

Introduction

This guide is to assist Head of School (HOS) to view and action (approve, decline or push back) the Voluntary Flexible Work Arrangement (VFWA) request.

Procedure

Log in to Worklist or use the link in the email

1. You will receive an email notification to approve a VFWA request. To view the eForm, click the **Employee Name** link and log in with your ID and password.



2. Review the form.

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