Create and submit a Situational Telework Agreement

Situational Telework is telework performed on an as needed basis, and is not part of an approved, ongoing, and regular schedule.

Prior to creating a Situational Telework Agreement, you must discuss your telework eligibility, and plan your work arrangement with your supervisor.

Create and submit a Situational Telework Agreement (Employee View)

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

![Create New Agreement button](image1)

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

![GSA Telework Agreement](image2)

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**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're required to complete telework training.

![Toggle button](image3)
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 “Yes” from the drop-down menu.

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Note: If you answer ‘Yes’, you will continue to complete a Situational Telework Agreement. If you answer ‘No’ to “Do you report to a GSA/federal facility at least twice a pay period,” you will instead need to complete a Remote Work Agreement.

11. Based on HR Links data, your Work Location Description will display. From the dropdown menu under the question “Is this the building that you report to?” select either Yes or No.

Note: If you select ‘No,’ the system will provide an additional field for you to enter the location of the building that you report to.
12. To continue completing the Situational Telework Agreement, under the statement “The employee agrees to participate in one of the following telework types” select the Situational Telework block and ensure it is highlighted.

13. Select the Next button to continue. The “Acknowledgements” tab will display.

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

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

16. 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.
Reporting to Agency Worksite

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

I acknowledge the above statement.*

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 will be given.

Enter hours of advanced notice to report on planned telework day.

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NOTE: pursuant to GSA Telework and Remote Work Policy, if this field is not completed, a 2 hour time period of advance notice is included in the agreement by default.

17. Next, read the Privacy Act Statement.

18. Below the statement, toggle the button to the right to show a check under the statement, “I certify the above Privacy Act Statement.”
19. 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.**"

20. Select the **Next** button to continue. The **Summary** tab will display.

21. Review the information in the **Summary** tab.
22. Select the **Next** button to continue; the **Submit** tab will display.

23. Read the **Employee Certification** statements.

24. 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.
25. If needed, enter comments in the **Additional Comments** box.
26. Select the **Save & Submit** button.

![Additional Comments](image1)

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

![Confirmation Message](image2)

28. A status banner will appear at the top of the page with the name of the approver (for example: *Pending approval by Sue Jones*).

![Status Banner](image3)

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29. Scroll down to see the final summary tab.

30. To download a PDF version of your agreement, at the top right of the Summary tab, select the **Print Agreement** button.

![Summary Table]

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

32. 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.

![Summary Table]

**End**