

## D.C. DEPARTMENT OF HUMAN RESOURCES

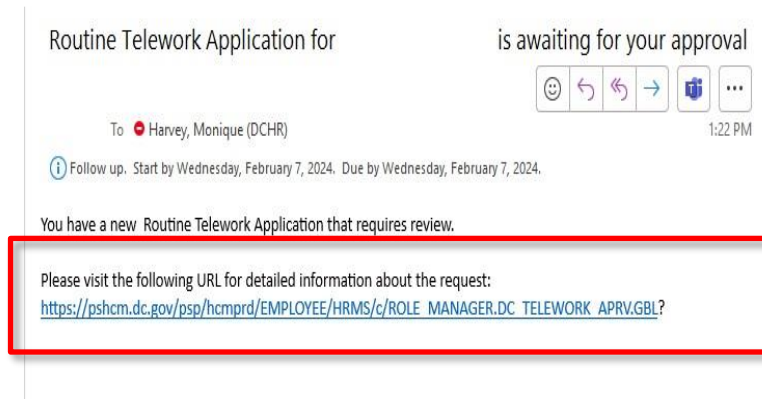
### INSTRUCTIONS ON HOW MANAGERS APPROVE EMPLOYEE TELEWORK AGREEMENT

The steps outlined below provide instruction for managers and agency Telework Administrators in lieu of a manager, on how to review and approve/deny requests to telework from their direct reporting employees. This process only applies to employees who are assigned to the manager as a direct report within the PeopleSoft system.

Please read the steps carefully, to ensure a smooth review process.

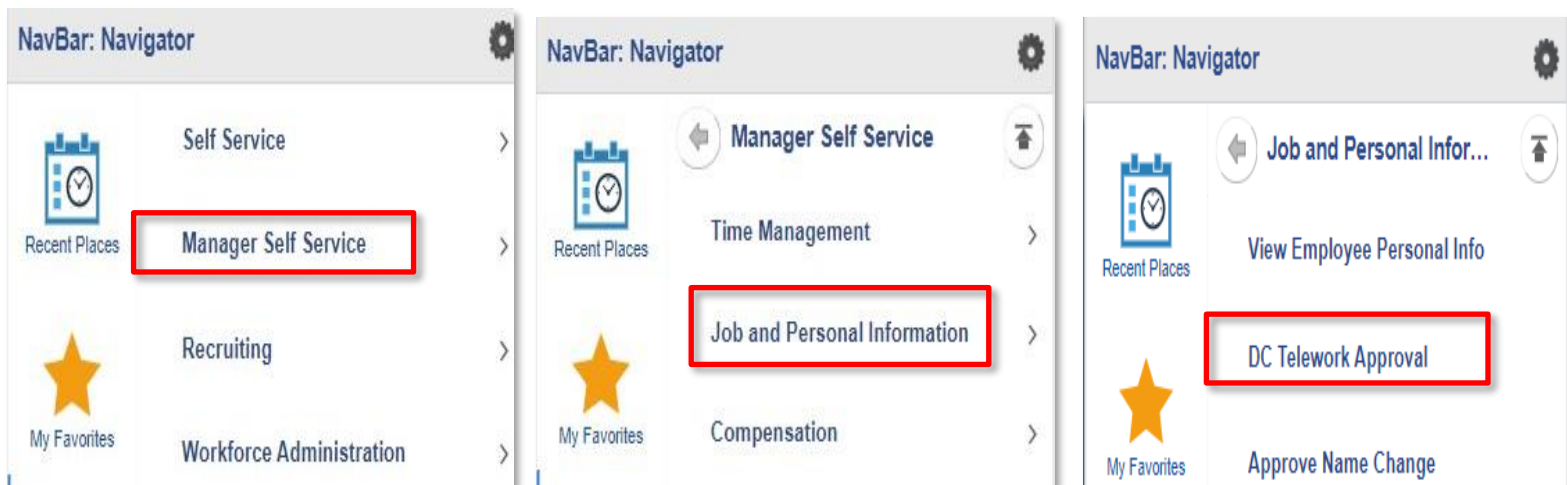
#### Step 1. Notification and Navigation

Once an employee submits their telework agreement, the manager receives an automated email notifying them of the submission. This email will contain a link to access the DC Telework Approval page in PeopleSoft.



#### Step 2. Navigation

Managers can also access their direct reports telework agreements on the DC Telework Approval page using the below navigation from their NavBar



### Step 3: Find the employee.

To access an employee's application form, enter the employee ID and click search for a direct link. **If you do not have the employee ID, leave the fields blank and click search to see all submitted forms from your direct reports.**

The screenshot shows the 'DC Telework Approval (Manager)' search page. It includes a search criteria section with dropdown menus for 'Manager begins with', 'Request ID begins with', 'Empl ID begins with', and 'Name begins with'. There are also checkboxes for 'Correct History' and 'Case Sensitive'. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with columns for 'Request ID', 'Empl ID', and 'Name', and navigation controls for 'View All', 'First', '1-7 of 7', and 'Last'.

### Step 4: Review

Review the employees' selections. If they are appropriate and comply with position guidelines, click **Approve** at the bottom of the page.

The screenshot shows the 'Resources Required' section with a list of items and their providers: 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), and Laptop Computer (Provided by Agency). Below this is a 'Print Agreement' button and a 'Comment' text area. The 'Telework Approval' section shows a dropdown menu for 'REQ\_DT\_DESCR=' with a value of '-02-07HT:Pending'. Below the dropdown is a 'Telework Approval' card with a 'Pending' status and a 'Uses Reports To Position' icon. At the bottom are 'Approve' and 'Deny' buttons, with the 'Approve' button highlighted by a green box.

If the employee's selections are not feasible based on operational needs and you need the employee to adjust their submission, **include a reason for the denial within the comment box prior to clicking Deny.**

The screenshot shows the 'Resources Required' section with a list of items and their providers: 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), and Laptop Computer (Provided by Agency). Below this is a 'Print Agreement' button and a 'Comment' text area containing the text 'needs adjustment'. The 'Telework Approval' section shows a dropdown menu for 'REQ\_DT\_DESCR=' with a value of '-02-07HT:Pending'. Below the dropdown is a 'Telework Approval' card with a 'Denied' status and a 'Uses Reports To Position' icon. At the bottom are 'Approve' and 'Deny' buttons, with the 'Deny' button highlighted by a red box. A red callout box with the text '1. Leave comment' points to the 'Comment' text area. Another red callout box with the text '2. Click Deny' points to the 'Deny' button. The 'Telework Approval' card shows a 'Denied' status and a 'Uses Reports To Position' icon. Below the card is a 'Comments' section with a comment that says 'needs adjustment' and a timestamp of '02/08/24 - 3:26 PM'.

The employee will get an email notification of the denial with a link to review their application and your comment. They can submit a new application, **but if denied on the same day of submission, they must wait until the next day to reapply.**

## Step 5: Final Approval

Once approved, both the manager and the employee will receive an automated email with the complete telework form. Both the manager and employee will be able to reprint the agreement form from the corresponding DC Telework page. [Click Here](#) to view the DC Telework Employee Policy video!

