

Supervisor-Approve or Decline a VFWA eForm

Introduction

This guide is to assist Supervisors to view and action (approve, decline or push back) Voluntary Flexible Work Arrangement (VFWA) requests.

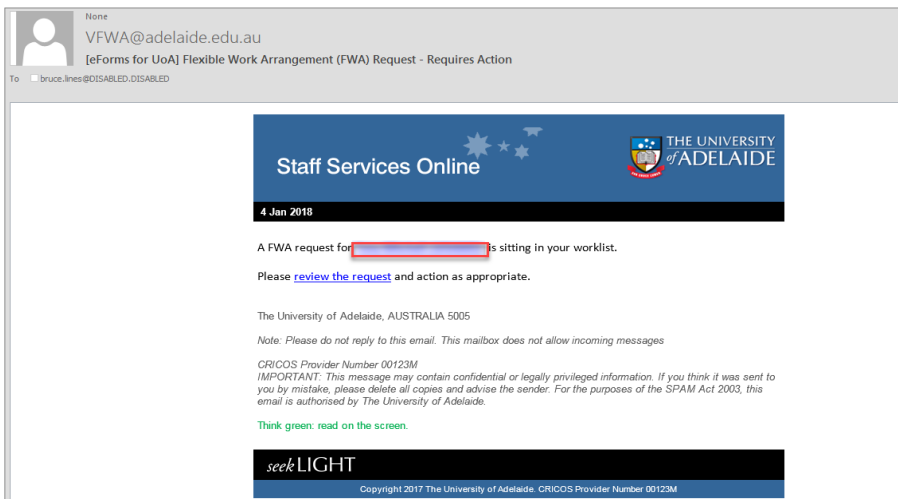
The following can be requested on Staff Service Online (SSO):

- Reduced Employment Fraction (reduced hours)
- Purchased Leave
- Compressed Weeks
- Change of Work Pattern

Procedure

Log in to SSO > Manager SSO or use the link in the email

1. The Supervisor will receive an email when an employee submits their VFWA request. To view the eForm, click the **Employee Name** link and log in with your ID and password.



- Review the details of the request (ie. Commencement Date, End Date and Work pattern, Average weekly hours and Comments).

Note: It is important that the approver reviews the details carefully prior to approving or declining the form, as this information uploads automatically into payroll system.

Employee & Position Information

Name: [Redacted] Employee ID: [Redacted]
 eForm ID: 86999 Record: 0
 Position Title: Chief Financial Officer Department: Fin Strat Analysis & Reporting
 Classification: [Redacted] Current Hours: 36.75

Reduced Employment Fraction Other

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: 01/01/2018 End Date: 31/12/2018

Hours must be entered in decimal format e.g. 1 full day (7 hrs 21 mins) = 7.35.
 For assistance, see attached.

Day	Date	Work Hours
Monday	01/01/2018	7.35
Tuesday	02/01/2018	8.00
Wednesday	03/01/2018	8.00
Thursday	04/01/2018	
Friday	05/01/2018	
Monday (Week 2)	08/01/2018	7.35
Tuesday (Week 2)	09/01/2018	7.35
Wednesday (Week 2)	10/01/2018	7.35
Thursday (Week 2)	11/01/2018	
Friday (Week 2)	12/01/2018	

Total Week 1 Hours: 23.35
 Total Week 2 Hours: 22.05
 Average Weekly Hours: 22.70

Further Information

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

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

- Click **Endorse, Decline or Push back**.

- Endorse** will workflow the task to the next step in the approval workflow. (Note: change of work pattern does not require further approval)
- Decline** will end the request.
- Push back** will workflow the task back to the employee for further action and resubmission.

Enter the reason for declining or pushing back the request in the Comments section. The comments will be included in the email notification received by the employee informing them that the request has either been declined or pushed back.

Comments

Your Comment:
 [Redacted]

Comment History:
 [Redacted]

Endorse Decline Push Back

Contact Us

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