

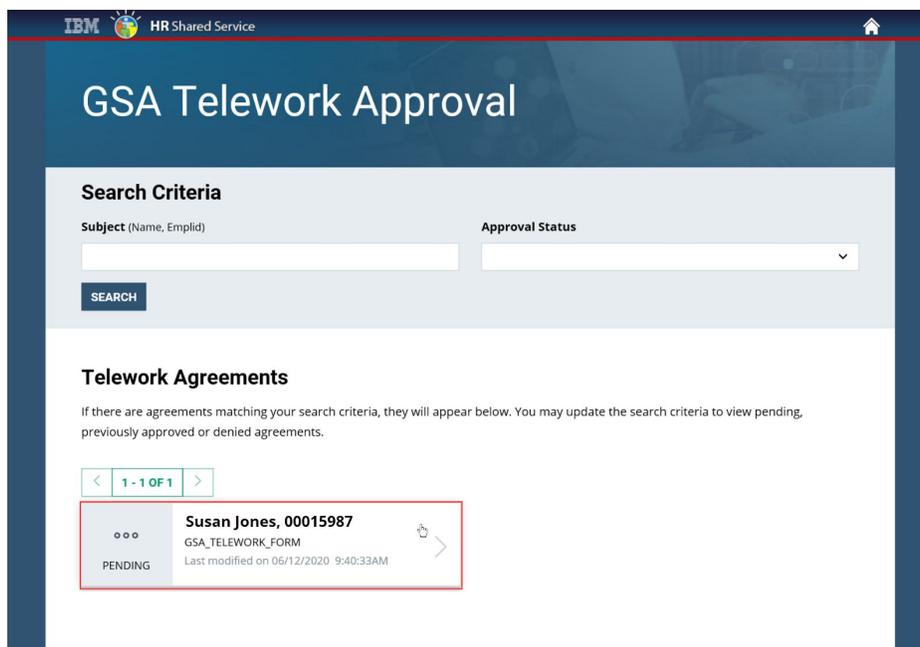
Approve Telework Agreement

Approve a Telework Agreement (Supervisor/Manager View)

1. Select the **GSA Manager Telework Agreement** tile from the **Manager Self Service** homepage.

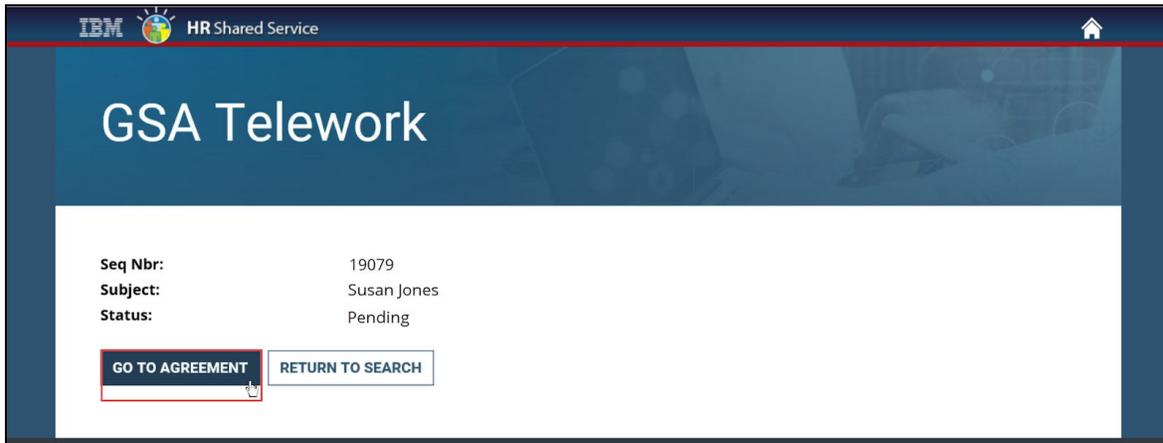


2. Select the employee's pending form..





3. Select the **Go to Agreement** button.



4. Note: If the agreement is a recertification of a previously approved telework agreement, a blue status banner at the top of the page will state, ***“This is a recertification. No changes have been made by the employee since this agreement was last approved.”***
5. Review the employee’s telework agreement responses on the **Summary** tab.

Summary		Supervisor
Summary		PRINT AGREEMENT
Arrangement		
Question	Selection	
I certify I have completed the required telework training.	✔ Yes	
I choose to telework.	✔ Yes	
NOTE: All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT tools, equipment, and training necessary to telework - including tho...		
Do you report to a GSA/federal facility at least twice a pay period?	✘ No	
The employee agrees to participate in one of the following telework types.	Fulltime Telework	
Telework		
I certify that I am not receiving transit benefits as a full-time telework employee.	✔ Yes	
Official Worksite/Duty Station City and State	KANSAS CITY MO	
Is your home located in the city and state above?	✔ Yes	
Enter your home address.	1234 Main Street, Anywhere, MO 12345	
Is this a Long or Short-Term Arrangement?	Long-Term Arrangement	
The Full-Time Telework Arrangement Analysis Tool has been completed and approved?	Yes	



6. Select the **Next** button at the bottom of the screen.

Acknowledgements

I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day... Yes

My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day,(fill in below) hours of advance notice ... 48

I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework a... Yes

I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ... Yes

I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSAs Workforce Mobility and Telework Policy. Telework-ready... Yes

I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures... Yes

Additional Comments:
Full-Time Telework Agreement and documents attached.

