

Telework Agreement Process

This guide will cover how to initiate 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 to your supervisor.

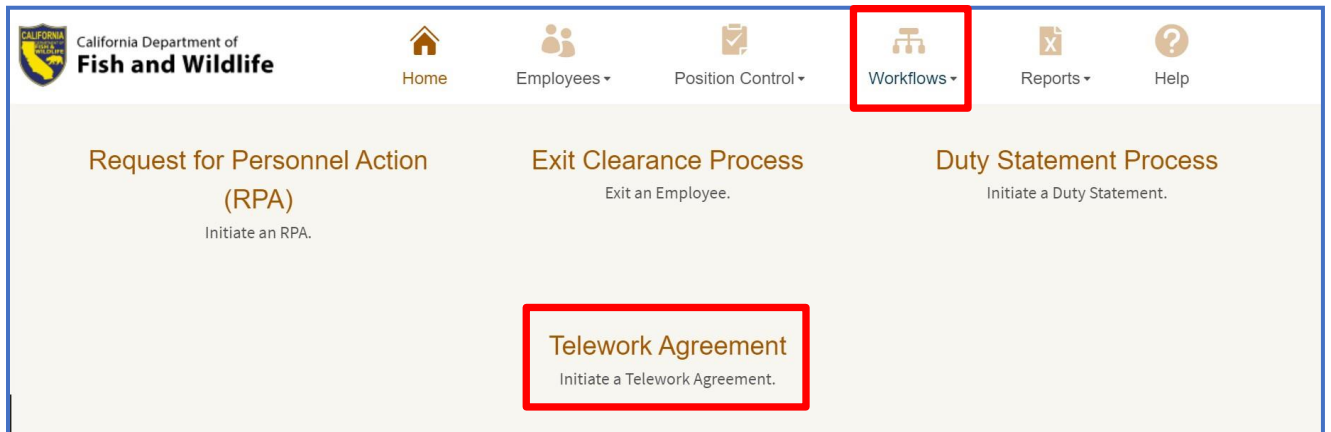
Note: *Recommended Browsers are Mozilla Firefox and Google Chrome.*

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Part A: How to Access Telework Agreement Pages

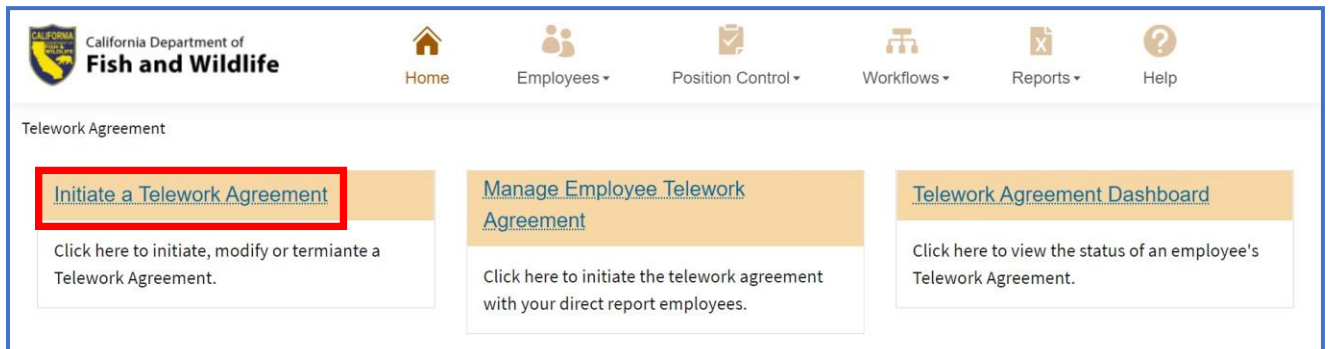
1. Click on **Workflows** heading and then click **Telework Agreement**



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**



- 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

1 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

1 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

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

- In Section C. General Provisions, select your **Telework Agreement Effective Start Date**

Telework Agreement Effective Start Date mm / dd / yyyy

8. In Section C. General Provisions, enter your **Notes on Work Schedule**

Notes on Work Schedule

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

N/A

9. 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

10. 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).

