

Work Arrangements Form Quick Reference Guide (QRG) for Employees

Updated July 2023

Table of Contents

TABLE OF CONTENTS.....2

INTRODUCTION3

LOGIN AND SEARCH4

FULLY ON-SITE EXAMPLE:.....8

HYBRID FIXED EXAMPLE:.....9

HYBRID EXAMPLE:.....11

FULLY REMOTE EXAMPLE:.....12

REVIEW DOCUMENTS.....13

AGREE TO WORK ARRANGEMENT CONSIDERATIONS15

FIX A MISTAKE OR EDIT A WORK ARRANGEMENT FORM16

END A WORK ARRANGEMENT17

FREQUENTLY ASKED QUESTIONS19

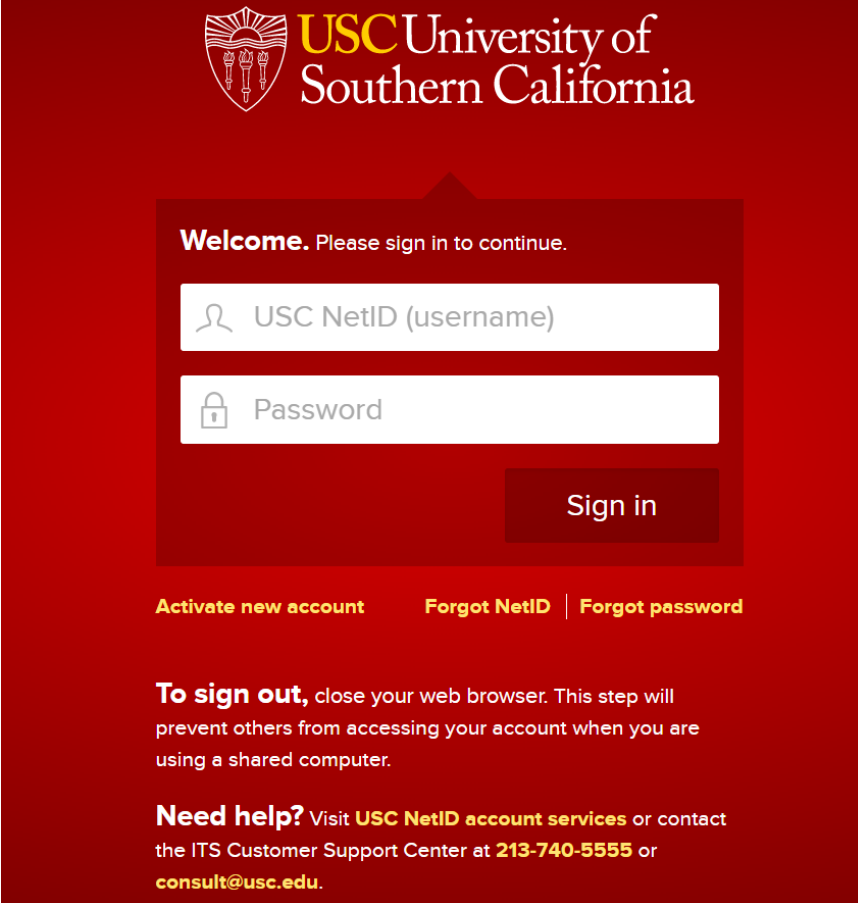
Introduction

This quick reference guide (QRG) is intended to assist USC employees to submit their signed Work Arrangement Form in Workday. Note that employees should only do this following a conversation with their manager.

Employees who have questions about their work arrangement should bring these to their manager and HR Partner.

If an employee's work arrangement changes for any reason, the employee must re-submit the Workday form, and their manager must again approve the form.

Login and Search



The image shows the USC University of Southern California login page. At the top left is the USC crest, followed by the text "USC University of Southern California". Below this is a dark red box containing the login form. The form has a white background and contains the following elements: a welcome message "Welcome. Please sign in to continue.", a text input field for "USC NetID (username)", a password input field with a lock icon, and a "Sign in" button. Below the form are three links: "Activate new account", "Forgot NetID", and "Forgot password". At the bottom of the form, there is a "To sign out" instruction and a "Need help?" section with contact information.

