

# Work Location and Flexible Schedule Guide

**MANAGER SELF SERVICE**  
**QUICK REFERENCE GUIDE**



## QUESTIONS?

WORKFORCE SYSTEMS

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THE UNIVERSITY OF ARIZONA

Human Resources

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## 1. INTRODUCTION

Team Work Location & Schedule is a module within the Manager Self Service suite in UAccess. It allows supervisors to update work location and flexible schedule requests submitted by employees in UAccess.

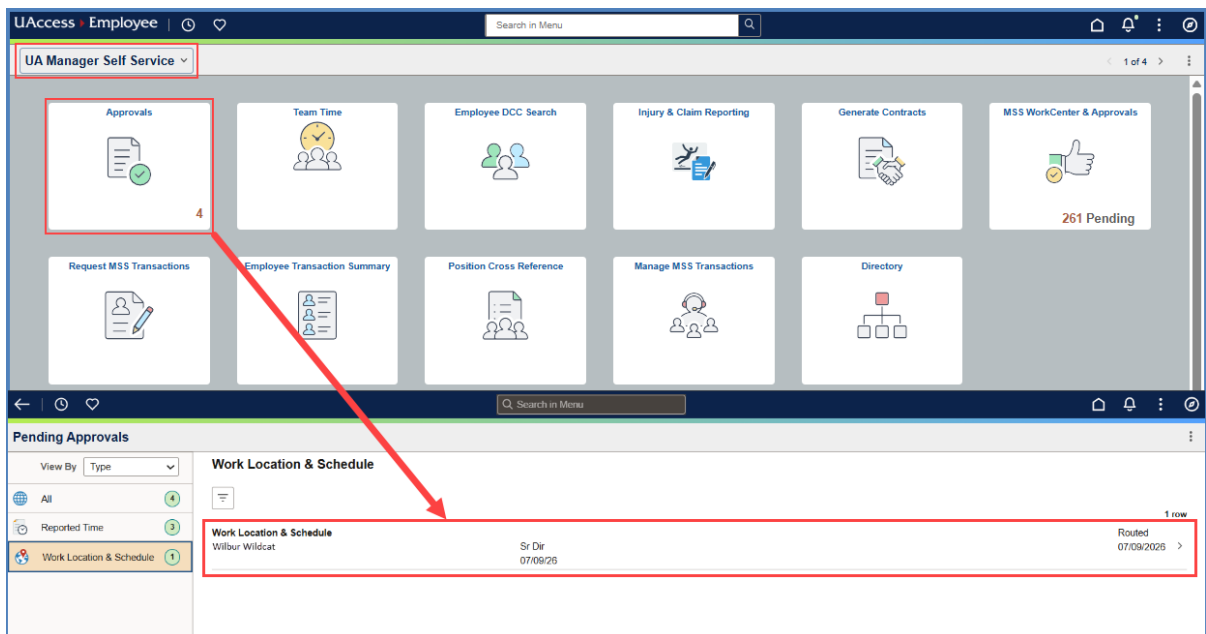
The Team Work Location & Schedule module allows supervisors to do the following:

- Approve requests
- Request revisions
- Initiate requests for Direct Reports
- Initiate requests down the Direct Report chain

