# Telework Agreement Process (Employees)

This guide will cover how to initiate a Telework Agreement request as well as how to check the status of ongoing and completed Telework Agreements. If you have any questions regarding the Telework Agreement policy or procedures, please contact: <u>Telework@wildlife.ca.gov</u>.

# *If you would like to cancel the request that is currently in process, <u>please contact your supervisor</u>. (Only supervisors have this capability.)*

*Note:* Recommended Browsers are Mozilla Firefox and Google Chrome.

# **Table of Contents**

Part A: How to Access Telework Agreement Pages	2
Part B: Initiating a Telework Agreement	2
Part C: Submitting a Telework Agreement	4
Part D: Electronically Signing a Telework Agreement	7
Part E: Accessing a Completed Telework Agreement via HRMS	9
Part F: Modifying a Telework Agreement	10
Part G: Terminating a Telework Agreement	10
Part H: Submitting an Annual Review	11

#### Part A: How to Access Telework Agreement Pages

1. Click on the Workflows heading and then click Telework Agreement.

California Department of Fish and Wildlife	Ame Home	Employees -	Position Control -	Workflows -	Reports +	<b>?</b> Help	
Request for Personnel A (RPA) Initiate an RPA.	Action	Exit Clear Exit a	rance Process	Du	Ity Statement	Process ement.	
		Telewor Initiate a Te	k Agreement lework Agreement.				

#### Part B: Initiating a Telework Agreement

To initiate a New Telework Agreement, complete the following steps:

1. Click Initiate a Telework Agreement.

California Department of Fish and Wildlife	A Home	Employees -	Position Control -	Workflows -	Reports •	Participation of the second
Telework Agreement						
Initiate a Telework Agreement		Manage Employ	ee Telework	Telewo	rk Agreement	Dashboard
Click here to initiate, modify or termiante a Telework Agreement.		Click here to initiate	the telework agreement ort employees.	Click her Telework	e to view the stat Agreement.	us of an employee's

### 2. Click 01. New Telework Agreement. Initiate a New Telework Agreement



• Shaded fields on this form may not be modified. The information is obtained from HRMS. If the information in the shaded fields is incorrect, please cancel this request and contact your supervisor for HRMS corrections.

**3.** Verify section **B. Employee Information** – Please note, all the information populated in Section B comes directly from your HRMS profile. **Your Unique Employee ID (UEID) is a required field**; if this field is blank 14 days beyond your start date, please <u>submit an AskHR ticket</u>. Once your AskHR ticket is completed and closed, your UEID should now populate. Please move forward with completing this form and submit it for review/approval.

▼ B. Employee Information					
	Last	First	Middle Initial		
01. Employee Name:	Bains-Jordan	Ryan	S.		
02. UEID:	1234-5678-9				
• Your Unique Employee ID (UEID) is	a required field. If this field is b	lank 14 days beyond your start date, p	lease submit an AskHR ticket <u>here</u> .		
03. Position Number:	565-030-1402-029				
4. Collective Bargaining Identifier CBID):					
05. Supervisor Name:	Kalidindi, Chandra Lekha (Le	ekha) s			

4. Verify section C. General Provisions.

▼ C. General Provisions				
2. Addresses				
Office address				
Street				
5100-A Young Street Suite 120				
Street 2				
City	State		Zip	
Bakersfield	CA	~	93311	

Important: If any information in Step 3 or Step 4 is incorrect, have your supervisor cancel this request and have your supervisor make the corrections in the Human Resources Management System (HRMS).

5. Click Start Agreement to initiate the Telework Agreement request.

# Initiate a New Telework Agreement

▼ A. Request Type		
01. New Telework Agreement	$\bigcirc$ 02. Modify Telework Agreement	$\odot$ 03. Terminate Telework Agreement
• Shaded fields on this form may not be mod and contact your supervisor for HRMS correct	lified. The information is obtained from HRMS. If the inform ions.	nation in the shaded fields is incorrect, please cancel this request
► B. Employee Information		
► C. General Provisions		
		Start Agreement Cancel

#### Part C: Submitting a Telework Agreement

To submit a New Telework Agreement for review and approval, continue the following steps:

**1.** In Section C. General Provisions, enter your **Designated Alternate Work Location.** (*This <u>cannot</u> be the same address as your office address and should not be a PO BOX.*) Your zip code is limited to only 5 characters.

