

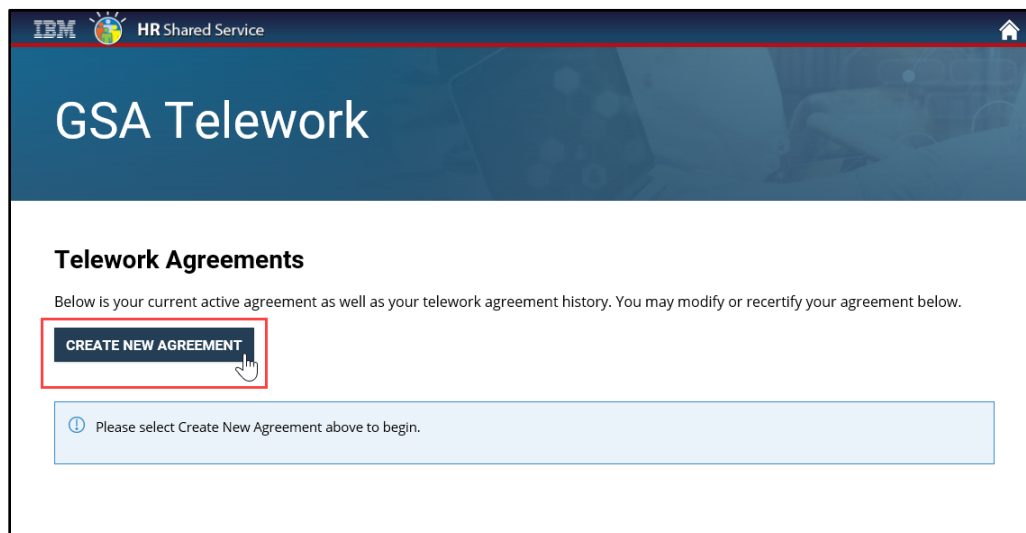
Create & Submit Full-Time Telework Agreement

Create & Submit a Full-Time Telework Agreement (Employee View)

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



2. Select the **Create New Agreement** button to create a new telework agreement.





3. Read the **instructions** on each page.
 - a. Links to **GSA's Workforce Mobility and Telework Policy** and **Full-Time Telework Arrangement Policy** are listed for reference.

IBM HR Shared Service

GSA Telework Agreement

Instructions

1. Complete all applicable fields below. This agreement is designed as a questionnaire, which will provide the data for the official GSA Telework Agreement.
2. To print an agreement, click the **Print Agreement** button. When your agreement is ready to be printed you will receive a 'Your File is Ready' pop up message. Click **View Attachment**. Your telework agreement will open in a new tab and you can print.

Please Note: If you have previously completed a telework agreement, fields are pre-populated. Please update fields, as appropriate.

[Click here for GSA Workforce Mobility and Telework Policy.](#)
[Click here for Full-Time Telework Arrangement Policy.](#)
Employees: Please refer to the HR Links training guide on how to create a Telework Agreement.

Arrangement Acknowledgements Summary Submit

4. Confirm that the button is toggled to the right to show a check under the statement "**I certify I have completed the required telework training.**"
 - a. You must complete the telework training before you can submit a telework agreement.

Arrangement Acknowledgements Summary Submit

Section 1 – Certification of Successfully Completing Training

I certify I have completed the required telework training.*

☒



5. If you wish to telework, select **Yes** from the drop-down menu under the statement “**I choose to telework.**”
6. Toggle the button to the right to show a check under the statement “**I confirm my understanding of the above statement.**”
7. Select applicable response (**Yes** or **No**) from the drop-down menu under the statement “**Do you report to a GSA/federal facility at least twice a pay period?**”
 - a. If you select **No**, you will need to complete a **Full-Time Telework Agreement**.
 - b. If you select **Yes**, the system will display additional fields and allow you to select a **Routine Telework Agreement** or a **Situational Telework Agreement**.

Section 2 – Telework Arrangement

Your Position Telework Eligibility

☒ Yes

Note: If the position telework eligibility is incorrect, please proceed with submitting the telework agreement and your supervisor will correct.

