

Work Location and Flexible Schedule Guide

EMPLOYEE SELF SERVICE
QUICK REFERENCE GUIDE



QUESTIONS?

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THE UNIVERSITY OF ARIZONA

Human Resources

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1. INTRODUCTION

Work Location and Flexible Schedule is a module within the Employee Self Service suite in UAccess. It allows users to upload and update their work location and flexible schedule information in UAccess.

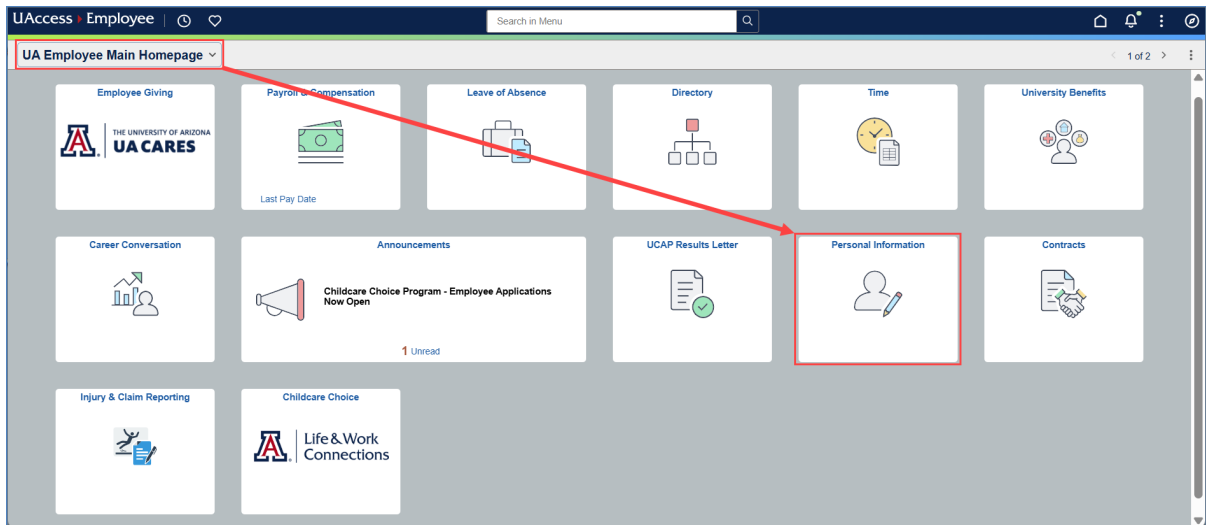
The Work Location and Flexible Schedule module contains the following sections:

- Add Request page
- Work Location page
- Flexible Schedule page
- Acknowledgment page
- Review and Submit page

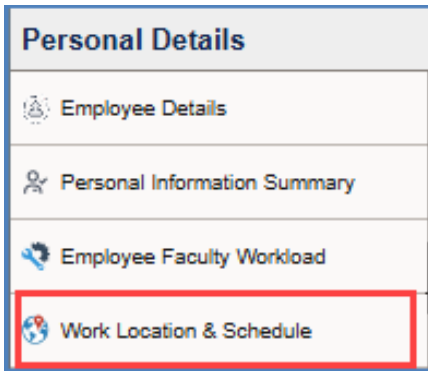
This guide will demonstrate how each of these sections function.

2. WORK LOCATION AND FLEXIBLE SCHEDULE

This section will provide information on how to access the Work Location and Flexible Schedule module within UAccess Employee. The module can be found in the Personal Information tile on the UA Employee Main Homepage, as seen in the screenshot below.



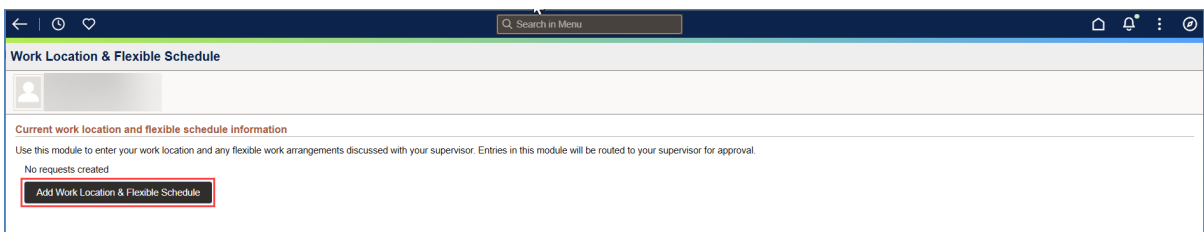
In the Personal Information tile, select the Work Location and Flexible Schedule tab at the bottom of the lefthand menu, seen in the screenshot below.