USC University of Southern California

Welcome. Please sign in to continue.

USC NetID (username)

Password

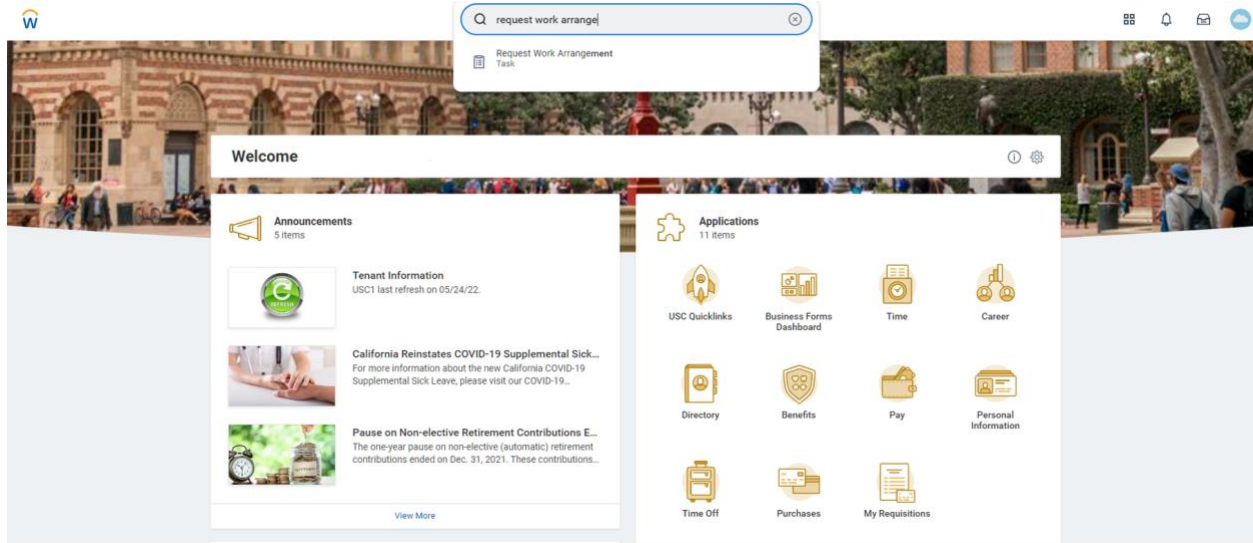
Sign in

[Activate new account](#) [Forgot NetID](#) | [Forgot password](#)

To sign out, close your web browser. This step will prevent others from accessing your account when you are using a shared computer.

Need help? Visit [USC NetID account services](#) or contact the ITS Customer Support Center at **213-740-5555** or consult@usc.edu.

1. Begin by **logging into [Workday](#)** using your university credentials and Duo two-factor authentication.



2. **Type in the search bar** “Request Work Arrangement” and select “Request Work Arrangement Task” from the search bar.

3. Fill Out Your Work Arrangement Information

Request Work Arrangement



USC Work Arrangements have been developed to ensure that we continue to support academic excellence by providing our students with a world-class education, advancing cutting-rate research, and retaining and attracting top talent through flexibility and engagement. They also align with business objectives and accreditation requirements.

After you and your manager have had a conversation and aligned upon updating your work arrangement for the upcoming academic year, please complete the following form.

Start Date – no later than the start of the Fall 2023 academic calendar (08/14/2023)

End Date – no later than end of the 2023-2024 academic calendar (8/16/2024)

Work Arrangement Types include:

Fully On-site - On-site full time; may work remotely on occasion or through alternative schedules.

Hybrid Fixed - Fixed schedule three days on-site, including office sharing.

Hybrid - On-site as tasks/constituents/managers require.

Fully Remote - 100% remote; on-site for team building, trainings, or all-hands meetings, as directed by managers.

