

Telework Agreement Process (Supervisors)

This guide will cover how to approve an employee’s 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.

Although we recommend an employee to initiate and submit their own telework agreement request, we have given supervisors the ability to initiate and submit a telework agreement request on behalf of their employee. The employee will still be required to electronically sign their own telework agreement request once the request is approved.

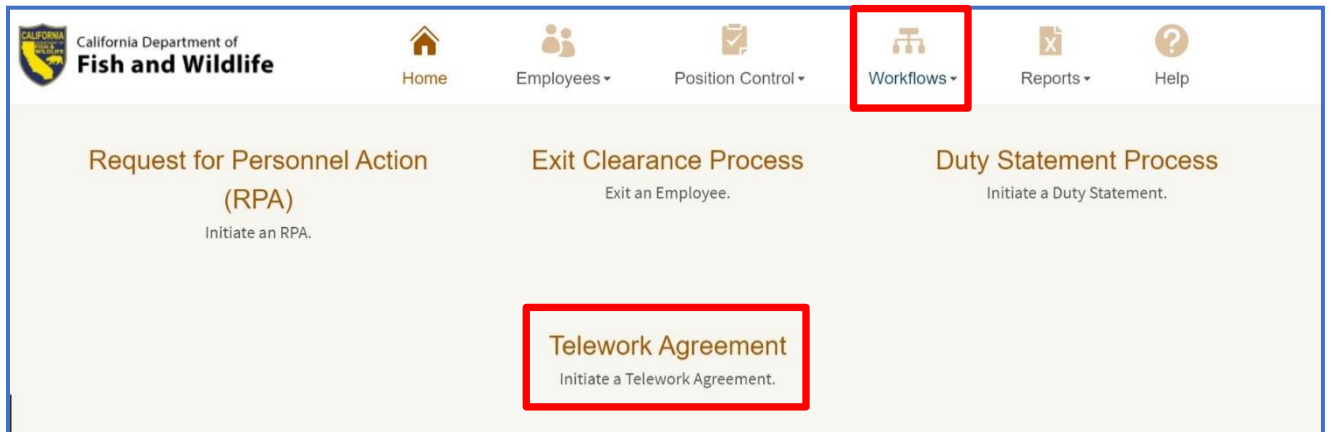
Note: Recommended Browsers are Mozilla Firefox and Google Chrome.

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Part A: How to Access Telework Agreement Pages

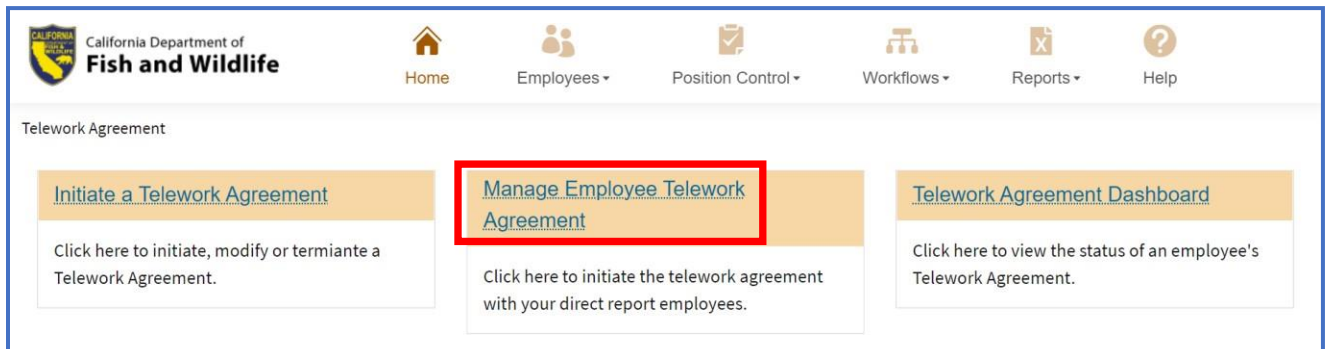
1. Click on **Workflows** heading and then click **Telework Agreement**



Part B: Managing Your Direct Reports Telework Agreement Requests

You can manage each employee's telework request by:

1. Click **Manage Employee Telework Agreement**



2. Your Direct Reports and Indirect Reports will be listed, along with the status of each employee's telework agreement request

