



## New and Extended Flexible Work Arrangements

All current flexible work agreements are set to expire on 12/31/21; however, HR will honor them until 1/31/22. We are asking that you refrain from entering any new and ongoing flexible work arrangements into HCM as the process will change effective 1/1/22, and new forms will be available soon.

Based on feedback Human Resources has received from staff we are updating the work arrangements business process to better align with Flexible Work Arrangement Policy and create an easier process that provides forms based upon specific need.

### High-level of what the new process will look like:

- Employee completes new work arrangement with updated form.
- Two separate forms for:
  - Flexible / compressed work that is non-remote (FWA)
  - Remote / hybrid work (RWA)
    - Form provides place to mark percentage of remote work
    - Separate column for marking on or off site
- Forms will require electronic signatures before being sent to Human Resources.
- Work arrangements, remote or non-remote that are less than 45 days **will not** require a form.
- Work arrangements greater than 45 days but less than 6 Months will require employee and immediate supervisor digital signature but **will not require** Appointing Authority electronic signature.
- Work Arrangements requesting more than 6 months **will require** electronic signature from employee, immediate supervisor and Appointing Authority.
- Completed work arrangements will be forwarded to [hr@uwyo.edu](mailto:hr@uwyo.edu) (available after 7 December). HR personnel will upload into HCM document records.
- HR personnel will adjust remote work status in HCM, therefore DHR can skip this step; however, if employee returns to campus full time, DHR will enter the information into HCM via the previous instructions outlined in [Recording Flexible Work Agreements](#) Quick Reference Guide.

More details will follow in an HR communication, but for now please do not enter any new or extended flexible work agreements into HCM. You may also check the [Flexible Work Arrangements Webpage](#) for updates soon.