

HOS - Approve or Decline a VFWA eForm

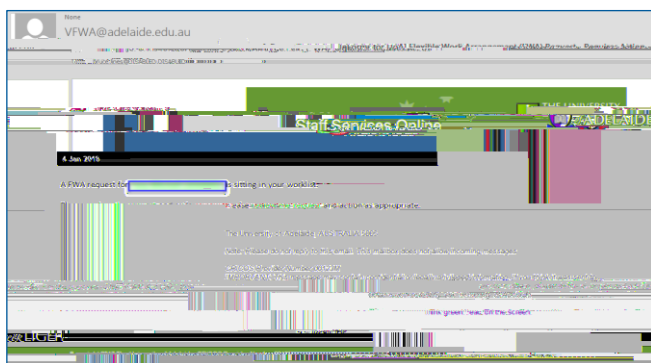
Introduction

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.

Employee & Position Information			
Name	[redacted]	Employee ID	[redacted]
eForm ID	86999	Record	0
Position Title	Chief Financial Officer	Department	Fin Strat Analysis & Reporting

Date	Start Time	End Time	Day
01/01/2018	7.35		Monday
02/01/2018	8.00		Tuesday
03/01/2018	8.00		Wednesday
04/01/2018			Thursday
05/01/2018			Friday
12/01/2018			Friday (Week 2)

Field	Value
Total Week 1 Hour	24.35
Total Week 2 Hour	24.00
Average Weekly Hours	24.18

Further information	
<input type="checkbox"/> I condition that this arrangement has been discussed with my supervisor.	<input checked="" type="checkbox"/> I condition that this arrangement has been discussed with my supervisor.

HOS -