

# Telework Application Guide

(I-2022-##)

## How to Apply for Telework (for Employees)

### Step 1 - Start the Employee Application

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

**TELEWORK & ALTERNATE WORK SCHEDULE APPLICATION**

Request ID: 001021892022-06-22BE	Effective Date: 06/22/2022	Workflow Status:	<a href="#">New Request</a>	
<b>Personal Information</b>				
Last Name: Mann	First Name: Richard	Middle Name: A		
Agency: DC Department of Human Resources		Empl ID: 00102189		
<b>Address</b>				
Address 1:		Address 2:		
City: Washington	State: DC	Postal Code: 20011		
I verify and confirm the current address as the location where telework will be performed.				
<input checked="" type="radio"/> Yes <input type="radio"/> 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.				
Situational Telework - Select this option if you plan on teleworking only due to the occurrence of a qualifying events and not on a regular schedule (see DPM 1211.8). This option can be combined with Compressed Work Schedule.				
<input type="radio"/> Yes <input checked="" type="radio"/> No				
Flexible Work Schedule - Select this option if you wish to alter the start and end time of your tour of duty. Note that the hours worked must be during the agency's core hours and the schedule must be approved. This option can be combined with Routine Telework and Compressed Work Schedule.				
<input type="radio"/> Yes <input checked="" type="radio"/> No				
*Telework/Compressed Work Schedule: <span>Telework (Routine)</span>		Telework (Routine) Routine telework is an approved arrangement in which an employee can perform officially assigned duties at the employee's home address two		
*Start Date: <span>06/22/2022</span>	*End Date: <span>06/22/2023</span>			
<b>Resulting Schedule (First Week)</b>				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Start Time: <span></span>	Start Time: <span></span>	Start Time: <span></span>	Start Time: <span></span>	Start Time: <span></span>
End Time: <span></span>	End Time: <span></span>	End Time: <span></span>	End Time: <span></span>	End Time: <span></span>
*Lunch Break (First Week) <span>60 Min</span>				
Daily Hours: <span></span>	<span></span>	<span></span>	<span></span>	<span></span>
<b>Resulting Schedule (Second Week)</b>				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Start Time: <span></span>	Start Time: <span></span>	Start Time: <span></span>	Start Time: <span></span>	Start Time: <span></span>
End Time: <span></span>	End Time: <span></span>	End Time: <span></span>	End Time: <span></span>	End Time: <span></span>

## 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.

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.

Situational Telework - Select this option if you plan on teleworking only due to the occurrence of a qualifying events and not on a regular schedule (see DPM 1211.8). This option can be combined with Compressed Work Schedule.

Yes  No

Flexible Work Schedule - Select this option if you wish to alter the start and end time of your tour of duty. Note that the hours worked must be during the agency's core hours and the schedule must be approved. This option can be combined with Routine Telework and Compressed Work Schedule.

Yes Start Time:  End Time:  Lunch Break

No

## 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.

\*Telework/Compressed Work Schedule:

\*Start Date:  \*End Date:

Telework (Routine)  
Routine telework is an approved arrangement in which an employee can perform officially assigned duties at the employee's home address two

**Resulting Schedule (First Week)**

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text"/>	Start Time: <input type="text"/>	Start Time: <input type="text"/>
End Time: <input type="text" value="05:30 PM"/>	End Time: <input type="text" value="05:30 PM"/>	End Time: <input type="text"/>	End Time: <input type="text"/>	End Time: <input type="text"/>
*Lunch Break (First Week) <input type="text" value="60 Min"/>				
Daily Hours: <input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Resulting Schedule (Second Week)**

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text"/>	Start Time: <input type="text"/>	Start Time: <input type="text"/>
End Time: <input type="text" value="05:30 PM"/>	End Time: <input type="text" value="05:30 PM"/>	End Time: <input type="text"/>	End Time: <input type="text"/>	End Time: <input type="text"/>
*Lunch Break (Second Week) <input type="text" value="60 Min"/>				
Daily Hours: <input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours worked per Pay Period:

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.

