**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](image)

2. Navigate to the **Requests** application

   ![Requests](image)

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

   ![Actions](image)

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

   ![Create Request](image)
5. Click **OK** at the bottom of the screen

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.

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:**

ITS Human Resources

ITS-HR@lists.uchicago.edu