Direct Reports		
Position Number	Employee Name	
565-030-1401-007	Michael T.Chan	Initiate New Telework Agreement
565-030-1402-008	Miruthu Bashini Namodurai	Initiate New Telework Agreement
565-030-1402-009	Payal Shah	Submitted
565-030-1402-017	Ramya Jayasimhan	Initiated
565-030-1402-021	Thong V.Pham	Initiate New Telework Agreement

3. Telework Status Definitions:

Status	Definition
Initiate New Telework Agreement	A request can be initiated for the Employee
Initiated	A request has been initiated for the Employee but not submitted
Submitted	A request has been submitted for the Employee and requires a Supervisor review and approval
Supervisor Approved	A request has been approved by the Supervisor and requires a Telework Coordinator review and approval
TWC Approved	A request has been approved by the Telework Coordinator and requires electronic signatures from the Employee and/or the Supervisor
Completed	The request has been completed and electronically signed

Part C: Reviewing and Approving Your Employee’s Telework Agreement Request

- From Step B.2 above, click Submitted button – This will open your employee’s request so you can review.

The screenshot shows a table titled "Direct Reports" with three columns: "Position Number", "Employee Name", and a column of buttons. The buttons represent the telework agreement status for each employee. The "Submitted" button for Payal Shah is highlighted with a red box.

Position Number	Employee Name	Action
565-030-1401-007	Michael T Chan	Initiate New Telework Agreement
565-030-1402-008	Miruthu Bashini Namodurai	Initiate New Telework Agreement
565-030-1402-009	Payal Shah	Submitted
565-030-1402-017	Ramya Jayasimhan	Initiated
565-030-1402-021	Thong V Pham	Initiate New Telework Agreement

- Review the entire **Employee Telework Form** tab to ensure the form is correct and complete

3. Once reviewed, click the **Supervisor** tab at the top of the page

The screenshot shows the top navigation bar with four tabs: "Employee Telework Form" (blue), "Supervisor" (orange, highlighted with a red box), "Telework Coordinator" (orange), and "Status & Approvals" (orange). Below the tabs is a light blue informational banner with a warning icon and text: "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." Below the banner are two sections: "A. Request Type" and "B. Employee Information". Under "A. Request Type", there are three radio button options: "01. New Telework Agreement" (selected), "02. Modify Telework Agreement", and "03. Terminate Telework Agreement".

4. If you approve the request, then click **Yes** to the question and click **Approve**

The screenshot shows the "Supervisor Approval" section of the form. At the top, the navigation tabs are the same as in the previous screenshot, but "Supervisor" is now the active tab (blue). Below the tabs is a dark brown header with the text "Supervisor Approval". The main content area contains a question: "Have you reviewed and approved the Employee's telework agreement request?" followed by two radio button options: "Yes" (selected, highlighted with a red box) and "No". Below the question is a "Supervisor Comments:" section with a light blue informational banner: "Supervisor Comments field is required if the request is being returned for corrections or denied. If denying the telework agreement request, you must first consult with Labor Relations." Below the banner is a large, empty text input field. At the bottom right of the form, there are four buttons: "Cancel", "Approve" (highlighted with a red box), "Denied", and "Returned for Corrections".

- 5. If changes need to be made to the request, click **No** to the question, enter a comment as to what corrections need to be made and click **Returned for Corrections**

Employee Telework Form | Supervisor | Telework Coordinator | Status & Approvals

Supervisor Approval

Have you reviewed and approved the Employee's telework agreement request? Yes No

Supervisor Comments:

Supervisor Comments field is required if the request is being returned for corrections or denied. If denying the telework agreement request, you must first consult with Labor Relations.

Enter detailed instructions on what needs to be corrected in this text box

Cancel | Approve | Denied | Returned for Corrections

NOTE: Once Returned for Corrections, the Telework Agreement status will change to Draft and the Employee will be able to make the necessary changes.

- 6. If you are denying the request, click **No** to the question, enter a comment as to why you are denying the request and click **Denied**

Employee Telework Form | Supervisor | Telework Coordinator | Status & Approvals

Supervisor Approval

Have you reviewed and approved the Employee's telework agreement request? Yes No

Supervisor Comments:

Supervisor Comments field is required if the request is being returned for corrections or denied. If denying the telework agreement request, you must first consult with Labor Relations.

