

## HOW TO COMPLETE YOUR FORM AS AN EMPLOYEE

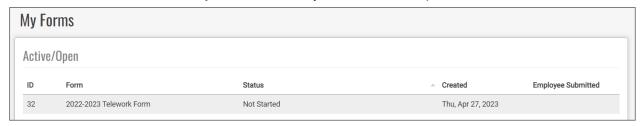


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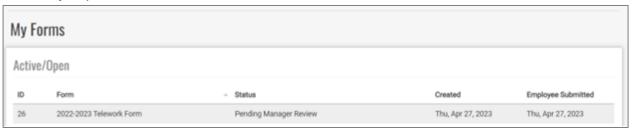
To process your telework form as an employee, either click on the link in the email notification from <a href="mailto:eForms@vita.virginia.gov">eForms@vita.virginia.gov</a> which will open the form created for you (start at second bullet below) or navigate to <a href="mailto:Enterprise Forms">Enterprise Forms</a>.

## Instructions

Select the form in the Active/Open section that you would like to process



- Your name and employee information will appear at the top. You cannot edit this data. If any of
  this information is incorrect, please contact your human resource (HR) group.
- Complete the telework form. If you have any questions about the telework policy, please contact your HR group.
- At the bottom of the page, you have two options: to Save as Draft (if you are not ready to submit) or Request Manager Approval (if you are ready to submit)
- You can monitor your form's status by clicking on the My Forms tab and view the Status in the Active/Open panel



**Note:** To see who is assigned a status step, hover your mouse over the status and those persons assigned to that role will appear.



• Once your form is approved, it will appear in the **Complete/Closed** section

