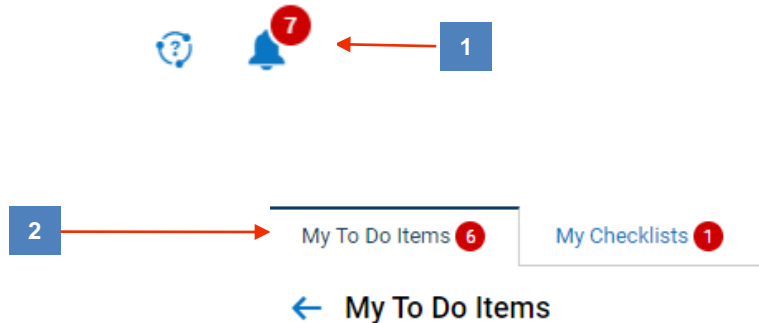


**Objective**

To learn how to review & approve a submitted Flexible Work Arrangement Agreement form.

## Review & Approval Process - Flexible Work Arrangement Agreement Form

1. Click the **Mailbox Bell** icon to open the mailbox (top right corner of screen)
2. Click the **My To Do Items** tab.
3. Click the **View Details** option to review the submitted Flexible Work Arrangement Agreement.
4. Click **Approve** if details are accurate to submit form to HR.
5. Click **Reject** option if the form requires edits.
6. Provide details in the **Note** text box when prompted by the system for the employee to review for resubmission. Click **Reject** when finished.
7. You will receive a notification email once the form has been resubmitted for your review & approval through this process.



**TE** Approve/Reject Custom Form  
Flexible Work Arrangement Agreement  
Test Employee  
Created Jul 2, 2021, 11:28 am

### Approve/Reject Custom Form

Flexible Work Arrangement Agreement

**TE** Test Employee (4143)

**3**

[View Details](#) | [View Workflow](#)

Manager 1	<input type="text"/>	CAO	Michael Duben	Director	<input type="text"/>
Labor Levels	Jobs (HR)	<input type="text"/>			
Woodingford Lodge/WFLW/D/-/-/FOODSW/-					

Created Jul 2, 2021, 11:28 am

Reject custom form request? ✕

You are about to reject this custom form request.

Note \*

**5**      **4**

**5**