

00;00;04;16 - 00;00;21;20

Alice M.

To process a telework form in the role of a manager, either click on the link in the email notification, which will open the individual form or navigate to the telework application from the Telework application.

00;00;21;22 - 00;00;23;08

Alice M.

Select

00;00;23;08 - 00;00;58;26

Alice M.

“my team” tab. Here you will see all the telework forms for your direct reports. Select the telework 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. In this case, for demonstration purposes, Alice Cardinal is both the employee in the manager.

00;00;58;26 - 00;01;00;04

Alice M.

the bottom of the form

00;01;00;04 - 00;01;12;00

Alice M.

you have two choices to send a form back a step which requires a comment or move the form forward in the process by selecting request agency review.