3. ADD WORK LOCATION AND FLEXIBLE SCHEDULE

This section will provide an overview of the steps required to initiate a Work Location and Flexible Schedule request within the module.

To start, select the Add Work Location and Flexible Schedule button, seen in the screenshot below.



On the Add Request page, the user may select a Start Date and a Work Modality. The Start Date must be on or after the current date.

The Work Modality dropdown includes the following options:

- Fully On-Site in Arizona
- Hybrid in Arizona
- Fully Remote in Arizona
- Out-of-State (Non-Arizona)
- International

Once a Start Date and Work Modality have been selected, the user may select the Next Button, located in the top right-hand corner of the page.

4. WORK LOCATION PAGE

The Work Location page requires Work Location Address information, though differences are present on this page depending on the selected Work Modality type.

4.1 Fully On-Site in Arizona

If the user selected Fully On-Site in Arizona, they will be able to input their On-Campus Work Location using the campus map-based Building and Room Selector by clicking the "Select Location" link, seen below.

Work Location

Start Date 07/07/2026

Details

Work Modality Fully On-Site in Arizona

Work Location	Select Location	Worksite Location	Primary On-Site Location	Estimated Percentage Per Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
On-Site	Select Location		Yes		Mon	Tue	Wed	Thur	Fri	Sat	Sun

Please provide more details about your work location(s), as needed.

Comments

Users may select their building and room number, which will auto-fill the associated fields on the lefthand side of the component, as seen in the example below.

Building and Room Selector

Cancel

OK

Use the map below to find your building and room. When you are ready, click **OK** to confirm your selection. If you have trouble using the map, ask the map team for help: egjs@arizona.edu. If you do not have a designated building or cannot find your building, make a selection here.

☐

 I work on campus but don't have a designated building.

☐

 I cannot find my building on the map.

Use the map below to find your building and room. Click a building to select it, then choose a room. When you are ready, click **OK** to confirm your selection.

Current selection: Building: 17 Room: 0151

THE UNIVERSITY OF ARIZONA

Explore Indoors

Click a building on the map or use the search below to explore indoors. Once a building is selected, you can switch between floors.

Selected Building

17

Student Union Memorial Cen...

1303 E University Blvd

Selected Room

151

Legend:

Room

Restroom

Corridor

Stairway

1

2

3

FLOOR

Student Union Memorial Center - Campus Store

Administration

Modern Languages

Alternatively, users may directly input their building and room number to the fields on the lefthand side of the module, using the fields in the screenshot below.

THE UNIVERSITY OF ARIZONA

Explore Indoors

Click a building on the map or use the search below to explore indoors. Once a building is selected, you can switch between floors.

Select Building

Select Room

Legend:

- Room
- Corridor
- Restroom
- Stairway

Once a building and room number have been entered using the Building and Room Selector, the user may select the OK button in the top right-hand corner of the component, as seen in the screenshot below.

The screenshot shows the 'Building and Room Selector' dialog box. At the top, there are 'Cancel' and 'OK' buttons. Below them is instructional text: 'Use the map below to find your building and room. When you are ready, click OK to confirm your selection. If you have trouble using the map, ask the map team for help: egis@arizona.edu. If you do not have a designated building or cannot find your building, make a selection here.' There are two radio buttons: 'I work on campus but don't have a designated building.' and 'I cannot find my building on the map.' Below these is a yellow bar with the text: 'Use the map below to find your building and room. Click a building to select it, then choose a room. When you are ready, click OK to confirm your selection.' A green bar displays 'Current selection: Building: 17 Room: 0151'. At the bottom is a red bar with 'THE UNIVERSITY OF ARIZONA'. A red arrow points to the 'OK' button in the top right corner.

If a user does not have a set building or room number, or is unable to find either on the map, the “I work on campus but don't have a designated building” and “I cannot find my building on the map” sliders are available above the map, as seen in the screenshot below.

The screenshot shows the 'Building and Room Selector' dialog box. The 'Cancel' button is on the left and the 'OK' button is on the right. The instructional text is the same as in the previous screenshot. The two radio buttons are highlighted with a red box. Below them is a yellow bar with the text: 'Use the map below to find your building and room. Click a building to select it, then choose a room. When you are ready, click OK to confirm your selection.' A blue bar displays 'No selection yet — use the map to find your building and room.' At the bottom is a red bar with 'THE UNIVERSITY OF ARIZONA'.

