

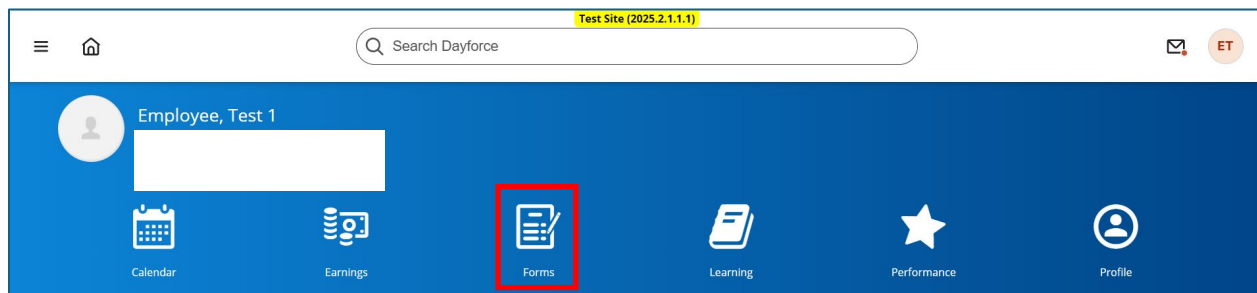


VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

Employee Guide: How to Complete AWA Request Form in Dayforce

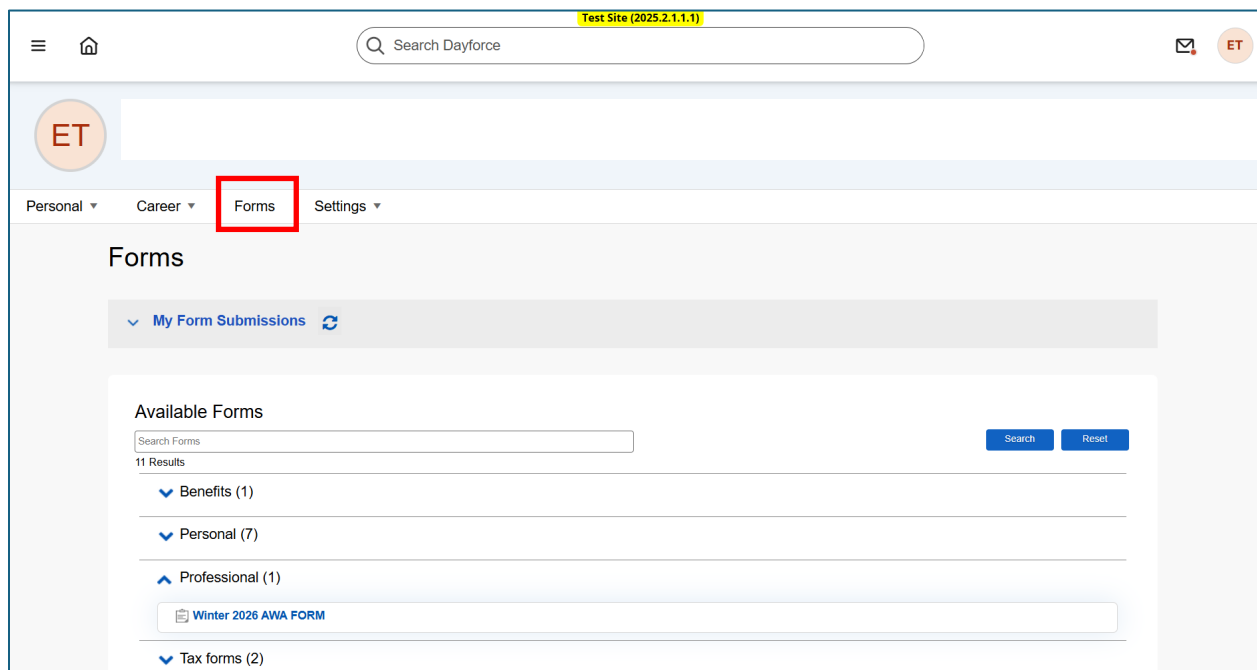
Step 1: Open the Forms section:

