



Before You Begin: Consult HR Leadership for School/Division-specific guidance.

Complete the Work Location Form 1

1. Supervisor and Employee discuss the off-site arrangement
2. Supervisor enters the arrangement into ConnectCarolina

When?

- ◆ New Hire / Transfer
- ◆ Location or % Off-Site Change
- ◆ Review Annually

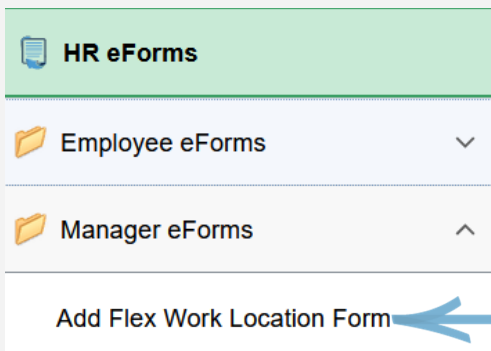


Note: This process does not apply to 100% on-site work arrangements.

Update the System 2

If you are a supervisor...

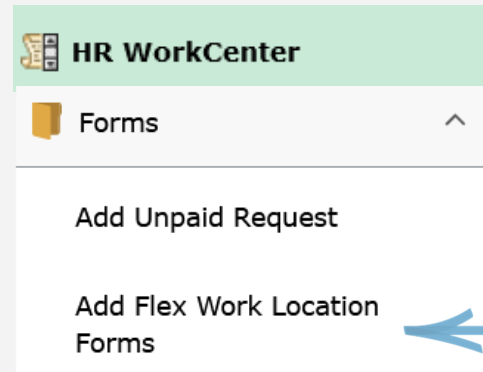
Go to the Self Service Homepage



OR

If you are an HR Representative...

Go to the Admin Workcenter



- ◆ Review information
- ◆ Answer questions
- ◆ Employee, manager will receive email confirmation
- ◆ HR Officer will approve requests if over the suggested max flex



[HR and EOC Flexible Work Arrangement Website](#)