I choose to telework.*

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 those who select "I decline to telework" in the item above - are considered to be telework-ready and required to telework (or take leave or other time off, or reschedule their alternative work schedule) in certain emergency situations, pursuant to GSA Workforce Mobility and Telework Policy.

I confirm my understanding of the above statement.*

☒

Do you report to a GSA/federal facility at least twice a pay period?*

☒ Yes

☐ No

The employee agrees to participate in one of the following telework types.*

8. Select the **Full-Time Telework** block under the statement “The employee agrees to participate in one of the following telework types. Select the **Next** button to continue.

The employee agrees to participate in one of the following telework types.*

☒ FULL-TIME TELEWORK

☐ ROUTINE TELEWORK

☐ SITUATIONAL TELEWORK

• Routine telework - telework performed as part of a previously approved, ongoing, and regular schedule.

• Situational telework - telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Examples of situational telework include telework to accommodate scheduling issues such as appointments or special work assignments away from the office. Situational telework is sometimes also referred to as episodic, intermittent, or ad-hoc telework.

• Full-time telework – telework performed on a full-time basis by an employee who does not typically utilize an agency worksite. Full-time telework requires adherence to HRM 6040.2, including completion of required documentation.

[RETURN TO SEARCH](#) [SAVE FOR LATER](#) [NEXT](#)

9. Toggle the button to the right to show a check under the statement, “**I certify that I am not receiving transit benefits as a full-time telework employee.**”

Arrangement	Telework	Acknowledgements	Summary	Submit
<h3>Full-time Telework</h3> <p>I certify that I am not receiving transit benefits as a full-time telework employee.*</p> <div> <input checked="" type="checkbox"/> </div> <p>Note: Full-time teleworkers are not eligible to receive transit benefits.</p>				

10. Select **Yes** or **No** from the drop-down menu under the question, “**Is your home located in the city and state above?**”
- If the answer is **no**, contact your servicing HR Office and continue with submitting the agreement.

Official Worksite/Duty Station City and State

KANSAS CITY MO

Is your home located in the city and state above?*

If no, please contact your servicing HR Office and continue with submitting the agreement.



11. Enter your **home address** in the field provided.
12. Select **Short-Term Arrangement** or **Long-Term Arrangement** from the drop-down menu under the question, “**Is this a Long or Short-Term Arrangement?**”
 - a. If **Short-Term Arrangement** is selected, choose the calendar icon to enter the Short-Term Arrangement **End Date**.

Enter your home address. *

1234 Main Street, Anywhere, USA 12345

ⓘ **NOTE:** Include full address: street, city, state, and zip code.

Is this a Long or Short-Term Arrangement? *

Long-Term Arrangement

ⓘ **Short-Term Arrangement:** more than 90 days but less than a year.

Long-Term Arrangement: more than a year.

13. Select the applicable option from the drop-down menu under the question, “**The Full-Time Telework Arrangement Analysis Tool has been completed and approved?**”
 - a. If either **N/A Mobile Worker** or **N/A Reasonable Accommodation** is selected, no documentation will be required.
 - b. *Mobile work* is characterized by regular travel to and work in customer or target (designated) worksites. Mobile work may consist of work such as site audits, site inspections and investigations. *Reasonable Accommodation* is for an employee who has been approved for full-time telework based on a medical disability.

The Full-Time Telework Arrangement Analysis Tool has been completed and approved? *

Yes

ⓘ **Mobile Worker:** Work that is characterized by regular travel to and work in customer or target [designated] worksites. Mobile work may consist of work such as site audits, site inspections, and investigations.

Reasonable Accommodation (RA): Employee has been approved for full-time telework based on medical disability.



14. Enter the appropriate worksite in the field **Agency Worksite (from Part D item 2 of the Analysis Tool)**.
 - a. The *Agency Worksite* is the physical address or place where you would work if you were not teleworking.
15. Select **Yes** or **No** from the drop-down menu under the statement, “**Official worksite/duty station is within the commuting area of agency worksite.**”
 - a. Generally, the commuting area is within a 50-mile radius of your duty station.
16. Select the **Next** button to continue.

Agency Worksite (from Part D item 2 of the Analysis Tool)*

KANSAS CITY MO

Agency Worksite: The regular worksite for the employee's position of record; the physical address or place where the employee would work if not teleworking.