\*Telework/Compressed Work Schedule:  Compressed Option 2  
Eight-day work schedule. Employees may work four days each week, within a pay period, for eight days total. With this schedule, employees

\*Start Date:   \*End Date:

**Resulting Schedule (First Week)**

<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text"/>
End Time: <input type="text" value="07:30 PM"/>	End Time: <input type="text" value="07:30 PM"/>	End Time: <input type="text" value="07:30 PM"/>	End Time: <input type="text" value="07:30 PM"/>	End Time: <input type="text"/>
*Lunch Break (First Week) <input type="text" value="60 Min"/>				
Daily Hours: <input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text"/>

**Resulting Schedule (Second Week)**

<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text" value="08:30 AM"/>	Start Time: <input type="text"/>
End Time: <input type="text" value="07:30 PM"/>	End Time: <input type="text" value="07:30 PM"/>	End Time: <input type="text" value="07:30 PM"/>	End Time: <input type="text" value="07:30 PM"/>	End Time: <input type="text"/>
*Lunch Break (Second Week) <input type="text" value="60 Min"/>				
Daily Hours: <input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text"/>

Total Hours worked per Pay Period:

## 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**

*High Speed internet connection:	Provided by Employee	*Desktop Computer and Peripheral	Not Applicable
*Mobile Phone:	Provided by Agency	*Webcam	Provided by Agency
*Software:	Provided by Agency	*Microphone	Provided by Agency
*Laptop Computer:	Provided by Agency		

[Print Agreement](#)

[Save](#) [Submit for 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.

**Resources Required**

High Speed internet connection:	Provided by Employee	Desktop Computer and Peripheral	Not Applicable
Mobile Phone:	Provided by Agency	Webcam	Provided by Agency
Software:	Provided by Agency	Microphone	Provided by Agency
Laptop Computer:	Provided by Agency		

[Print Agreement](#)

### Telework Approval

▼ REQ\_DT\_DESCR=001021892022-06-22BE:Pending

Telework Approval

Pending

Agnes J Cholewa  
Uses Reports To Position

# 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](mailto:richard.mann@dc.gov) <[richard.mann@dc.gov](mailto:richard.mann@dc.gov)>

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

To: Cholewa, Agnes (DCHR) <[agnes.cholewa@dc.gov](mailto: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?](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.

Find an Existing Value

### ▼ Search Criteria

Manager	begins with ▼	00070176
Request ID	begins with ▼	
Empl ID	begins with ▼	00102189
Name	begins with ▼	

Correct History  Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

## Search Results

View All First 1-2 of 2 Last

Request ID	Empl ID	Name
001021892022-06-03BE	00102189	Richard Mann
001021892022-06-22BE	00102189	Richard Mann

*The approvals page.*

## Step 2 – Approve or Deny

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

Print Agreement

Comment Richard is employee of the month every month

### Telework Approval

▼ REQ\_DT\_DESCR=001021892022-06-22BE:Pending

Telework Approval

Pending

Agnes J Cholewa  
Uses Reports To Position



Approve

Deny

Print Agreement

### Telework Approval

▼ REQ\_DT\_DESCR=001021892022-06-22BE:Approved View/Hide Comments

Telework Approval

Approved

✓ Agnes J Cholewa  
Uses Reports To Position  
06/22/22 - 11:05 AM

▼ Comments

Agnes J Cholewa at 06/22/22 - 11:05 AM  
Richard is employee of the month every month

Both the manager and employee will receive an approval email:

Situational Telework Application for Richard Mann has been approved.



agnes.cholewa@dc.gov

To Mann, Richard (DCHR); Cholewa, Agnes (DCHR)

Reply Reply All Forward

Mon 6/13/2022 8:53 AM

Approved Telework Application.pdf  
9 KB

Start your reply all with:    Feedback

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](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)