

# How to Submit: Change of Work Pattern

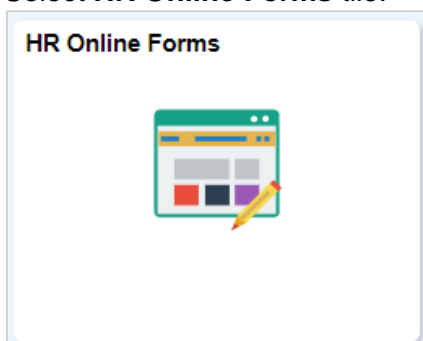
## Introduction

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.

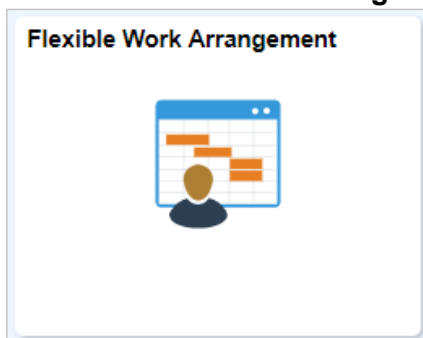
## Procedure

1. Log into Staff Services Online (SSO).

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

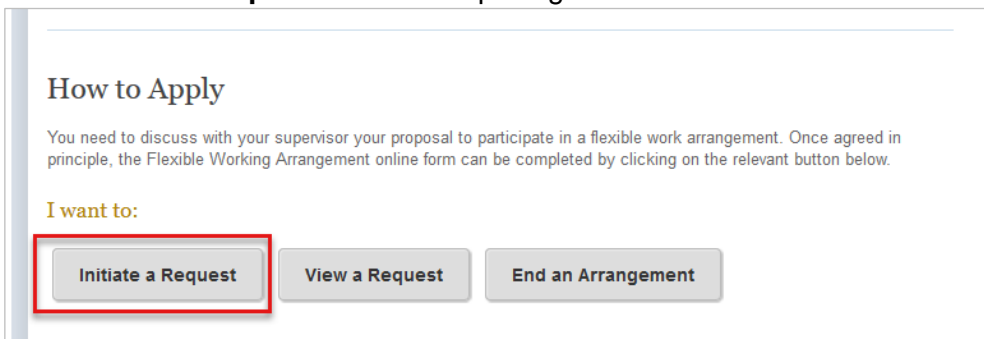


3. Select **Flexible Work Arrangement** tile.



4. Read the information displayed on the page now in front of you to ensure you are choosing the appropriate flexible work arrangement type.

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



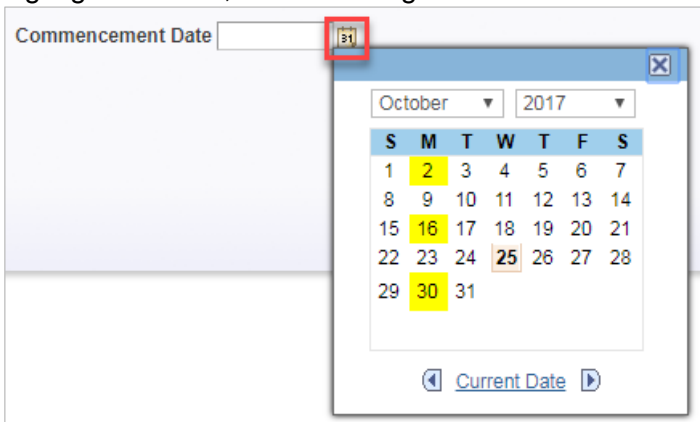
**How to Apply**

You need to discuss with your supervisor your proposal to participate in a flexible work arrangement. Once agreed in principle, the Flexible Working Arrangement online form can be completed by clicking on the relevant button below.

I want to:

**Initiate a Request**    View a Request    End an Arrangement

- 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

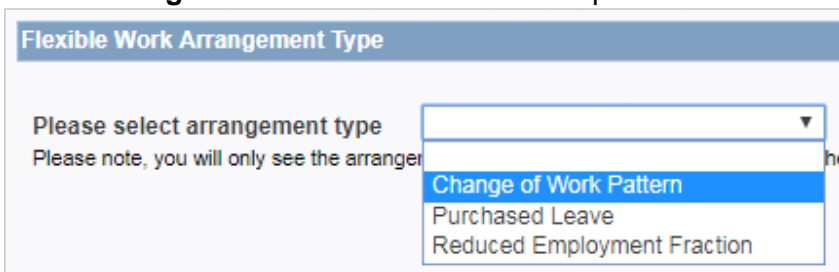
October 2017

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.

- Select **Change of Work Pattern** from the dropdown list.



**Flexible Work Arrangement Type**

Please select arrangement type

Please note, you will only see the arrangements available for your arrangement type.

- Change of Work Pattern
- Purchased Leave
- Reduced Employment Fraction

- Click **Next**.

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

End Date

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

10. Enter the hours you will be working each day. If you are not working on one day, leave blank.

\*Hours must be entered in decimal format (e.g., 7hr 21min = 7.35).  
For assistance, [see attached](#).

Day	Date	Work Hours
Monday	30/10/2017	<input type="text"/>
Tuesday	31/10/2017	<input type="text" value="7.35"/>
Wednesday	01/11/2017	<input type="text" value="7.35"/>
Thursday	02/11/2017	<input type="text" value="7.35"/>
Friday	03/11/2017	<input type="text" value="7.35"/>
Monday (Week 2)	06/11/2017	<input type="text"/>
Tuesday (Week 2)	07/11/2017	<input type="text" value="7.35"/>
Wednesday (Week 2)	08/11/2017	<input type="text" value="7.35"/>
Thursday (Week 2)	09/11/2017	<input type="text" value="7.35"/>
Friday (Week 2)	10/11/2017	<input type="text" value="7.35"/>
<b>Total Week 1 Hours</b>		29.40
<b>Total Week 2 Hours</b>		29.40
<b>Average Weekly Hours</b>		29.40

11. Click to confirm you have discussed your arrangement previously with your supervisor.

**Further Information**

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

12. Type a short explanation of how any adverse effects on your workload and colleagues will be avoided whilst you are on this arrangement.

Outline how you will avoid any adverse effects caused by this arrangement on your workload and colleagues:

The adjustment to my working pattern will not affect anyone adversely because everyone is happy to have team meetings on the days I will now be working and my FTE hasn't changed.

13. Review the form and then click **Submit**.

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)