

How to Apply: Compressed Weeks

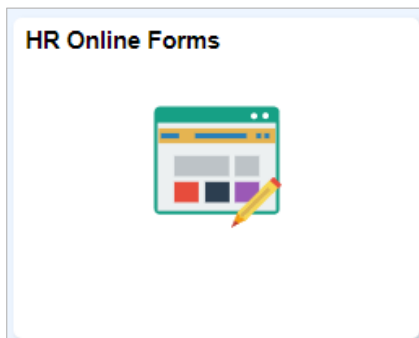
Introduction

This guide describes how to complete the online form that an eligible staff member must submit to begin a Compressed Weeks work arrangement. Please ensure that you have read and understood the information regarding Voluntary Flexible Work Arrangements on our [website](#), prior to completing the online form.

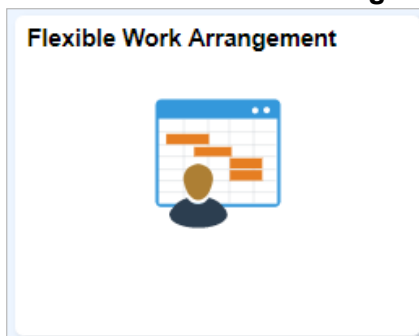
Procedure

1. Log into Staff Services Online (SSO).

2. Select **HR Online Forms** tile.

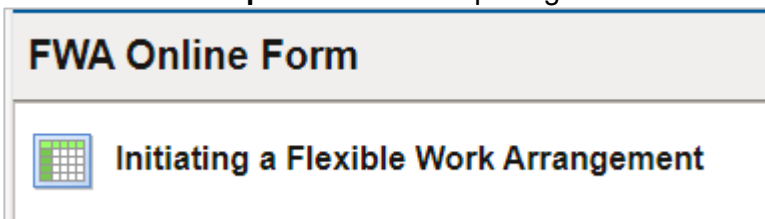


3. Select **Flexible Work Arrangement** tile.

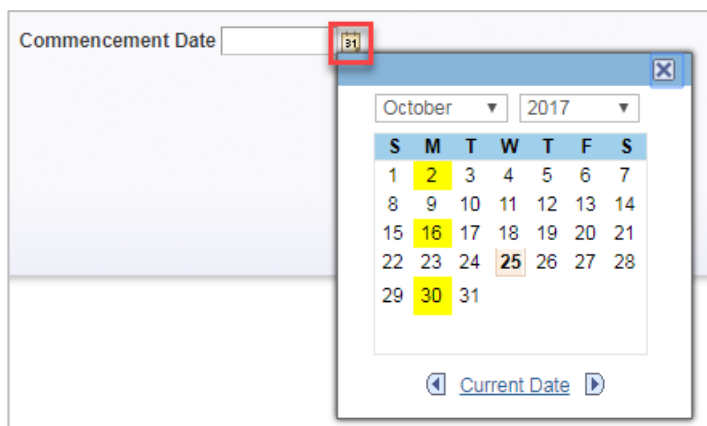


4. Read the information displayed to ensure you are choosing the appropriate flexible work arrangement type.

5. Click **Initiate a Request** to start completing a form.

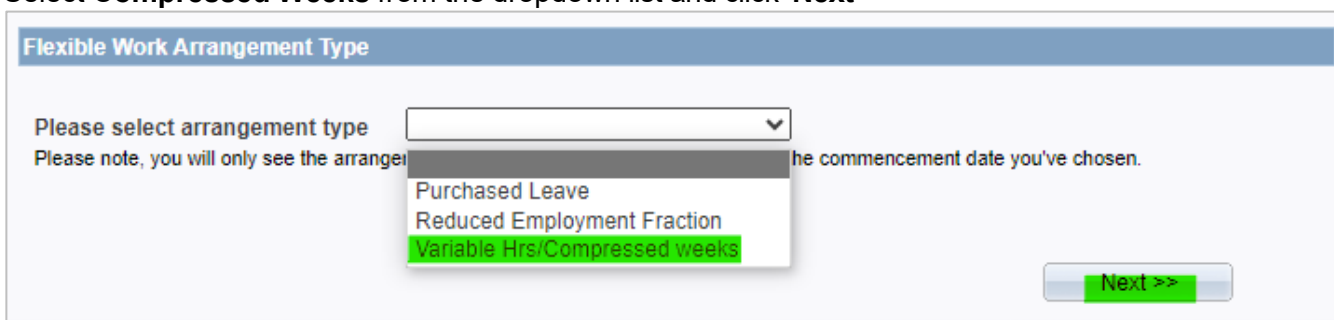


6. Click the calendar icon and select your Commencement Date, please **select** one of the **highlighted dates**, as this arrangement must start at the beginning of a pay period.

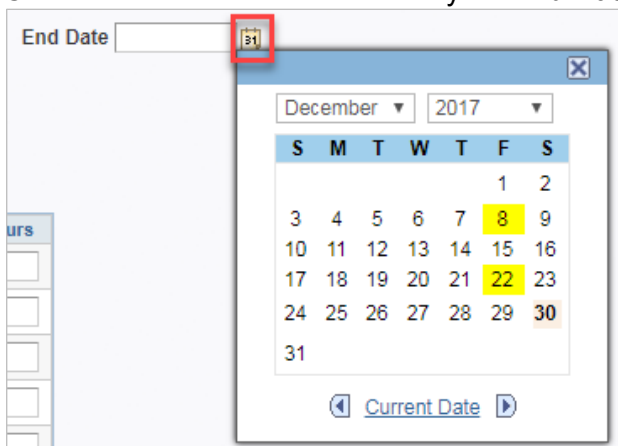


Note: Dates highlighted in yellow indicate the commencement of a pay period.

7. Select **Compressed Weeks** from the dropdown list and click **'Next'**



8. Click the calendar icon and select your **End Date** (it must be one of the highlighted days).



Note: Dates highlighted in yellow indicate the end of a pay period.

9. Enter the hours you will be working each day. Do not enter hours on the scheduled day off.

Commencement Date 01/07/2024 End Date 27/06/2025

