



Administrative Heads to approve Termination of Telework Agreement follow these breadcrumbs:

Main Menu

HCM Systems

Enterprise Components

Forms

Approve/Review a Form

Approval/Review a Form

Enter any information you have and click Search. Leave fields blank for a list of all val

[Find an Existing Value](#)

Search Criteria

Sequence Number =

Form begins with

Subject begins with

Priority =

Due Date =

Document Key String begins with

Approval Status =

Case Sensitive

[Basic Search](#)

You will be taken to the Approval/Review a form page.

Click on the search glass next to Form and select **TERM_TELEW** from the drop down menu.

Click **Search**.

A list of pending or approved Terminate Telework Agreements will populate.

Select the **Sequence Number** to open the Form to approve or deny.

Search Results

[View All](#)

Sequence Number	Portal Label	Subject
8364	Terminate Telework Agreement	- Maryland Judicial Center -
8365	Terminate Telework Agreement	- Maryland Judicial Center -

Seq Nbr 8364

Terminate Telework Agreement

Subject [redacted] - Maryland Judicial Center - Terminate teleworker agreement

[Go to Form](#)

Approval Action

Comment

[Approve](#) [Deny](#) [Save Comment](#)

Review/Edit Approvers



You can select **Go to Form** to view the detail of the Terminate Telework Agreement.

[Return to Search](#) [Previous in List](#) [Next in List](#)

Form | Instructions | Attachments

Seq Nbr 8364 **Terminate Telework Agreement**

*Subject

Status Pending

*Employee ID

*Name

*Term Date

*Reason for Termination

More Information

This is the expanded view of the form and provides you the details of the **Terminate Telework Agreement** to review before approval or denial.

Click **OK** to go back to the main approval screen.

Seq Nbr 8364

Terminate Telework Agreement

Subject [redacted] - Maryland Judicial Center - Terminate teleworker agreement

Go to Form

Approval Action

Comment

Approve

Deny

Save Comment

Review/Edit Approvers



Select **Approve** to approve the Terminate Telework Agreement.

Select **Deny** to deny the Terminate Telework Agreement.

- **If you deny a comment must be entered in the comment section.**

Upon your approval the form will route to Payroll for the final approval.

Seq Nbr 8364

Terminate Telework Agreement

Subject [Redacted] - Maryland Judicial Center - Terminate teleworker :

[Go to Form](#)

Review/Edit Approvers

▼ Terminate Telework Agreement: 8364:Pending

1



View of approval path after the Administrative Head has approved the Terminate Telework Agreement.

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Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Manager Dashboard



Manager Dashboard

Manager Self-Service Links

New Position Request	Position Change Request	Probation Report
Separation Request	Accident Report	Disciplinary Action Request
Maintain Teleworkers	View Employee Personal Info	Create Performance Documents
Current Performance Documents	HR Worklist	Employee Leave History

On your Manager Dashboard you will see the listing of your employees on Telework Agreement with the countdown to days of expiration.

This information will be updated to the current effective date of expiration on the Terminate Telework Agreement.

The employee will see the same information on their My HR Page **after the final approval** by payroll.

EEs with Telework Agreements

ID	Name	Start Date	End Date	Days/Week	Days/Month	Days to Expiration
		2018-01-31	2018-07-31	1	4	172

Employees with AWS

ID	Name	Start Date	End Date	Schedule	Days to Expiration
		2018-05-23	2018-09-11	AWS_600430_F	214