

How to Submit: Change of Work Pattern

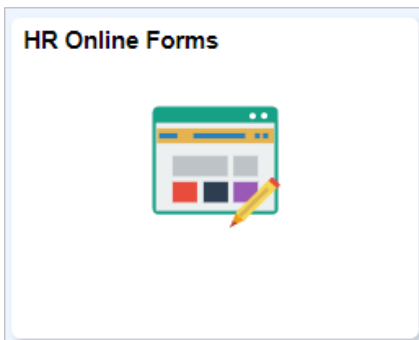
Introduction

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

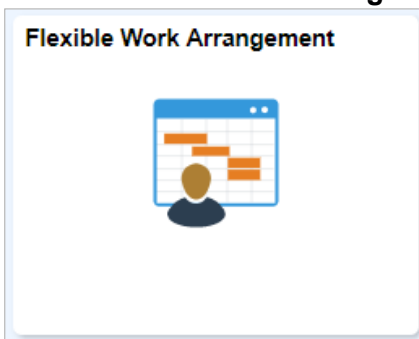
Procedure

1. Log into Staff Services Online (SSO).

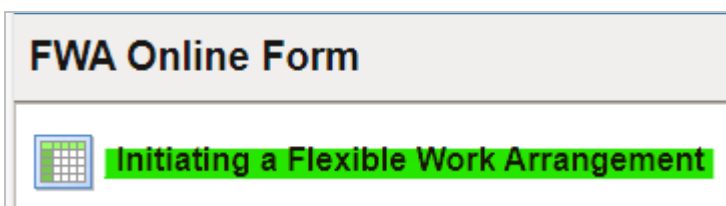
2. Select **HR Online Forms** tile.



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



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



5. Click on 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

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

6. Select **Change of Work Pattern** from the dropdown list, and click **Next**

Flexible Work Arrangement Type

Please select arrangement type

Please note, you will only see the arrangements available for the commencement date you've chosen.

- Change of Work Pattern**
- Purchased Leave
- Reduced Employment Fraction
- Variable Hrs/Compressed weeks

7. Click on the calendar icon and select your End Date.

End Date

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

8. 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.**

1. Type 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