Hours must be entered in decimal format
e.g. 1 full day (7 hrs 21 mins) = 7.35. (Please enter only whole numbers)

For assistance, [see attached](#).

Day	Date	Start	Break(Mins)	End	Work Hours
Monday	01/07/2024	8:20AM	30	5:00PM	8.17
Tuesday	02/07/2024	8:20AM	30	5:00PM	8.17
Wednesday	03/07/2024	8:20AM	30	5:00PM	8.17
Thursday	04/07/2024				
Friday	05/07/2024	8:20AM	30	5:00PM	8.16
Monday (Week 2)	08/07/2024	8:20AM	30	5:00PM	8.16
Tuesday (Week 2)	09/07/2024	8:20AM	30	5:00PM	8.16
Wednesday (Week 2)	10/07/2024	8:20AM	30	5:00PM	8.17
Thursday (Week 2)	11/07/2024	8:20AM	30	5:00PM	8.17
Friday (Week 2)	12/07/2024	8:20AM	30	5:00PM	8.17
Total Week 1 Hours		32.67			
Total Week 2 Hours		40.83			
Average Weekly Hours		36.75			

Note: Average Weekly Hours total is based on the sum of both week's hours, divided by two. **This must equate to 36.75.**

10. **Check the box to confirm** you have discussed the arrangement with your supervisor and have nominated the dates you intend to take as Purchased Leave.
Provide a short explanation of how any adverse effects on your workload and colleagues will be avoided whilst you are on this arrangement.
Review the form and then click **Submit**.

Further Information

I confirm that this arrangement has been discussed with my supervisor.

Reason for request including how you will avoid any adverse impacts to your role and colleagues:

As discussed with my line manager, the compressed work schedule will have no adverse impact on the team.

Comments

Your Comment:

<< Previous Submit

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au