Official worksite/duty station is within the commuting area of agency worksite.*

No ▾

Note: As a general rule, the commuting area is within a 50 mile radius of the employee's duty station.

RETURN TO SEARCH PREVIOUS SAVE FOR LATER **NEXT**


17. Select the **GSA FT Telework Arrangement** button under the Download Templates heading.

Arrangement Telework **Documentation** Acknowledgements Summary Submit

Section 3 - Documentation

Note: An approved GSA FT Telework Arrangement Analysis Tool is required for upload and to complete this section.

Download Templates

 **GSA FT TELEWORK ARRANGEMENT**

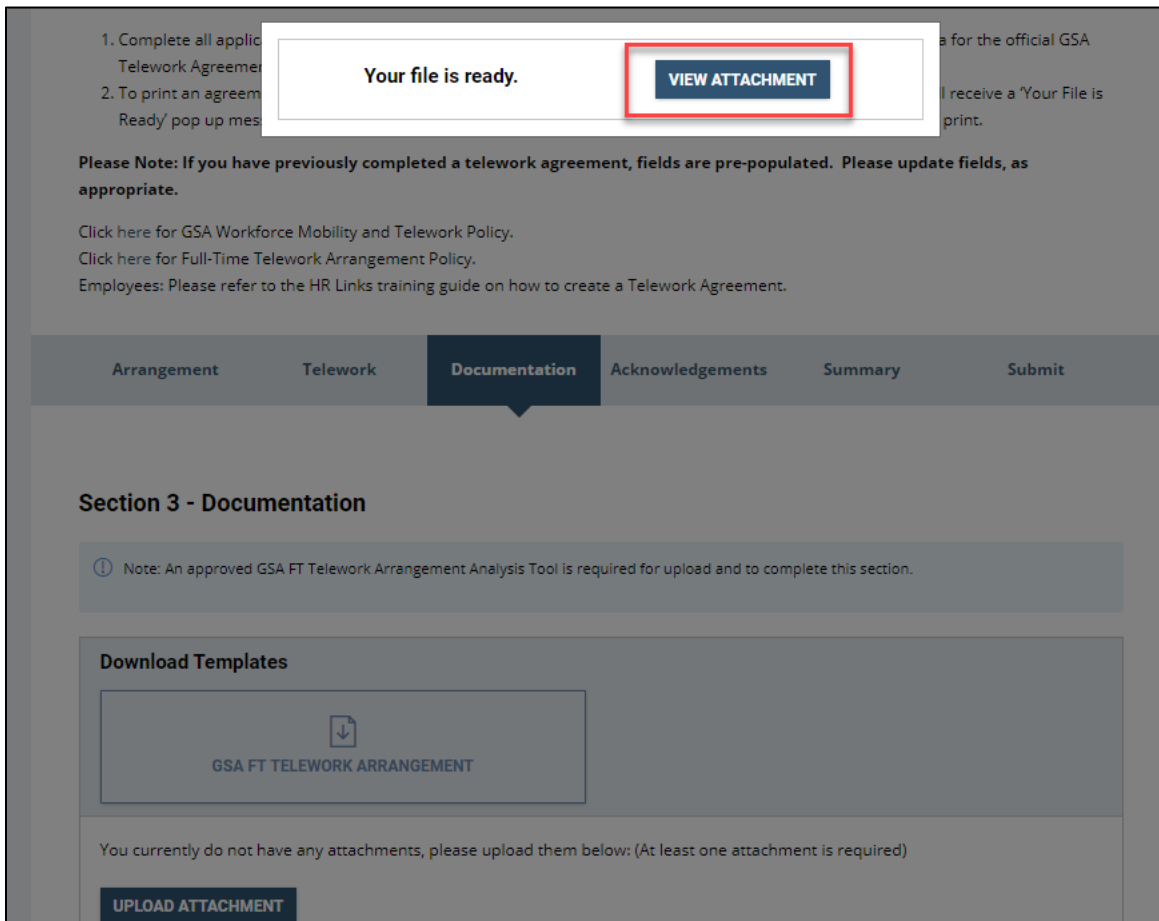
You currently do not have any attachments, please upload them below: (At least one attachment is required)

UPLOAD ATTACHMENT

Complete all fields below based on the completed Analysis Tool. If item represents a savings (decrease in cost to GSA compared with working at the Agency Worksite) enter a negative "-" number. If item represents no cost, enter 0.