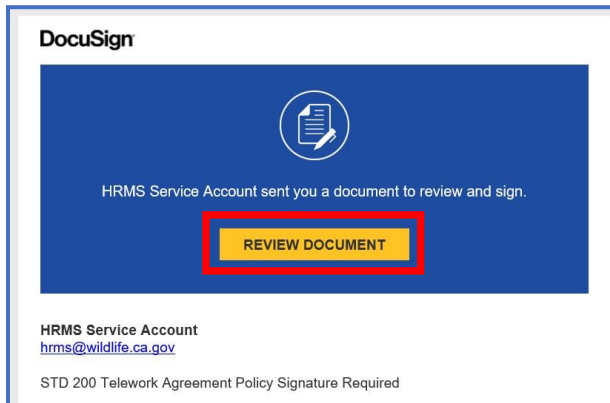
Refer to the Department's Telework Policy for denial of telework agreement requests.

Cancel | Approve | Denied | Returned for Corrections

Part D: Electronically Signing a Telework Agreement

You will receive an email from HRMS Service Account via DocuSign once your employee has electronically signed the STD 200 Telework Agreement form. To electronically sign the supervisor approval portion of the Telework Agreement Form, complete the following steps:

1. Click **Review Document** link in the DocuSign email



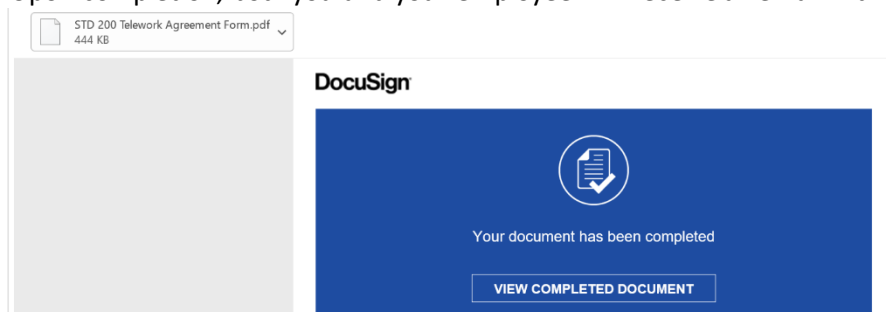
2. Click **Continue** and follow the DocuSign instructions to initial and sign the Telework Agreement Form



3. Once the initials and signature has been collected, click Finish.



4. Upon completion, both you and your employee will receive an email with the completed document



Part E: Accessing a Completed Telework Agreement via HRMS

You will be able to access your employee's completed STD 200 Telework Agreement form at any time through your Direct Reports in HRMS.

1. From Home, click **Workflows** tab and then click **Telework Agreement**. From here select **Manage Employee Telework Agreement**.

California Department of Fish and Wildlife

Home Employees Position Control **Workflows** Administration Reports Help

Request for Personnel Action (RPA) - Initiate an RPA.

Exit Clearance Process - Exit an Employee.

Duty Statement Process - Initiate a Duty Statement.

Telework Agreement - Initiate a Telework Agreement.

Telework Agreement

[Initiate a Telework Agreement](#)
Click here to initiate, modify or terminate a Telework Agreement.

[Manage Employee Telework Agreement](#)
Click here to initiate the telework agreement with your direct report employees.

[Telework Agreement Dashboard](#)
Click here to view the status of an employee's Telework Agreement.

2. Under Direct Reports section, click on selected Employee Name

Direct Reports

Position Number	Employee Name	Status	Supplemental Action
565-030-1401-008	Alex Strobaugh	Cancelled	Initiate New Telework Agreement

3. Under the Documents section, click on **STD 200 Telework Agreement Form** link to access the PDF copy of the completed telework agreement request

Action	Document Name	Status	Action Date	Sent Date	DocuSign Certificate
	STD 200 Telework Agreement Form	Delivered		02/10/2022	Download

Part F: Initiating a Telework Agreement Request for Your Employee

1. Click **Initiate New Telework Agreement** next to your selected employee

Direct Reports		
Position Number	Employee Name	
565-030-1401-007	Michael T Chan	Initiate New Telework Agreement
565-030-1402-008	Miruthu Bashini Namodurai	Initiate New Telework Agreement
565-030-1402-009	Payal Shah	Submitted
565-030-1402-017	Ramya Jayasimhan	Initiated
565-030-1402-021	Thong V Pham	Initiate New 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

3. Verify section **B. Employee Information**

▼ B. Employee Information

01. Employee Name:	Last	First	Middle Initial
	Wenzel	Kristin	
02. UEID:	2222-2222-2		
	<i>📘 Your Unique Employee ID (UEID) can be found on Cal Employee Connect https://connect.sco.ca.gov.</i>		
03. Position Number:	565-030-1402-015		
04. Collective Bargaining Identifier (CBID):	R01		
05. Supervisor Name:	Jayasimhan, Ramya		

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, cancel this request and request corrections in the Human Resources Management System.

