

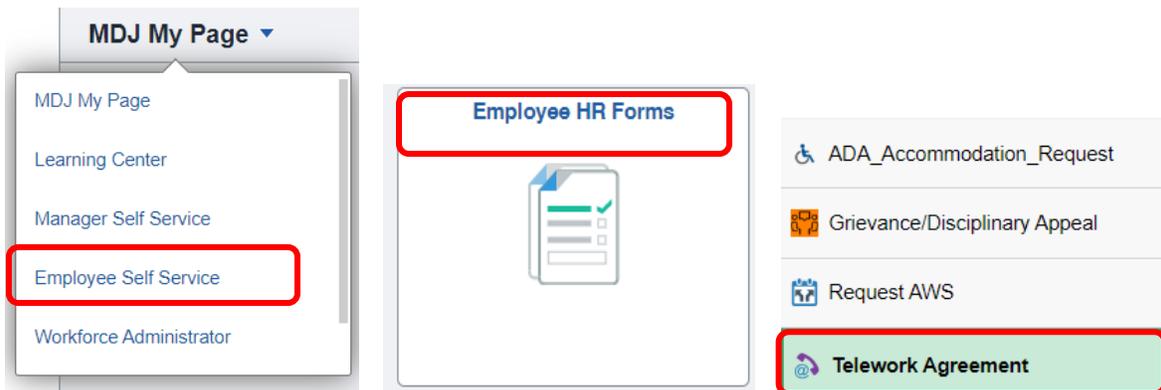
Employee – How to Complete a Telework Agreement Form – How to Terminate a Telework or AWS agreement

Instructions for completing the Telework Agreement Form are below. **If seeking to Terminate a Telework or AWS agreement, please proceed below to Section Two** (pg. 4).

Note

- A request cannot exceed (6) months for employees serving a probation. A request cannot exceed (12) months for all other employees.
- Employees must affirm that they have read the policy on Telework and attach a Telework Work Plan.
- Telework approval is at the discretion of the Administrative Head.

1. Navigate to **Employee Self Service** Page. Click on **HR Forms** tile, on the left margin, click **Telework Agreement**



2. Select **Add a New Value**. Select the magnifying glass next to **Begin Date** to pull up a list of dates and select one. They are all the beginning of a pay period (Wednesday). Select **Add**.

Teleworker Agreement

Find an Existing Value

Begin Date

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

3. Select the magnifying glass for **Telework End Date**. This will be the end of a pay period (Tuesday).
 - a. **Select the end date for the 6 or 12-month period that includes your selected day. This may require you to select a pay period beyond the exact date. (Example, start date 7/26/23, end date for a 6-month period, for a Telework day of Thursday will be 2/6/2024).**

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- b. **Average Day(s)/week** - Enter 1 or 2
- c. **Standard Hours** - This will default to your current scheduled hours.
- d. **Schedule ID** - This will default to your Standard Work Schedule.
- e. **Day(s) of the Week** - Select the day(s) you are requesting to telework (Monday, Wednesday, etc.). Select **Floating** if you are seeking to work different days each week. You may select more than one field.
- f. **Standard Lunch Time** - Specify your normal lunch time (e.g. 12:30 – 1:00 pm).
- g. **Telework Address** - This will default to your home address. You can change to another applicable address if appropriate.
- h. **Phone Number where you can be reached** - Enter a valid telephone number where you can be contacted during telework.
- i. Optional: Include your Justification.
- j. **The employee must acknowledge that they have read and understand the Policy.**
- k. **Required: Attach the Telework Work Plan by clicking “Add Attachment.” Select Submit**

Empl ID [Add Attachment](#) 

Location Code MJC02 MD Judicial Center

Telework Begin Date 07/12/2023

Request cannot exceed (6) months for employees serving a probation. Request cannot exceed (12) months for all other employees. Approval is at the discretion of the Administrative Head.

*Telework End Date 

Telework end date should include the day of your Telework and may overlap into the following pay period after your year end. Ex. Start date 7/26/2023, end date 8/6/2023.

*Average Day(s)/week

Standard Hours 40.00

Schedule ID STD_830500_HH

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

*Standard Lunch Time

*Telework Address

*Phone Number During Business Hours

Justification

 [Policy on Telework](#)

All employees must submit a Telework Plan

I affirm by submission that I have read the provided policy on Telework and Telework Work Plan.

