



Flexible Approval Monitor (Supervisor)

This document will assist supervisors in locating, accessing, reviewing, and approving employee flexible work arrangement requests.

13 Steps [View most recent version on Tango](#) 

Created by

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February 28, 2023

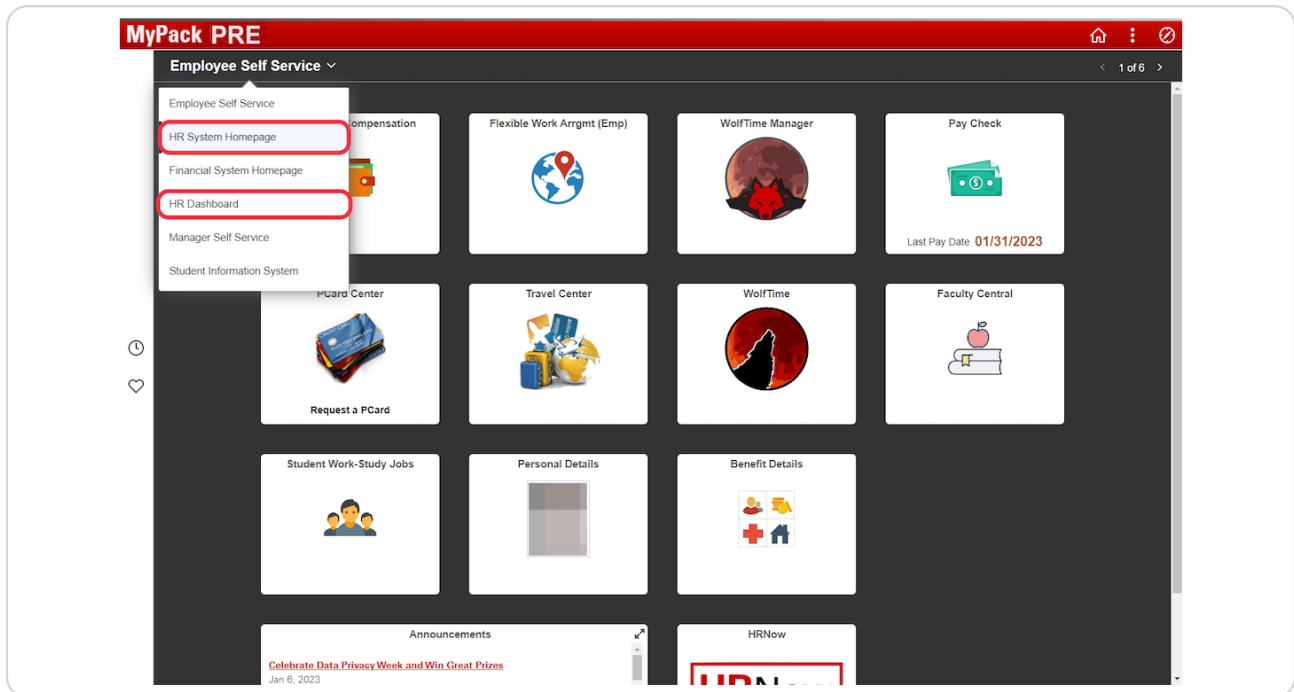
STEP 1

First log into MyPack Portal with your normal unity ID and password.

STEP 2

Next you will need to locate the "Approval Monitor" tile.

If the tile is not available on your home landing page use the homepage drop down and select the HR System Homepage or HR Dashboard to find the appropriate tile.