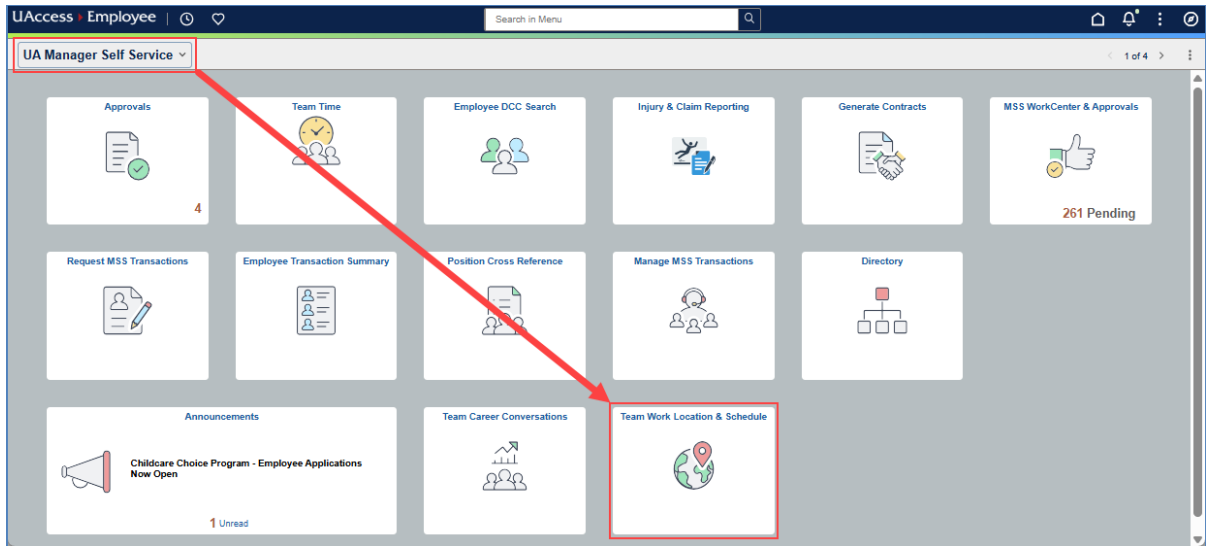
This guide will demonstrate how each of these sections function.

## 2. TEAM WORK LOCATION & SCHEDULE

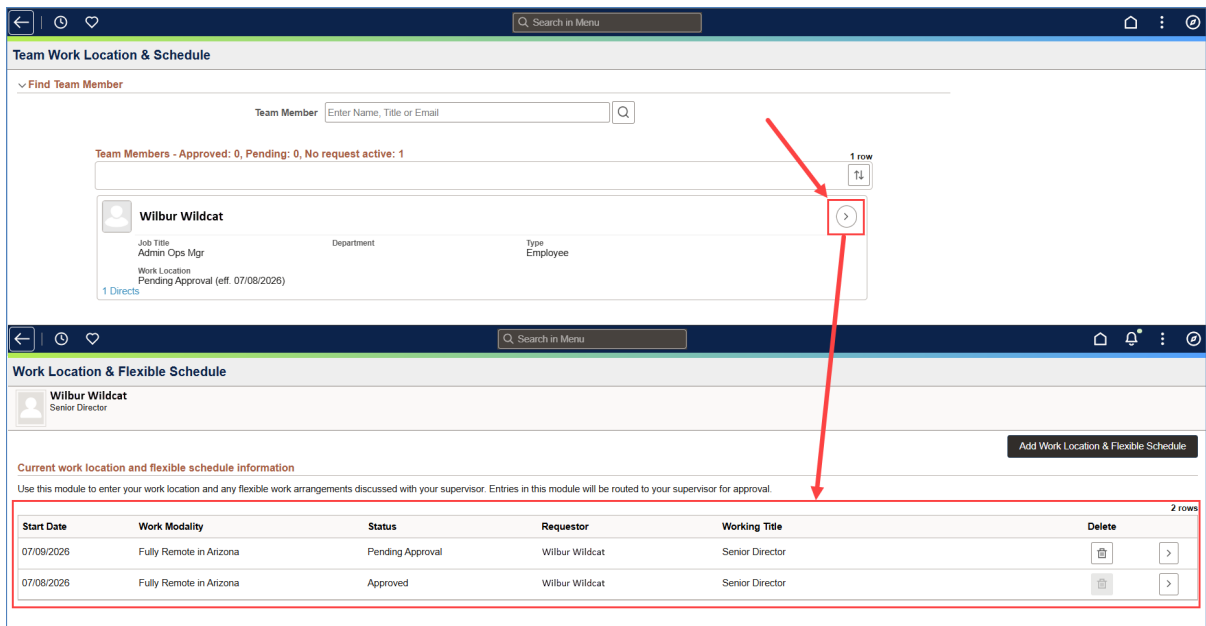
To access pending Work Location and Flexible Schedule requests, select the Approvals tile on the UA Manager Self Service Homepage. Here, the user may select pending requests to take approval action.



Alternatively, the module can be found in the Team Work Location & Schedule tile on the UA Manager Self Service Homepage, as seen in the screenshot below.

