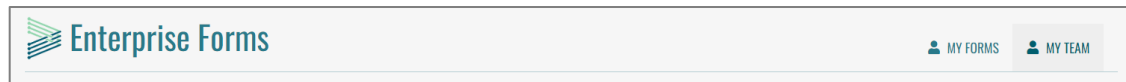


HOW TO PROCESS FORMS AS A MANAGER

To process a telework form in the role of a manager, either click on the link in the email notification from eForms@vita.virginia.gov which will open the individual form (skip to step four) or navigate to [Enterprise Forms](#).

Instructions

- Select the **My Teams** tab



- Here you will see all the forms for your direct reports
- 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.

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	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 a form is approved, it will appear in the **Complete/Closed** section

Complete/Closed			
ID	Form	Status	Completed