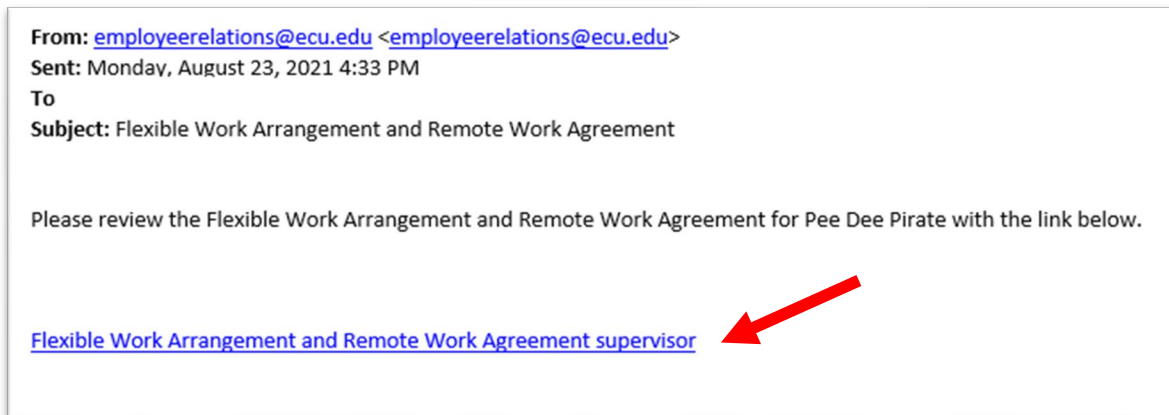


Flexible Work Arrangement and Remote Work Agreement REDCap Form Job Aid

1. You will receive an email from the Employee Relations email (employeerelations@ecu.edu) that will provide you with a link to review and approve your employee's Flexible Work Agreement and Remote Work Agreement (FWA). Click on the link in the email to review and approve the FWA.



2. Review the document to make sure it is accurate and provide the email address for the final approver of FWAs per your department's SOP.
Note: Please make sure the Final Approver's email address is correct as the system will send the form to that email address for final approval.

The screenshot shows a form titled "Flexible Work Arrangement and Remote Work Agreement supervisor" with a yellow header. The form content includes:

**EAST CAROLINA UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES**

Flexible Work Arrangement and Remote Work Agreement

This agreement is between the employee noted below and ECU. The purpose of this agreement is to specify the terms and conditions applicable to the flexible work arrangement for performing compensable work at an alternate work location and/or with a flexible work schedule on a regular basis. The alternate work locations, such as an employee's home, are not provided for or maintained by ECU.

Employee Name: Pee Dee Pirate	Banner ID# B00000001
Department: AF Human Resources	Position/Job Title: HR Specialist
Campus Building: 127	Office Number: 1

Division: Administration & Finance	Classification: SHRA
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Final Approver email address:

* must provide value

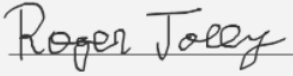
A red arrow points to the text input field for the final approver email address.

Flexible Work Arrangement and Remote Work Agreement REDCap Form Job Aid

- 3. If document provides accurate information/approved, sign, select "Approved" and press submit. The form will then be sent to the email you provided as the next level of approval.

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

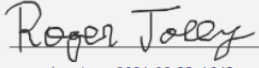
Employee Printed Name: Pee Dee Pirate Date: 08-23-2021
Employee Signature: 66674 Date: 08-23-2021

Supervisor Printed Name: Roger Jolly Date: 08-23-2021
Supervisor Signature:  signature_2021-08-23_1643.png (0.01 MB) Date: 08-23-2021
[Remove file](#)

Approve Flexible Work Arrangement and Remote Work Agreement: Approved Not Approved
* must provide value reset

- 4. If the information is not accurate/approved and you need the employee to update the information, select "Not Approved", provide the reason why, and then press submit. The system will send an email to the employee to update the information and re-submit the FWA for approval.

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:  signature_2021-08-23_1643.png (0.01 MB) Date: 08-23-2021
[Remove file](#)

Approve Flexible Work Arrangement and Remote Work Agreement: Approved Not Approved
* must provide value reset

If not approved, reason why:
Expand