- a) From the Dayforce home page, select the **Forms** icon



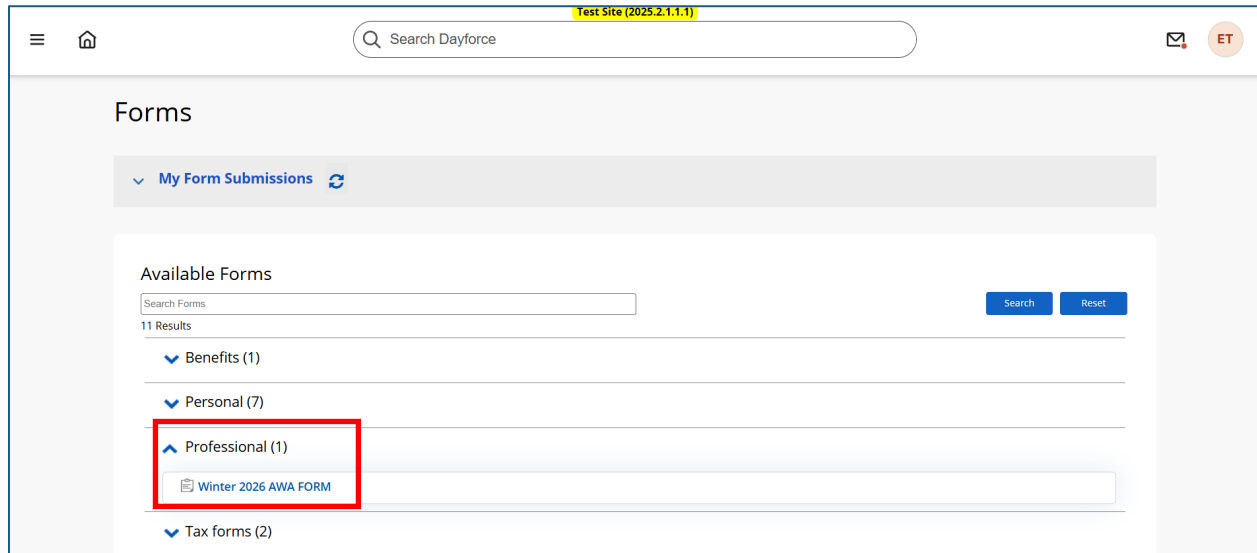
OR

- b) Go to **Menu** → **Profile** → **Forms**



Step 2: Select the AWA Form

Under the **Professional** section, select the **AWA Form** (e.g., *Winter 2026 AWA Form*).



The screenshot shows the Dayforce interface. At the top, there is a search bar labeled "Search Dayforce" and a user profile icon labeled "ET". Below the search bar, the page title is "Forms". A navigation bar shows "My Form Submissions" with a refresh icon. The main content area is titled "Available Forms" and includes a search input field with "Search" and "Reset" buttons. Below the search field, it says "11 Results". There are four expandable sections: "Benefits (1)", "Personal (7)", "Professional (1)", and "Tax forms (2)". The "Professional (1)" section is expanded and highlighted with a red box, showing a single form titled "Winter 2026 AWA FORM".

Step 3: Complete and submit the form

1. Read the instructions at the top of the form.
2. Enter the required information in each section.
3. When you are finished, select **Submit** at the bottom of the form.

Your form will now be sent to your manager for review.

Prior to submitting an individual request for an alternative work arrangement, an eligible employee is required to first have a discussion with their manager about the potential request. The employee and their manager will discuss the type of alternative work arrangement sought, the proposed duration, and any immediate concerns with the arrangement

It is important to note that not all roles within the University are conducive to alternative work arrangements

Employee and Location Information

Name	<input type="text"/>	Employee ID	<input type="text"/>
Manager	<input type="text"/>	Job Assignment	<input type="text"/>
College/Department	<input type="text"/>	Email	<input type="text"/>
		Phone Number	<input type="text"/>

Proposed Remote Work Full Address

Impact and Considerations

Outline ways in which in-person support will be maintained, any impact to the department operations, and challenges that may arise (e.g. communication with co-workers, students and/or clients, participation in meetings, teamwork, responsiveness) and the solutions you propose.