STEP 3

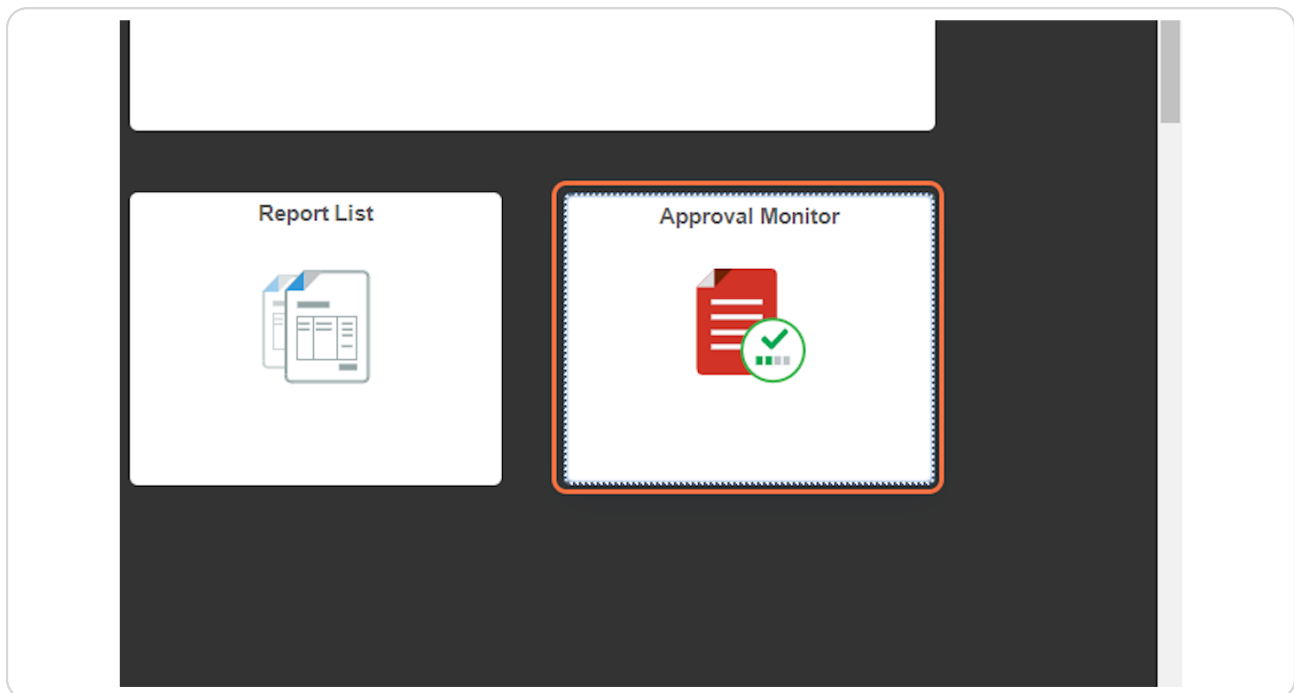
In this example the HR Dashboard homepage was selected.

Locate the Approval Monitor tile on the page.



STEP 4

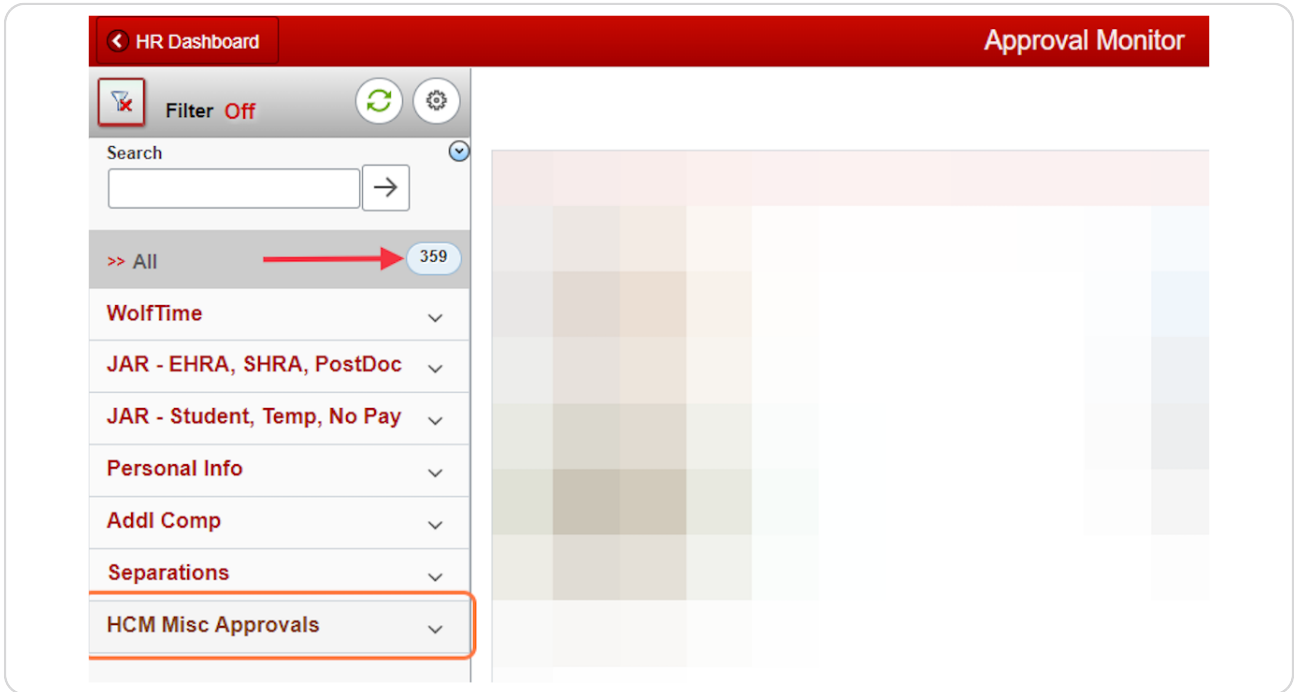
Click on the Approval Monitor tile.



