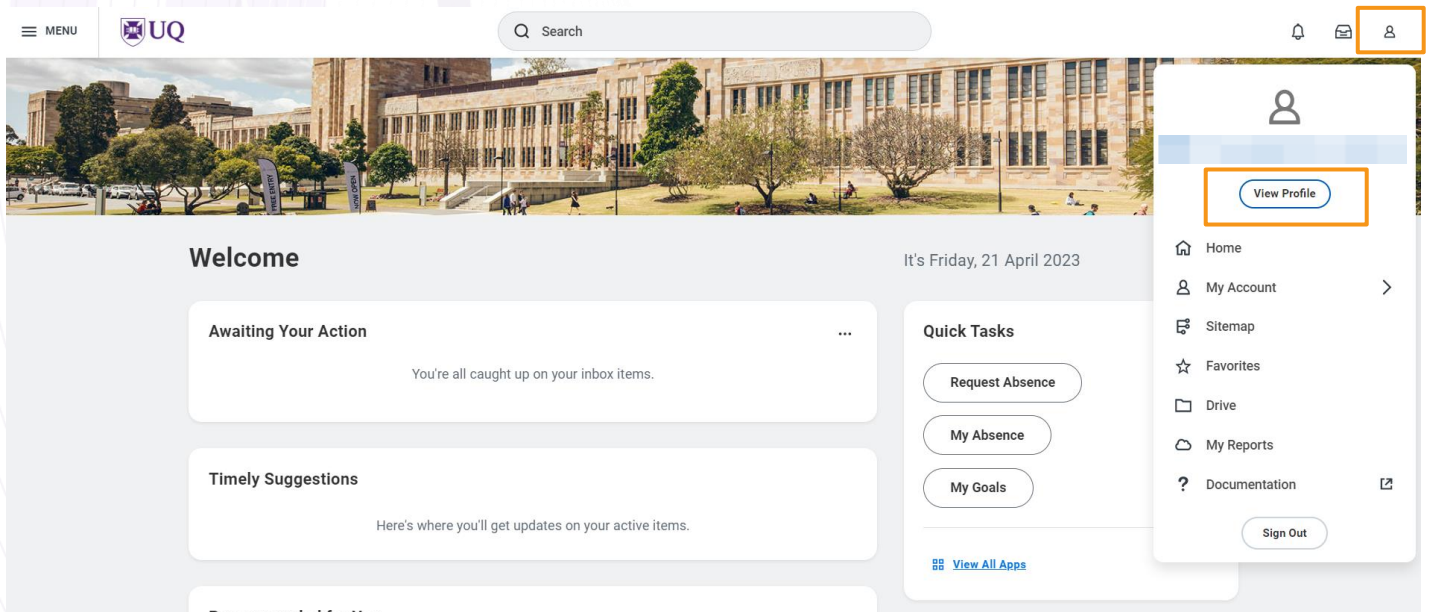


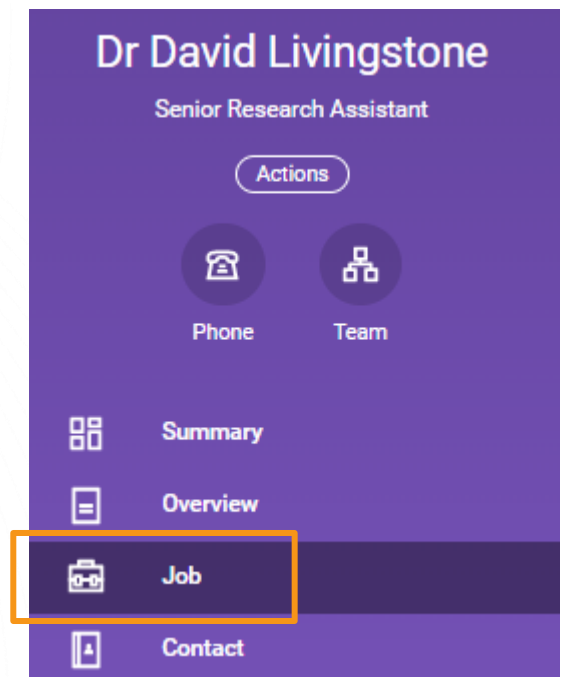
End Flexible Working Arrangement

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.