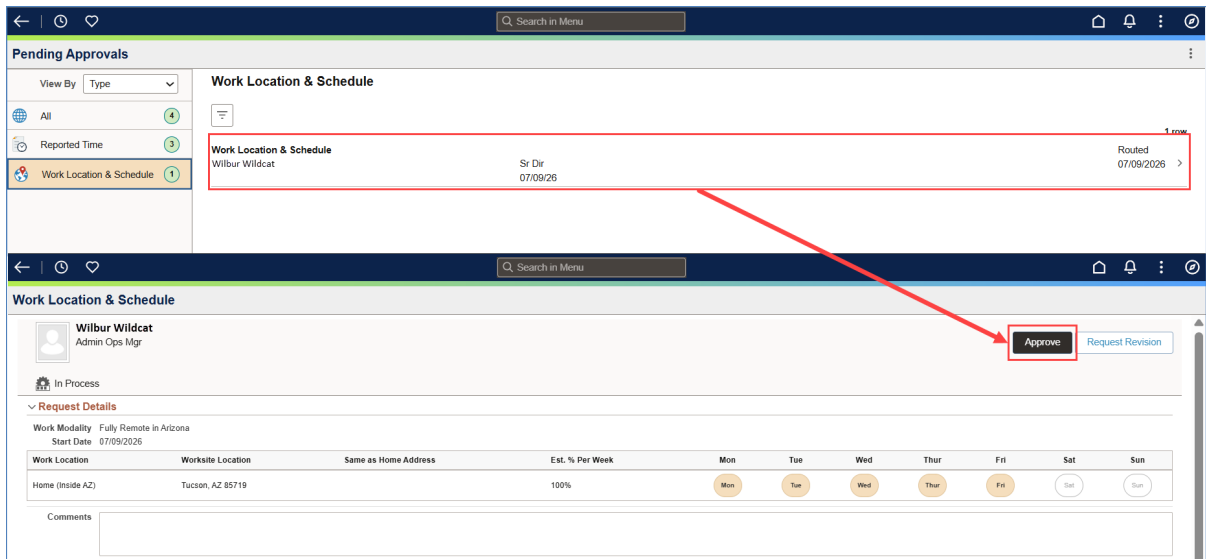


In the Team Work Location & Schedule tile, supervisors can view a full summary of Work Location and Flexible Schedule requests statuses for their direct reports. Supervisors can see both pending and historical requests for direct reports, as seen in the example below.

