

## Hybrid and Remote Work Arrangements Manager Tasks

[Hybrid and Remote Work Arrangements](#) begin with the employee requesting their arrangement in Workday. If your employee has not done so, please refer them to the **Job Aid - Hybrid and Remote Work Arrangement** to begin the process.

This job aid includes step-by-step instructions to assist staff and managers in navigating the following work arrangement request processes in Workday:

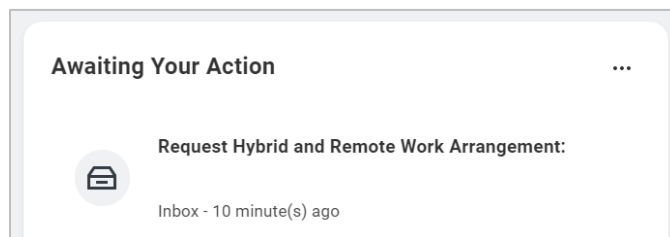
- Hybrid-Flexible > Flexible Schedule
- Hybrid
- Remote > Off Campus
- Remote > Annual Agreement Renewal

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### For all Arrangement Types – Manager Inbox Task

Once your employee has submitted their Hybrid and Remote Work Arrangement request, you will receive an inbox task.

Select the “Request Hybrid and Remote Work Arrangement” task in your inbox.



Review the arrangement details and select ‘Approve’, ‘Send Back’ or ‘Deny’.

A screenshot of the "Review" screen for a "Request Hybrid and Remote Work Arrangement" task. The screen shows the following details: "17 minute(s) ago - Effective 09/08/2022", "For: Manager," "Overall Process: Request Hybrid and Remote Work Arrangement:", "Overall Status: In Progress", "Details to Review" section with "Worker" information, "Start Date: 09/08/2022", "Proposed End Date: \* 06/30/2023", "Position: Manager," and "Details" section with "Type: Remote > Off-Campus". At the bottom, there are four buttons: "Approve" (orange), "Send Back", "Add Approvers", and a menu button with "Deny" and "Cancel" options.

All *Remote > Off Campus* and *Remote > Annual Agreement Renewal* requests will route to the Cabinet Member for approval.

After request has been approved by all parties, the task will go to Human Resources for further processing.