Days of the Week – please provide your expected schedule, acknowledging that individual weeks may be different based on business needs or alternate scheduling. **For Hybrid work arrangements - the selection of day(s) are representative and not fixed.**

Start Date * 08/14/2023

Proposed End Date MM/DD/YYYY

Position *

Details

Type *

enter your comment

Attachments

1. Enter **start date** (the date you are submitting the request) and proposed **end day** of this work arrangement. End dates cannot go past 8/16/2024 but an earlier date can be used as discussed with your manager.
2. “Position” will autofill based on your position as recorded in Workday.
3. Go to the “Type” drop-down menu. **Select your Work Arrangement** (Fully On-site, Hybrid Fixed, Hybrid, Fully Remote) from the list of options.
 - Based on your selection **you may be prompted to select the day of the week** you are scheduled to work on-site, based on the conversation with your manager.
 - Please see the links below for examples of each of the work arrangement options:

- [Fully On-site](#)
- [Hybrid Fixed](#)
- [Hybrid](#)
- [Fully Remote](#)

4. If your work arrangement has you on-site at all, you will be **prompted to select the days of the week** that you will be on-site.
5. Add any **additional comments** that you have.
6. Click **“Submit”** or **“Save for later”** if you need to come back.

Fully On-site Example:

Request Work Arrangement



USC Work Arrangements have been developed to ensure that we continue to support academic excellence by providing our students with a world-class education, advancing cutting-rate research, and retaining and attracting top talent through flexibility and engagement. They also align with business objectives and accreditation requirements.

After you and your manager have had a conversation and aligned upon updating your work arrangement for the upcoming academic year, please complete the following form.

Start Date – no later than the start of the Fall 2023 academic calendar (08/14/2023)

End Date – no later than end of the 2023-2024 academic calendar (8/16/2024)

Work Arrangement Types include:

Fully On-site - On-site full time; may work remotely on occasion or through alternative schedules.

Hybrid Fixed - Fixed schedule three days on-site, including office sharing.

Hybrid - On-site as tasks/constituents/managers require.

Fully Remote - 100% remote; on-site for team building, trainings, or all-hands meetings, as directed by managers.

Days of the Week – please provide your expected schedule, acknowledging that individual weeks may be different based on business needs or alternate scheduling. **For Hybrid work arrangements - the selection of day(s) are representative and not fixed.**



Start Date * 08/14/2023

Proposed End Date MM/DD/YYYY

Position *

Details

Type *

enter your comment

Attachments



- If you select **“Fully On-site”** from the drop-down menu, you will be prompted to **select the days of the week** you will be on-site. Click **“Submit”** or **“Save for later”** if you need to come back later.

Hybrid Fixed Example:

Request Work Arrangement ⋮

USC Work Arrangements have been developed to ensure that we continue to support academic excellence by providing our students with a world-class education, advancing cutting-rate research, and retaining and attracting top talent through flexibility and engagement. They also align with business objectives and accreditation requirements.

After you and your manager have had a conversation and aligned upon updating your work arrangement for the upcoming academic year, please complete the following form.

Start Date – no later than the start of the Fall 2023 academic calendar (08/14/2023)

End Date – no later than end of the 2023-2024 academic calendar (8/16/2024)

Work Arrangement Types include:


Fully On-site - On-site full time; may work remotely on occasion or through alternative schedules.


Hybrid Fixed - Fixed schedule three days on-site, including office sharing.

Hybrid - On-site as tasks/constituents/managers require.

Fully Remote - 100% remote; on-site for team building, trainings, or all-hands meetings, as directed by managers.


Days of the Week – please provide your expected schedule, acknowledging that individual weeks may be different based on business needs or alternate scheduling. **For Hybrid work arrangements - the selection of day(s) are representative and not fixed.**

Start Date * 08/14/2023 

Proposed End Date MM/DD/YYYY 

Position *

Details

Type * 

enter your comment

Attachments

- If you select “**Hybrid Fixed**” from the drop-down menu, you will be prompted to select the **days of the week you will be on-site**. Click “**Submit**” or “**Save for later**” if you need to come back later

Hybrid Example:

Request Work Arrangement ⋮

USC Work Arrangements have been developed to ensure that we continue to support academic excellence by providing our students with a world-class education, advancing cutting-rate research, and retaining and attracting top talent through flexibility and engagement. They also align with business objectives and accreditation requirements.

After you and your manager have had a conversation and aligned upon updating your work arrangement for the upcoming academic year, please complete the following form.