STEP 5

Once the Approval Monitor page opens it may take a few seconds to locate all transactions awaiting approval.

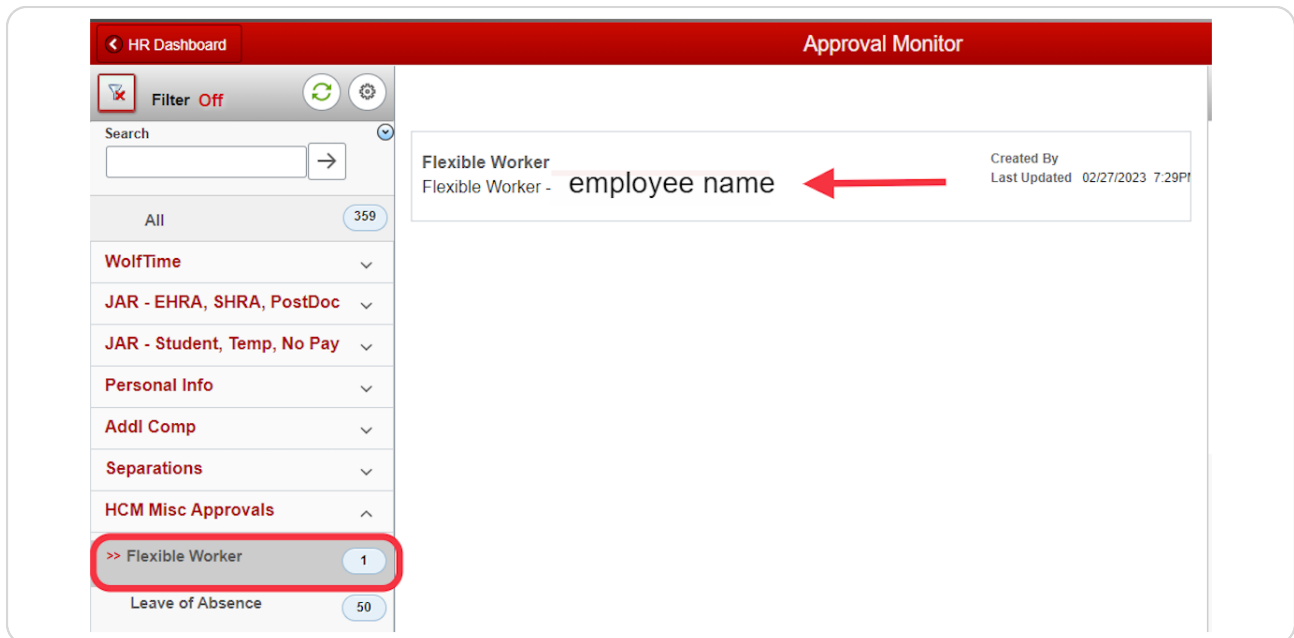
When the system has finished receiving updates you will see a number displayed at the top portion of the action menu. Once the total approval number is displayed select the HCM Misc Approvals drop down arrow to locate the Flexible Work request awaiting review and approval.



