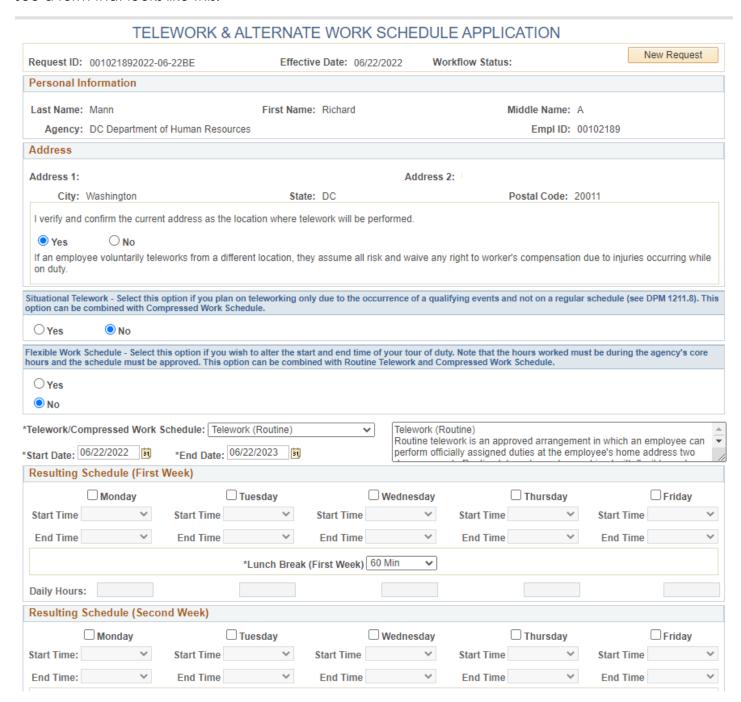
Telework Application Guide

(1-2022-##)

How to Apply for Telework (for Employees)

Step 1 - Start the Employee Application

Navigate to **ess.dc.gov** > **Self Service** > **Personal Information** > **DC Telework Agreement**. You should see a form that looks like this:



Step 2 – Address Verification

The form will pull your home address as recorded in PeopleSoft. Verify your address is correct.

I verify and confirm the current address as the location where telework will be performed.

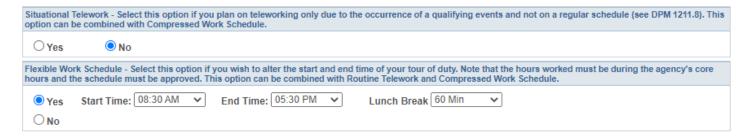
O Yes

No

If an employee voluntarily teleworks from a different location, they assume all risk and waive any right to worker's compensation due to injuries occurring while on duty.

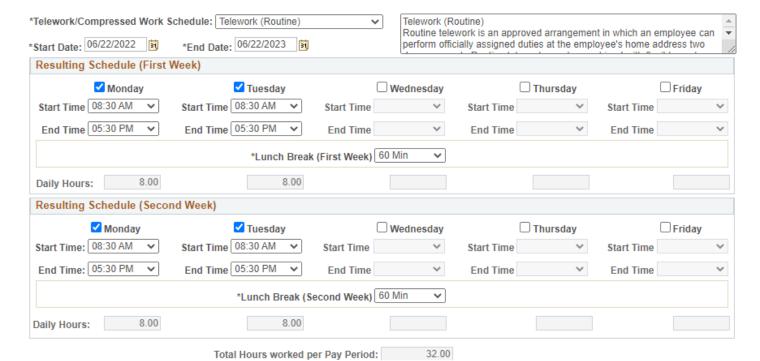
Step 3 – Situational Telework and Flexible Work Schedule

Complete the remainder of the form, and indicate whether you are requesting situational telework, or a flexible work schedule.



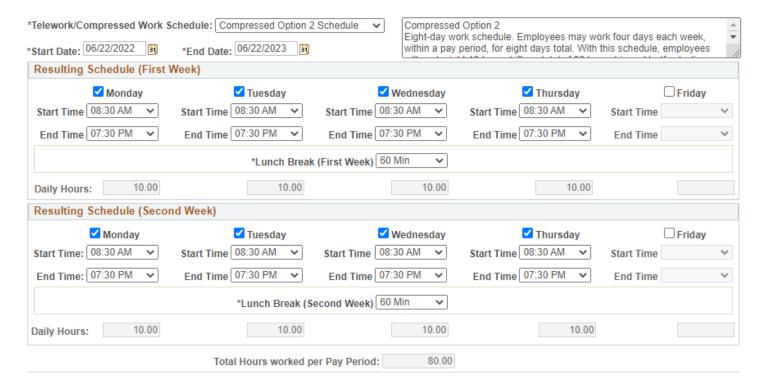
Step 4 – Routine Telework and Compressed Options

Select the days you wish to telework for routine telework by selecting the "Telework (Routine) option from the **Telework/Compressed Work Schedule** drop down menu, and checking the days you wish to telework.



Next, select the remainder of your work hours by choosing the appropriate option in the **Telework/Compressed Work Schedule** drop down menu. You can find a description of each drop down item to the right of the drop down menu.