[Submit](#) 

- 4. To view a telework request already submitted, navigate to the **Employee Self Service** page > Click the **Employee HR Forms** tile > On the left panel click **Telework Agreement**
 - a. Select **Find an Existing Value** tab. Select **Search**. All existing Telework Requests will populate in the list.
 - b. Select the Telework Request you wish to view.
 - c. At the bottom, the employee can see where the request is in the approval process and with whom it is pending.

Teleworker Agreement

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

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
07/12/2023	0		Pending	
09/06/2023	0		Pending	

Find an Existing Value | Add a New Value

I affirm by submission that I have read the provided policy on telework and telework work plan.

Teleworker Agreement

EMPLID=000005910, BEGIN_DT=2023-07-12, SEQ_NBR=0:Pending

AOC

Pending → Not Routed → Not Routed → Not Routed

Managers by TL Sec no 2nd AO → Admin Official → Assistant Admin → Multiple Approvers Payroll team

Return to Search Previous in List Next in List

- 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**.

Employee Self Service My HR

My Telework Agreement

Begin Date	End Date	Days to Expiration
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My Alternative Work Schedule

My Leave Bank Enrollment

Acknowledgements

Update TEXT Alert Number

Employee Expiring Licenses

My Expiration Dates

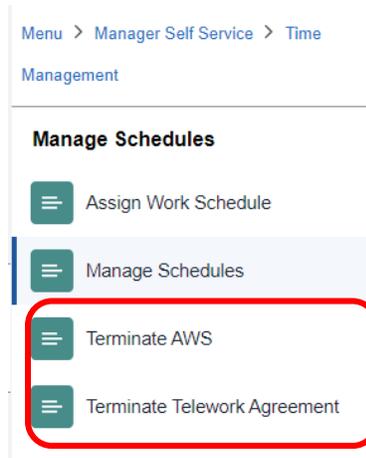
My Current Profile

Section Two:

Terminating a Telework or AWS agreement.

This action must be completed by your manager or supervisor.

Navigation: Nav Bar > Manager Self Service > Time Management > Manage Schedules > select either Terminate AWS or Terminate Telework.



- **Select Add a New Value**

A screenshot of a search interface titled "Search/Fill a Form". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all". There are two buttons: "Find an Existing Value" and "Add a New Value". A red arrow points to the "Add a New Value" button. Below the buttons is a section titled "Search Criteria" with a dropdown arrow. It contains several search criteria: "Sequence Number" with an equals sign dropdown and a text input; "Subject" with a "begins with" dropdown and a text input; "Document Key String" with a "begins with" dropdown and a text input; "Priority" with an equals sign dropdown and a dropdown menu; "Due Date" with an equals sign dropdown, a text input, and a magnifying glass icon; and "Approval Status" with an equals sign dropdown and a dropdown menu. There is also a checkbox for "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria".

- Click on the magnifying glass beside **Employee ID** and search by employee’s last name. the name should automatically appear under **“Name”** and the **Subject**.
- Select the termination date and provide the reason for the termination. All fields with an asterisk (*) are required. In the **More Information** box, you can provide additional details if needed.

Employee – How to Complete a Telework Agreement Form – How to Terminate a Telework or AWS agreement

Form | Instructions | Attachments

Terminate Telework Agreement

*Subject Terminate teleworker agreement

Status Initial

*Employee ID

*Name

*Term Date

*Reason for Termination

254 characters remaining

More Information

- **Save** the document

Save

[Form](#) | [Instructions](#) | [Attachments](#)

- Once the form is saved, the **Preview Approval** and **Submit** boxes will appear at the top of the form. The **Preview Approval** allows for you to see the next person who will be required to approve the form. Then **Submit** the form.

Form | Instructions | Attachments

Seq Nbr 39103

Terminate Telework Agreement

*Subject V...

Status Initial

*Employee ID

*Name

*Term Date 07/11/2023

*Reason for Termination test

250 characters remaining

More Information

- After submitting the Telework or AWS termination, you can access the document to determine the status by following the same navigation, and instead of selecting Add a New Value, select **Find an Existing Value** and click search.

If you have additional questions, contact the CONNECT Service Desk at 410-260-6550