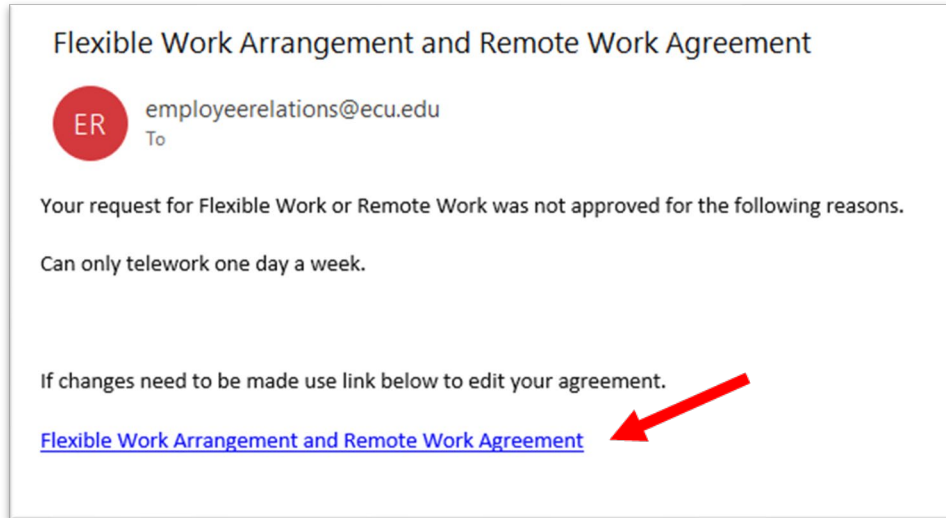


Flexible Work Arrangement and Remote Work Agreement REDCap Form Job Aid


1. You will receive an email from the Employee Relations email (employeerelations@ecu.edu) that will notify you when an employee's Flexible Work Agreement and Remote Work Agreement (FWA) is ready for review. Click on the link in the email to review and approve the FWA.

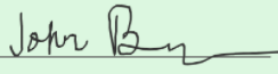



2. Review the document to make sure that all the information provided is accurate and that you approve the requested flexible work arrangements.
3. Once you have reviewed/approve, sign and date the form and press submit.

I have read and understand this agreement, understand its provisions and, by signing below, agree to be bound by its terms and conditions

Employee Printed Name:	Pee Dee Pirate	Date:	08-23-2021
Employee Signature:	66674	Date:	08-23-2021
Supervisor Printed Name:	Roger Jolly	Date:	08-23-2021
Supervisor Signature:	66693	Date:	08-23-2021

Department Head/Unit Administrator Printed Name: Date:  Today M-D-Y

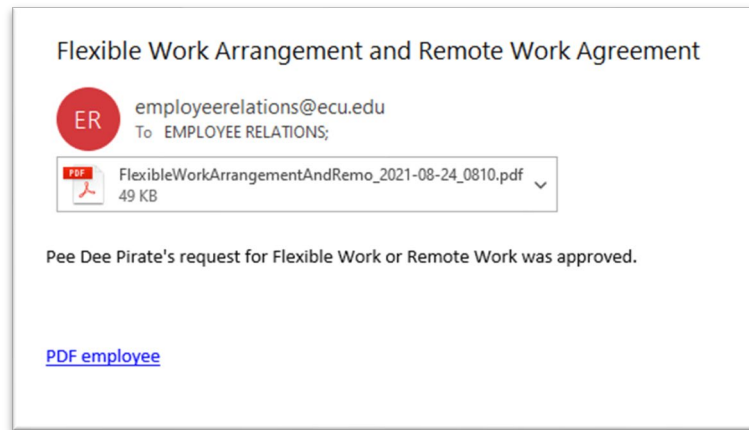
Department Head/Unit Administrator Signature:  signature_2021-08-24_0803.png (0.01 MB) Date:  Today M-D-Y [Remove file](#)

Approve Flexible Work Arrangement and Remote Work Agreement: Approved Not Approved [reset](#)

* must provide value

Flexible Work Arrangement and Remote Work Agreement REDCap Form Job Aid

- Once you press submit, the employee and supervisor will receive an email with the final approved FWA for their records. Employee Relations will also receive an email for their records.




- If the information within the agreement is not accurate/approved, select not approved and provide what needs to be updated, then press submit. The system will send an email to the employee to update the information and re-submit the FWA for approval.

I have read and understand this agreement, understand its provisions and, by signing below, agree to be bound by its terms and conditions

Employee Printed Name: Pee Dee Pirate	Date: 08-23-2021
Employee Signature: 66674	Date: 08-23-2021
Supervisor Printed Name: Roger Jolly	Date: 08-23-2021
Supervisor Signature: 66693	Date: 08-23-2021

Department Head/Unit Administrator Printed Name: John Buccaneer Date: 08-24-2021

Department Head/Unit Administrator Signature:  signature_2021-08-24_0803.png (0.01 MB) Date: 08-24-2021

Approve Flexible Work Arrangement and Remote Work Agreement: Approved Not Approved reset

* must provide value

If not approved, reason why: Expand