If the user selects the “I work on campus but don't have a designated building” slider, the map will close and the user is able to select the OK button, located in the top right-hand corner, to proceed.

If the user selects the “I cannot find my building on the map” slider, the map selector will be hidden and the user may select a building from a dropdown menu. This dropdown menu, seen in the screenshot below, contains a list of locations separate from the main U of A Campus.

The screenshot shows the 'Building and Room Selector' dialog box. The 'Cancel' button is on the left and the 'OK' button is on the right. The instructional text is the same as in the previous screenshots. The 'I cannot find my building on the map.' radio button is selected and highlighted with a red box. Below it is a yellow bar with the text: 'If your building is not on the map, it may be available in this dropdown (this is common for Cooperative Extension):'. A dropdown menu labeled 'Building' is highlighted with a red box. Below the dropdown is another radio button labeled 'Still can't find your location?' which is not selected. At the bottom is a yellow bar with the text: 'Your building is not on the map. Click OK to confirm your selection.'

If the user’s Work Location is not on the dropdown list, the “Still can’t find your location?” slider may be selected. Next, the user may select OK to proceed.

Next, the user must input the approximate percentage of the work week typically spent at this work location, along with the days of the week typically spent there. Once these fields have been filled out, the user may add a comment or select the Next button in the top right-hand corner.

The screenshot below demonstrates the order in which these fields may be completed.

The screenshot shows the 'Work Location & Flexible Schedule' form. The 'Work Location' section is set to 'Fully On-Site in Arizona'. A dropdown menu for 'Percentage Per Week' is highlighted with a red box, with an arrow pointing to the 'Days of the Week' selection buttons (Mon, Tue, Wed, Thur, Fri, Sat, Sun). Below this, a red box highlights the 'Comments' text area. In the top right corner, a red box highlights the 'Next' button, with an arrow pointing to it from the 'Percentage Per Week' dropdown.

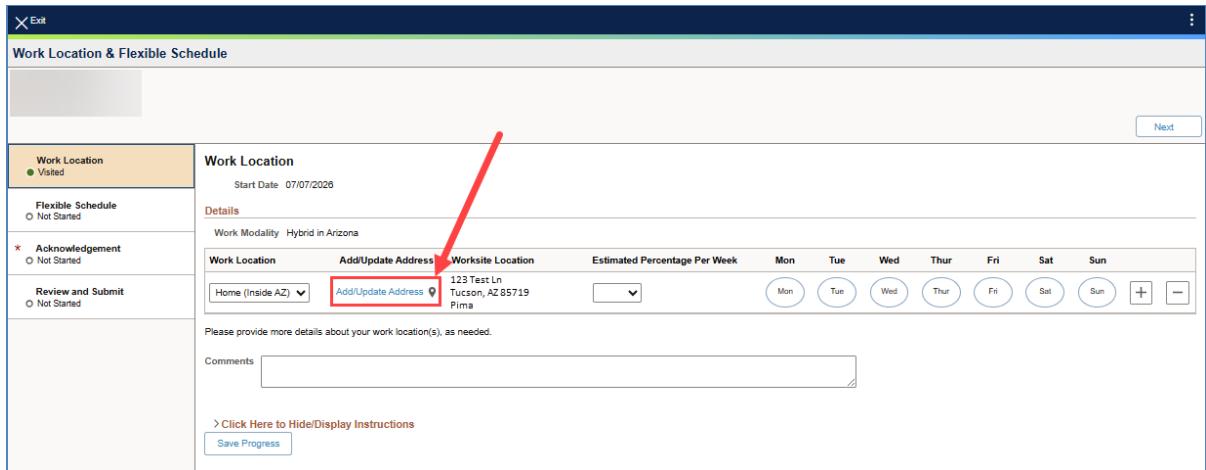
4.2 Hybrid in Arizona

If the user selected Hybrid in Arizona, three Work Location options will be available from the dropdown menu. If multiple Work Location addresses are required, rows can be added using the + and - icons (see below).

The screenshot shows the 'Work Location & Flexible Schedule' form with 'Work Modality' set to 'Hybrid in Arizona'. The 'Work Location' dropdown menu is highlighted with a red box, showing options: 'On-Site', 'Home (Inside AZ)', and 'Other'. To the right of the dropdown, a red box highlights the '+' and '-' buttons for adding or removing rows. In the top right corner, a red box highlights the 'Next' button, with an arrow pointing to it from the '+' button.