Start Date – no later than the start of the Fall 2023 academic calendar (08/14/2023)

End Date – no later than end of the 2023-2024 academic calendar (8/16/2024)

Work Arrangement Types include:

Fully On-site - On-site full time; may work remotely on occasion or through alternative schedules.

Hybrid Fixed - Fixed schedule three days on-site, including office sharing.

Hybrid - On-site as tasks/constituents/managers require.

Fully Remote - 100% remote; on-site for team building, trainings, or all-hands meetings, as directed by managers.

Days of the Week – please provide your expected schedule, acknowledging that individual weeks may be different based on business needs or alternate scheduling. **For Hybrid work arrangements - the selection of day(s) are representative and not fixed.**

Start Date * 08/14/2023 

Proposed End Date MM/DD/YYYY 

Position *

Details

Type * 

enter your comment

Attachments

- If you select “**Hybrid**” from the drop-down menu, you will be prompted to select the **days of the week you will be on-site**. Click “**Submit**” or “**Save for later**” if you need to come back later.

Fully Remote Example:

Request Work Arrangement



USC Work Arrangements have been developed to ensure that we continue to support academic excellence by providing our students with a world-class education, advancing cutting-rate research, and retaining and attracting top talent through flexibility and engagement. They also align with business objectives and accreditation requirements.

After you and your manager have had a conversation and aligned upon updating your work arrangement for the upcoming academic year, please complete the following form.

Start Date – no later than the start of the Fall 2023 academic calendar (08/14/2023)

End Date – no later than end of the 2023-2024 academic calendar (8/16/2024)

Work Arrangement Types include:

Fully On-site - On-site full time; may work remotely on occasion or through alternative schedules.

Hybrid Fixed - Fixed schedule three days on-site, including office sharing.

Hybrid - On-site as tasks/constituents/managers require.

Fully Remote - 100% remote; on-site for team building, trainings, or all-hands meetings, as directed by managers.

Days of the Week – please provide your expected schedule, acknowledging that individual weeks may be different based on business needs or alternate scheduling. **For Hybrid work arrangements - the selection of day(s) are representative and not fixed.**