7. Select **Yes**, **No-Reason 1** or **No- Reason 2** from the drop-down menu under the statement, **“Please validate your Employee’s Position Telework Eligibility.”**
- a. **Yes** indicates the employee is eligible for telework.
 - b. **No** indicates the employee is ineligible for telework. If either **No** reason is chosen, the page will skip to *Section D. Supervisor Certification*.

Summary | Supervisor

Supervisor Section

A. Position Eligibility

Employee's Position Telework Eligibility

Yes

If the employee's position eligibility is incorrect, please email positionrequest@gsa.gov to have it updated in HR Links.

No - Reason 1
 No - Reason 2
 Yes

Employee's Position Telework Eligibility. *

Options Definition Key
Choose "Yes" if employee's position is eligible for telework.
Choose "No - Reason 1" if position is ineligible because of direct handling of secure materials determined.
Choose "No - Reason 2" if position is ineligible because of on-site activity that cannot be handled remotely or at an alternate worksite.



8. Select **No**, **Yes-Reason 1** or **Yes-Reason 2** from the drop-down menu under the statement **“The employee is permanently ineligible to telework.”**
 - a. **No** indicates that the employee is eligible for telework.
 - b. **Yes** indicates that the employee is ineligible for telework. If either **Yes** reason is chosen, you will skip to *Section D. Supervisor Certification*.

B. Employee Permanent Ineligibility

Definition of Permanent Ineligibility:

In certain specific situations based on the criteria below, as set forth in The Telework Enhancement Act of 2010, positions or employees may be identified as ineligible for telework under any circumstance.

Yes - Reason 1
Yes - Reason 2 permanently ineligible to telework.*
No



Options Definition Key

Choose "*No*" if employee is eligible for telework.

Choose "*Yes - Reason 1*" if employee is ineligible - was absent without leave (AWOL) for more than five (5) days in any calendar year resulting in the employee being officially disciplined with a warning, reprimand, suspension, or removal.

Choose "*Yes - Reason 2*" if employee is ineligible - for violations of subpart G of the Standard of Ethical Conduct for Employees of the Executive Branch for viewing, downloading, or exchanging, pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties resulting in the employee being officially disciplined with a warning, reprimand, suspension, or removal.

9. Select **No** or **Yes** from the drop-down menu under the statement **“The employee is temporarily ineligible to telework”** (under heading *C. Employee Temporary Ineligibility*).
 - a. **No** indicates that the employee is eligible for telework.
 - b. **Yes** indicates that the employee is temporarily ineligible for telework. If **Yes** is selected, you will be able to select a reason for temporary ineligibility and enter a plan outline for reinstatement of telework eligibility.

C. Employee Temporary Ineligibility

No
Yes



10. Under **Telework Agreement Certification** in *Section D. Supervisor Certification*, select the drop-down menu to choose **Approved** to approve the telework agreement or **Send Back to Employee/Denied** to send the telework agreement back to the employee for modifications or to deny the request.

D. Supervisor Certification

By approving this telework agreement, I affirm that I have read and understand the GSA Workforce Mobility and Telework Policy and this telework agreement, and will work in accordance with this telework agreement and Agency policy, and will refrain from treating employees differently based on participation in telework for purposes of all decisions involving managerial discretion, including:

- Distribution of assignments,
- Use of appropriate work tracking and communication tools, and
- Performance management.

This GSA telework agreement is subject to all agency guidelines, rules, and policies. I understand that this telework agreement may be used or reviewed by management and agency and local telework coordinators for the purpose of implementing agency policy and assessing GSA's Telework Program.

Approved
Send Back to Employee/Denied

11. Enter **Additional Comments**, if applicable. Select the **Save & Submit** button to approve (or send back/deny) the telework agreement.

ADDITIONAL COMMENTS

Situational Telework Agreement.

RETURN TO SEARCH PREVIOUS **SAVE & SUBMIT**



12. The confirmation page will appear. In this example, the banner states, “The employee’s telework agreement has been Approved.” Select the **Go to Agreement** button to view and print the agreement. Select the Return to Search button to return to the GSA Telework Approval homepage.

A screenshot of a web application interface. At the top is a dark blue header with the text "GSA Telework" in white. Below the header is a light green banner with a checkmark icon and the text "The employee's telework agreement has been Approved". Underneath the banner, there are three lines of text: "Seq Nbr: 19079", "Subject: Susan Jones", and "Status: Approved". At the bottom of the content area, there are two buttons: a dark blue button with white text "GO TO AGREEMENT" and a white button with a blue border and blue text "RETURN TO SEARCH". A mouse cursor is visible over the "RETURN TO SEARCH" button.