

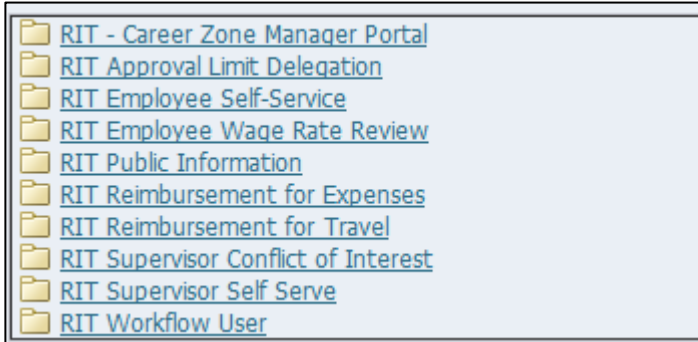
Flexible Work Arrangement

ONLINE TRANSACTION SUPERVISOR USER GUIDE

Login & Access

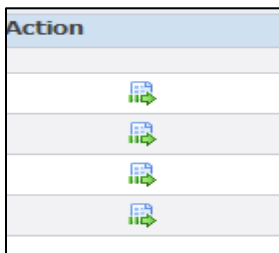
(Please note: FireFox ESR is the preferred browser when working with Oracle Applications)

1. Log in to Oracle: <https://mybiz.rit.edu>
2. Navigate to 'RIT Supervisor Self Serve' and select *Employee Flexible Work Arrangement*

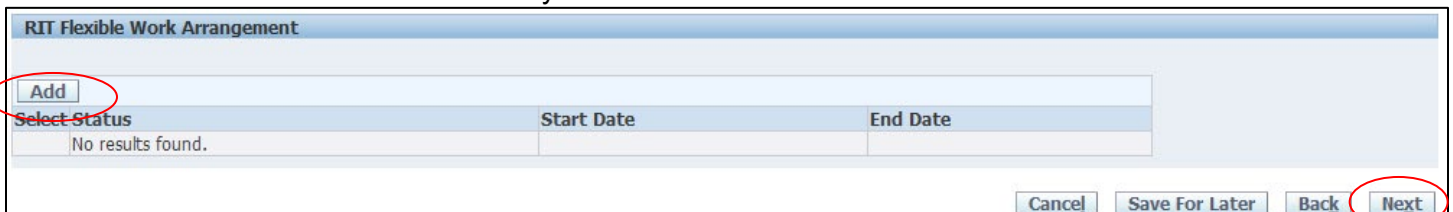


New entry

Click on the *Action* icon next to the name of the person you wish to make the submission for. You can expand the listing of employees for additional levels in the supervisory hierarchy.



Select the *Add* button to make a new entry. Then click *Next*.



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)

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

RIT Flexible Work Arrangement									
Personalize "Extra Information"									
Select Object: <input type="button" value="Update"/> <input type="button" value="Add"/>									
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					

Adding Attachments

Attaching the Flexible Work Arrangement Safety Checklist and Receipt of RIT Property forms are not required for the supervisor entry. However, the supervisor should request the documents from the employee 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 once the transaction is approved and cannot be retrieved at a later date.

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	
RIT Flexible Work Arrangement	
Proposed	
Start Date	01-Aug-2021
End Date	31-Jul-2022
Type of FWA (Select Yes to all that apply)	
Fully Remote	Yes
Current and Proposed Work Schedule (Please indicate location if not on campus)	
Current Work Schedule	Mon-Fri 7:30am - 4:30pm in office
Proposed Work Schedule	Mon-Fri 7:30am - 4:30pm fully remote
Additional Information for Telecommuting Arrangements (as applicable)	
Address of alternate work site	██████████
Telephone number(s) of alternate work site	██████████
Duties and assignments authorized to be performed at this alternate work site	Same as in the office
The following methods and times of communicating are agreed upon	Available all day during working hours via phone/slack/email
Regarding space and equipment purchase, reimbursements, set-up and maintenance the following is agreed upon	No additional purchases
Additional Terms of this Flexible Work Arrangement	

Additional Information							
Attachments							
Personalize "Attachments" To help approvers understand the request, you can attach supporting documents, images, or links to this action. View Add							
Approvers							
Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
No Approvers							
<input type="checkbox"/> Add Adhoc Approver							
Comments to Approver							
<input type="text"/>							
<input type="button" value="Cancel"/> <input type="button" value="Printable Page"/> <input type="button" value="Save For Later"/> <input type="button" value="Back"/> <input type="button" value="Submit"/>							

Click *Submit*

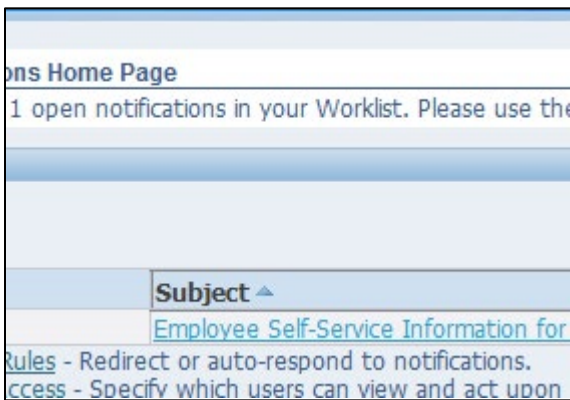
The information is now entered into Oracle and is available for reporting purposes.

Supervisor Approval Processing

Approval Notifications

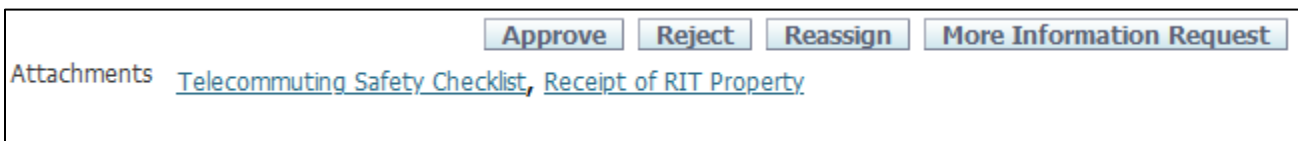
Employee submissions will route to their supervisor for approval. The supervisor is expected to review the attached Telecommuting Safety Checklist and Receipt of RIT Property and save the documents as per their department's document retention guidelines. These forms do not need to be submitted to Human Resources and must be downloaded from Oracle. They are not saved in Oracle once the transaction is approved and cannot be retrieved at a later date.

From the email notification click on the Respond or from the Oracle Home Page click on the Subject line



From the notification, click on the hyperlink next to the Attachments to open the attachment(s) .

Important: Please be sure to save the Flexible Work Arrangement Safety Checklist and Receipt of RIT Property forms that are attached.



Click *Approve* once you have verified the attachment(s).

Review or Update of Existing FWAs

Once an employee has had their FWA approved, supervisors can view individual information or run a report to view all approved submissions.

To view or update information for an individual employee, follow the steps above. Select the entry you wish to change and then select *Update* and enter any changes to the FWA.

RIT Flexible Work Arrangement

Personalize "Extra Information"

Select Object: |

Select Status	Start Date	End Date	Flexible Hours	Fully Remote	Alternate Work Week	Compressed Work Week	Other
<input checked="" type="radio"/>	01-Jul-2021	31-Jul-2021					
<input type="radio"/>	15-Jul-2021	30-Jul-2021	Yes				
<input type="radio"/>	01-Aug-2021	31-Jul-2022					

To run a report for all employees in the supervisor hierarchy, click on 'Flexible Work Arrangement' and click 'Submit'.