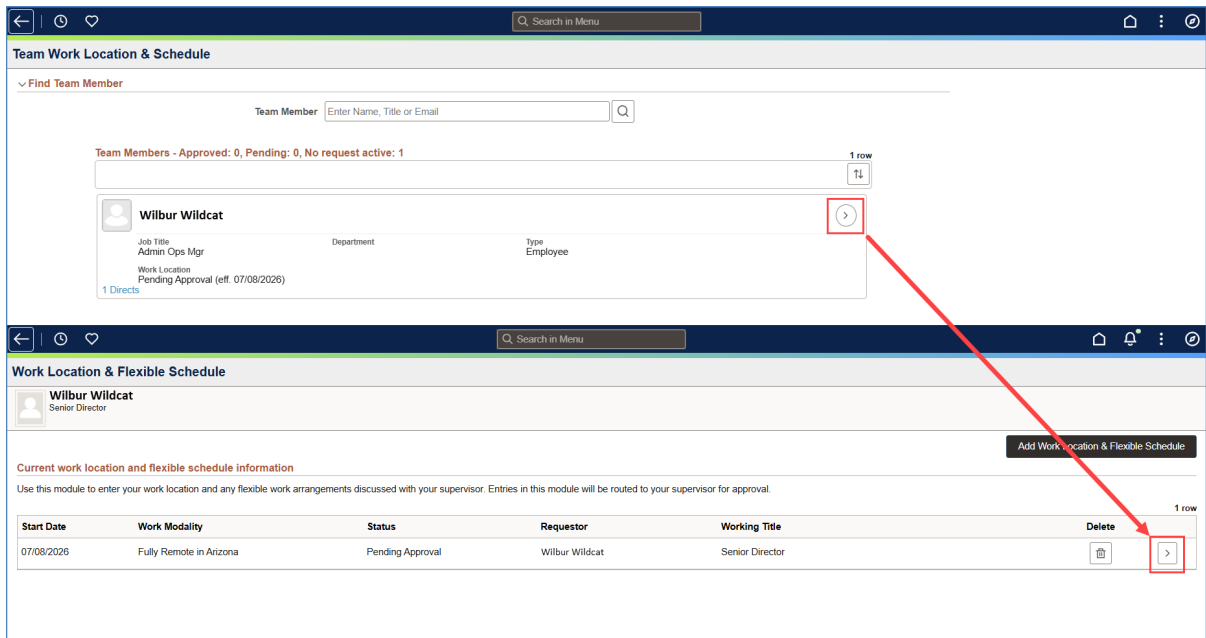


### 3. APPROVE REQUESTS

To approve a Work Location and Flexible Schedule Request, a pending request must be selected in the Approvals tile. Once a pending request has been selected, supervisors may review information on the form and select the Approve button, located in the top right-hand corner (see below).



Alternatively, supervisors may select an employee's row from the Team Work Location & Schedule tile. Once an employee has been selected, click the arrow on the pending request on the right-hand corner of the screen (see below).



Once the supervisor has reviewed the information on the request page, the Approve button may be selected from the bottom of the page (see below).

**Request Details**

Wilbur Wildcat  
Senior Director

Work Schedule: No Flexible Schedule

Comments

**Approvals**

Comment

**Work Location/Schedule Approval** Pending

Pending

Wilbur Wildcat  
Work Location/Schedule Approval

Once the Approve button has been selected, the status of the request will flip to “Approved.” This can be seen in the Approvals section at the bottom of the page, as shown below.

**Approvals**

**Work Location/Schedule Approval** Approved

Approved

Wilbur Wildcat  
Work Location/Schedule Approval  
07/08/26 2:33 PM

## 4. REQUEST REVISIONS

To request a revision on a Work Location and Flexible Schedule Request, a pending request must be selected in the Approvals tile. Once a pending request has been selected, supervisors may select the Request Revision button, located in the top right-hand corner (see below).

**Pending Approvals**

View By: Type

All 4

Reported Time 3

Work Location & Schedule 1

**Work Location & Schedule**

Work Location & Schedule

Wilbur Wildcat Sr Dir 07/09/26 Routed 07/09/2026

**Work Location & Schedule**

Wilbur Wildcat Admin Ops Mgr

In Process

**Request Details**

Work Modality: Fully Remote in Arizona  
Start Date: 07/09/2026

| Work Location    | Worksite Location | Same as Home Address | Est. % Per Week | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|------------------|-------------------|----------------------|-----------------|-----|-----|-----|------|-----|-----|-----|
| Home (Inside AZ) | Tucson, AZ 85719  |                      | 100%            | Mon | Tue | Wed | Thur | Fri | Sat | Sun |

Comments

Approve Request Revision

Alternatively, supervisors may select an employee’s row from the Team Work Location & Schedule tile. Once an employee has been selected, click the arrow on the pending request on the right-hand corner of the screen (see below).

**Team Work Location & Schedule**

Find Team Member

Team Member:

Team Members - Approved: 0, Pending: 0, No request active: 1

1 row

|  |                       |                                    |            |  |      |          |  |
|--|-----------------------|------------------------------------|------------|--|------|----------|--|
|  | <b>Wilbur Wildcat</b> |                                    |            |  |      |          |  |
|  | Job Title             | Admin Ops Mgr                      | Department |  | Type | Employee |  |
|  | Work Location         | Pending Approval (eff. 07/08/2026) |            |  |      |          |  |
|  | 1 Directs             |                                    |            |  |      |          |  |

**Work Location & Flexible Schedule**

**Wilbur Wildcat**  
Senior Director

Add Work Location & Flexible Schedule

Current work location and flexible schedule information

Use this module to enter your work location and any flexible work arrangements discussed with your supervisor. Entries in this module will be routed to your supervisor for approval.

| Start Date | Work Modality           | Status           | Requestor      | Working Title   | Delete                                                                 |
|------------|-------------------------|------------------|----------------|-----------------|------------------------------------------------------------------------|
| 07/08/2026 | Fully Remote in Arizona | Pending Approval | Wilbur Wildcat | Senior Director | <input type="button" value="Delete"/> <input type="button" value="X"/> |

1 row

If the information on the request requires updates or changes, a comment must be added to the form. Once a comment has been added, the Request Revision button may be selected from the bottom of the page, as shown below.

