

# **Workday Quick Reference Guide (QRG) for Managers: Work Arrangement Form**

August 2022

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## Manager's Guide Introduction

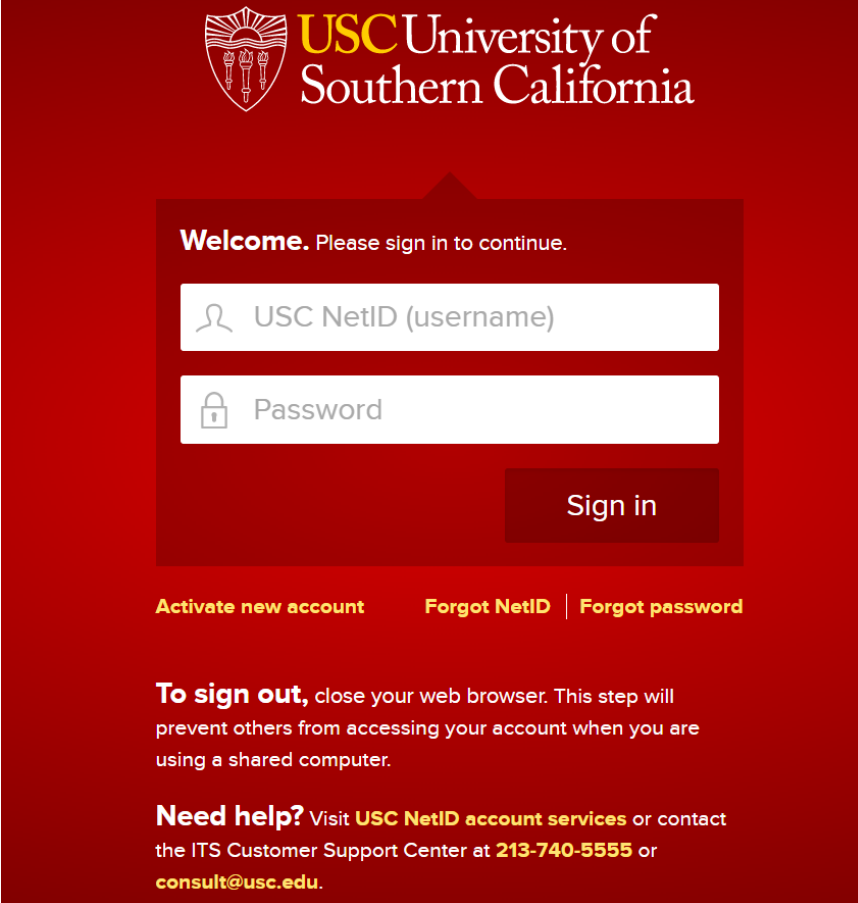
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This quick reference guide is intended to assist managers as they approve their employees' Work Arrangement Forms in Workday. Following a conversation with their managers, employees **must go to** Workday and complete the Work Arrangement Form and digitally sign the work arrangement considerations. Managers must then review the form for accuracy and approve it in Workday.

Compliance with this intake of information will help USC track metrics associated with the work arrangement types and assess how the business models are working.

# Login and Search

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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. Please sign in to continue." message, a text input field for "USC NetID (username)" with a person icon, a text input field for "Password" 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" section with instructions and a "Need help?" section with contact information.

