

## **Transcript**

0:03

In this video,

0:05

we will show you how to initiate

0:07

several telework renewal forms

0:10

at one time via bulk renewal

0:14

in the telework application.

0:17

To initiate a form in the telework application,

0:21

you must have the initiator role.

0:24

This role is usually held by someone who performs

0:28

HR activities for your agency.

0:32

To initiate several telework renewal records at one time.

0:37

Select the Initiate Form tab

0:41

at the top of application,

0:43

then select Bulk Renewal.

0:47

Select the form, year and agency,

0:50

if you initiate for more than one agency.

0:57

Start and end

0:58

dates will appear and are editable.

1:02

Review the grid.

1:05

Each page

1:06

will display up to 250 records at one time.

1:11

There is a system limit of initiating 250 records at a time.

1:16

Displayed are all records.

1:18

However, not all records will be eligible for bulk renewal.

1:24

If a record is not eligible,

1:26

it will have an initiation reason and be grayed out.

1:35

You will not be able to select these records.

1:37

Those records may be needed to be updated in cardinal first

1:43

or may need to be individually initiated

1:46

with a temporary supervisor name.

1:50

Reasons for ineligibility are supervisor

1:53

name or email is missing from Cardinal.

1:56

Employee email is missing from cardinal.

2:00

A form is already in process or completed

2:04

to initiate records for bulk renewal.

2:07

Select the records via the checkbox

2:10

next to the employee name.

2:15

Selecting the box at the top of the grid

2:18

selects all 250 records on that page.

2:22

You can only select records one page at a time.

2:28

Select the Initiate Bulk button.

2:32

A confirmation box will appear

2:34

indicating the number of records you have selected.

2:38

When you select proceed, completing the process may take up to 30s.

2:43

A message will appear indicating loading.

2:47

Please do not close your browser or the form initiations may not complete.

2:52

Once the process has completed, you will receive a success message

2:58

notifying patients will be sent to the persons assigned

3:01

to the first step in processing the forms.

3:04

Remember, there is a system limit

3:07

of initiating 250 records at a time.

3:11

Should you need to initiate

3:13

more than 250, the next set of eligible records will display.

3:17

Once the first set is completed.

3:20

Repeat the process again.

3:23

Please note records not eligible

3:26

for bulk renewal may be initiated by individual,

3:30

depending on their situation.

3:36

There are reports to assist

3:37

with the identification of all records which are ineligible for bulk initiation,

3:41

along with the reason the records are ineligible.

3:45

The report will also include the status of the form for all classified employees.

3:50

If you have questions about the telework policy or process,

3:53

please contact [policy@dhrm.virginia.gov](mailto:policy@dhrm.virginia.gov).

3:58

If you have questions about the telework application,

4:01

please contact [COVApps@vita.virginia.gov](mailto:COVApps@vita.virginia.gov).