If the user picks On-Site Work Location, the Building and Room Selector steps outlined in the previous section remain applicable.

If Home Address (Inside AZ) is selected, the user's home address will load into the Worksite Location. If changes to this address are required, the user may select the Add/Update Address link. This link will open a small window where address changes may be submitted.



Work Location & Flexible Schedule

Start Date: 07/07/2026

Details

Work Modality: Hybrid in Arizona

Work Location	Add/Update Address	Worksite Location	Estimated Percentage Per Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Home (Inside AZ)	Add/Update Address	123 Test Ln Tucson, AZ 85719 Pima		Mon	Tue	Wed	Thur	Fri	Sat	Sun

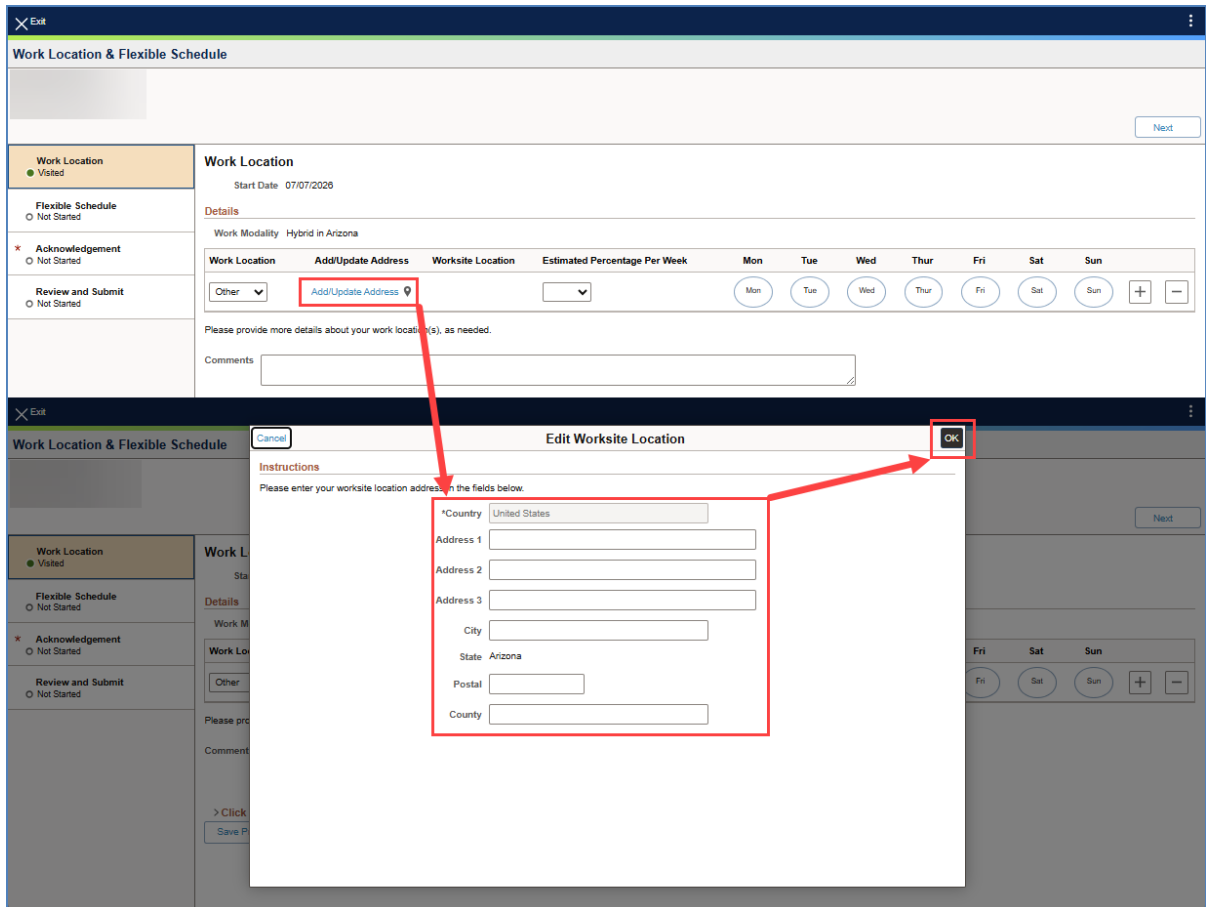
Please provide more details about your work location(s), as needed.

Comments

[Click Here to Hide/Display Instructions](#)

[Save Progress](#)

If Other Address is selected as a Work Location, the Add/Update Address link appears, allowing the user to enter an address. Once the address information has been entered, the user may select OK to add the Worksite Location to the page.