- A** Navigate to your Workday home page and click the **Worker Profile** icon located at the top right-hand corner. Then click the **View Profile** button.

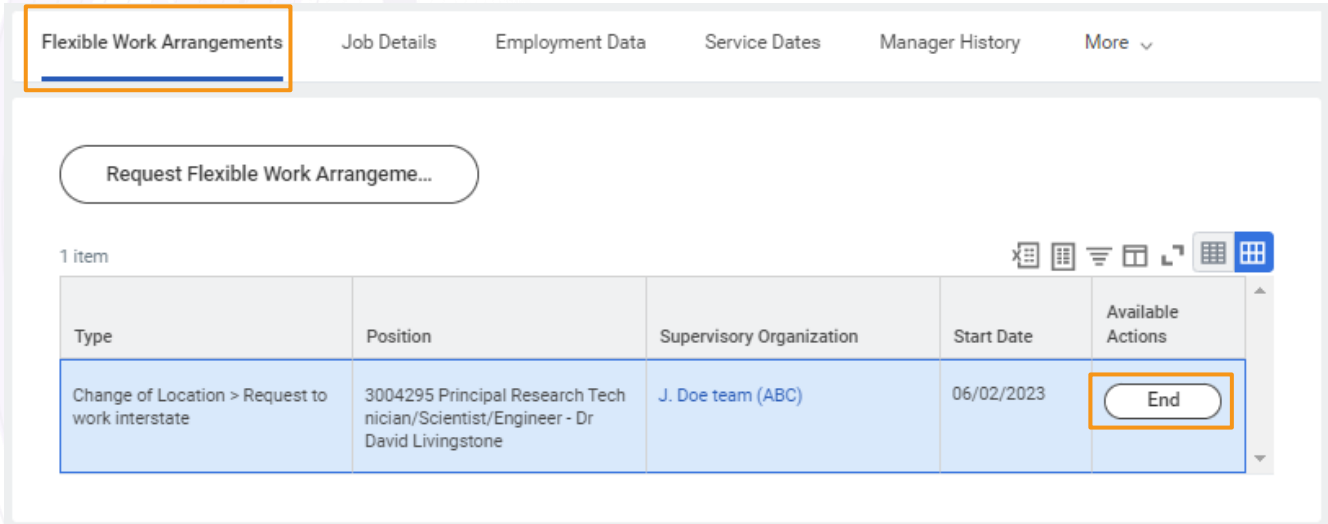


- B** On the left-hand menu, click on **Job**.



End Flexible Working Arrangement

- C** Navigate to the **Flexible Work Arrangements** tab and click on the **End** button under the Available Actions column.



Flexible Work Arrangements Job Details Employment Data Service Dates Manager History More ▾

Request Flexible Work Arrangeme...