Start Date * 08/14/2023

Proposed End Date MM/DD/YYYY

Position *

Details

Type *

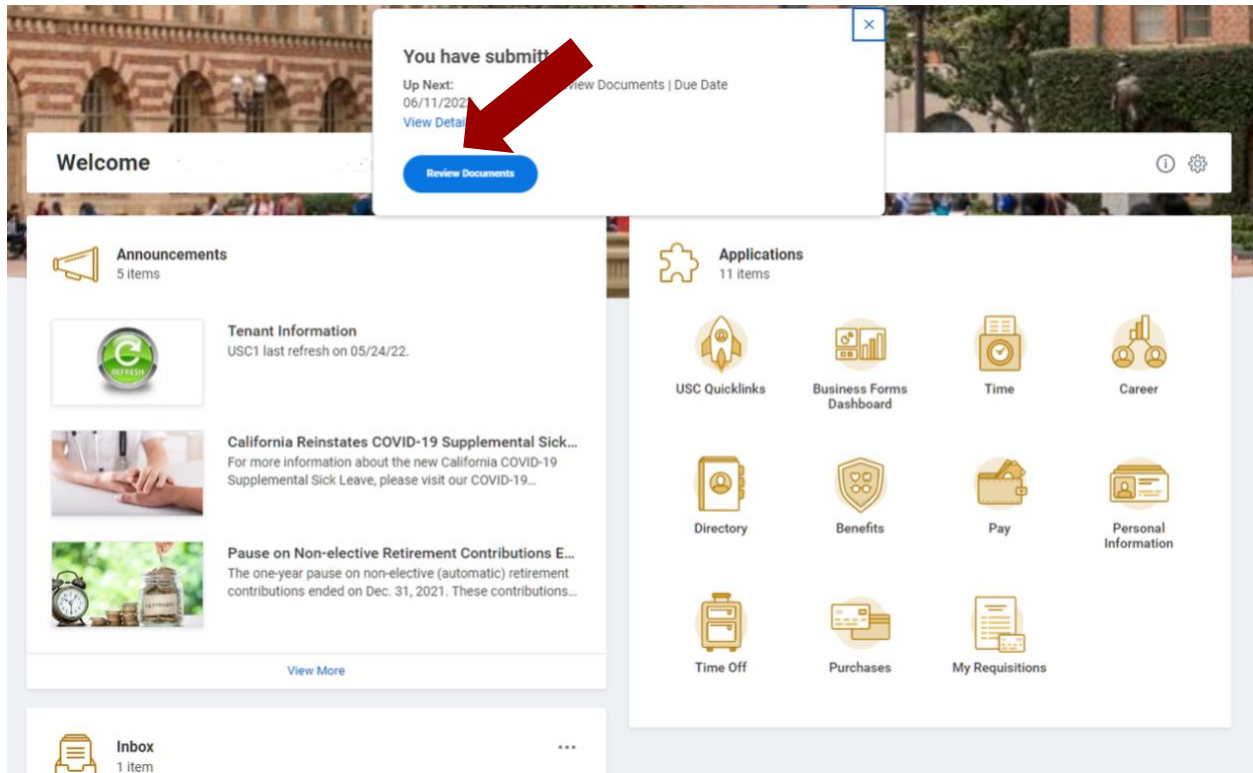
enter your comment

Attachments



- If you select **Fully Remote** from the drop-down menu, no days of the week will be selected as you will not be on-site with any regularity. Click **“Submit”** or **“Save for later”** if you need to come back later.

Review Documents




1. After you submit your Work Arrangement, you will see this screen. Click on **“Review Documents”** to review and sign.

Review Documents

Review Documents Review Documents for Request Work Arrangement: T

Documents

Document  USC Work Arrangement

Signature Statement I have read and acknowledged the document.

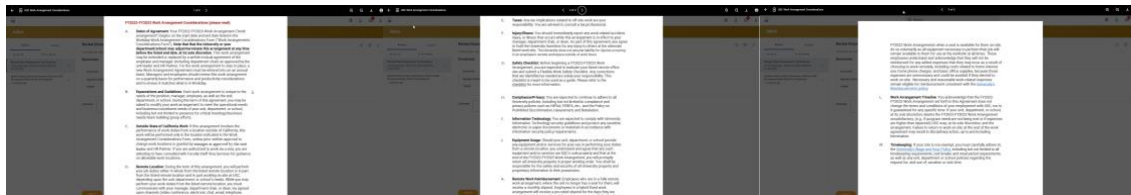
I Agree

Comment

Submit **Save for Later** **Cancel**

2. To read and review the Current School Year Work Arrangement Considerations click the PDF document icon.

Work Arrangement Considerations:



3. Read the three-page **Work Arrangement Considerations document**.

Agree to Work Arrangement Considerations

The screenshot shows a web form titled "Review Documents" with a subtitle "Review Documents for Request Work Arrangement: Te". The form is divided into several sections:

- Documents:** A section containing three items:
 - Document:** A PDF icon followed by the text "USC Work Arrangement".
 - Signature Statement:** The text "I have read and acknowledged the document."
 - I Agree:** A blue checkmark in a box.
- Comment:** A large, empty text input field.
- Buttons:** At the bottom of the form, there are three buttons: "Submit" (orange), "Save for Later" (white with grey border), and "Cancel" (white with grey border).

1. After reading the Work Arrangement Considerations document, **select "I Agree"** to confirm that you agree. By selecting/checking this box will constitute your signature to the confirmation of your current school year work arrangement.
 - a. Your current school year Work Arrangement will not be complete until you have clicked "I Agree" and hit Submit.
2. Select "Submit."

Congratulations! You have submitted your Work Arrangement Consideration Form.

Fix a Mistake or Edit a Work Arrangement Form

- If you made a **mistake and submitted an incorrect work arrangement**, you must start this process over in Workday and [end](#) your Work Arrangement; then redo the process to submit the correct work arrangement.
- If you have to redo your form, **make your manager aware** that you re-submitted it due to a mistake with your previous submission.

