

Alternative Schedule Request Form Instruction Guide

The electronic **Alternative Schedule Request** form enables employees to propose an alternative work schedule. Once submitted, the form is automatically routed to the direct supervisor for approval. The supervisor has the option to Approve, Deny or Request Revision.

Steps to Initiate & Submit Form (employee)

- Step 1: Enter UFID. This will auto populate the remaining fields. These fields, including the supervisor information, cannot be altered.
- Step 2: Enter Start and End Dates.
- Step 3a: Enter the days and times of proposed alternative schedule (consistent Mon – Fri)
- Step 3b: Enter the days and times of proposed alternative schedule (differing Mon – Fri)
- Step 4: Add Comments (optional) and Submit

Step 1 - Initiate form and enter UFID

1. Enter your UFID and hit enter. This will auto populate the remaining fields. These fields, including the supervisor information, cannot be altered.

Example 1: Initiate form and enter UFID

The screenshot shows the top portion of the 'Alternative Schedule Request' form. The UFIT logo is on the left, and the title 'Alternative Schedule Request' is centered. Below the title is the 'Employee Information' section, which contains several input fields: UFID (with a red '1' and 'IMPORTANT!' icon), Full Name, Job Title, Dept ID, Department, Email, Supervisor Name, and Supervisor Email.

Step 2 – Enter Start and End Dates

1. Click in the **Start Date** field and select a date from the calendar or enter the start date using the number keys
2. Click in the **End Date** field and select a date from the calendar or enter the start date using the number keys

Example 2: Enter Start and End Dates

The screenshot shows the 'Alternate Work Schedule' section of the form. It features two date input fields: 'Start Date' (with a red '1' and 'IMPORTANT!' icon) and 'End Date' (with a red '2' and 'IMPORTANT!' icon). A red asterisk and text note state: '*IMPORTANT: Start and End Dates must fall within the same fiscal year (alternative schedules will expire on 6/30)'.

Step 3a – Enter days and times of consistent Monday - Friday alternative schedule

NOTE: This selection should be made if the working schedule will be the same each day.

1. Click **Day** and choose "MON – FRI" if working the exact same schedule Monday through Friday
2. Enter **Time(s) In** and **Time(s) Out**
3. Enter **Total Hours**

Example 3a: Enter days and times for consistent Monday – Friday alternate schedule

The screenshot shows the 'Days and Times' section of the form. It includes a table with columns for Day, Time In, and Time Out. The first row is populated with 'MON - FRI' (with a red '1'), '9:00 AM' (with a red '2'), and '1:00 PM' (with a red '3'). Other rows are empty. To the right of the table is a 'Total Hours' input field with the value '40' (with a red '3') and a 'Remove' button. Below the table is a 'Total Weekly Hours' input field with the value '40.00'.

Step 3b – Enter days and times of differing Monday – Friday alternative schedule

NOTE: This selection should be made if the working schedule will differ from day to day.

1. Click **Day** and choose "MONDAY"
2. Enter **Time(s) In** and **Time(s) Out**
3. Enter **Total Hours**
4. Click the **Add** button
5. Repeat steps 1 – 4 for Tuesday – Friday
6. Review Total Weekly Hours. Total weekly hours should add up to your full-time equivalency, i.e., 40 hours.

Example 3a: Enter days and times for differing Monday – Friday alternate schedule

Day	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours
MONDAY	8:00 AM	5:00 PM					8
TUESDAY	8:00 AM	5:00 PM					8
WEDNESDAY	9:00 AM	6:00 PM					8
THURSDAY	8:00 AM	11:00 AM	12:00 PM	3:00 PM	4:00 PM	6:00 PM	8
FRIDAY	6:00 AM	10:00 AM	11:00 AM	3:00 PM			8

Total Weekly Hours: 40.00

Step 4 – Enter comments (optional) and Submit

1. Enter Comments if needed
2. Click the **Submit** button

Example 4: Enter Comments and Submit

Comments (optional)

Submit 2

The supervisor can approve, deny, or request revisions to the form. Please review step 3 below for more information.

Steps to Review and Approve Form (supervisor)

Once the employee submits the form, it will be automatically routed to the supervisor to approve, deny, or request revisions. The supervisor information is auto populated and cannot be altered.

Step 1: Email is received for submitted Alternate Schedule Request

Step 2: Review Alternate Schedule Request

Step 3: Approve, Deny or Request Revision

Step 1 – Email is received for submitted Alternate Schedule Request

1. Click on the link in the email to review Alternate Schedule Request. The email will come from OnBase-noreply@ufl.edu.

Example 1: Email is received for submitted Alternate Schedule Request

From: OnBase-noreply@ufl.edu <OnBase-noreply@ufl.edu>
 Sent: Tuesday, June 15, 2021 1:08 PM
 To: ROCKOZUEJENNY@ufl.edu
 Subject: Approval Needed: Alternate Schedule Request for [ROCKOZUEJENNY@ufl.edu](#)

[ROCKOZUEJENNY@ufl.edu](#) has submitted an Alternate Schedule Request for your review. Please click the following link to go to the form:

<https://docs.erp.ufl.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=252&QueueID=443&DocID=39522719>

Review the request and then select the appropriate action button shown above the form. You will have the option to **Approve**, **Deny**, or **Request Revisions**. Your decision will be emailed to the employee.

Step 2 – Review Alternate Schedule Request

1. Review Start and End Date
2. Review Days and Times
3. Review Comments (if entered)

Example 2: Review Alternate Schedule Request

The screenshot shows the 'Alternative Schedule Request' form in OnBase. At the top, there is a header with the UFIT logo and the title 'Alternative Schedule Request'. Below this, there is a section for 'Employee Information' with fields for 'Full Name', 'Job Title', 'Dept ID', 'Department', and 'Email'. The employee information is populated with: Full Name: ROCKOZUEJENNY@ufl.edu, Job Title: IT ANALYST II, Dept ID: 14800000, Department: IT - ENTERPRISE SYSTEMS, and Email: ROCKOZUEJENNY@ufl.edu. Below the employee information is the 'Alternative Work Schedule' section. It includes a 'Start Date' and 'End Date' field, both set to 6/15/2021. A note states: 'IMPORTANT: Start and End Dates must fall within the same fiscal year. Alternative schedule will expire on 6/30/2021.' Below this is a table for 'Days and Times' with columns for 'Day', 'Time In', and 'Time Out'. The table is currently empty for all days of the week. At the bottom right of the table, there is a 'Total Weekly Hours' field set to 40.00.

Step 3 – Approve, Deny or Request Revision

1. Select Approve, Deny, or Request Revision
 - a. Approve will end the process and the document will be stored electronically.
 - b. Deny will terminate the process. The employee must submit a new form to start the approval process again. There is a comment field to enter the reason for the denial.
 - c. Requesting Revision will send the form back to the employee to edit. There is a comment field that will allow the supervisor to specify the revisions requested. The employee will receive an email with a link to the form. Once the requested revisions are complete, the employee will click submit and the approval process will begin again.

Example 2: Approve, Deny, or Request Revision

