

00;00;04;16 - 00;00;11;12

Alice M.

To process a telework form in the role of an agency, reviewer, agency head, secretary

00;00;11;12 - 00;00;14;01

Alice M.

or Chief of Staff

00;00;14;01 - 00;00;21;13

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either click on the link in the email notification, which will open the individual form

00;00;21;13 - 00;00;26;08

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or navigate to the telework application.

00;00;26;17 - 00;01;07;16

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Select the approval queue tab for all telework forms that you have access to based on your role will be visible. You can filter by employee, form, agency, director/manager, status or number of telework days to see the forms assigned to your role filter on the status filter with pending and the role you would like to process here, I've selected pending manager review.

00;01;07;18 - 00;01;48;16

Alice M.

I select a form to process. I review the telework form and at the bottom of the form you will see your name next to your approval role. You have two choices to send a 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 the form go to the approval queue, use the filter to find the form.

00;01;48;16 - 00;01;58;17

Alice M.

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