

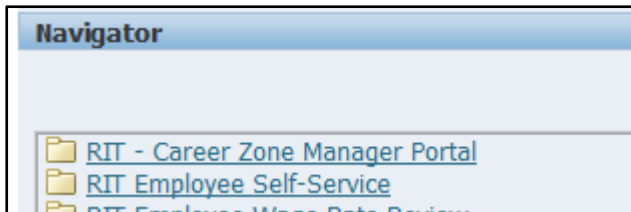
# Flexible Work Arrangement

ONLINE TRANSACTION USER GUIDE

## Login & Access

(Please note: FireFox ESR is the preferred browser when working with Oracle Applications)

1. Log in to Oracle: <https://myinfo.rit.edu>
2. Navigate to 'RIT Employee Self-Service' and select *My Flexible Work Arrangement*



## New entry

Select the *Add* button to make a new entry.

RIT Flexible Work Arrangement

**Add**

Select Status	Start Date	End Date
No results found.		

Cancel Back Next

Be sure to read all of the instructions and enter the information for each question. Click *Apply*

**\*\*Please note the following when entering the information below.\*\***

- Agreements must be renewed annually.
- The [Flexible Work Arrangement Safety Checklist](#) should be signed and attached.
- If RIT is providing the employee with technology/equipment, the [Receipt of RIT Property](#) form should be signed and attached.

I hereby acknowledge that I have read the [Flexible Work Arrangement Program and Agreement](#), which I understand fully, and I am voluntarily executing the Agreement. I understand that RIT is not obligated to approve a proposal for an FWA for any employee. The decision is at the sole discretion of my manager in consultation with Human Resources. FWAs are subject to ongoing review and positive annual performance evaluations. FWAs may be subject to termination at any time, with or without my consent, for any reason including, but not limited to, performance concerns or business needs.

[Personalize "Update Details"](#)  
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

\* Start Date

\* End Date

Type of FWA (Select Yes to all that apply)

Flexible Hours

Partial Remote

Fully Remote

Alternate Work Week

Compressed Work Week

Other

Current and Proposed Work Schedule (Please indicate location if not on campus)

\* Current Work Schedule

\* Proposed Work Schedule

Additional Information for Telecommuting Arrangements (as applicable)

\* Address of alternate work site

\* Telephone number(s) of alternate work site

Fax number of alternate work site

\* Duties and assignments authorized to be performed at this alternate work site

\* The following methods and times of communicating are agreed upon

Regarding space and equipment purchase, reimbursements, set-up and maintenance

\* the following is agreed upon

Additional Terms of this Flexible Work Arrangement not listed above (as applicable)

Cancel **Apply**

You will be returned to the Overview screen – click on *Next* to move to the submit page.

RIT Flexible Work Arrangement

[Personalize "Extra Information"](#)

Select Object:  |

Select Status	Start Date	End Date	Flexible Hours	Partial Remote	Fully Remote	Alternate Work Week	Compressed Work Week	Other
<input checked="" type="radio"/>	01-Aug-2021	31-Dec-2021		Yes				

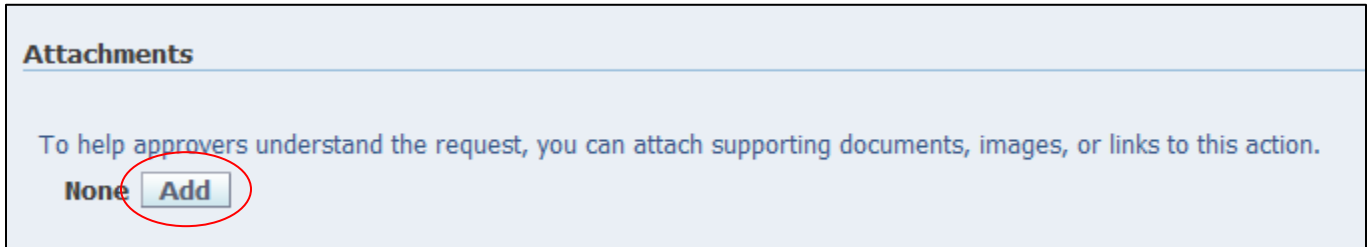
Cancel Back Next

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## Adding Attachments

On the review page, you can attach the Telecommuting Safety Checklist and Receipt of RIT Property form as needed. The supervisor should download the documents when they receive the approval notification and save as per their departments guidelines. These forms do not need to be submitted to Human Resources and must be downloaded from Oracle. They are not saved in Oracle and cannot be retrieved at a later date.