**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.

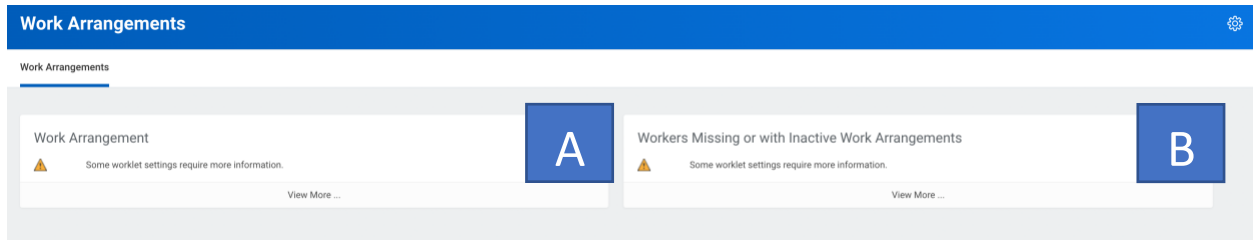
**Need help?** Visit [USC NetID account services](#) or contact the ITS Customer Support Center at **213-740-5555** or [consult@usc.edu](mailto:consult@usc.edu).


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

# Log In and Select Work Arrangement

The screenshot shows the Workday homepage dashboard. At the top, it says 'Welcome' with user and system information icons. The main area is divided into two columns. The left column contains 'Announcements' (6 items) with three news items: 'Tenant Information', 'California Reinstates COVID-19 Supplemental Sick Leave', and 'Pause on Non-elective Retirement Contributions'. Below this is an 'Inbox' (55 items) section. The right column contains the 'Applications' menu (20 items), which is expanded to show a grid of icons for various services: USC Quicklinks, Business Forms Dashboard, Time, Reporting, Career, Onboarding Summary, Work Arrangements (highlighted with a red arrow), Time Tracking Reports, Directory, Time Off, Personal Information, Pay, Benefits, Purchases, My Requisitions, Operational Faculty Dashboard, Academic Information, Academic Tenure Dashboard, Faculty Dashboard, and My Team Management.

1. Log into [Workday](#).
2. **Select the “Work Arrangements” worklet** from the homepage application menu.
  - a. **Work Arrangement** (A below) is a summary, by supervisory organization, of the number of employees in each work arrangement
  - b. **Workers Missing or Inactive Work Arrangements** (B below) is a report reflecting Employees who have not had their work arrangement approved (either those who have not submitted or employees who have not yet been approved)



3. Update the worklet settings to **include the supervisory organizations you manage**. This will return data in the cards of the worklet for the supervisory organization(s) you select.
  - a. To update the “Work Arrangement” and “Workers Missing or with Inactive Work Arrangements” click on the  and select **“Edit Settings”**


**Edit Worklet Settings**    Work Arrangement


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Edit Settings

Organizations by Type \*

Include Subordinate Organizations

From Start Date  

To Proposed End Date  

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4. Within “Organizations by Type” select **“My Organizations”** and then check the box next to all Supervisory Organizations that apply, along with selecting “Include Subordinate Organizations” if applicable. Hit “OK” to submit
  - a. Start and end dates are not required for either worklet; not an option for “Workers with Missing or Inactive Work Arrangements”
5. You will see the **confirmation** below once the action is complete

✕

### Edit Worklet Settings

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The task was completed successfully.