18. A dialog box will appear, stating “**Your file is ready.**” Select the **View Attachment** button.



1. Complete all applicable Telework Agreements.
2. To print an agreement, click the 'Print' button. A 'Your File is Ready' pop up message will appear.

Please Note: If you have previously completed a telework agreement, fields are pre-populated. Please update fields, as appropriate.

Click here for GSA Workforce Mobility and Telework Policy.
Click here for Full-Time Telework Arrangement Policy.
Employees: Please refer to the HR Links training guide on how to create a Telework Agreement.

Arrangement Telework **Documentation** Acknowledgements Summary Submit

Section 3 - Documentation

Note: An approved GSA FT Telework Arrangement Analysis Tool is required for upload and to complete this section.

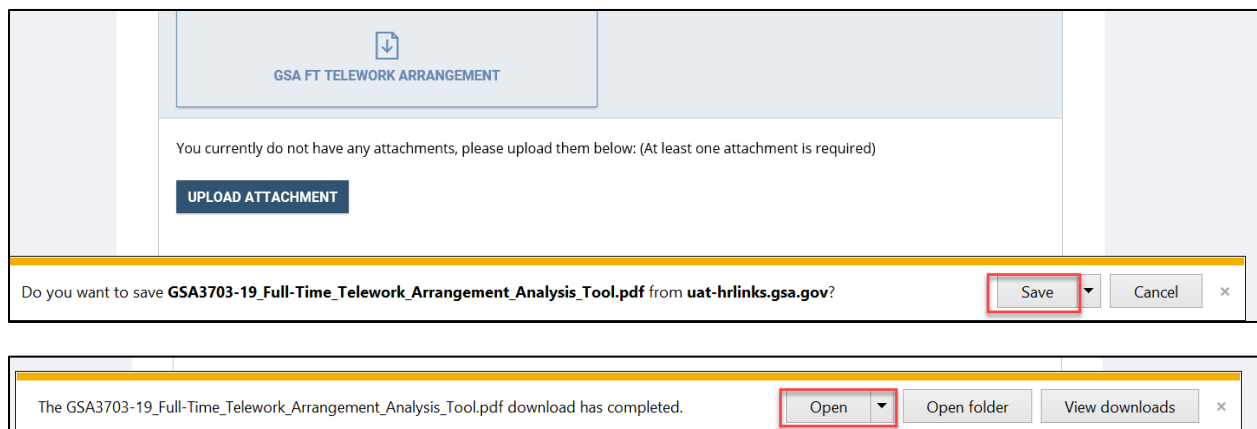
Download Templates

GSA FT TELEWORK ARRANGEMENT

You currently do not have any attachments, please upload them below: (At least one attachment is required)

UPLOAD ATTACHMENT

19. Select the **Save** button and then select the **Open** button and complete the form GSA 3703-19a ([Full-Time Telework Arrangement Analysis Tool](#)).



GSA FT TELEWORK ARRANGEMENT

You currently do not have any attachments, please upload them below: (At least one attachment is required)

UPLOAD ATTACHMENT

Do you want to save **GSA3703-19_Full-Time_Telework_Arrangement_Analysis_Tool.pdf** from [uat-hrlinks.gsa.gov](#)? **Save** Cancel ×


The GSA3703-19_Full-Time_Telework_Arrangement_Analysis_Tool.pdf download has completed. **Open** Open folder View downloads ×

20. Once you have completed the Full-Time Telework Arrangement Analysis Tool, select the **Upload Attachment** button.

Section 3 - Documentation

Note: An approved GSA FT Telework Arrangement Analysis Tool is required for upload and to complete this section.

Download Templates

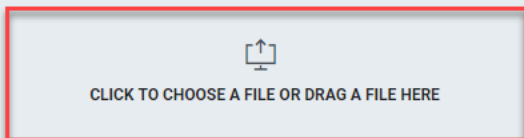


GSA FT TELEWORK ARRANGEMENT

You currently do not have any attachments, please upload them below: (At least one attachment is required)

UPLOAD ATTACHMENT


21. Select the **Click To Choose A File or Drag File Here** button to choose and upload the completed Full-Time Telework Arrangement Analysis Tool form.