Please note, you will not be able to submit your application if your total hours worked per pay period are less than 80 hours.



Step 5 – Review Attendance Policy and Required Resources

Review the attendance policy and resources required. These will vary by agency.

Attendance					
While I am teleworking, I will be as available as if I were reporting to my physical duty location. I understand that telework is an extension of my regular tour of duty. My supervisor may implement methods to verify I am reporting to work at my scheduled time via telework. I understand that I am required to verify my attendance while working remotely in the manner specified by my agency, which can include daily check-ins by phone or chat, video stand-up meetings, and my email. Excluding during specified lunch periods, and except as otherwise provided by my agency in writing, I am expected to respond to voice mails, emails, and messages within 60 minutes of receipt. Unless directed otherwise, I am expected to report to my physical duty station at One Judiciary Square within two hours upon the request of a supervisory official within my chain of command. I understand that while I am teleworking, I am prohibited from conducting other paid work during my tour of duty, including but not limited to outside employment, self-employment, or childcare.					
Resources Required					
*Software:	Provided by Agency Provided by Agency	*Desktop Com		Not Applicable Provided by Agency Provided by Agency	v v v
*Laptop Computer:	Provided by Agency				
	Save	Print Agreement	Submit fo	r Approval	

Step 6 – Submit Application

Click "Submit for Approval." Your request will be routed to your manager ('Reports To' in PeopleSoft). Your manager will receive a PDF version of the form and a link to access the approval page. When your manager completes their review of your application, you will receive an email informing you whether your manager approved or denied your application.



Telework Approval



Reviewing and Approving Telework (for Managers)

Step 1 – Check Your Email or Access the Approval Page

Managers will receive an email from Peoplesoft if a subordinate employee submits a telework application. Alternatively, you can check pending applications by accessing the approval page in PeopleSoft by going to Manager Self Service > Job and Personal Information > DC Telework Approval.

----Original Message----

From: richard.mann@dc.gov < richard.mann@dc.gov>

Sent: Friday, June 3, 2022 8:33 AM

To: Cholewa, Agnes (DCHR) <agnes.cholewa@dc.gov>

Subject: Situational Telework Application for Richard Mann is awaiting for your approval

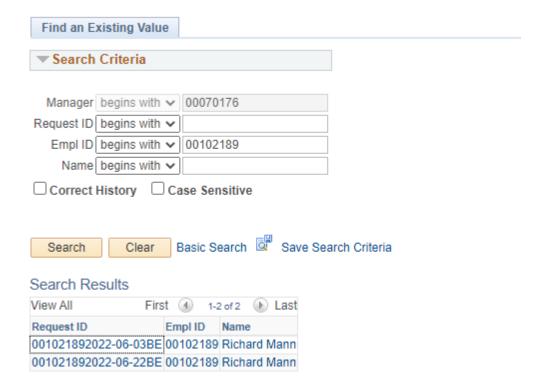
You have a new Situational Telework Application that requires review.

Please visit the following URL for detailed information about the request: http://dc1dlsqaweb01.dc.gov:27000/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE MANAGER.DC TELEWORK APRV.GBL?

An example of what the email looks like.

DC Telework Approval (Manager)

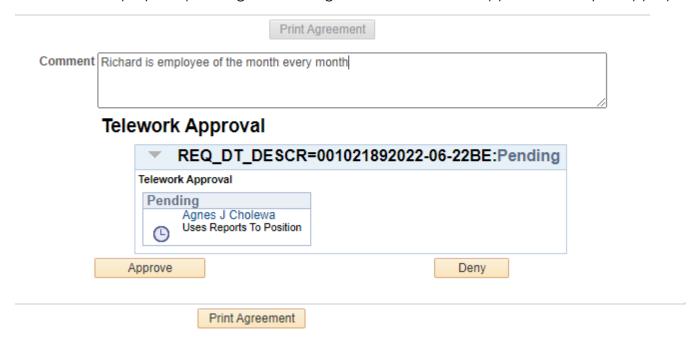
Enter any information you have and click Search. Leave fields blank for a list of all values.



The approvals page.

Step 2 – Approve or Deny

Review the employee's pending telework agreement and select approve or deny as appropriate.

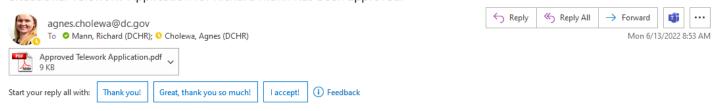


Telework Approval



Both the manager and employee will receive an approval email:

Situational Telework Application for Richard Mann has been approved.



Congratulations your Situational Telework Application has been approved. Your new work schedule will begin of the next pay period and remains in effect until revoked by you or your agency in writing. Please contact your manager for further information and time coding instructions.

Please visit the following URL for detailed information about the request:

https://pshcm.dc.gov/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE EMPLOYEE.DC TELEWORK CMP.GBL?Page=DC TELEWORK PG&Action=U&REQ DT DESCR=001021892022-06-03BE