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

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.

▶ B. Employee Information

▶ C. General Provisions

Start Agreement Cancel

Part G: Submitting a Telework Agreement for your Employee

To submit a new, telework agreement for your employee, complete the step below and then refer to the Telework Agreement Job Aid for Employees for instructions on Submitting a Telework Request:

1. Click **Initiated** next to your selected employee

Direct Reports

Position Number	Employee Name	Status	Supplemental Action
565-030-1404-007	Aaron L. Burger	Initiated	Cancel Request
565-605-5157-005	Bonnie Sabel	TWCApproved	
565-030-1402-017	Vacant		

Part H: Modifying a Telework Agreement Request For Your Employee

Once a New Telework Agreement has been completed, you may submit a modification request for your employee 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

Cancel

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

▼ H. Modify Telework Agreement

There are modifications. This telework agreement supercedes prior agreements.

Modification Effective Date

Start Agreement Cancel

Part I: Terminating a Telework Agreement Request For Your Employee

Once a New or Modified Telework Agreement has been completed, you may submit a termination request for your employee at any time. Terminating a telework agreement follows the same process above with the following exception:

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

Cancel

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

▼ I. Terminate Telework Agreement

Termination Effective Date

The Telework Agreement will be terminated.

Start Agreement Cancel

If changes need to be made to the terminate telework agreement, the **Termination Effective Date** and check box could either be entered during the Termination Agreement initiation time or updated in the **Employee Form** Tab.

▼ I. Terminate Telework Agreement

Termination Effective Date

The Telework Agreement will be terminated.

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

Once the form has been submitted, the form will go to **Supervisor Approval**. If the reason for **Termination is due to Labor Relations or Performance Management Issue**, then a supervisor should select the first check box. This will prompt a second question; please answer accordingly. If the answer is “Yes”, a comment is not required for submission. If the answer is “No”, please check with Labor Relations or Performance Management before proceeding with this termination. (See note) If the reason for termination is other than **LR/Performance Issue**, a comment is required before submitting.

- Employee Telework Form
- Supervisor
- Telework Coordinator
- Status & Approvals
- Notification History

Supervisor Approval

This Termination is due to Labor Relations (LR) or Performance Management Issue.

- There has been a change in business needs (i.e. Changes in operational needs no longer supports telework as designated for the position and requires a change in telework designation and termination of the associated telework agreement).
- There has been a change in the position duties, work function, or assignment, and requires a change in telework designation and termination of the associated telework agreement.
- Unsatisfactory performance.

Have you consulted with LR or Performance Mgmt. regarding the termination of this Telework agreement? Yes No

Note: Please check with LR and PMU regarding this request and copy: telework@wildlife.co.gov.

Supervisor Comments:

Cancel Approve

A Terminate Telework Agreement only needs a supervisor signature and once this is completed the employee will receive a copy.

Click the [LR/PMU](#) hyperlinks for resources that can help guide you through LR/PMU related issues.

Part J: Cancelling a Telework Agreement Request for Your Employee

To cancel a Telework Agreement for your employee, you may select “Manage Employee Telework Agreement” option. A telework agreement can be cancelled up until the Supervisor has Approved. Once the TWC has approved the telework agreement it cannot be cancelled.

1. Click **Manage Employee Telework Agreement**

Initiate a Telework Agreement Click here to initiate, modify or terminate a Telework Agreement.	Manage Employee Telework Agreement Click here to initiate the telework agreement with your direct report employees.	Telework Agreement Dashboard Click here to view the status of an employee's Telework Agreement.
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2. Click on the **Cancel Request** button.

565-030-1404-003	Lazo, Christian E	Modified	Cancel Request
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3. Fill the required information and provide the reason to cancel the request and click the **Confirm** button.

Please confirm you would like to cancel the following Telework Agreement request?

▼ A. Request Type

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

▼ B. Employee Information

01. Employee Name:	Last	First	Middle Initial
	Lazo	Christian	E.
02. UEID:	9999-9999-9		
	Your Unique Employee ID (UEID) can be found on Cal Employee Connect https://connect.sco.ca.gov .		
03. Position Number:	585-030-1404-003		
04. Collective Bargaining Identifier (CBID):	S01		
05. Supervisor Name:	Adams, Stephen M		

▼ Reason for cancelling Telework Agreement

Cancel Confirm