When one of your employees completes a Flexible Work Agreement using Dynamic Forms, the agreement will automatically come to you, the supervisor/department head, for approval. Your email will look similar to the one below.

Click here to access the form.

You will be taken to Dynamic Forms, where you will begin the process of reviewing your employee’s agreement.

Get started by clicking “Complete This Form.”

When reviewing the agreement, check the following for accuracy:

- Employee information, including the employee class (exempt/non-exempt)
- A correct begin and end date for the agreement
- Complete and correct checkbox(s) next to their respective flexible work choice(s)
- A complete schedule, including a lunch break if the employee is working over 6 hours in one day and a location for each day
- Any additional uploaded documentation your department may need

If the information is accurate and complete, initial at the bottom of the form, click “Next” and submit the agreement.
If the information is not accurate or complete, you may reject the agreement by clicking “Reject” at the bottom of the form.

5. You will have the ability to write an email through the system outlining the changes that need to be made to the form.

6. You can access draft and completed version of the form(s) at any time by clicking on “Pending/Draft Forms” (if in progress) and “Forms History” (if complete).

Questions? Contact worklife@gmu.edu