**Request Details**

**Wilbur Wildcat**  
Senior Director

Work Schedule: No Flexible Schedule

Comments:

**Approvals**

Comment:

**WorkLocation/Schedule Approval** Pending

**Pending**

Wilma Wildcat  
Work Location/Schedule Apprvr

Once the Request Revisions button has been selected, the status of the request will flip to “Revisions requested.” This can be seen in the Approvals section at the bottom of the page, as shown below.

**Approvals**

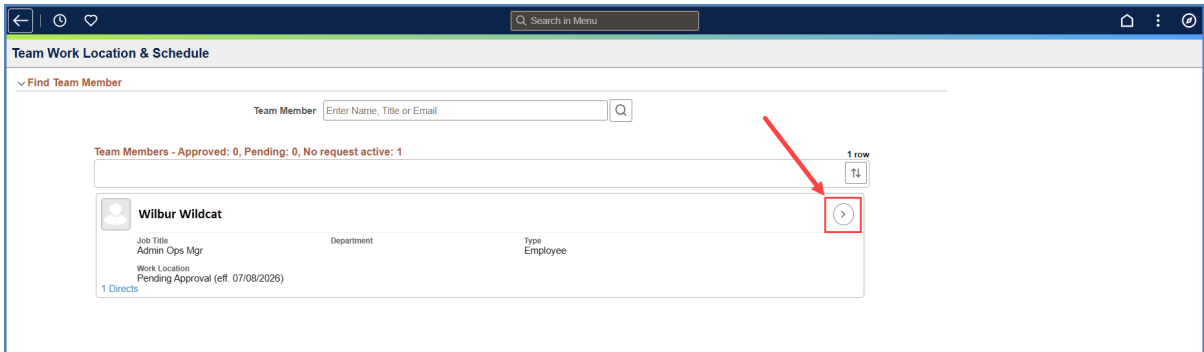
> WorkLocation/Schedule Approval

< Comments

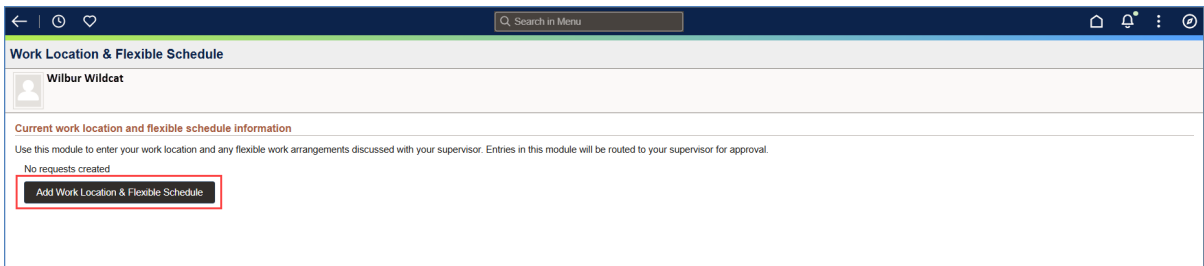
Wilma Wildcat at 07/08/26 - 3:50 PM  
Revisions requested.

## 5. INITIATE REQUESTS FOR DIRECT REPORTS

To initiate a request for a direct report, supervisors may select an employee in the Team Work Location & Schedule tile, using the arrow highlighted in the screenshot below.



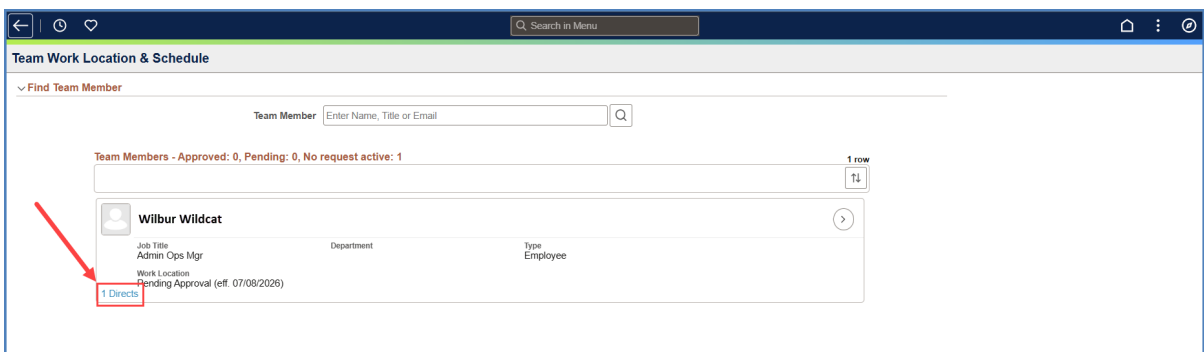
Once a direct report has been selected, the Add Work Location and Flexible Schedule button may be selected.