C. General Provisions			
2. Addresses			
Officially designated alternat	e work location		
Street			
123 Main Street			
Street 2			
Apt 200			
City	State		Zip
Anywhere	CA	~	99999

2. In Section C. General Provisions, enter your Telework Phone Number.

3. Telework phone number:	+1 ()

**3.** In Section C. General Provisions, enter your **Telework Schedule** by selecting Location, Start Time, and End Time for each day.

. Employee's agreed upon telework schedule					
If not working on a	particular day, select "N/A" under Lo	cation.			
Day	Location	Start	End		
Monday	Telework	~ 07:00 AM	04:00 PM		
Tuesday	Office	✓ 08:00 AM	05:00 PM		
Wednesday	Telework	✓ 07:00 AM	04:00 PM		
Thursday	Telework	✓ 07:00 AM	04:00 PM		
Friday	Office	✓ 08:00 AM	05:00 PM		
Saturday	N/A	× -:	-:		
Sunday	N/A	· -:			

**4.** In Section C. General Provisions, enter your **Work Schedule** by selecting one of the following from the drop-down selection: *Standard, 9/8/80 or 4/10/40*.

Work schedule	Standard	~
	• All other work schedules that are not 9/8/80 or 4/10/40 would be classified as "Standard" Schedule Type	

5. In Section C. General Provisions, select your Average number of days per week teleworking.

Average number of days per week teleworking	0	$\hat{}$

6. In Section C. General Provisions, select Remote Centered Employee or Office Centered Employee.

Telework Schedule Type	○ Remote Centered Employee	Office Centered Employee
<b>1</b> If more than 50% of your monthly time is worked fi	rom the Office location, then select Office Cent	ered Employee. Otherwise, select Remote Centered Employee.

7. In Section C. General Provisions, select your **Telework Agreement Effective Start Date.** (*Note: Your effective date cannot be backdated beyond 30 days of when you initially submitted your telework agreement.*)

Telework Agreement Effective Start Date	mm/dd/yyyy		Ē	
• Employees eligible for a telework stipend must have a provided to allow time for the STD. 200 to go through the 200 are prohibited.	fully executed STD. 200 on file prior	to receiving stipend payments. A	A 30-calendar-day grace p	eriod is
	approval process. Retroactive stipe	nd payments beyond 30 calenda	Ir days due to the late sub	mittal of an STD.

In Section C. General Provisions, enter your **Notes on Work Schedule.** (If you are on a 9/8/80 schedule, please notate what your AWW scheduled day is in the notes section.)

ľ	Notes on Work Schedule	
	If there are not additional notes required, enter "N/A".	
	N/A	
		//.

8. In Section D. Technology and Equipment, you must list the equipment that will be used to support teleworking in Equipment Description.

▼ D. Technology and Equipment					
auipment Description					
aptop, Monitor					

9. Click Submit to submit the Telework Agreement request for review and approval.



NOTE: You may click the Save button to save this record and continue at a later time.

#### Part D: Electronically Signing a Telework Agreement

You will receive an email from HRMS Service Account via DocuSign once your request has been approved. The DocuSign form will automatically populate the information collected in Step C above. To electronically sign the Telework Agreement Form, complete the following steps:

1. Click Review Document link in the DocuSign email.

DocuSign
HRMS Service Account sent you a document to review and sign.
HRMS Service Account hrms@wildlife.ca.gov STD 200 Telework Agreement Policy Signature Required

2. Click **Continue** and follow the DocuSign instructions to initial and sign the Telework Agreement form.



**3.** Once the initials and signature has been collected, **click Finish**. Your document will automatically be forwarded to your supervisor for their electronic signature.



