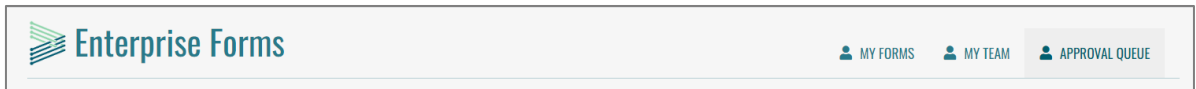


HOW TO PROCESS FORMS AS AN AGENCY REVIEWER, AGENCY HEAD, SECRETARY OR CHIEF OF STAFF

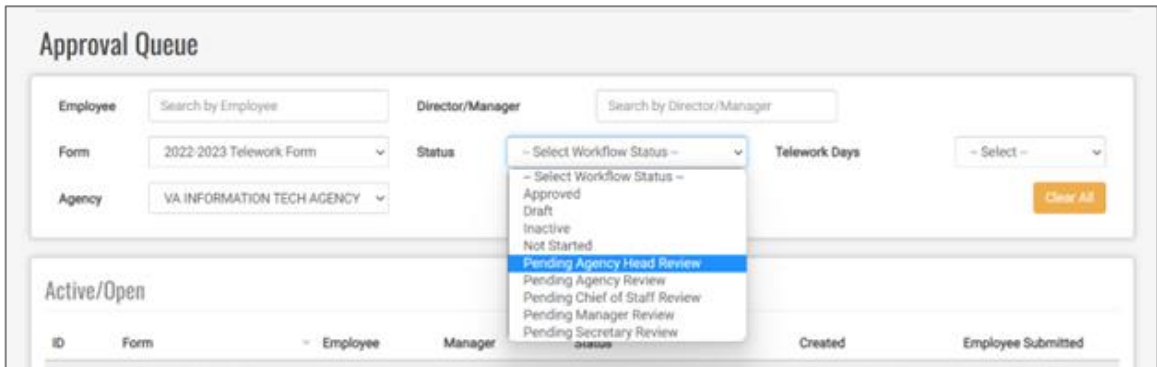
To process a telework form in the role of agency reviewer, agency head, secretary or chief of staff, either click on the link in the email notification from eForms@vita.virginia.gov which will open the individual form (start at **Review the telework form**) or navigate to [Enterprise Forms](#).

Instructions

- Select the **Approval Queue** tab. All telework forms that you have access to, based on your role, will be visible.



- You can filter the forms based on several criteria
- To see forms assigned to your role, filter on **Status = Pending [your role]** (i.e. *Pending Agency Head*, to see all forms in the agency head approval step)
- Select a form to process



- Review the telework form
- At the bottom of the form, your name and the current date is pre-populated next to your approval role. You have two choices: to send the form back a step (which requires a comment) or move the form forward in the process.
- Any time you would like to see the status of a form, go to the **Approval Queue** and use the filtering to find the form

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