

View Submitted Voluntary Flexible Work Arrangement Forms

Introduction

To determine the status of a recently submitted Voluntary Flexible Work Arrangement (VFWA) request or to choose effective dates for a new VFWA request, you need to be able to view previously submitted requests.

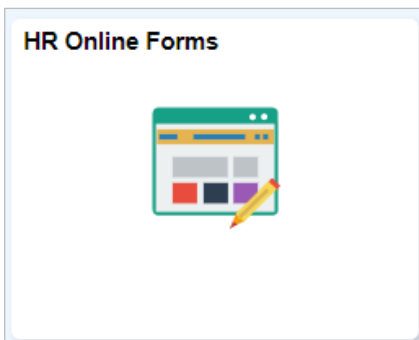
Once a request is approved it cannot be edited. If changes to an approved request are required, a new VFWA request will need to be submitted. This will override the existing approved request.

To edit a pending request the form must be pushed back to you for updating.

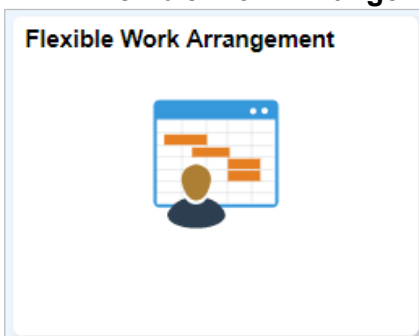
Procedure

1. Log into Staff Services Online (SSO).

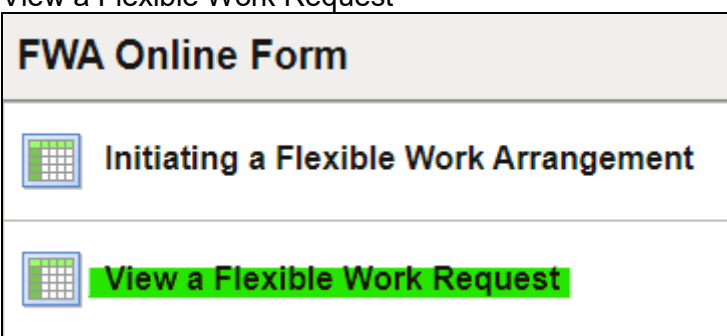
2. Select **HR Online Forms** tile.



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



4. View a Flexible Work Request



- A summary page will display, providing a snapshot of essential information. Click the arrow (highlighted) for the relevant VFWA request to view more information specific to that request.

| eFormID | Form Status | Begin Date | End Date | Arrangement Type | Department | Position | FTE |
|---------|-------------|------------|------------|-------------------------------|-----------------|--|------|
| 242074 | Executed | 01/07/2024 | 27/06/2025 | Variable Hrs/Compressed weeks | Human Resources | Human Resources Service Centre Officer | 1.00 |

Note: a non-editable view of the VFWA request will be displayed.

- Scroll down to the bottom of the form and click **Next** to view more information regarding the request status.

Comments

Your Comment:

Comment History:

Next >>

View Submitted Voluntary Flexible Work Arrangement Form pending approval

- Click **Who can work this form?** to view who the request is sitting with for action.

Form Information

| | | | |
|----------------------|--------------------|-----------|--|
| eForm ID | 76852 | | |
| Form Status | Part Apprv | | |
| Form Type | VFWA | VFWA Form | |
| Condition | DEFAULT | Default | |
| Next Approver | GT Head of Schools | | |

Who can work this form?

Form Messages

Details of the approver will be displayed


Form Information

| | | | |
|----------------------|-------------------|-----------|--|
| eForm ID | 245908 | | |
| Form Status | Pending | | |
| Form Type | VFWA | VFWA Form | |
| Condition | DEFAULT | Default | |
| Next Approver | UOA_HC_SS_MANAGER | | |


Who can work this form?

Form Messages


Process Visualiser




1: Employee




2: Supervisor



3: Head of School



4: Processing

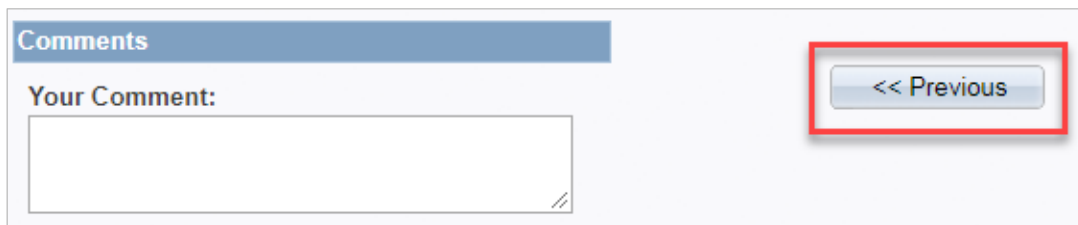


5: System

Current Form Worklist Items

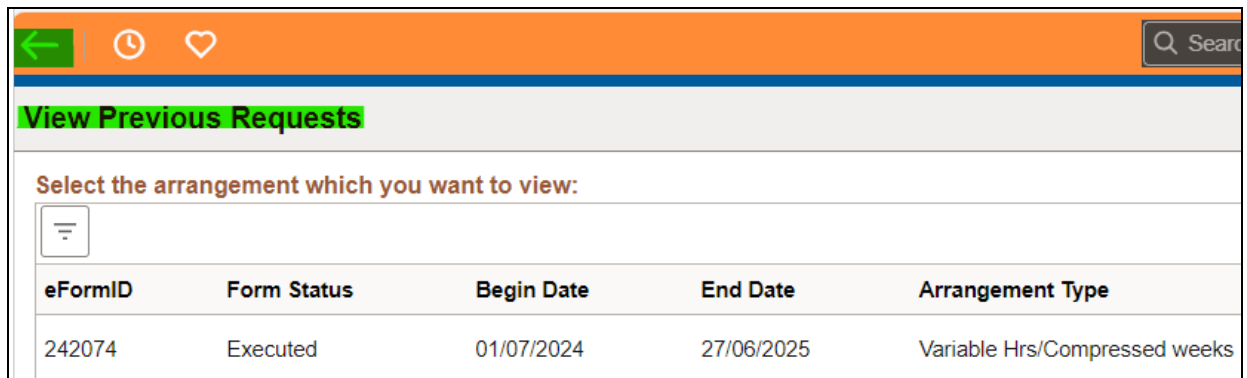
@adelaide.edu.au

2. Click **Previous** to return and view the VFWA request.



The screenshot shows a 'Comments' section with a blue header. Below the header is the text 'Your Comment:' followed by a large empty text input field. To the right of the input field is a button labeled '<< Previous', which is highlighted with a red rectangular box.

3. Click the back arrow above **View Previous Requests** to return to the initial search summary page.



The screenshot shows a mobile app interface with an orange header bar. On the left, there are navigation icons: a green back arrow, a clock, and a heart. On the right, there is a search icon and the text 'Search'. Below the header, the text 'View Previous Requests' is displayed in green. Underneath, there is a prompt: 'Select the arrangement which you want to view:' followed by a dropdown menu icon. Below this is a table with the following data:

| eFormID | Form Status | Begin Date | End Date | Arrangement Type |
|---------|-------------|------------|------------|-------------------------------|
| 242074 | Executed | 01/07/2024 | 27/06/2025 | Variable Hrs/Compressed weeks |

Contact Us

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