

How to Apply: Reduced Employment Fraction

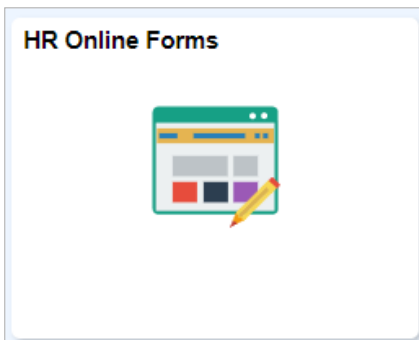
Introduction

This guide describes how to complete the online form that an eligible staff member must submit to effect a reduction in their employment fraction. Please ensure that you have read and understood the information regarding Voluntary Flexible Work Arrangements on our [website](#) prior to completing the online form.

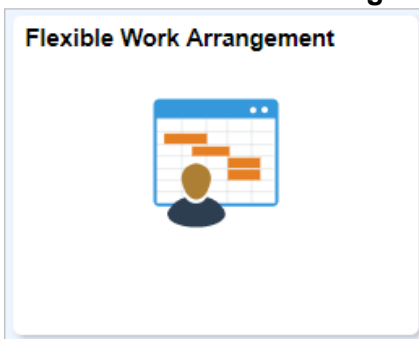
Procedure

1. Log into Staff Services Online (SSO).

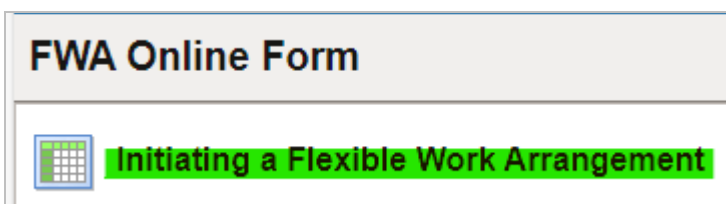
2. Select **HR Online Forms** tile.



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



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



- 5.

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.

Commencement Date

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Current Date

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

7. If you hold multiple positions with the university, please select which position this request applies to.

Position Information

You must submit a separate Flexible Work Arrangement request for each position. Please select which position this Flexible Work Arrangement request applies to:

Position Description	Department
<input type="checkbox"/> Senior Executive Officer	School of Biological Sciences
<input type="checkbox"/> School Manager, Biological Sciences	School of Biological Sciences

Note: This section will only be visible to those with multiple positions at the university.

8. Select **Reduced Employment Fraction** from the dropdown list
Select an **arrangement sub-type** from the dropdown list and click **'Next'**

Flexible Work Arrangement Type

Please select arrangement type **Reduced Employment Fraction**

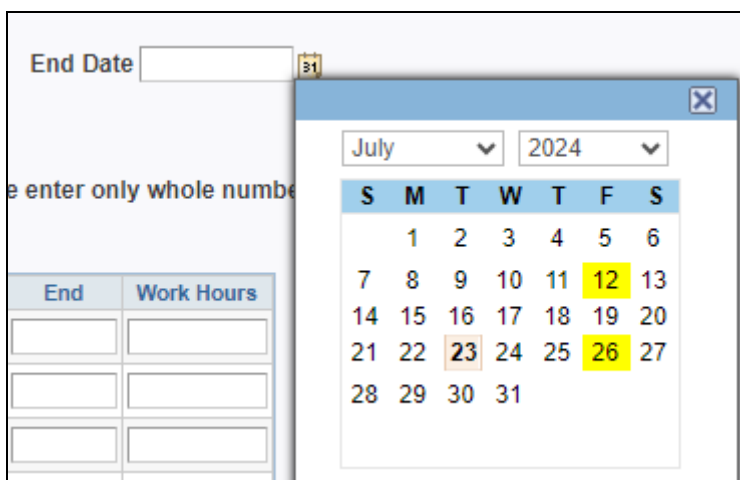
Please note, you will only see the arrangement types you are eligible for in relation to the commencement date you've chosen.

Arrangement sub-type

- Care of Child
- Care of Family Member
- Job Share
- Other

Next >>

9. Click the calendar icon and select your highlighted **End Date**.



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

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

▼ Reduced Employment Fraction - Care of Child

The end date for a Flexible Work Arrangement should be on a Friday pay day (these days are highlighted yellow in the calendar).

Commencement Date End Date

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	29/07/2024	8:30AM	<input type="text" value="30"/>	4:30PM	<input type="text" value="7.35"/>
Tuesday	30/07/2024	8:30AM	<input type="text" value="30"/>	4:30PM	<input type="text" value="7.35"/>
Wednesday	31/07/2024	8:30AM	<input type="text" value="30"/>	4:30PM	<input type="text" value="7.35"/>
Thursday	01/08/2024	8:30AM	<input type="text" value="30"/>	4:30PM	<input type="text" value="7.35"/>
Friday	02/08/2024				
Monday (Week 2)	05/08/2024	8:30AM	<input type="text" value="30"/>	4:30PM	<input type="text" value="7.35"/>
Tuesday (Week 2)	06/08/2024	8:30AM	<input type="text" value="30"/>	4:30PM	<input type="text" value="7.35"/>
Wednesday (Week 2)	07/08/2024	8:30AM	<input type="text" value="30"/>	4:30PM	<input type="text" value="7.35"/>
Thursday (Week 2)	08/08/2024	8:30AM	<input type="text" value="30"/>	4:30PM	<input type="text" value="7.35"/>
Friday (Week 2)	09/08/2024				
Total Week 1 Hours					29.40
Total Week 2 Hours					22.05
Average Weekly Hours					25.725

Note: Average Weekly Hours total is based on the sum of both week’s hours, divided by two. **This must equate to your reduced FTE weekly hours.**

11. **Check the box to confirm** you have discussed the arrangement with your supervisor **Provide** a short explanation of how any adverse effects on your workload and colleagues will be avoided whilst you are on this arrangement.
Superannuation: Please read the note regarding your superannuation contribution.
Review the form and **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:

Notice Regarding Superannuation

If you wish to maintain your superannuation contribution while on reduced hours, please contact the HR Service Centre on 831 31111 or email: hrservicecentre@adelaide.edu.au to discuss your options.

Comments

Your Comment:

Contact Us

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