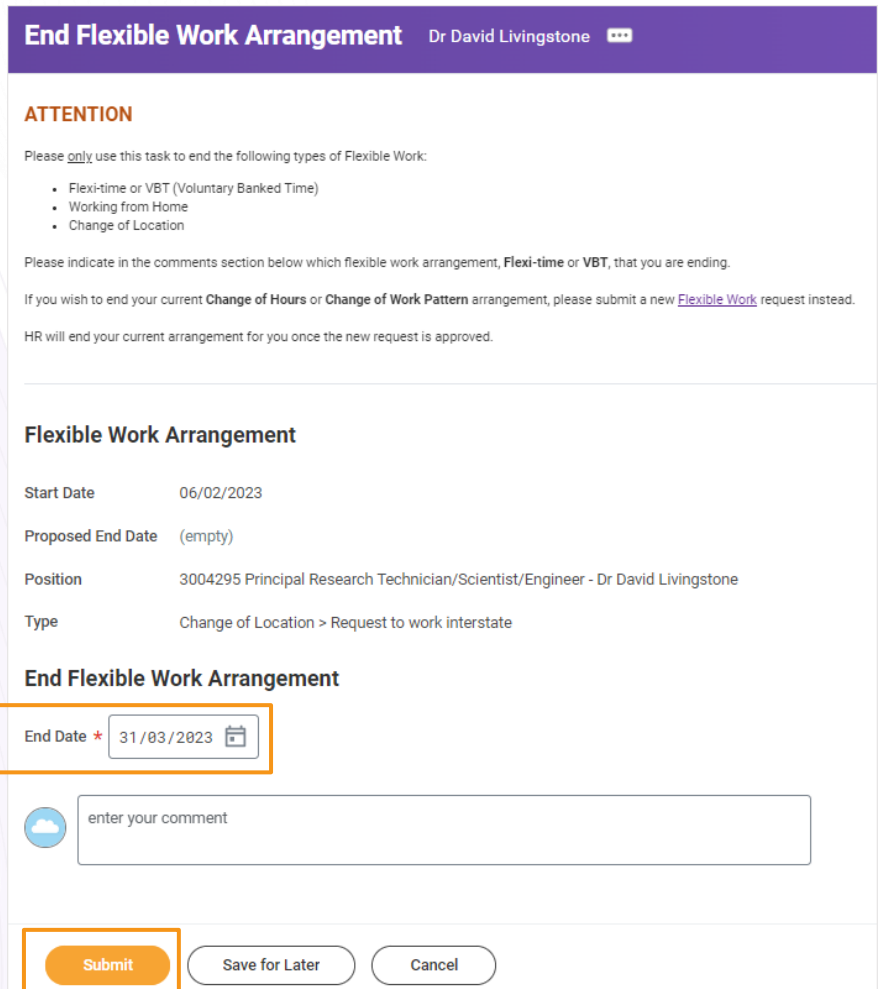
1 item

Type	Position	Supervisory Organization	Start Date	Available Actions
Change of Location > Request to work interstate	3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone	J. Doe team (ABC)	06/02/2023	End

- D** Enter the **End Date** of the Flexible Work Arrangement.

Enter **Comments** indicating which Flexible Work Arrangement you are ending.

Then click the **Submit** button.



End Flexible Work Arrangement Dr David Livingstone ⋮

ATTENTION

Please only use this task to end the following types of Flexible Work:

- Flexi-time or VBT (Voluntary Banked Time)
- Working from Home
- Change of Location

Please indicate in the comments section below which flexible work arrangement, **Flexi-time** or **VBT**, that you are ending.

If you wish to end your current **Change of Hours** or **Change of Work Pattern** arrangement, please submit a new [Flexible Work](#) request instead.

HR will end your current arrangement for you once the new request is approved.

Flexible Work Arrangement

Start Date 06/02/2023

Proposed End Date (empty)

