Create & Submit Routine/Situational Telework Agreement

Create & Submit a Routine/Situational Telework Agreement (Employee View)

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

2. Click **Create New Agreement** 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.

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.
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.

8. The Work Location Description will display based on HR Links data.
9. Select the applicable response (Yes or No) from the drop-down menu under the statement “Is this the building that you report to?”
10. The option for Routine Telework will automatically be selected.

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11. Enter the number of agreed scheduled days per pay period that you telework in the box under “If Routine Telework: Enter number of agreed scheduled days per pay period.”
   a. If Situational Telework is selected, this step will not appear.

12. Select the Next button to continue.

13. Toggle the button to the right to show a check under the statement “I acknowledge the above statement.” This is regarding reporting to the Agency worksite in certain situations during an otherwise planned telework day.

14. Enter the number of hours of advanced notice required under the statement “Enter hours of advanced notice to report a planned telework day.”
15. Toggle the button to the right to show a check under the statement “I certify the above Privacy Act Statement.”

Privacy Act Statement

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.

I certify the above Privacy Act Statement.

16. Toggle the button to the right to show a check under each statement (“I certify the above statement”) in the Agency Policies section.

17. Select the Next button at the bottom of the screen 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.
18. Review the information on the Summary page.

19. Select the Next button at the bottom of the screen to continue.
20. Toggle the button to the right to show a check under the statement **Employee Telework Certification**.

**Employee Certification**

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:

- 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.

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.

21. Enter comments in the **Additional Comments** box, if needed.
22. Select the **Save & Submit** button.
23. The system will show a confirmation page, stating “Your agreement has been successfully submitted.” The status will appear as pending, and the approver of the agreement will be displayed.

24. Select the **Print Agreement** button to download a PDF version of your agreement.

25. Select the **Return to Search** button at the bottom of the screen to return to the telework homepage.