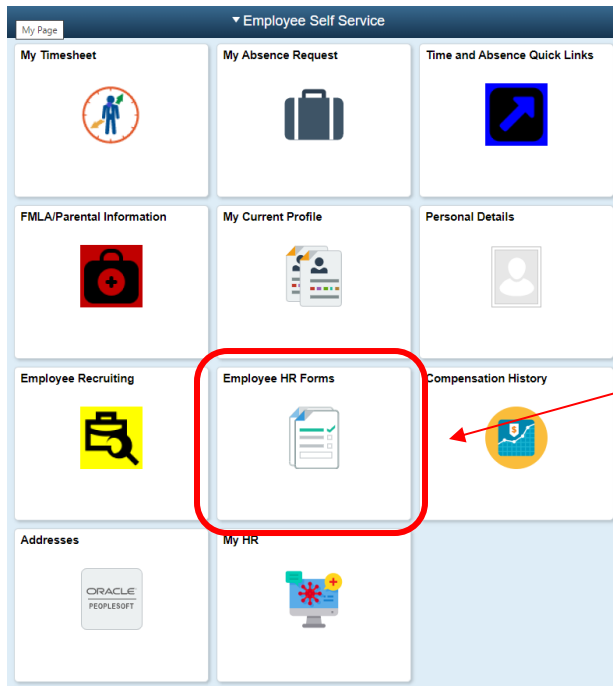
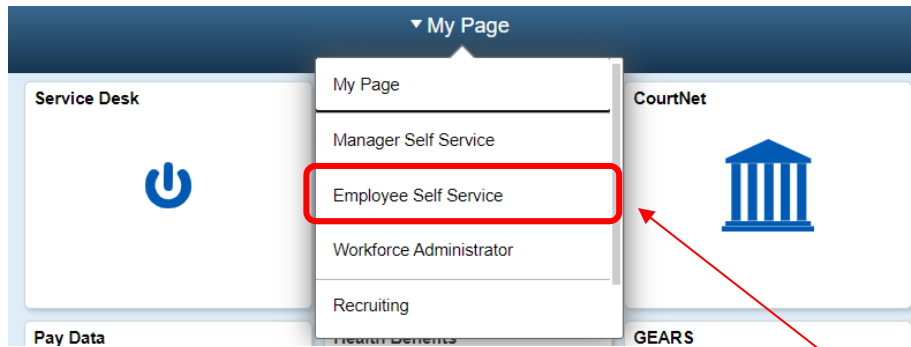


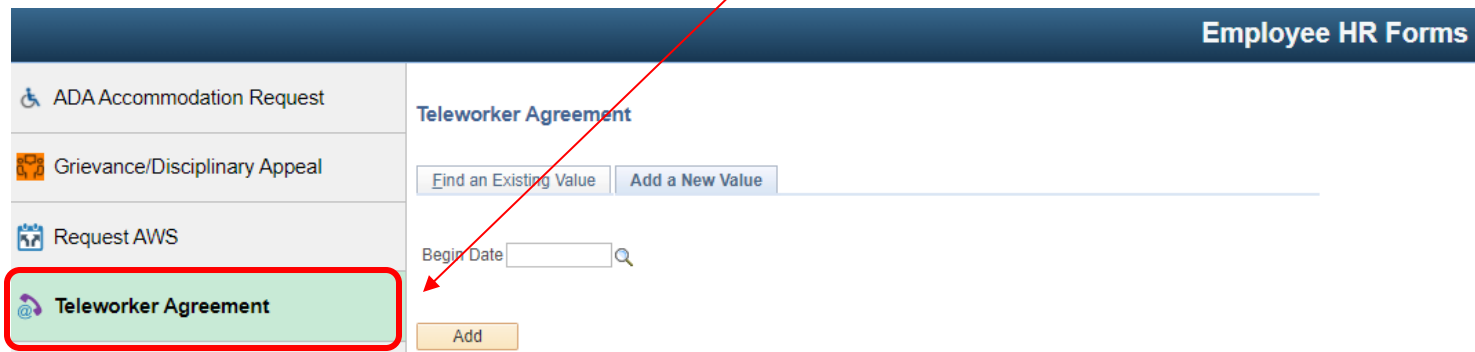
Employee – How to Complete a Teleworker Agreement Request



Navigate to the **Employee Self Service** page.