Comment

Proposed Work Schedule under Alternate Work Arrangement

Individual arrangements are not permanent, and include a start, review, and end date. Alternative work arrangements will be approved by academic term (i.e., fall, winter, summer). Requests may include altered hours (e.g. earlier or later start times) or a remote work setting for up to two (2) regular workdays per week.

Type of AWA Request

Academic Term

Academic Year

Please enter your work location for each day of the week, and also note days you are not scheduled for work.

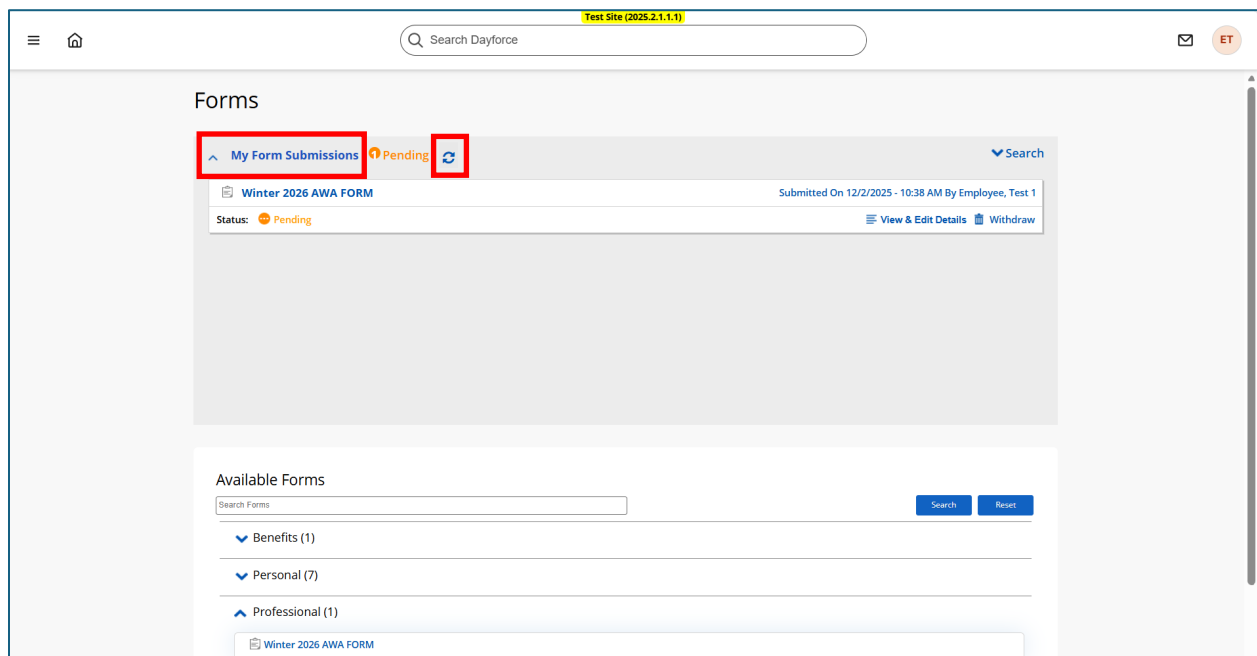
Day of Week	Start Time	End Time	Location
Monday	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>

**** Please ensure that you enter your work location for each day of the week, including the days you are not scheduled to work.**

Step 4: Check your submission status

After submitting, your AWA form will appear under **My Form Submissions** with a status of **Pending**.