End a Work Arrangement

The screenshot shows the 'Test Employee' profile page. The left sidebar is expanded to the 'Job' section. The top navigation bar includes 'Job Details', 'Jobs', 'Work Arrangements', 'Manager History', 'Worker History', 'Organizations', 'Management Chain', 'Support Roles', and 'Job Profile History'. The 'Job Details' section is active, displaying the following information:

- Employee ID: 2080832
- Supervisory Organization: Office of President (Carol Folt) >> School of Architecture: School of Arch - Staff_1 (Milton Curry (Inherited))
- Position: P0017459701 Budget/Business Analyst
- Business Title: Budget/Business Analyst
- Job Profile: 113511 - Budget/Business Analyst
- Job Family: Accounting, Finance and Banking > Budget/Business Analysis
- Employee Type: Staff
- Management Level: 7 Individual Contributor
- Time Type: Full time
- FTE: 100.00%
- Location: HAR May Ormerod Harris Hall, Quinn Wing and Fisher Gallery
- Work Shift: 37.5 hrs per wk (midnight to midnight) (United States of America)
- Hire Date: 05/18/2022
- Original Hire Date: 05/18/2022
- Continuous Service Date: 05/18/2022
- Years of Service: 0.06
- Time in Position: 0.06 year(s)
- Time in Job Profile: 0.06 year(s)

Additional sections include 'Contact Information - Public' (Email: testemployee@usc.test) and 'Work Address' (823-29 Exposition Blvd. Building: HAR Los Angeles, CA 90089 United States of America).

1. Go to your Job Details by clicking on your Workday Profile and then on the left toolbar click "Job" to display your Job Details

The screenshot shows the 'Test Employee' profile page with the 'Work Arrangements' section selected in the top navigation bar. A 'Request Work Arrangement' button is visible. Below it, a table displays one work arrangement item:

Type	Position	Supervisory Organization	Start Date	Days of the Week	Proposed End Date	Available Actions
Hybrid > Hybrid Fixed	P0017459701 Budget/Business Analyst - Test Employee	School of Architecture: School of Arch - Staff_1 (Milton Curry (Inherited))	08/01/2022	Monday Tuesday Wednesday	08/11/2023	End

Select "**Work Arrangements**" in the top menu bar to see details about your current Work Arrangement and select the End pushbutton

End Work Arrangement Test Employee

Work Arrangement

Start Date 08/01/2022

Proposed End Date 08/11/2023

Position P0017459701 Budget/Business Analyst - Test Employee

Type Hybrid > Hybrid Fixed

Days of the Week Monday
Tuesday
Wednesday

End Work Arrangement

End Date * 



enter your comment

Attachments

Drop files here

or

Submit

Save for Later

Cancel

2. In the End Date, enter the Date when your current work arrangement is concluding.
3. Please be certain to submit a new work arrangement using the process outlined in the "Fill Out Work Arrangement" section.

Frequently Asked Questions

Should I contact the HRSC (HR Service Center) to make corrections to my Work Arrangements Form?

- No. You are able to make changes by ending your current work arrangement and creating a new work arrangement as outlined in the section titled [“Fix a Mistake or Edit a Work Arrangement Form.”](#)

What is the purpose of the submitting a proposed work arrangement and having it approved by your manager?

- USC is committed to a flexible work approach that aligns with the university’s mission, guiding principles, business objectives, and accreditation requirements. This process allows all employees to have an intentional work arrangement that fits with the work that they do, and for the University to have a better sense of where employees are working. The Workday process, specifically, documents work arrangements and provides data used to assess alignment of plans with the aforementioned requirements.

Who must complete this process?

- All University staff employees.

How often will this be done?

- The planned approach is for work arrangements to be evaluated for each upcoming academic calendar year and be adjusted, as needed based on the manager and unit leader’s evaluation. Please note that work arrangements can be modified throughout the year should they negatively impact constituents, or as business needs or accreditation requirements change.

When/can I change my work arrangement?

- Work arrangements changes will be communicated to you by your manager. If a change is communicated to you, you will need to update your work arrangement in Workday following the steps in this QRG for ending and then creating a new work arrangement.

Who approves my work arrangement?

- Your manager will approve the work arrangement. Some work arrangements will go through an additional approval process with your HR Partner such as work arrangements that are Hybrid and Fully Remote.

Who should I reach out to if I have questions about my work arrangement?

- Please reach out to your manager and HR Partner if you have any questions.