STEP 6

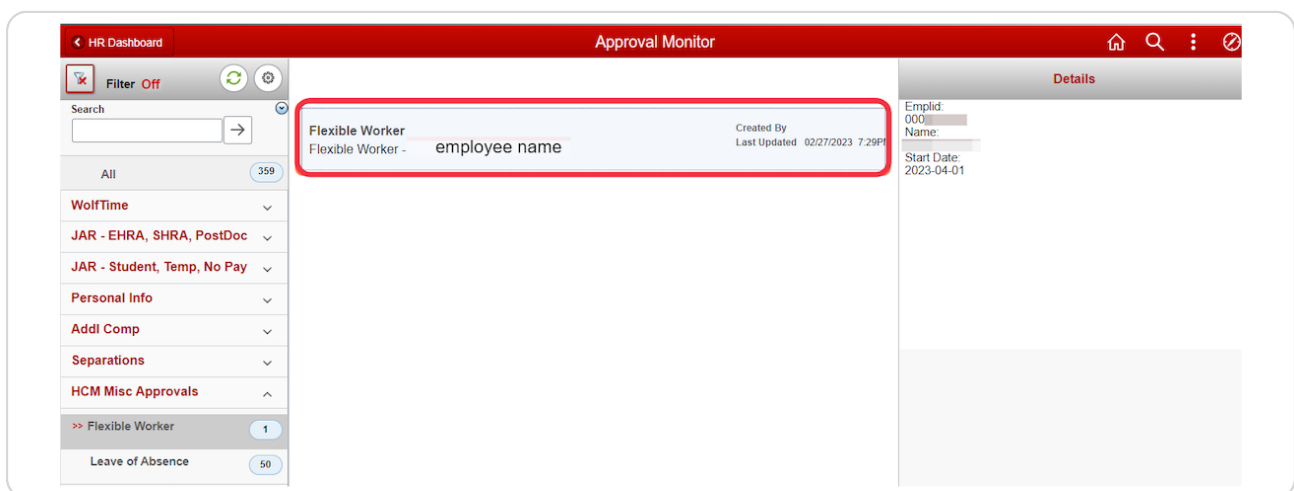
Click on Flexible Worker to access and review any flexible request submitted by your direct reports.

In this example there is one flexible request awaiting your review. When you click the Flexible Worker option the names of direct reports who have submitted a request will appear in the center section of the page.



STEP 7

Click on a Flexible Worker request in the center of the page to review the actual submission details.



STEP 8

Reviewing the Request Details page

You have three options in the upper right corner allowing you to Approve, Deny, or Pushback a flexible request. The "View Flexible Work Request" option allows the supervisor to see the details regarding the flexible request.

Supervisor responsibilities associated with approving a request are available on the [UHR Flexible Work at NC State website](#).

The screenshot displays a web interface for a "Remote Worker" request. At the top, there is a red header bar with the text "Remote Worker" and navigation icons. Below the header, the user's name "IT Business Systems Analyst II" and the status "In Process" are visible. In the top right corner, there are three buttons: "Approve", "Deny", and "Pushback", which are highlighted with a red border. The main content area is divided into sections: "Request Details", "Job Details", and "Documents".

Request Details:

- Start Date: 04/01/23
- Remote Location: Other
- Remote Worker Type: Flexible
- Remote Days: Average Days Per Week
- View Flexible Work Request (indicated by a red arrow)

Job Details:

- Hire Date: 03/21/11
- Location: HR-Employment & Compensation
- Business Unit: NC State Univ Business Unit
- Position Title: IT Business Systems Analyst II

Documents:

- Documents (with a right-pointing arrow)
- Approver Comments (with a text input field)
- Approval Chain (with a right-pointing arrow)

STEP 9

Viewing the request details.

The request details submitted by your direct report should capture the details that took place during your 1-on-1 meeting with the employee before they submitted the request. In this example the employee is working a flexible work week, three days per week, and from the flexible location provided. The employee also provided a note and/or attachment with specifics regarding the request.

Remote Worker

Request Details

Hire Date 03/21/2011 Business Unit NC State Univ Business Unit
Position IT Business Systems Analyst II Department UHR-Info Mgmt & Analytics
Location HR-Employment & Compensation
Regulatory Region USA
Start Date 04/01/2023

Details

Work Arrangement Type Flexible
Work Arrangement Reason Flexible Work Week
Flexible Location Other
Address 123 Sullivan Dr.
raleigh, NC
Days Offsite Average Days Per Week
Average Days/Week 3.0

Documents

Document Name	Description	Attached By	Attached
Note	Flexible Request	employe name	02/21/23 02:23:06 PM

Approvals

Remote Worker Approval Pending

Pending

RemoteWorkerBySupervisorId

STEP 10

Click on Document Details

To open the note and/or attachment provided by the employee click on the highlighted arrow. When you are finished with viewing the details click the "X" in the upper right corner of the page to close it and return to the approval page.