Position 3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone

Type Change of Location > Request to work interstate

End Flexible Work Arrangement

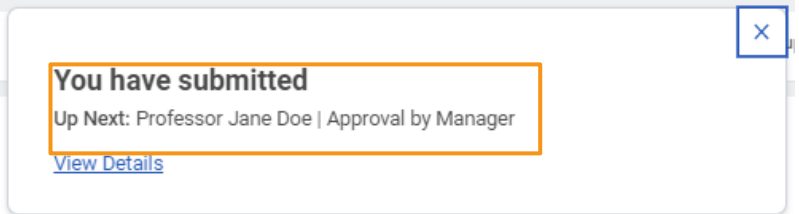
End Date * 31/03/2023 📅

☁️ enter your comment

Submit Save for Later Cancel

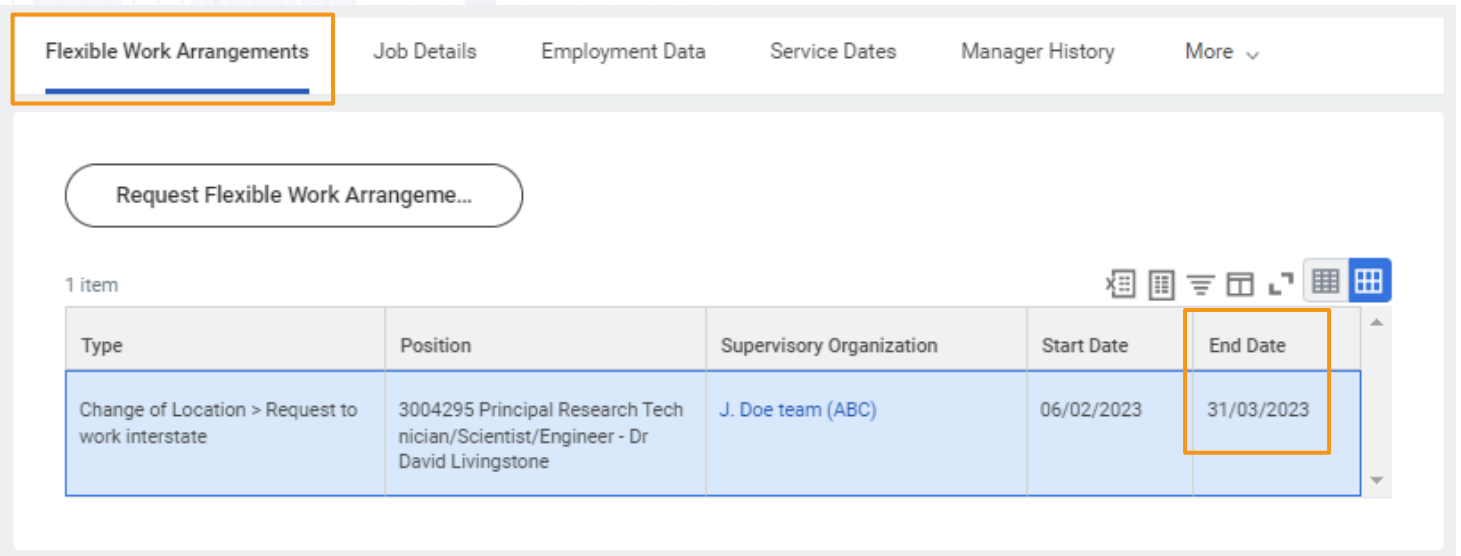
End Flexible Working Arrangement

- E** You will receive confirmation that your End Flexible Work request has been submitted to your manager for approval.



You have submitted
Up Next: Professor Jane Doe | Approval by Manager
[View Details](#)

- F** Once this is approved by your manager and processed by Human Resources, the **End Date** will appear in the **Flexible Work Arrangements** tab.

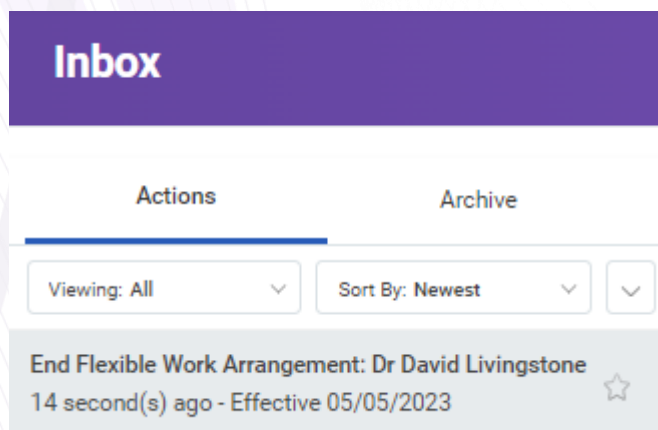


Request Flexible Work Arrangeme...

1 item

Type	Position	Supervisory Organization	Start Date	End Date
Change of Location > Request to work interstate	3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone	J. Doe team (ABC)	06/02/2023	31/03/2023

- G** Your manager will receive an inbox task to complete.



Inbox

Actions Archive

Viewing: All Sort By: Newest

End Flexible Work Arrangement: Dr David Livingstone
14 second(s) ago - Effective 05/05/2023

End Flexible Working Arrangement

H Managers will be required to review all details before selecting **Approve**.

Review End Flexible Work Arrangement: Dr David Livingstone ⋮

44 minute(s) ago - Effective 31/03/2023

For Change of Location > Request to work interstate (06/02/2023)

Overall Process End Flexible Work Arrangement: Dr David Livingstone

Overall Status In Progress

Details to Review

Flexible Work Arrangement

Worker Dr David Livingstone

Start Date 06/02/2023

Proposed End Date (empty)


Position 3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone

Type Change of Location > Request to work interstate

End Flexible Work Arrangement

End Date 31/03/2023

enter your comment



Approve **Send Back** **Cancel**