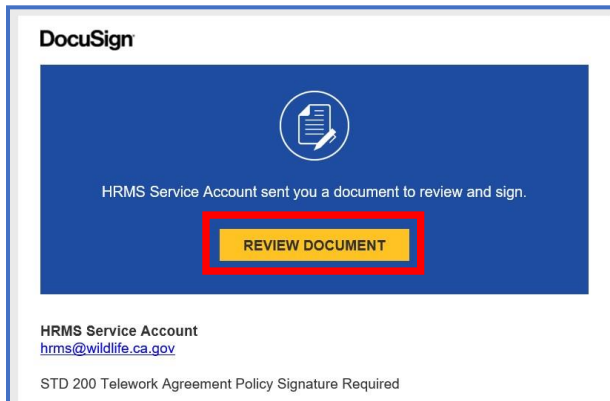
Cancel Save **Submit**

NOTE: You may click Save button 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 and is needing an electronic signature. The form will automatically populate with 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



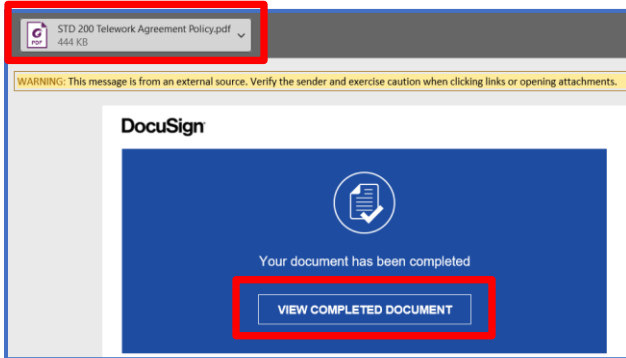
2. Click **Continue** and follow the DocuSign instructions to initial and sign the Telework Agreement Form



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



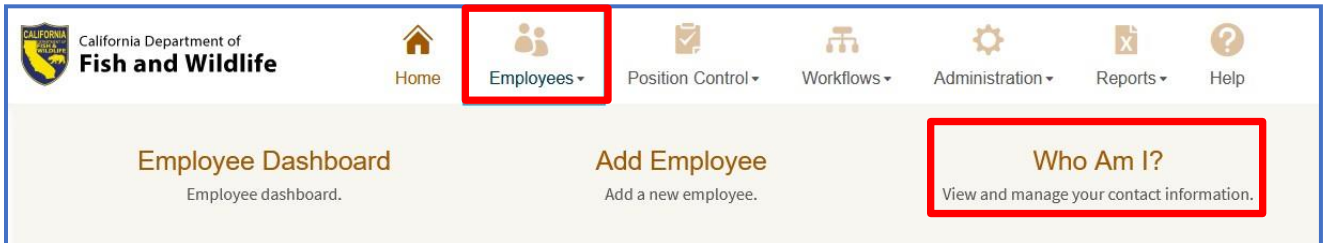
- When your supervisor has completed their electronic signatures, you will receive an email with the completed document



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.

- Click on **Employees** heading and then click **Who Am I?**



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

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**



The screenshot shows a form titled "Initiate a New Telework Agreement". Under the section "A. Request Type", there are three radio button options: "01. New Telework Agreement", "02. Modify Telework Agreement", and "03. Terminate Telework Agreement". The "02. Modify Telework Agreement" option is selected and highlighted with a red rectangular box. A "Cancel" button is located in the bottom right corner of the form.

2. In Section H. Modify Telework Agreement, check the “**There are modifications.**” Box, enter the **Modification Effective Date**, and click **Start Agreement**



The screenshot shows a form titled "H. Modify Telework Agreement". It contains a checkbox labeled "There are modifications. This telework agreement supercedes prior agreements." which is checked. Below this is a text input field for "Modification Effective Date" with a placeholder "mm / dd / yyyy". Two red arrows point to the checkbox and the input field. In the bottom right corner, there is a "Start Agreement" button highlighted with a red rectangular box and a "Cancel" button.

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:

3. Click **03. Terminate Telework Agreement**



The screenshot shows a form titled "Initiate a New Telework Agreement". Under the section "A. Request Type", there are three radio button options: "01. New Telework Agreement", "02. Modify Telework Agreement", and "03. Terminate Telework Agreement". The "03. Terminate Telework Agreement" option is selected and highlighted with a red rectangular box. A "Cancel" button is located in the bottom right corner of the form.

4. 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