Remote Worker

Request Details

Hire Date: 03/21/2011 Business Unit: NC State Univ Business Unit
Position: IT Business Systems Analyst II Department: UHR-Info Mgmt & Analytics
Location: HR-Employment & Compensation
Regulatory Region: USA
Start Date: 04/01/2023

Details

Work Arrangement Type: Flexible
Work Arrangement Reason: Flexible Work Week
Flexible Location: Other
Address: 123 Sullivan Dr, Raleigh, NC
Days Offsite: Average Days Per Week
Average Days/Week: 3.0

Documents

Document Name	Description	Attached By	Attached
Note	Flexible Request	Vance Prince	02/27/23 02:23:06 PM

Approvals

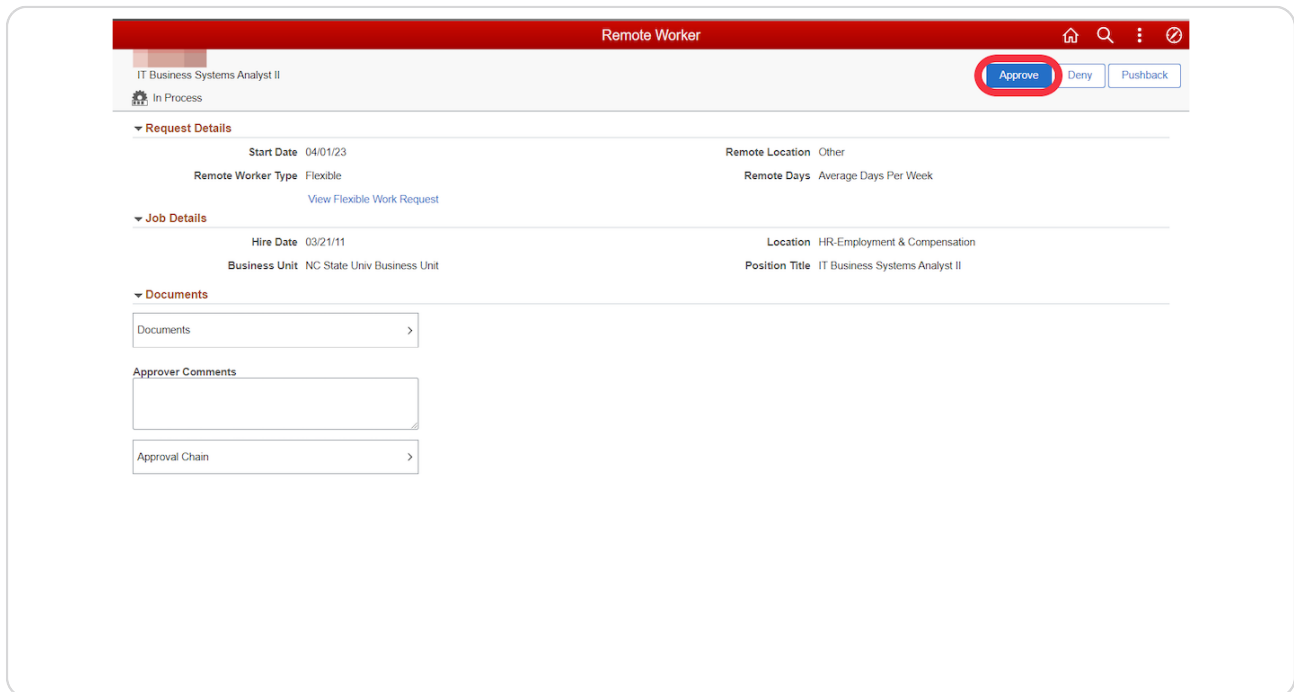
Remote Worker Approval: Pending

Pending
Ryan Bernarducci
RemoteWorkerBySupervisorId

STEP 11

Approve, Deny, or Pushback a flexible request.

In this example the supervisor is familiar with the flexible request and chooses to approve it by clicking the "Approve" option at the top.

