

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: Telework@wildlife.ca.gov.

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

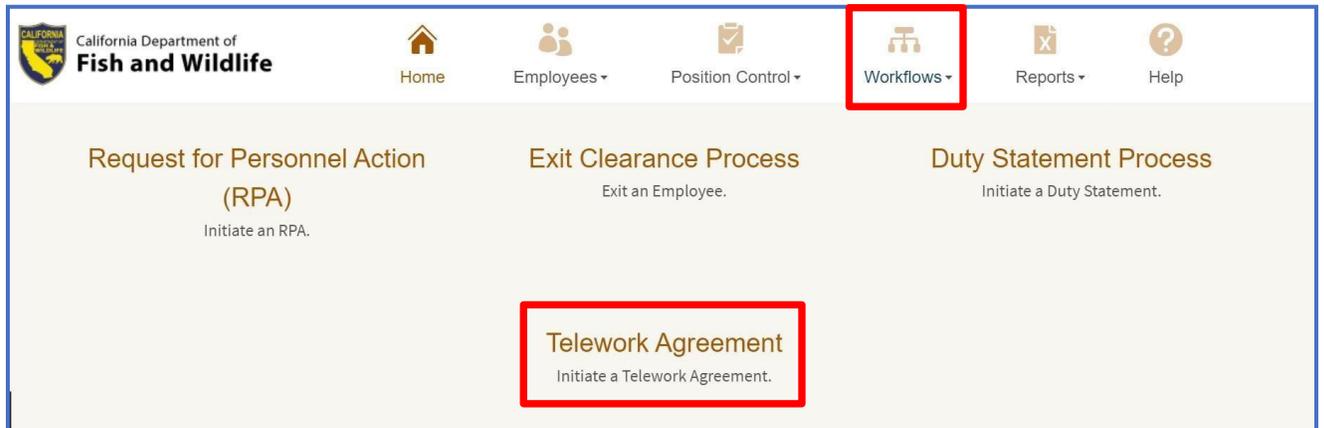
Note: Recommended Browsers are Mozilla Firefox and Google Chrome.

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

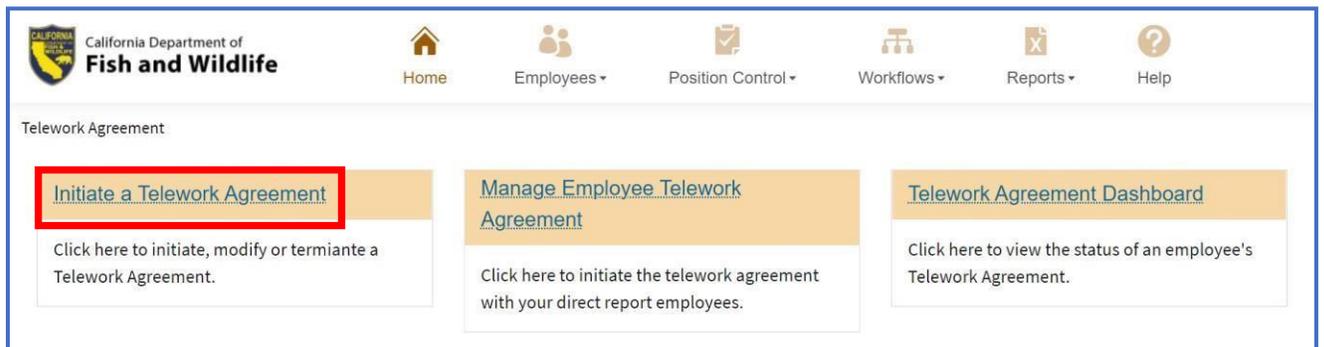
1. Click on the **Workflows** heading and then click **Telework Agreement**.



Part B: Initiating a Telework Agreement

To initiate a New, telework agreement, complete the following steps:

1. Click **Initiate a Telework Agreement**.



2. Click **01. New Telework Agreement**.

Initiate a New Telework Agreement

▼ A. Request Type

01. New Telework Agreement 02. Modify Telework Agreement 03. Terminate Telework Agreement

i 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 30 days beyond your start date, please [submit an AskHR ticket](#). 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:	Strobaugh	Alex	
02. UEID:	4147-3720-5		
	<p>i Your Unique Employee ID (UEID) is a required field. If this field is blank 30 days beyond your start date, please submit an AskHR ticket here.</p>		
03. Position Number:	565-243-0780-007		
04. Collective Bargaining Identifier (CBID):	R11		
05. Supervisor Name:	Bains-Jordan, Ryan 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).

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

4. Employee's agreed upon telework schedule

If not working on a particular day, select "N/A" under Location.

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	--:--	--:--

- 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.

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

Average number of days per week teleworking 0

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

Telework Schedule Type

Remote Centered Employee

Office Centered Employee

If more than 50% of your monthly time is worked from the Office location, then select Office Centered Employee. Otherwise, select Remote Centered Employee.

7. In Section C. General Provisions, select your **Telework Agreement Effective Start Date**. (*IF you are backdating your effective date more than 30 days, you **must provide** a justification. If a justification is not provided, you will not be able to submit the agreement for review.*)

Telework Agreement Effective Start Date

Notes On Effective Start Date

ⓘ Effective dates backdated more than 30 days require approval from the Telework Coordinator. If you back-date the effective date beyond 30 days, justification is REQUIRED below!

Some justification for backdating the effective start date.

590/650

- 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.*)

Notes on Work Schedule

ⓘ If there are not additional notes required, enter "N/A".