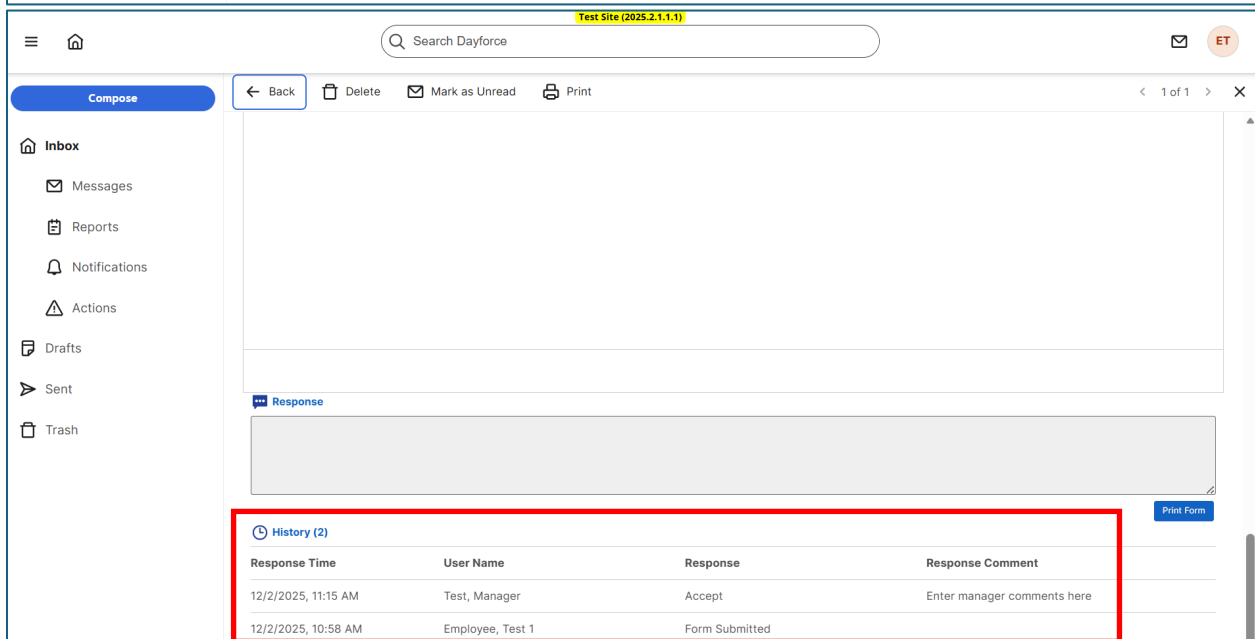
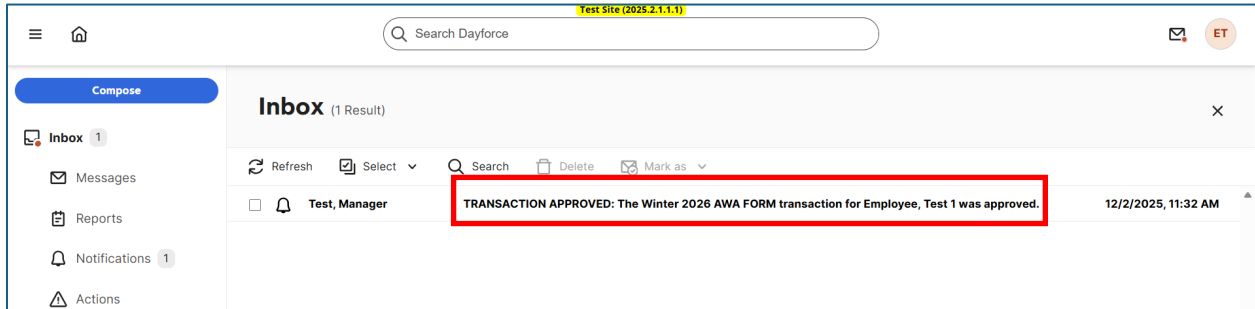
- Your form will remain in Pending status until your manager approves or rejects it.
- **Note:** It will take up to 15 minutes for a request form submitted to appear under **My Form Submissions**.
- Select the **refresh** icon (circular arrow) to check whether the status has been updated.



Step 5: Review your approval email

You will receive an email notification when your manager approves or declines your submission.

- If your manager adds comments, you can view them at the bottom of the form.
- Your manager may decline and request changes to the proposed AWA. Please discuss with your manager and submit a revised form in Dayforce by repeating steps 1 to 3.



Step 6: View past submissions

To see your historical AWA forms:

1. Go to **Forms**.
2. Select **My Form Submissions**.
3. Select **View Details** next to any past entry.

