

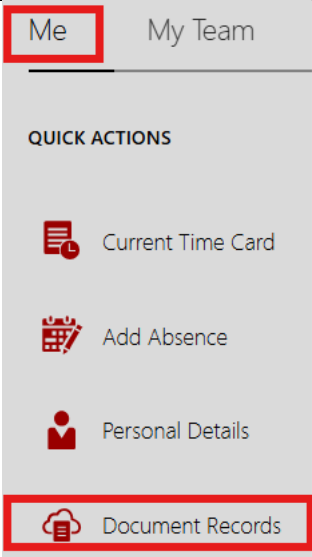
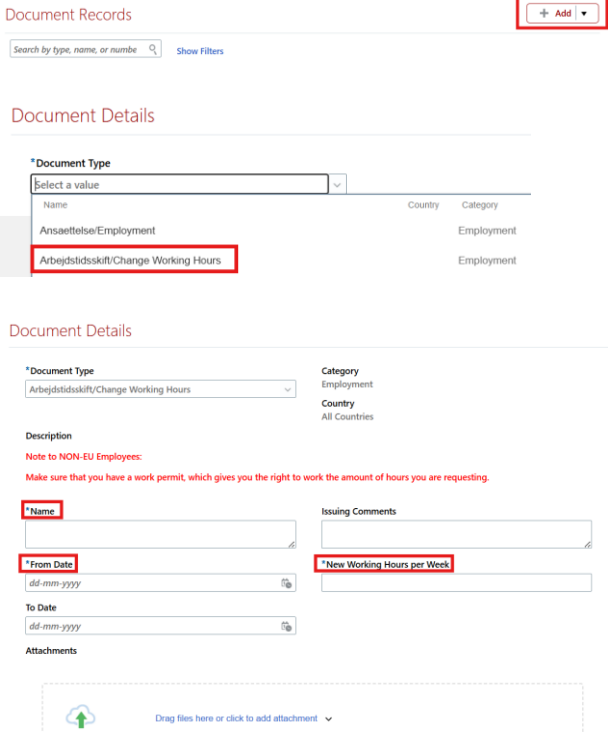




Category	DTU Fusion – Employee guideline	
Subject	M02 – How to request a change in working hours	
Responsible	Corporate HR	
Updated	November 2025	

Step	Explanation	Navigation
Open DTU Fusion	<p>Open DTU Fusion in Google Chrome.</p> <p>Log in with your initials.</p> <p>If you do not have a password, click here.</p>	
Select Document Records	Click Me and then Document Records .	
<p>Select Document type</p> <p>Enter the required document details</p> <p>Optionally, add attachments</p>	<p>Click Add on the right side of the screen to create your change in working hours.</p> <p>Select the document type Change Working Hours from the drop-down menu.</p> <p>Enter Name by writing the name of your institute/department (NOT your own name), reason, and start date.</p> <p>Enter From Date. Enter To Date if relevant.</p> <p>Enter New Working Hours per week.</p> <p>Attach documentation if relevant.</p>	

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Select Submit	Click Submit to send your request of change in working hours to Corporate HR.	
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Your request for a change in working hours will now be sent to your manager for approval, and then to Corporate HR. Once the request is approved and processed, Corporate HR will send you a confirmation letter.