

## ***Alternative Work Arrangement – Remote Work Requests*** **Quick Reference Guide (QRG)**

### **Steps for submitting an Alternative Work Arrangement – Remote Work request in Workday**

1. Log into [Workday](#) and click on **View All Apps** under the **Quick Tasks** section

**View All Apps**

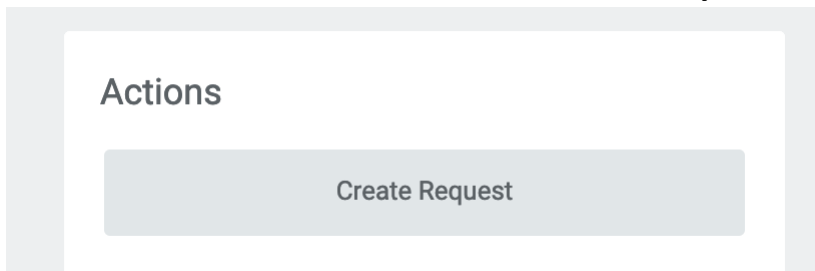


2. Navigate to the **Requests** application



Requests

3. From the **Actions** column, select **Create Request**



4. Under **Request Type** select **All**, then select **Alternative Work Arrangement - ITS**

#### **Create Request**

Request Type \*

x AWA Request - ITS



5. Click **OK** at the bottom of the screen

An orange rounded rectangular button with the text "OK" in white, centered on the button.

6. Complete the **Alternative Work Arrangement** request

**Please Note:** Only a brief response to each question is required. Please keep your response to 50 words or less, if possible.

7. Click **Submit** when complete.

An orange rounded rectangular button with the text "Submit" in white, centered on the button.

8. Upon clicking Submit, the request will route to the employee's manager for approval
9. Upon the Manager's approval, the request will route to the departmental HR Partner for approval
10. The employee will receive a Workday notification informing them if the request was approved or denied
11. Upon approval, the employee will receive a task to update the work location in Workday.

**FOR ASSISTANCE CONTACT:**

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