Work Location & Flexible Schedule

Start Date: 07/07/2026

Details

Work Modality: Hybrid in Arizona

Work Location	Add/Update Address	Worksite Location	Estimated Percentage Per Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Other	Add/Update Address			Mon	Tue	Wed	Thur	Fri	Sat	Sun

Please provide more details about your work location(s), as needed.

Comments

Edit Worksite Location

Instructions

Please enter your worksite location address in the fields below:

*Country: United States

Address 1

Address 2

Address 3

City

State: Arizona

Postal

County

[Cancel](#) [OK](#)

Next, the user must input the approximate percentage of the work week typically spent at each work location, along with the days of the week typically spent there. Once these fields have been filled out, the user may add a comment or select the Next button in the top right-hand corner.

4.3 Fully Remote in Arizona

If the user selected Fully Remote in Arizona, Home Address and Other Address will be available from the Work Location dropdown menu. If multiple Work Location addresses are required, rows can be added using the + and - icons (see below).

The screenshot shows the 'Work Location & Flexible Schedule' form. The sidebar on the left contains four sections: 'Work Location' (marked as 'Visited'), 'Flexible Schedule' (marked as 'Not Started'), 'Acknowledgement' (marked as 'Not Started'), and 'Review and Submit' (marked as 'Not Started'). The main content area is titled 'Work Location' and shows 'Start Date: 07/07/2026'. Below this, the 'Details' section indicates 'Work Modality: Fully Remote in Arizona'. A table is present with columns: 'Work Location', 'Worksite Location', 'Estimated Percentage Per Week', and days of the week (Mon, Tue, Wed, Thur, Fri, Sat, Sun). The 'Work Location' dropdown menu is open, showing 'Home (Inside AZ)' and 'Other' as options. The 'Estimated Percentage Per Week' field is empty. The days of the week are represented by buttons, with '+' and '-' buttons at the end of the row. A 'Next' button is located in the top right corner of the form.

If the user picks Home Address or Other Address from the Work Location dropdown, the steps outlined in the previous section remain applicable.

Next, the user must input the approximate percentage of the work week typically spent at each work location, along with the days of the week typically spent there. Once these fields have been filled out, the user may add a comment or select the Next button in the top right-hand corner.

Once these fields have been filled out, the user may add a comment or select the Next button in the top right-hand corner.

4.4 Out-of-State (Non-Arizona)

If the user selects Out-of-State (Non-Arizona), they will be able to enter their Out-of-State Address as their Work Location.

To update Out-of-State Address information, users may select the Add/Update Address link. This link will open a window where address changes may be submitted.

Additionally, if a user's Out-of-State Address is the same as their home address, the "This address is the same as my home address" slider may be selected.

The screenshot shows the 'Work Location & Flexible Schedule' form. On the left is a sidebar with sections: 'Work Location' (Visited), 'Flexible Schedule' (Not Started), 'Acknowledgement' (Not Started), and 'Review and Submit' (Not Started). The main form area has a 'Work Location' section with a 'Start Date' of 07/07/2026 and a 'Details' section. The 'Details' section includes a 'Work Modality' dropdown set to 'Out of State (non-Arizona)'. Below this is a table with columns: 'Work Location', 'Add/Update Address', 'Worksite Location', 'Same as Home Address', 'Estimated Percentage Per Week', and days of the week (Mon-Sun). The 'Add/Update Address' link is highlighted with a red box. A modal window titled 'Edit Worksite Location' is open, showing instructions and input fields for Country, Address 1, Address 2, Address 3, City, State Name, Postal, and County. The 'OK' button in the modal is also highlighted with a red box. A red arrow points from the 'Add/Update Address' link to the modal, and another red arrow points from the 'OK' button back to the main form.

Next, the user must input the days of the week typically spent at this work location. Once these fields have been filled out, the user may add a comment or select the Next button in the top right-hand corner.

4.5 International

If the user selected International, they will be able to enter their International Address as their Work Location.

To update International Address information, users may select the Add/Update Address link. This link will open a small window where address changes may be submitted. Additionally, if a user's International address is the same as their home address, the "This address is the same as my home address" slider may be selected.

The top screenshot shows the 'Work Location & Flexible Schedule' form. The 'Work Location' section is active, showing 'Start Date: 07/07/2026' and 'Details'. The 'Work Modality' is set to 'International'. The 'Work Location' dropdown is set to 'International', and the 'Add/Update Address' link is highlighted with a red box. The 'Estimated Percentage Per Week' is 100%. The 'Flexible Schedule' section is also visible, with 'Not Started' selected. The 'Review and Submit' section is at the bottom.