**4.** When your supervisor has completed their electronic signatures, **you will receive an email with the completed document.** (*This can also be found under your Documents list under your profile in HRMS.*)

<b>STD 200 Te</b> 444 KB	STD 200 Telework Agreement Policy.pdf _							
WARNING: This mes	WARNING: This message is from an external source. Verify the sender and exercise caution when clicking links or opening attachments.							
	DocuSign							
	Your document has been completed							
	VIEW COMPLETED DOCUMENT							

**5.** Once the Telework Agreement is completed for the employee's appointment, the Telework Agreement will have an **Active Flag** set to **True**.

Filter:										
Current State	× Completed × Dra	ft XInitiated X	odified × Submitted	× SupervisorApproved	× TWCApproved					٥
Apply Reset										
et										
Show / Hide Columns Export Show 2	5 • entries							Search:		_
Telework ID Appointment ID	Employee ID	Employee Name	Position Number	Telework Request Typ	e State	Active?	Telework Schedule Type	Initiated By	- Initiated	Date
View				New Telework Agreemer	t Completed	True	Remote Centered		2/15/2022	,

6. To *Decline* the DocuSign, first select "Other Actions" tab and then select the "Decline to Sign" option that is listed.

Please Review & Act on These Documents		DocuSign
HRMS Service Account CDFW		
STD 200 Telework Agreement Form Signature Required		
Please review the documents below.	CONTINUE	OTHER ACTIONS -
*	Finish Later	
	Print & Sign	
	Assign to Some	eone Else
	Decline to Sign	

7. Once the DocuSign is **Declined**, the Telework Agreement will be turned back into a "Draft" state.

	•											
Curre	ent State	×D	raft X Initiated	× Modified	d 🛛 × SupervisorApprov	ed × TWCApproved					G	
Арр	ly Reset											
Show	/ Hide Columns	Export Show 25 ¥	entries							Search:		_
	Telework ID	Appointment ID	Employee ID	Employee Name	Position Number	Telework Request Type	State	Active?	Telework Schedule Type	Initiated By	<ul> <li>Initiated Date</li> </ul>	
		5			<i></i>		-					-
View							Draft	False	Office Centered		9/27/2022	

#### Part E: Accessing a Completed Telework Agreement via HRMS

You will be able to access your completed telework agreement at any time through your **Who Am I?** page on HRMS. If the hyperlink is not active, you may come back the next day to access the completed form.

1. Click on the Employees heading and then click Who Am I?



2. Under the **Document Information** section, click on **STD 200 Telework Agreement Form** link to access the PDF copy of the completed telework agreement.

# Who Am I?

▼ Login Identity								
Name AD\AStrobaugh								
► Employee Info								
► Current Position(s)								
nt Information								
Document Name	Status	Action Date	Sent Date	DocuSign Certificate				
STD 200 Telework Agreement Form	Comple	eted 02/16/2022	02/16/2022	Download				
	ntity AD\AStrobaug Position(s) It Information Document Name STD 200 Telework Agreement Form	ntity AD\AStrobaugh a Info Position(s) t Information Document Name STD 200 Telework Agreement Form Comple	ntity AD\AStrobaugh a Info consition(s) t Information Document Name STD 200 Telework Agreement Form 0 2016/2022	ntity AD\AStrobaugh Info Position(s) It Information Document Name Status Agreement Form 02/16/2022 02/16/2022				

#### Part F: Modifying a Telework Agreement

Once a New Telework Agreement has been completed, you may submit a Modification request at any time. Modifying a Telework Agreement follows the same process above with the following exception:

1. Click 02. Modify Telework Agreement

#### Initiate a New Telework Agreement

▼ A. Request Type		
O 11. New Telework Agreement	횐 02. Modify Telework Agreement	$\bigcirc$ 03. Terminate Telework Agreement
• Shaded fields on this form may not be modified. and contact your supervisor for HRMS corrections.	The information is obtained from HRMS. If the inform	nation in the shaded fields is incorrect, please cancel this request

 In Section H. Modify Telework Agreement, check the "There are modifications." box, enter the Modification Effective Date and click Start Agreement. (Note: Your modified effective date cannot be backdated beyond 30 days of when you initially submitted your modified Telework Agreement.)