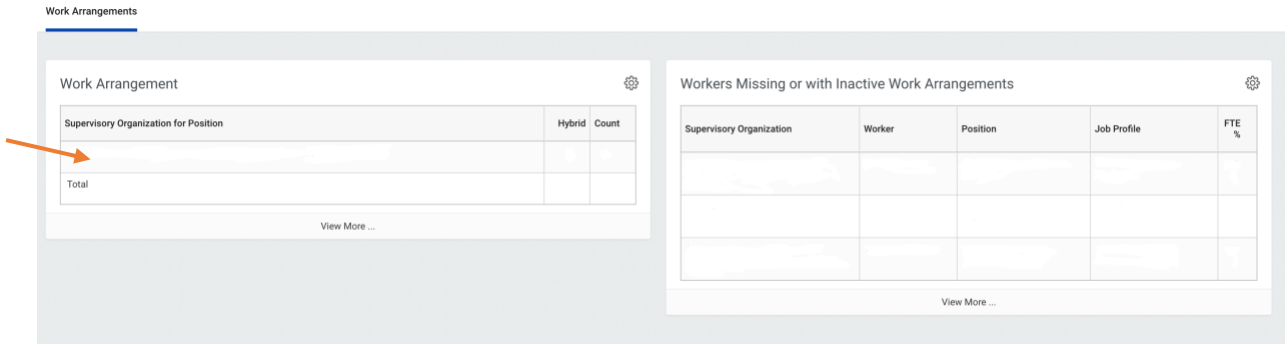
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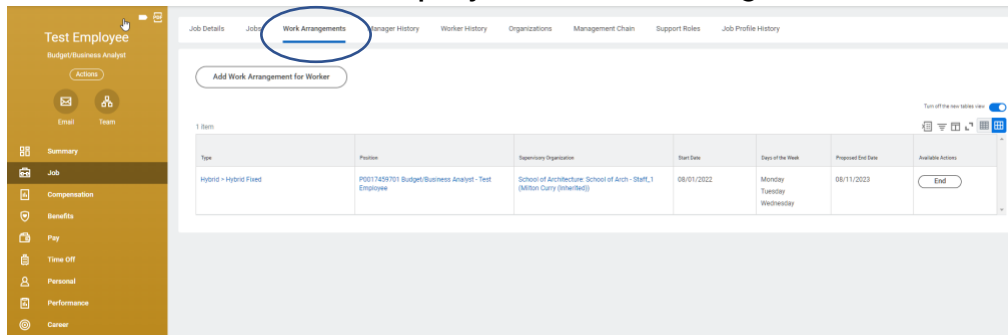
Done

# Review and Approve Work Arrangements

1. Managers will be able to view all submitted employee work arrangements.



2. To review more in-depth information about an employee's work arrangement, select their position from "Supervisory Operations for Position" on the Work Arrangements page.
3. Select "Work Arrangements" in the top menu bar for more information about an employee's work arrangement.



4. Employees who have not had their work arrangement approved (either those who have not submitted or employees who have not yet been approved) will be listed under "Workers Missing or with Inactive Work Arrangements" on the Work Arrangements Page.
5. **Follow up** with employees who have not yet submitted the **Work Arrangement form** to understand why it has not been submitted and align on a due date.



Workers Missing or with Inactive Work Arrangements ⚙️

Supervisory Organization	Worker	Position	Job Profile	FTE %
Your Supervisory Org	John Smith	P12345-Analyst	12345 - Analyst	100
Your Supervisory Org	Jane Doe	P12346-Analyst	12346- Analyst	100
Your Supervisory Org	Tommy Trojan	P00001-Mascot	Fight On!	100

View More ...

6. **Click on** employees with **inactive** work arrangements. Your **employees' job information** will be available on this page.