The bottom screenshot shows the 'Edit Worksite Location' modal. The 'OK' button is highlighted with a red box. The 'Add/Update Address' link from the top screenshot points to the 'Address 1' field in the modal. The modal contains fields for Country, Address 1, Address 2, Address 3, City, State, Postal, and County. A checkbox labeled 'This address is the same as my home address' is also highlighted with a red box.

5. FLEXIBLE SCHEDULE PAGE

If a user has a Flexible Schedule arrangement to report, the “I have a flexible schedule to report or request” slider may be selected.

The screenshot shows the 'Work Location & Flexible Schedule' form. The 'Flexible Schedule' section is active, showing 'A flexible schedule is where your work schedule is different from your unit's regularly scheduled work hours.' The checkbox 'I have a flexible schedule to report or request.' is highlighted with a red box. The 'Next' button is also highlighted with a red box. The 'Work Location' section is completed, and the 'Flexible Schedule' section is 'Not Started'.

The user may select the applicable Flexible Schedule type from the dropdown menu. Once a Flexible Schedule type has been selected, comments may be added and the Next button may be selected. This will progress the form to the next page.

Please see the screenshot below for the available dropdown menu options and the Next button.

If the employee does not need to report a Flexible Schedule arrangement, the Next button may be selected. This will progress the form to the next page.

6. ACKNOWLEDGEMENT PAGE

The Acknowledgment page requires users to confirm that the information submitted so far is accurate and up to date.

6.1 Fully On-Site in Arizona, Hybrid in Arizona, and Fully Remote in Arizona

If the user selected Fully On-Site in Arizona, Hybrid in Arizona, or Fully Remote in Arizona, the Acknowledgement page will appear as seen in the screenshot below. Once the user selects the “I Agree” slider, the Next button may be selected to proceed through the module.

6.2 Out-of-State (Non-Arizona)

If the user selected the Out-of-State (Non-Arizona) Work Modality type, the Acknowledgement page will appear as seen in the screenshot below. Users with this Work Modality type will need to select one of the two available options on the page. Once one

of the two available options have been selected, the “I Agree” slider will become available. After the user selects the “I Agree” slider, the Next button may be selected to proceed through the module.

The screenshot shows the 'Work Location & Flexible Schedule' module. On the left sidebar, the 'Acknowledgement' step is highlighted with a red star and 'In Progress' status. The main content area shows two options for acknowledgement. Option 1 is for out-of-state work arrangements, and Option 2 is for UA/GC (UA Global Campus) employees. Both options have a corresponding 'I Agree' slider. The 'Next' button in the top right corner is highlighted with a red box. A red arrow points from the 'I Agree' slider in Option 2 to the 'Next' button.

6.3 International

If the user selects the International Work Modality type, the Acknowledgement page will appear as seen in the screenshot below. Once the user selects the “I Agree” slider, the Next button may be selected to proceed through the module.

The screenshot shows the 'Work Location & Flexible Schedule' module for International work. The 'Acknowledgement' step is highlighted with a red star and 'In Progress' status. The main content area shows a single option for international work arrangements. It includes a text statement and an 'I Agree' slider. The 'Next' button in the top right corner is highlighted with a red box. A red arrow points from the 'I Agree' slider to the 'Next' button.

7. REVIEW AND SUBMIT

The Review and Submit page allows users to review all the information in the form.

If a user finds that any of the fields in this page require revision, the Previous button located in the top right-hand corner may be selected to return to the applicable page. Once the user has confirmed the content on the page is correct, the Submit button may be selected.

Please see the screenshot below for an example of the Review and Submit page:

Work Location & Flexible Schedule

Review and Submit

If anything is incorrect on this page, select the tabs on the left or select the Previous button to edit the information.
Start Date: 07/06/2026

Details

Work Modality: Fully Remote in Arizona

Work Location	Worksite Location	Estimated Percentage Per Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Home (Inside AZ)	123 Test Way Tucson, AZ 85719 Pima	100%	Mon	Tue	Wed	Thur	Fri	Sat	Sun

Comments:

Flexible Work Schedule

☐ I have a flexible schedule to report or request.

Work Schedule: No Flexible Schedule

Comments:

8. QUESTIONS?

If you have questions or would like assistance with the Work Location and Flexible Schedule process, contact Workforce Systems at EmployeeSelfService@arizona.edu.