

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. Open the Voluntary Flexible Work Arrangement's webpage.
2. Scroll down and click **View a Request**.



3. A summary page will display, providing a snapshot of essential information.
4. Click on the relevant VFWA request to view more information specific to that request.

D	Form Status	Begin Date	End Date	Arrangement Type
	Executed 	21/08/2017	01/09/2017	Reduced Employment
	Pending	21/08/2017	01/09/2017	Reduced Employment

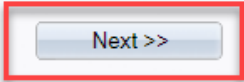
Note: a non-editable view of the VFWA request will be displayed.

5. Scroll down and click **Next** to view more information regarding the request status.

Comments

Your Comment:

Comment History:



6. 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

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

Comments	
Your Comment: <input type="text"/>	<< Previous

8. Click **View Previous Requests** to return to the initial search summary page.

[< View Previous Requests](#)

Contact Us

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