There are modifications. This telewor	c agreement supercedes prior agreements.	
Modification Effective Date	mm/dd/yyyy	
• Employees eligible for a telework stip	end must have a fully executed STD. 200 on file prior to receiving stipend paym	ents. A 30-calendar-day grace period is

#### Part G: Terminating a Telework Agreement

Once a New Telework Agreement has been completed, you may submit a Termination request at any time. Terminating a Telework Agreement follows the same process above with the following exception:

1. Click 03. Terminate Telework Agreement.

# Initiate a New Telework Agreement



2. In Section I. Terminate Telework Agreement, enter the **Termination Effective Date**, check the "**The Telework Agreement will be terminated**." box and click **Start Agreement**.

	▼ I. Terminate Telework Agreement	
-	Termination Effective Date	mm / dd / уууу
-	The Telework Agreement will be terminated.	
		Start Agreement Cancel

#### Part H: Submitting an Annual Review

Once your Telework Agreement has not been changed/modified for more than 365 days, you will be prompted to submit an annual review through an email notification. Clicking on the hyperlink in your email will take you to this screen:

1. Click 04. Perform Annual Review.

▼ A. Request Type			
$^{\circ}$ 01. New Telework Agreement	<ul> <li>02. Modify Telework</li> <li>Agreement</li> </ul>	<ul> <li>03. Terminate Telework</li> <li>Agreement</li> </ul>	O 04. Perform Annual Review
			Cancel

 In Section J. Perform Annual Review, the Annual Telework Agreement Review date will automatically prepopulate the current date. You will need to select one of the two options that apply to you and click Start Agreement.

	▼ J. Annual Review		
	Annual Telework Agreement Review Date	09/11/2023	
<b>→</b>	O The Telework Agreement will be modified. This TWA will be terminated, and a new modified agreement intiated using the "Modify" option. Once approved in HRMS and finalized in DocuSign, the new modified agreement will supersede prior agreements.		
<b>→</b>	The Telework Agreement has been reviewed by the Employee and Supervisor. There is no change from the previous year. The Agreement remains Inchanged and in effect. The Department concurs with Employee's participation and Employee agrees to adhere to policy guidelines and this agreement.		
		Start Agreement ancel	

- 3. Once you click on Start Agreement, it will take you to the next screen. You will be able to review your current Telework Agreement on file. (*None of the fields are editable.* <u>This is for review purposes only</u>!) The option you selected on the previous screen will pre-populate for you. Click Submit. (A DocuSign will be sent to your email for your electronic signature.)
  - If the first option is selected (indicating a Modification is needed), once your annual review is completed in HRMS & DocuSign, you will receive another email prompting you to submit a MODIFICATION to your current Telework Agreement. (This is the same exact process as Part F – Modifying a Telework Agreement.)

▼ J. Annual Review				
Annual Telework Agreement Review Date	09/22/2023			
<ul> <li>The Telework Agreement will be modified. This TWA will be terminated, and a new modified agreement intiated using the "Modify" option. Once approved in HRMS and finalized in DocuSign, the new modified agreement will supersede prior agreements.</li> <li>The Telework Agreement has been reviewed by the Employee and Supervisor. There is no change from the previous year. The Agreement remains unchanged and in effect. The Department concurs with Employee's participation and Employee agrees to adhere to policy guidelines and this agreement.</li> </ul>				
• Upon submission, you will receive a DocuSign request to electronically sign the Telework Agreement Form (STD 200).				
• If modifications are required, <u>please select the first option in Section J and <b>submit as-is</b>. You will receive a DocuSign (un-editable) with information from this agreement. You and your supervisor will need to sign as-is. Once this step is completed, you will receive a second email from HRMS to submit your modified agreement (this is where you will make those necessary changes.)</u>				