

00;00;04;16 - 00;00;19;17

Alice M.

To process your telework form as an employee, either click on the link in the email notification which will open the form created for you or navigate to the telework application.

00;00;19;17 - 00;00;28;24

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Select the form in the active and open section that you would like to process.

00;00;28;27 - 00;00;45;29

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Your employee information will appear at the top. You cannot edit this data. If this information is incorrect, please contact your human resource group. Complete the Telework form

00;00;45;29 - 00;01;05;03

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at the bottom of the page. You have two options. You may save it as draft if you're not ready to submit or request manager approval. If you are ready to submit, you do not need to submit comments along with your telework agreement.

00;01;05;05 - 00;01;24;13

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You can monitor your form's status from the my telework page. To see who is assigned a status step, hover your mouse over the status and those persons assigned to that role will appear.