Create and submit a Remote Work Agreement

*Remote Work* was formerly known as Full-time telework.

- Remote Work is telework scheduled and performed full-time by an employee who does **not** report to an agency worksite at least two times a pay period. A remote worker’s **Official Worksite/Duty Station** is an alternative worksite, often the employee’s residence.

Prior to creating a Remote Work Agreement, you must perform the following.

1. Discuss your telework eligibility and plan your work arrangement with your supervisor.
2. If you intend to relocate outside your locality pay area to work remote full-time, during the course of this form you will complete the additional *GSA Remote Work Arrangement Analysis Tool*.

Create and submit a Remote Work Agreement (Employee View)

1. On the Employee Self Service homepage, select the tile labeled **Telework & Remote Work**.
2. Select the Create New Agreement button to create a new telework agreement.

3. The system will display the GSA Telework Agreement opened to the Arrangement tab.

Section 1 – Certification of Successfully Completing Training

4. All employees will be required to complete mandatory telework training provided through Online University (OLU). Under the Arrangement tab, select the toggle button to display a checkmark indicating you understand you’re required to complete telework training.

Section 1 – Certification of Successfully Completing Training

I understand I am required to complete mandatory telework training.
5. Scroll lower in the Arrangement tab to Section 2.

Section 2 – Telework Arrangement

6. Your “Position Telework Eligibility” is predetermined and already populated.

7. To confirm you wish to telework, under the statement “I choose to telework” select “Yes” from the drop-down menu.

8. Read the statement labeled NOTE about being required to Telework in emergency situations.

9. Then under the note, select the toggle button to display a checkmark affirming “I confirm my understanding of the above statement.”

10. Under the statement “Do you report to a GSA/federal facility at least twice a pay period?” select “No” from the drop-down menu.

Note: If you answer ‘No’ to “Do you report to a GSA/federal facility at least twice a pay period,” you will continue to complete the Remote Work Agreement. If you answer ‘Yes’, you must instead complete a Routine Telework Agreement or a Situational Telework Agreement. The system will display additional fields allowing you to choose between Routine or Situational Telework.
11. To continue completing the Remote Work Agreement, under the statement “The employee agrees to participate in one of the following telework types” select the Remote Work block and ensure it is highlighted.

12. Select the Next button to continue. The “Remote Work” tab will display.

13. Under the statement, “I certify that I am not receiving transit benefits as a remote work employee.” Select the toggle button to display a checkmark indicating you don’t receive transit benefits.

14. A remote worker’s Official Worksite/Duty Station is an alternative worksite, often the employee’s residence. Notice the prefilled field indicating your Official Worksite/Duty Station city and state.

15. Under the question, “Is your home located in the city and state above?” select Yes or No from the drop-down menu.
   a. If the answer is Yes, continue with submitting the agreement.
   b. If the answer is No, contact your servicing HR Office about the difference, and continue with submitting the agreement.
16. Enter your **home address** in the field provided.

![Home Address Field]

17. From the drop-down menu under the question, “**Is this a Long or Short-Term Arrangement?**”, select the applicable option.

   a. Only if you choose **Short-Term Arrangement**, then select the calendar icon to enter the Short-Term Arrangement **End Date**.

18. From the drop-down menu under “**Are you requesting to relocate outside of your current locality pay area?**” select the applicable option.

   a. Only if you select **Yes** will you need to complete the **GSA Remote Work Arrangement Analysis Tool** and use the calculations from that tool to complete Section 3 later in this form. The Document

   b. If you select **No** indicating you are **not** relocating outside of your locality pay area, then you do **not** need to complete the Telework Arrangement Analysis tool.
19. Next, if the Agency worksite is not pre-populated, enter your “Agency Worksite” address.

20. From the drop-down menu under “Official worksite/duty station is within the commuting area of agency worksite” select the applicable option.

21. Select the Next button to continue.

22. Only if you are requesting to relocate outside of your current locality pay area, the “Documentation” tab will display Section 3 and a link to the GSA Remote Work Arrangement Analysis Tool which you are required to complete.

23. Otherwise, the “Acknowledgements” tab will be displayed.

24. Read the statement about being required to report to the Agency worksite during a planned telework day.

25. Under the statement, select the toggle button to display a checkmark affirming “I acknowledge the above statement.”

26. Next enter the hours of advanced notice you and your supervisor agree on that you’ll need to report to the Agency worksite during a planned telework day.
27. Next, read the **Privacy Act Statement**.

28. Below the statement, toggle the button to the right to show a check under the statement, “I certify the above Privacy Act Statement.”
29. In the **Agency Policies** section, read each policy statement and underneath each, toggle the button to the right to show a checkmark indicating, "I certify the above statement."

![Agency Policies](image)

30. Select the **Next** button to continue; the **Summary** tab will display.

31. Review the information in the **Summary** tab.

![Summary](image)
32. Select the Next button to continue; the Submit tab will display.
33. Read the Employee Certification statements.
34. Under Employee Telework Certification, toggle the button to the right to show a checkmark indicating you certify that you’ve read and understand all the policies, provisions, guidelines, and rules governing GSA’s Telework Program.
35. If needed, enter comments in the **Additional Comments** box.
36. Select the **Save & Submit** button.

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

38. A status banner will appear at the top of the page with the name of the approver (for example: *Pending approval by Sue Jones*).
39. Scroll down to see the final summary tab.

40. To download a PDF version of your agreement, select the **Print Agreement** button.

41. Scroll down further to see a comprehensive summary of all the questions and responses.

42. At the bottom of the screen, select the **Return to Search** button to return to the GSA Telework homepage, where a Telework Agreement banner will be displayed indicating a status of pending approval.

End