Click the **Employee HR Forms** tile.

On the left panel click **My Telework Agreement**.



Teleworker Agreement

Begin Date

Select **Add a New Value**.

Enter **Begin Date**, select the magnifying glass to pull up a list of dates. They are all the beginning of a pay period (Wednesday).

Select **Add**.

The page will populate on your screen

[Find an Existing Value](#) | [Add a New Value](#)

Employee – How to Complete a Teleworker Agreement Request

Empl ID
Location Code MJC02 Maryland Judiciary Headquarters
Telework Begin Date 08/26/2020

Requests cannot exceed 1 year.
To be reviewed at least annually.

*Telework End Date

*Average Day(s)/week

Standard Hours 40.00

Schedule ID STD_800430_HH

*Day(s) of the Week Monday Tuesday Wednesday Thursday Friday

*Standard Lunch Time

*Telework Address

*Phone Number During Business Hours

Justification

 [Policy on Telework](#)

 [Teleworking Agreement Fact Sheet](#)

 [Resource: Teleworker Work Plan](#)

I affirm by submission that I have read the provided "Teleworking Agreement Fact Sheet" and "Policy on Telework" and understand it's subject matter.

Select the search glass for **Telework End Date**. This will be the end of a pay period (Tuesday). **The dates only go as far out as 12 months. If you do not see the correct end date you need to wait until you are closer to the expiration of your current Telework request.**

Average Day(s)/week - Enter 1,2,3, etc.

Standard Hours - This will default to your current scheduled hours.

Schedule ID- This will default to your Standard Work Schedule.

Day(s) of the Week - Select the day(s) you are requesting to telework (Monday, Tuesday, Wednesday, etc.).

Standard Lunch Time - Specify your normal lunch time (e.g. 12:30 – 1:00 pm).

Telework Address – This will default to your home address. You can change to another applicable address if appropriate.

Phone Number where you can be reached - Enter a valid telephone number where you can be contacted during telework.

Optional: Include your **Justification**. **The employee must acknowledge that they affirm that they have read and understand the contents within the Fact Sheet and Policy.**

Optional: Including an attachment by clicking "Add Attachment".

Select **Submit**.

Employee – How to Complete a Teleworker Agreement Request

Teleworker Agreement

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

Find an Existing Value Add a New Value

▼ Search Criteria

Search by: Begin Date =

Search Advanced Search

Teleworker Agreement

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

Find an Existing Value Add a New Value

▼ Search Criteria

Search by: Begin Date =

Search Advanced Search

Search Results

View All First 1-2 of 2 Last

Begin Date	Sequence Number	Step Status	Description
02/14/2018	0	Approved	
02/13/2019	0	Pending	

Teleworker Agreement



To view the telework request the employee has submitted they can navigate to the **Employee Self Service** page > Click the **Employee HR Forms** tile > On the left panel click **Teleworker Agreement**.

Select the **Find an Existing Value** tab. Select Search. Any existing Telework Requests will populate in a list.

Select the Telework Request you wish to view.

At the bottom, the employee can see where the request is in the approval process and with whom.

Employee – How to Complete a Teleworker Agreement Request

Employee Self Service My HR Center

My Telework Agreement	Start Date	End Date	Days to Expiration
My Alternative Work Schedule			
My Leave Bank Enrollment			
Acknowledgements			
Update TEXT Alert Number			
Employee Expiring Licenses			
My Expiration Dates			
My Current Profile			

Once final approval is received by Payroll, the employee's telework agreement will show on the My HR Center. To access the My HR Center, navigate to the **Employee Self Service** page > Click the **My HR** tile > On the left panel click **My Telework Agreement**.