22. Once the attachment is selected, the file will appear under the **Attached Files** column.

UPLOAD ADDITIONAL ATTACHMENT

Attached Files



Erin_GSA_Full-Time_Telework_Analysis_Tool_2019v2.pdf

DELETE

23. Select the calendar icon under **Analysis Tool Certification Date**, and select the date of certification (found on the Full-Time Telework Arrangement Analysis Tool, *Part K - Approval Date*).

Analysis Tool Certification Date *

MM/DD/YYYY





24. Enter the correct amounts, found on the Full-Time Telework Arrangement Analysis Tool, for the following items:

- Salary Difference (from Part Line 5 of the Analysis Tool)
- Annual planned cost (or savings) to travel to agency worksite (from Part E line 11 of Analysis Tool)
- Total Additional Cost/Savings (from Part F of Analysis Tool)
- Overall cost of full-time telework arrangement (from Part G line 1 of Analysis Tool)
- Percentage above Agency Worksite cost for full-time telework (from Part G line 2 of Analysis Tool)

Reminder: Enter (-) before the amount to indicate savings to GSA; do not add a dollar or percent symbol when entering amounts into the fields.

25. Select the **Next** button to continue.

Salary Difference (from Part D line 5 of Analysis Tool) *

Annual planned cost (or savings) to travel to agency worksite (from Part E line 11 of Analysis Tool) *

Total Additional Cost/Savings (from Part F of Analysis Tool) *

Overall cost of full-time telework arrangement (from Part G line 1 of Analysis Tool) *

Percentage above Agency Worksite cost for full-time telework (from Part G line 2 of Analysis Tool) *

RETURN TO SEARCH

PREVIOUS

SAVE FOR LATER

NEXT

26. In the Reporting to Agency Worksite section, toggle the button to the right to show a check under the statement, **"I acknowledge the above statement"**, regarding situations when you will be required to report to the worksite during otherwise planned telework days.

27. Enter the how many hours of advanced notice you require to report to your worksite in the field below the phrase **Enter hours of advanced notice to report on planned telework day**.

Arrangement	Telework	Documentation	Acknowledgements	Summary	Submit
<h3>Reporting to Agency Worksite</h3> <p>I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.</p> <p>I acknowledge the above statement.*</p> <div> <input checked="" type="checkbox"/> </div> <p>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, <u>(fill in below)</u> hours of advance notice will be given.</p> <p>Enter hours of advanced notice to report on planned telework day.</p> <div> <input type="text" value="48"/> </div> <p>NOTE: pursuant to HRM 6040.1A GSA Workforce Mobility and Telework Policy, if this field is not completed, a 2 hour time period of advance notice is included in the agreement by default.</p>					

28. Toggle the button to the right to show a check under the statement, “**I certify the above Privacy Act Statement.**”

<h3>Privacy Act Statement</h3> <p>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 agreements pursuant to HCO 6040.1A and Public Law 106-346, § 359 of Oct. 23, 2000. The information is used to document position telework eligibility and facilitate implementation of individual telework arrangements. The information may be disclosed: to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; to the Office of Personnel Management or the Government Accountability Office for evaluation of the program; to a Member of Congress or staff in response to a request for assistance by the employee of record; to another Federal agency or to a court under judicial proceedings; and to an expert, consultant, or contractor of GSA when needed to further the implementation and operation of this program. Furnishing the information on this agreement is voluntary.</p> <p>I certify the above Privacy Act Statement.*</p> <div> <input checked="" type="checkbox"/> </div>
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29. In the **Agency Policies** section, toggle the buttons to the right to show a check under the three statements, **"I certify the above statement."**

30. Select the **Next** button to continue.

Agency Policies

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 I am working at an Agency worksite or from an appropriate alternative worksite such as my home. Specifically:

- Technology and devices which permit me to work from a remote location such as my home (including laptop computers, email, smartphones, and remote computing programs) are for use for Agency business only during my authorized duty hours. Agency policies permitting reasonable personal use of Agency equipment and information technology systems apply when I am teleworking.
- Agency policy requires that I obtain my supervisor's approval in writing before I work overtime. This requirement applies when I am teleworking. I am not permitted to work overtime unless it is authorized and approved in advance by my supervisor.