Review Work Arrangement ⋮

Start Date \* 08/18/2022

Proposed End Date 08/13/2023

Position

Details

Type \* x Fully Remote

Attachments

Drop files here

or

Deny

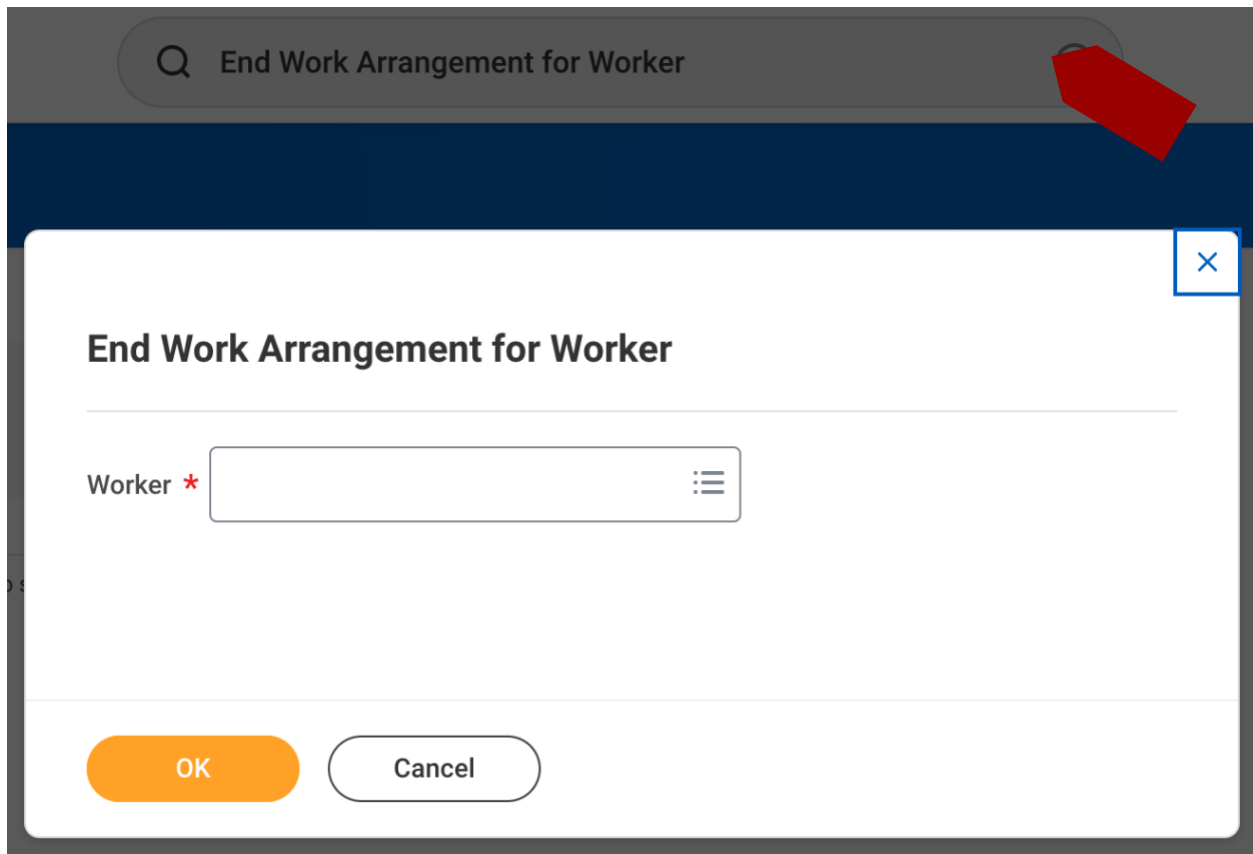
Save for Later

Cancel

7. **To review a submitted Work Arrangement**, click on the task “Request Work Arrangement” in your Workday inbox.

8. You can either **Approve**, **Send Back** (along with requested edits in comments), **Add Approvers** (if additional approvers are necessary) and as needed **Deny** a request.

## Editing or Ending an Employee's Work Arrangement



Q End Work Arrangement for Worker

End Work Arrangement for Worker

Worker \*

OK Cancel

1. If you need to edit or end an employee's work arrangement type in the workday search bar "End Work Arrangement for Worker"
  - a. As noted in the Employee QRG, there is no ability to edit a Work Arrangement. Any changes to Work Arrangements will require ending the current work arrangement and creating a new one.
2. Within the "**Worker**" selection box select "**My Organization**" and then choose the employee(s) and select Ok.

### Work Arrangement

Start Date 06/09/2022  
Proposed End Date 06/01/2023  
Position P0017459701 Budget/Business Analyst  
Type Hybrid > Hybrid Fixed  
Days of the Week Tuesday  
Wednesday  
Thursday

### End Work Arrangement

End Date \* 08/19/2022

enter your comment

### Attachments

Drop files here  
or  
Select files

Submit Save for Later Cancel

- 3. Enter the End Date, providing the updated end date for the work arrangement.
- 4. Click "Submit" to edit or end the employee's work arrangement.
  - a. Do this only if you need to **end a Work Arrangement** on an employee's behalf.