Once the user is on the Add Request page, the steps showcased in the Work Location and Flexible Schedule ESS Guide apply. For more information on how to submit a request, please reference the Work Location and Flexible Schedule ESS Guide, located on the [Human Resources Training Guides](#) webpage.

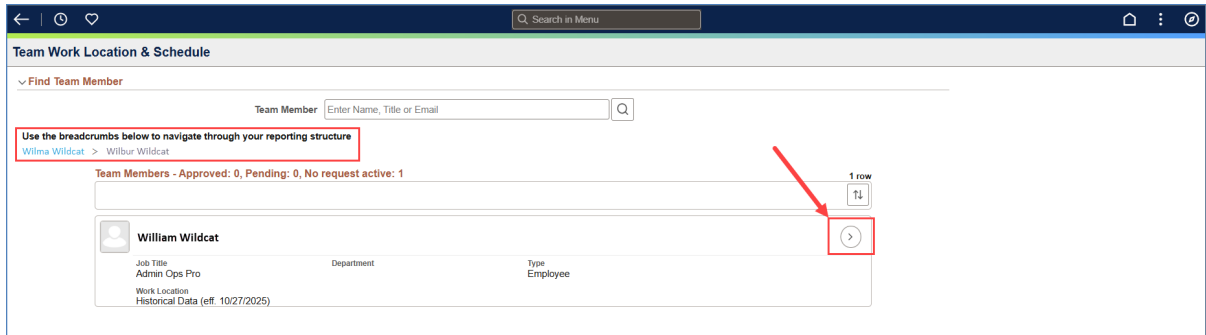
## 6. INITIATE REQUESTS DOWN THE DIRECT REPORT CHAIN

To initiate a request for an employee down the direct report chain, supervisors may select an employee's direct reports in the Team Work Location & Schedule tile by selecting the direct reports link, as seen in the screenshot below.

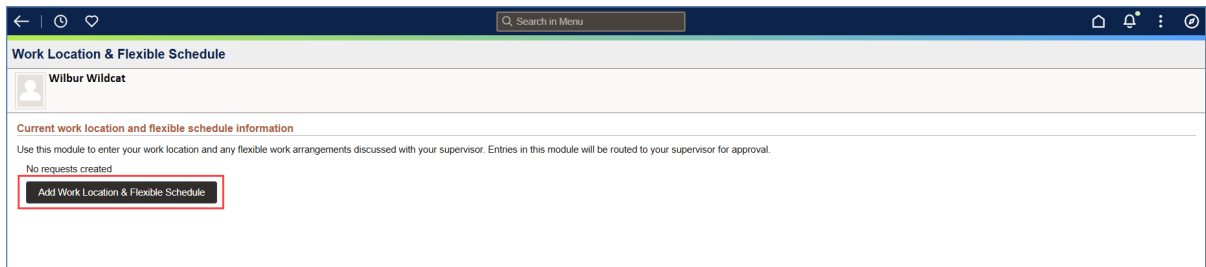


On this page, the reporting structure can be seen via the breadcrumbs in the top left-hand

side of the page. A new request can be submitted for an employee by selecting the arrow on the right-hand side of the employee's row (as seen below).



Once an employee has been selected, the Add Work Location and Flexible Schedule button may be selected.



Once the user is on the Add Request page, the steps showcased in the Work Location and Flexible Schedule ESS Guide apply. For more information on how to submit a request, please reference the Work Location and Flexible Schedule ESS Guide, located on the [Human Resources Training Guides](#) webpage.

## 7. QUESTIONS?

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