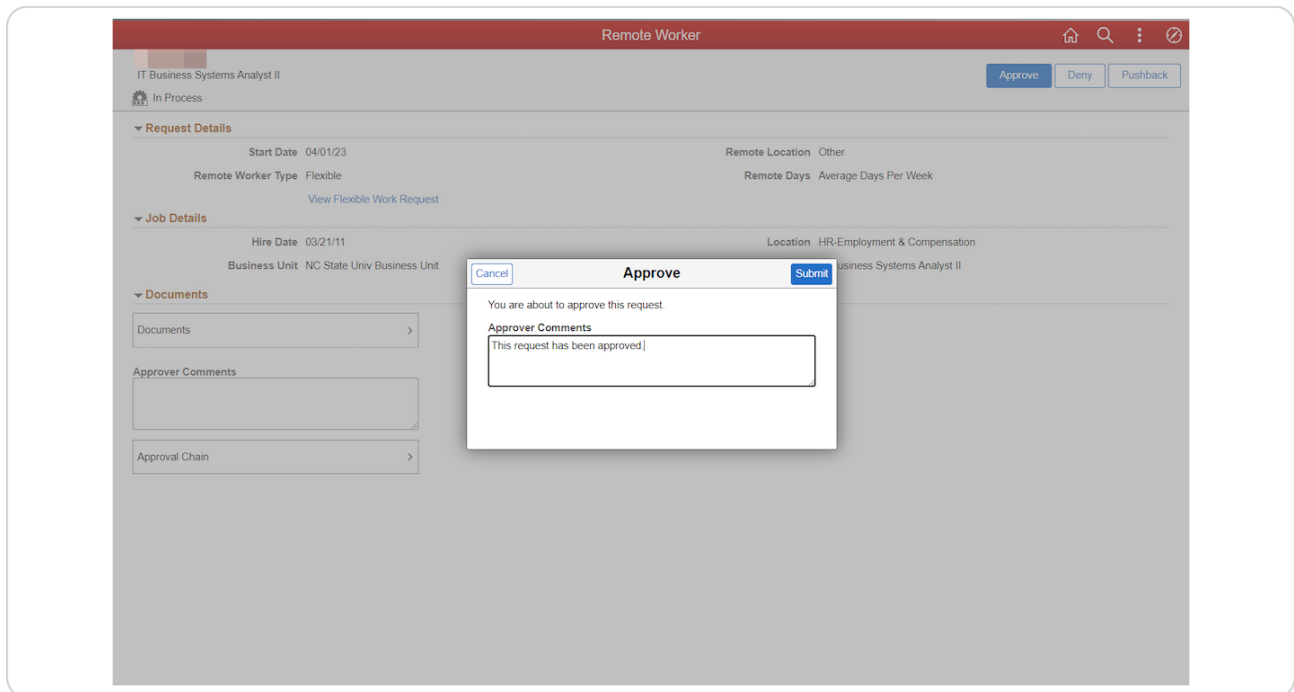


The screenshot shows a web interface for a 'Remote Worker' request. At the top, there is a red header bar with the text 'Remote Worker' and navigation icons. Below the header, the user's name 'IT Business Systems Analyst II' and the status 'In Process' are displayed. On the right side, there are three buttons: 'Approve' (highlighted with a red circle), 'Deny', and 'Pushback'. The main content area is divided into sections: 'Request Details' (Start Date: 04/01/23, Remote Location: Other, Remote Worker Type: Flexible, Remote Days: Average Days Per Week), 'Job Details' (Hire Date: 03/21/11, Location: HR-Employment & Compensation, Business Unit: NC State Univ Business Unit, Position Title: IT Business Systems Analyst II), 'Documents' (Documents), 'Approver Comments' (text input field), and 'Approval Chain' (Approval Chain).

STEP 12

Adding Approver Comments as part of the approval process.

Click in the text box provided and begin add comments. When you are finished click the "Submit" button.



STEP 13

Flexible Request, approved.

In this example the flexible request has been approved indicated in the top left corner.

The screenshot displays a web application interface for a 'Remote Worker' request. At the top, a red navigation bar contains the title 'Remote Worker' and icons for home, search, and settings. Below the navigation bar, the user's name 'IT Business Systems Analyst II' is shown. A status indicator 'Approved on 02/27/2023' is prominently displayed with a red arrow pointing to it. The interface is organized into several sections: 'Request Details' with fields for 'Start Date' (04/01/23), 'Remote Location' (Other), 'Remote Worker Type' (Flexible), and 'Remote Days' (Average Days Per Week); 'Job Details' with fields for 'Hire Date' (03/21/11), 'Business Unit' (NC State Univ Business Unit), 'Location' (HR-Employment & Compensation), and 'Position Title' (IT Business Systems Analyst II); and 'Documents' which includes expandable sections for 'Documents' and 'Approval Chain'.

Created in seconds with

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