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

August 2022
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Manager’s Guide Introduction

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

1. Begin by logging into Workday using your university credentials and Duo two-factor authentication.
Log In and Select Work Arrangement

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”

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<table>
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<th>Organizations by Type</th>
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<tr>
<td>Include Subordinate Organizations</td>
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<tr>
<td>From Start Date</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>To Proposed End Date</td>
<td>MM/DD/YYYY</td>
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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

The task was completed successfully.

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

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

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.
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.