

HOW TO COMPLETE YOUR FORM AS AN EMPLOYEE

To process your telework form as an employee, either click on the link in the email notification from eForms@vita.virginia.gov which will open the form created for you (start at second bullet below) or navigate to [Enterprise Forms](#).

Instructions

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

My Forms				
Active/Open				
ID	Form	Status	Created	Employee Submitted
32	2022-2023 Telework Form	Not Started	Thu, Apr 27, 2023	

- 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

My Forms				
Active/Open				
ID	Form	Status	Created	Employee Submitted
26	2022-2023 Telework Form	Pending Manager Review	Thu, Apr 27, 2023	Thu, Apr 27, 2023

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

Active/Open						
ID	Form	Employee	Manager	Status	Created	Employee Submitted
26	2022-2023 Telework Form	Cardinal, Alice	Dogwood, David	Pending Manager Review Dogwood, David	Thu, Apr 27, 2023	Thu, Apr 27, 2023
27	2022-2023 Telework Form	Cardinal, Alice	Dogwood, David	Pending Manager Review	Thu, Apr 27, 2023	Thu, Apr 27, 2023

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

Complete/Closed			
ID	Form	Status	Completed