

## 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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