I certify the above statement.*

☒

I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Workforce Mobility and Telework Policy. Telework-ready employees may or may not be emergency employees.

I certify the above statement.*

☒

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

I certify the above statement.*

☒

[RETURN TO SEARCH](#) [PREVIOUS](#) [SAVE FOR LATER](#) [NEXT](#)

31. Review the information on the **Summary** page, and select the **Next** button to continue.

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

[RETURN TO SEARCH](#) [PREVIOUS](#) [NEXT](#)

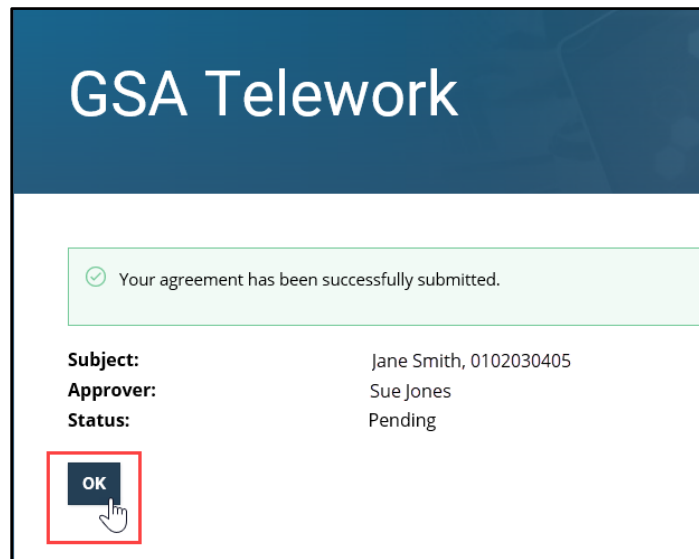
32. Toggle the button to the right to show a check under **Employee Telework Certification**.

Arrangement	Telework	Documentation	Acknowledgements	Summary	Submit
<h3>Employee Certification</h3> <p>By submitting this telework agreement, I certify that I have read and understand the GSA Workforce Mobility and Telework Policy and this Telework agreement, and will work in accordance with all provisions of this telework agreement and Agency policy, including:</p> <ul style="list-style-type: none"> • Ensuring that my appropriate alternative worksite is safe, secure, and suitable for teleworking activities; • Providing at no cost to GSA internet access to access resources; • Securing and safeguarding GSA furnished equipment; • Working at a satisfactory level to meet my performance and development objectives; • Meeting my personal, organizational, and work team requirements; • Adhering to appropriate requirements outlined in GSA Dismissal and Closure Procedures; and • Documenting my participation in telework in accordance with established timekeeping procedures. <p>This 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 local telework coordinators for the purpose of implementing agency policy and assessing GSA's Telework Program.</p> <p>Employee Telework Certification*</p> <div> <input checked="" type="checkbox"/> </div>					

33. Enter comments in the **Additional Comments** box if needed. Select the **Save & Submit** button.

<h3>ADDITIONAL COMMENTS</h3> <div>Full-Time Telework Agreement and documents attached.</div>
<div> <div>RETURN TO SEARCH</div> <div>PREVIOUS</div> <div>SAVE FOR LATER</div> <div>SAVE & SUBMIT</div> </div>

34. A confirmation message will appear, stating, “Your agreement has been successfully submitted.” Select the **OK** button.



