member performs a portion of their job off-site (typically in a home office), on a regular, recurring basis.)</small>
<input type="checkbox"/> Job Share (work day and work hours below) <input type="text"/> <small>(A work arrangement where two Professional Staff Members share the responsibilities of one full-time position, in which each Professional Staff Member works part-time and shares a specific proportion of a full-time position.)</small>	<input type="checkbox"/> Flex Schedule Peak Periods (Peak Period Begin and End dates below) <input type="text"/> <small>(An alternate work arrangement outside of the standard 8am to 5pm Workday.)</small>
<small>Multiple options may be selected, but at least one is required</small>	

8. Your supervisor’s user ID will be defaulted into the form. If it is incorrect, replace with your current direct supervisor’s user ID (e.g. abc123)
9. Enter details in the **Proposal/Comments** field that further explain your desired arrangement
10. Enter the **Requested Start Date** and **End Date**, if applicable
11. Select **Submit**. Your request will be routed to your supervisor. As approval/denial progresses you will receive email notifications

Supervisor Approval Process

1. Log into [DrexelOne](#)
2. Select the **Employee** tab
3. Select **All BannerWeb Employee Services** under the “Employee Information” heading. Supervisors will see two links:

1. Flexible Work Arrangements: submit your own flexible work arrangement request
2. Supervisor Approval of Pending FWARs (Flexible Work Arrangement requests): review requests from your direct reports
4. Select **Supervisor Approval of Pending FWARs**
5. Select the **Choose** button
6. Review the request.
7. Select your **Decision on Request** from the drop down menu

Collect Supervisor Approval Data	
Decision on Request:*	- Select One - ▾
Please Supply a Reason for the Requestor:*	- Select One -
Provide detailed comments to support your decision:*	Approved Denied

8. Enter further information in the **Please Supply a Reason for the Requestor** and **Provide detailed comments to support your decision** text fields. You may wish to include information for when the flex arrangement may need to be revisited or address peak periods when flex arrangements may not be feasible.

Please Supply a Reason for the Requestor:*	<input type="text"/>
Provide detailed comments to support your decision:*	<div style="border: 1px solid black; height: 100px;"></div>

9. **Tax Applicability:** If the flexible work arrangement is required by Drexel (e.g. the University is not providing on-campus office space for a department), select the **Yes** radio button and provide an explanation in the text box below. If the flex arrangement is at the preference of the employee, select **No**.
 - a. This indication will affect an employee's need to pay Philadelphia City Wage tax if they reside outside of the city limits. See the [explanation on the Human Resources website](#) for more information.
10. Select **Submit**. The final approval will be sent to the HR Business Partners.