N/A

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

▼ D. Technology and Equipment

Equipment Description

Laptop, Monitor

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

ⓘ Upon submission, your request will need to go through a supervisor and telework coordinator review. Once approved, you will receive a DocuSign request to electronically sign the Telework Agreement Form (STD 200).

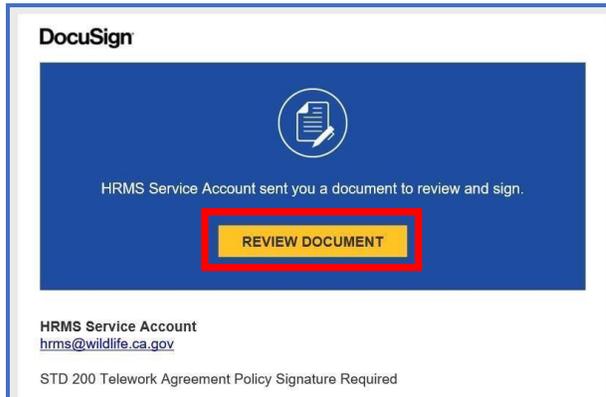
Cancel Save **Submit**

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.



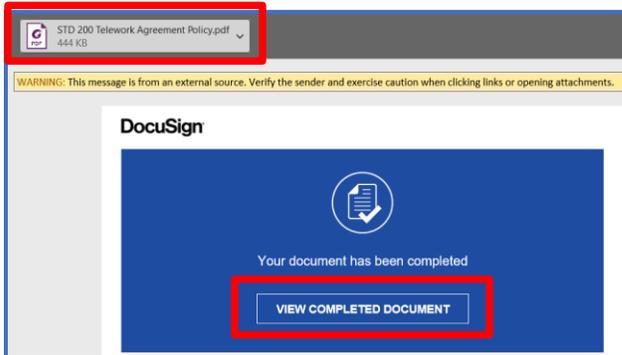
2. Click **Continue** and follow the DocuSign instructions to initial and sign the Telework Agreement form.



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



- 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.)



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

Filter:

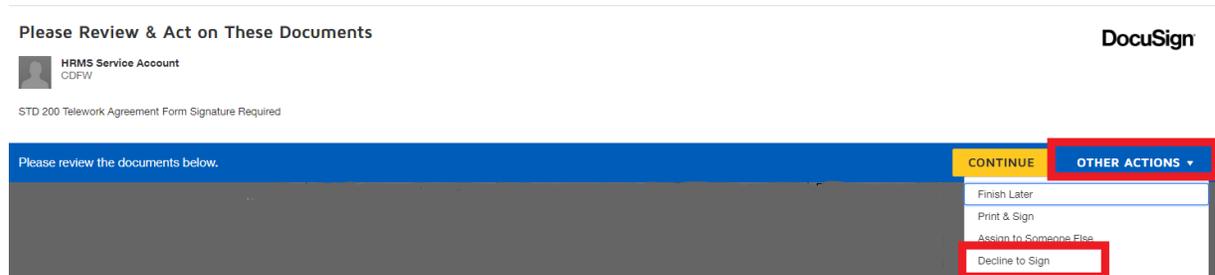
Current State: Completed Draft Initiated Modified Submitted SupervisorApproved TWCApproved

Apply 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	Initiated Date
View					New Telework Agreement	Completed	True	Remote Centered		2/15/2022

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



- Once the DocuSign is **Declined**, the Telework Agreement will be turned back into a **“Draft”** state.

Filter:

Current State: Draft Initiated Modified Submitted SupervisorApproved TWCApproved

Apply 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	Initiated Date
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)						
▼ Document Information						
Action	Document Name	Status	Action Date	Sent Date	DocuSign Certificate	
	STD 200 Telework Agreement Form	Completed	02/16/2022	02/16/2022	Download	

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

01. New Telework Agreement 02. Modify Telework Agreement 03. Terminate 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.

2. In Section H. Modify Telework Agreement, check the “**There are modifications.**” box, enter the **Modification Effective Date** and click **Start Agreement**. (***IF** you are backdating your effective date more than 30 days, you must provide a justification. If a justification is not provided, you will not be able to submit the agreement for review.*)

▼ H. Modify Telework Agreement

There are modifications. This telework agreement supercedes prior agreements.

Modification Effective Date

ⓘ Effective dates backdated more than 30 days require approval from the Telework Coordinator. If you back-date the effective date beyond 30 days, **justification is REQUIRED below!**

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

▼ A. Request Type

01. New Telework Agreement 02. Modify Telework Agreement 03. Terminate 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

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

01. New Telework Agreement 02. Modify Telework Agreement 03. Terminate Telework Agreement 04. Perform Annual Review

Cancel

2. In Section J. Perform Annual Review, the Annual Telework Agreement Review date will automatically pre-populate 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

The Telework Agreement will be modified. This TWA will be terminated, and a new modified agreement initiated using the "Modify" option. Once approved in HRMS and finalized in DocuSign, the new modified agreement will supersede prior agreements.

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.

Start Agreement Cancel

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. – This is for review purposes only!)** 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

The Telework Agreement will be modified. This TWA will be terminated, and a new modified agreement initiated using the "Modify" option. Once approved in HRMS and finalized in DocuSign, the new modified agreement will supersede prior agreements.

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.

i Upon submission, you will receive a DocuSign request to electronically sign the Telework Agreement Form (STD 200).

i If modifications are required, please select the first option in Section J and submit as-is. 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.)