1. Click the *Add* button in the Additional Information section:

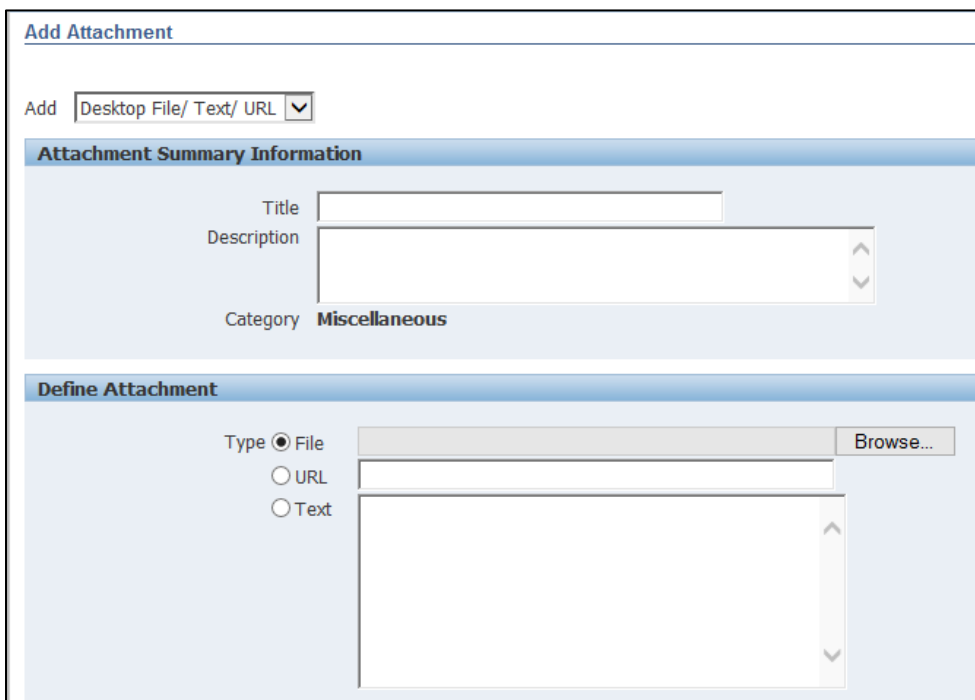


**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None **Add**

2. On the Add Attachment Screen click the *Browse...* button under Define Attachment:



**Add Attachment**

Add Desktop File/ Text/ URL

**Attachment Summary Information**

Title

Description

Category **Miscellaneous**

**Define Attachment**

Type  File  URL  Text

Browse...

3. Select file to be attached.
4. Either click the button Add Another to add additional files or Apply to be returned to the Review page.
5. Once returned to the Review page, the word None will be replaced with *View* hyperlinked

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## Review and Submit

Review all data entered and ensure that the necessary document(s) have been uploaded (View now appears as a hyperlink)

Extra Information Type	
<b>RIT Flexible Work Arrangement</b>	
	<b>Proposed</b>
<b>Start Date</b>	01-Aug-2021
<b>End Date</b>	31-Jul-2022
-----	
<b>Type of FWA (Select Yes to all that apply)</b>	-----
<b>Fully Remote</b>	Yes
-----	
<b>Current and Proposed Work Schedule (Please indicate location if not on campus)</b>	
<b>Current Work Schedule</b>	Mon-Fri 7:30am - 4:30pm in office
<b>Proposed Work Schedule</b>	Mon-Fri 7:30am - 4:30pm fully remote
-----	
<b>Additional Information for Telecommuting Arrangements (as applicable)</b>	
<b>Address of alternate work site</b>	██████
<b>Telephone number(s) of alternate work site</b>	██████
<b>Duties and assignments authorized to be performed at this alternate work site</b>	Same as in the office
<b>The following methods and times of communicating are agreed upon</b>	Available all day during working hours via phone/slack/email
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<b>Regarding space and equipment purchase, reimbursements, set-up and maintenance the following is agreed upon</b>	
	No additional purchases
-----	
<b>Additional Terms of this Flexible Work Arrangement</b>	
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Additional Information							
<b>Attachments</b>							
<a href="#">Personalize "Attachments"</a> To help approvers understand the request, you can attach supporting documents, images, or links to this action. <a href="#">View</a>   <a href="#">Add</a>							
<b>Approvers</b>							
Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<a href="#">Show</a>	1	██████	HR People	1	Approver		
<a href="#">Add Adhoc Approver</a>							
<b>Comments to Approver</b>							
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>							
<input type="button" value="Cancel"/> <input type="button" value="Printable Page"/> <input type="button" value="Back"/> <input type="button" value="Submit"/>							

Add any comments if necessary to the Approver in the box provided. Click *Submit*

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## Review or Update of Existing FWAs

Once an employee has had their FWA approved, they can view individual information or update a submission.

To view or update information, follow the steps above. Select the entry you wish to change and then select *Update* and enter any changes to the FWA. It will be routed back to the supervisor for approval.