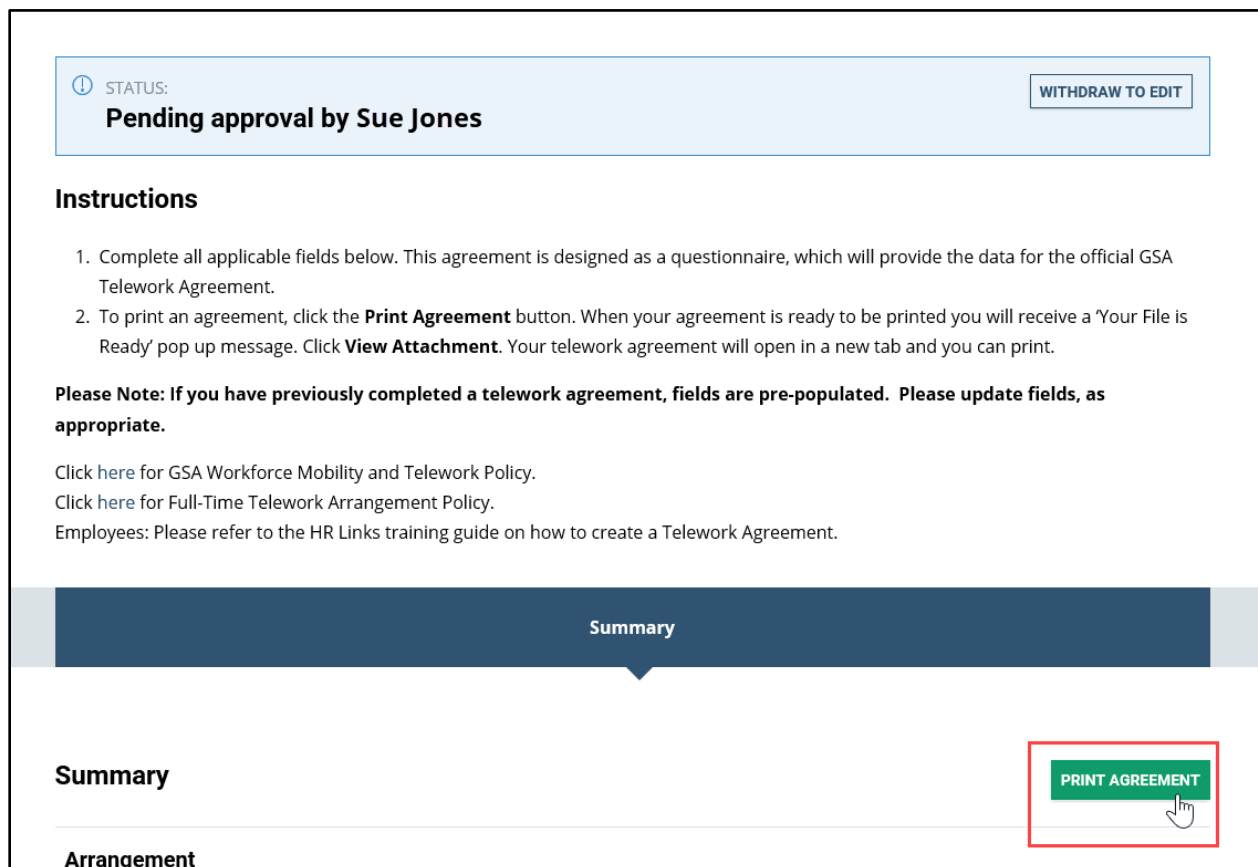
GSA Telework

✓ Your agreement has been successfully submitted.

Subject: Jane Smith, 0102030405
Approver: Sue Jones
Status: Pending

OK

35. A status banner will appear at the top of the page with the name of the approver (ex: *Pending approval by Sue Jones*).
36. Select the **Print Agreement** button to download a PDF version of your agreement.



STATUS: Pending approval by Sue Jones WITHDRAW TO EDIT

Instructions

1. Complete all applicable fields below. This agreement is designed as a questionnaire, which will provide the data for the official GSA Telework Agreement.
2. To print an agreement, click the **Print Agreement** button. When your agreement is ready to be printed you will receive a 'Your File is Ready' pop up message. Click **View Attachment**. Your telework agreement will open in a new tab and you can print.

Please Note: If you have previously completed a telework agreement, fields are pre-populated. Please update fields, as appropriate.

Click [here](#) for GSA Workforce Mobility and Telework Policy.
 Click [here](#) for Full-Time Telework Arrangement Policy.
 Employees: Please refer to the HR Links training guide on how to create a Telework Agreement.

Summary

Summary

Arrangement

PRINT AGREEMENT



37. Select the **Return to Search** button at the bottom of the screen to return to the GSA Telework homepage, where your pending Telework Agreement will be displayed.

worksite during an otherwise planned telework day....

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.

RETURN TO SEARCH