HOW TO REQUEST AN ALTERNATIVE WORK ARRANGEMENT

Step-by-Step User Guide for All Levels
Step 1: AccessUH

- **Log on** to AccessUH with your login CougarNet credentials.

![AccessUH Login Screen](image)

Step 2: PASS

- **Click** the PASS icon.  
  Make sure the tab above says **Employee Self Service**.

![PASS Icon](image)

- **Click** the Alternative Work Arrangement icon.

![Alternative Work Arrangement Icon](image)
Step 3: Remote Worker Request

This step only takes place if you are entering a request for the first time.

- Click Add Request.

Step 4: Add Request

- Enter the start date (1) that you’re requesting to start working remotely. The End date is optional. You only need to enter an end date if required by Management.

- In the Remote Worker Type (2), per management, you can choose either:
  - Hybrid OR Fully Remote

  **Note:** Hybrid means some work on-campus and some off campus. Fully Remote means 100% off-campus.

- Click Next (3).
Step 5: Guidelines

- Please read and review the Guideline page in its entirety. Click Next.

Step 6: Acknowledgement

- Please read the Alternative Work Arrangements Policy carefully before submitting your request.
- In order to complete this step, you MUST scroll to the bottom of the Acknowledgement page and select I Agree (1).
Step 7: Request Details

- In the **Remote Worker Type** dropbox, you have already chosen an option. You can also edit that option here. (1)
- In the **Remote Work Reason** dropbox (2), the options available are:
  - Improved Productivity
  - Increased Focus
  - Work Life Balance
  - Other

- In the **Remote Location** dropbox, you are able to choose Home, Other, or Workplace (3). If you choose Home, your address will populate under Remote Location (4).
- If you choose **Other**, it will prompt you to **Add an Address (5)** to where you will be working remote.

- If you choose **Workplace**, the **Location Name** dropbox **(6)** will appear below. You will only be able to choose the locations that populate in that dropbox using the **magnifying glass (7)**.

- If you have chosen **Hybrid** as your **Remote Worker Type**, you will need to select **Specific Days Per Week** in the **Remote Days** dropbox.
- You are now able to choose the day you are requesting to work remote. You are able to choose multiple days if applicable (8).

Select Days

- Click Next (9). (Upper right hand corner)

Step 8: Attachments
- You will need to add your Alternative Work Arrangement Justification Form as an attachment by clicking Add Attachment. (1)
- Click My Device (2).

- Once you’ve chosen your A.W.A Justification Form from your saved files, click upload to complete attaching your document (3).

- Once uploaded, the status of your document will say Upload Complete.
- Your document is now attached. Typing a description or adding a note to your attachment is optional. Click Next.

Step 9: Workplace Support

- You must answer all three questions. For question 2, if the answer is the same as what you entered on your A.W.A. Justification Form, you can simply type See Attachment (1). If you do not answer all three questions, your Alternative Work Arrangement request can be denied. You must save your answers (2) before advancing to the next page.
- Click Next (3).
Step 10: Review and Submit

- You can review your request details here. If you need to edit the details, you can do so by **clicking** the tab you need to edit in the tab list to the left (1).
- Once you are done reviewing your details, **click** Submit to send to your supervisor (2).

After submitting, you will no longer be able to make changes to your request.
Your request has been submitted.

- Once you submit your request, it will go directly to your Supervisor/Manager for approval. It is now in the Pending stage.
- Your request is complete.

Go to Remote Worker Requests