Flexible Work Arrangements (Change of Hours)

Please note. Inactivity for 5 minutes will result in Workday automatically logging out. Ensure you are connected to the UQ network when accessing Workday remotely.

In consultation with your manager, full-time and part-time employees can now initiate a change of hours or work pattern through the “My Flexible Work - Change of Hours” application.

Managers can initiate on behalf of employees through Actions – Job Change – “Add Flexible Work Arrangement for Worker” in the employee Worker Profile.

Start Date is when you want this new work pattern to begin from. Please select the Monday of a new pay cycle.

If you have multiple positions, you be able to choose which Position you want this to apply to.

Choose “Change of Hours” for Type.
Flexible Work Arrangements (Change of Hours)

**E** Select a template that is relevant for you.

Select **Submit**.

**F** You’ll receive a prompt to complete the ‘Change of Hours’ questionnaire – please click “**Complete Questionnaire**”. You can return to this at anytime through your Workday inbox.
Flexible Work Arrangements (Change of Hours)

Please read and take note of the information provided at the top of the questionnaire.

Fair Work Act and ‘Right to Request’ Provisions

The Fair Work Act 2009 (Cth) affords certain staff the ‘right to request’ a flexible working arrangement, when they have completed 12 months of service at the University. Casual employees are entitled to make a request if they have been employed on a regular casual basis for a sequence of periods of employment of at least 12 months immediately before making the request, and there is a reasonable expectation of ongoing casual employment by the employer. Please refer to the Flexible Working Arrangements Policy [5.55.07] for further information.

Change of Hours

Your Change of Hours should commence from the beginning of the fortnightly pay cycle. Please ensure the commencement date for your change of hours is from the Monday after your fortnightly salary payment (e.g. Monday, 29th August 2022).

If you are uncertain what the commencement date should be please refer to the column on the left-hand side of the Salary Pay and Deadlines 2023 website and add 1 day for the date.

Hours per day should be outlined in a decimal format (e.g. 6.75 hours represents 6 hours and 45 mins for that day)

In submitting this application for a Change of Hours, I confirm and understand that:

- I am aware and/or have sought advice for any financial, leave, superannuation and other implications in relation to flexible work.
- I must comply with any mutually agreed modifications agreed with my Manager as part of this arrangement.
- I will communicate any changes to working arrangements or routines to stakeholders, other staff or clients and address any concerns in an open and transparent manner.

Please note that you will be required to submit a new request for a Change of Hours if there are amendments required or to revert to your substantive hours.
Flexible Work Arrangements (Change of Hours)

Input the total amount of hours for the fortnight / month / schedule (whichever is applicable to you) and then the amount of hours for each day.

Please note for the days you don’t work, input “0”.

When you submit the questionnaire, it will go to the HR Partner (Employee Services) to review.
Flexible Work Arrangements (Change of Hours)

After HR Partner has reviewed and approves, your Manager will receive a task in their Inbox.

The task allows your Manager to review the information provided by you and approved by the HR Partner.
Flexible Work Arrangements (Change of Hours)

Once your Manager approves, the request will go through the Level 5 Manager-Approval Chain as appropriate then back to the HR Partner that will receive a To do task to initiate a Change of Hours process.

Additional Information

<table>
<thead>
<tr>
<th>Response</th>
<th></th>
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<tbody>
<tr>
<td>Status</td>
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Questionnaire | Change of Hours / 2 Week Work Patterns | Respondent | Dr David Livingstone |

Submission Date | 08/09/2022 |

<table>
<thead>
<tr>
<th>Question</th>
<th>Answers</th>
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<tbody>
<tr>
<td>Total Hours per Fortnight / Month / Schedule (depending on no. of weeks)</td>
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</tr>
<tr>
<td>Week 1 Monday Hours</td>
<td>7.25</td>
</tr>
<tr>
<td>Week 1 Tuesday Hours</td>
<td>0</td>
</tr>
<tr>
<td>Week 2 Monday Hours</td>
<td>7.25</td>
</tr>
<tr>
<td>Week 2 Tuesday Hours</td>
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Date Published: 25.1.23
Need assistance, contact AskHR on (07) 3365 2623 or via the online enquiry form