Managing Telework for Telework Coordinators

Job Aid
Table of Contents

Introduction 2

Section 1: Track Telework Data 2

  Topic 1.1: Search for Telework Eligibility 2
  Topic 1.2: Search/View Telework Agreements as a Telework Coordinator 4
  Topic 1.3: Reassign a Telework Agreement 11
  Topic 1.4: Restart a Telework Agreement 17
  Topic 1.5: Deny a Telework Agreement 20
Introduction

In this module you will learn how to manage telework agreements, including running a query to view, analyze, and report on telework agreements.

Section 1: Track Telework Data

This section provides an overview of how to track telework data.

Topic 1.1: Search for Telework Eligibility

This topic will provide you with an understanding of how to search for telework eligibility.

1. Select the **NavBar**.
2. Select the **Navigator**.
3. Select **Workforce Administration**.
4. Select **Job Information**.
5. Select **Maintain Teleworkers**.
6. Search for the Employee record using search criteria and select **Search**.

7. You will be taken to the *Telework Status* page. In the Job Information section, on the right, review the checkbox for **Job Eligible for Telework**.
Topic 1.2: Search/View Telework Agreements as a Telework Coordinator

To view telework agreements as a Telework Coordinator, follow these steps.

1. Select the **Navbar**.
2. Select the **Navigator**.
3. Select **Workforce Administration**.
4. Select **Job Information**.
5. Select **GSA Telework Agreement**.
Note: The GSA Telework Agreement page defaults the Approval Status to ‘Pending.’ If there are any pending agreements in the system, this page will display the pending agreement.

6 Enter an employee’s name or Empl ID in the Subject field, and if applicable, select a value from the Approval Status drop down menu. The system allows you to search by the current status of a telework agreement.

7 Select Search.

Note: Selecting Search without entering criteria will bring up every employee’s form. As a Telework Coordinator, you will only be able to see forms that are created after you have the Telework Coordinator role assigned to you.

8 Select the employee’s telework agreement tile to see additional details.
9. Select **Go to Agreement** to view the employee’s form.

![GSA Telework Form](image)

10. Review the Summary tab.

11. If applicable, Select **Print Agreement** to print the employee’s telework agreement.

**Note:** As a Telework Coordinator, you will have view-only access to the telework agreements.
12 Scroll down to view additional details of the telework agreement.
13 Select the **Next** button to view the Supervisor section.
Managing Telework Agreements

GSA Telework Agreement

Instructions

1. Review the employee responses on the Summary Tab.
2. Click the Next button to move to the Supervisor Tab. Complete all fields under the Supervisor Tab.
3. Click the Save button. To print the agreement, click the Go To Agreement button and then 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.

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

Supervisor Section

A. Position Eligibility

Employee's Position Telework Eligibility

☑ No

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

Please validate your Employee's Position Telework Eligibility.*

Yes

Options Definition Key

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

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
Note: The Supervisor’s section will be filled out by the supervisor to approve and deny the agreement. The Supervisor’s section will be showing blank for forms that are in pending status, not yet approved by the supervisor.

14 Select **Return to Search** to return back to the GSA Telework Agreement landing page.
**Topic 1.3: Reassign a Telework Agreement**

To reassign a pending telework agreement to another supervisor, follow these steps:

1. Select the **Navbar**.
2. Select the **Navigator**.
3. Select **Enterprise Components**.
4. Select **Approvals**.
5. Select **Approvals**.
6. Select **SSC Monitor Approvals**.

![Image of SSC Monitor Approvals]

**Note:** Only pending telework agreements can be reassigned to another supervisor.

7. Select **FormApproval** for the Approval Process field.

8. Select **GSATWREGFT** for Definition ID.

9. Select the look up icon on the **Approver** field.

**Note:** The Approver is the employee’s supervisor or who the form is pending with. The Approver field needs to be selected in order for the system to reassign.

![Image of Monitor Approvals form]

Monitor Approvals

- **Search Criteria**
  - Approval Process: **FormApproval**
  - Definition ID: **GSATWREGFT**
  - Approver

- **Columns**
  - Last Modified
  - Approval Status
  - Position Number
  - Transaction Number

- **Buttons**
  - Search
  - Search and Reassign
10 You may search by the approver name in the Description field, the role, and/or the User ID.

11 Select an Approver's Oper ID.

12 The Approver field and the Status field are populated.

   Note: When the Approver field is selected, the Status field will auto populate to ‘Pending’ status. Only Pending agreements can be reassigned.

13 Select Search and Reassign.
14 Search Results will display all pending agreements with the selected approver.

15 Select the checkbox on the pending agreement you wish to reassign.

16 Select the look up icon for the Reassign To field.

17 You may enter the approver’s name on the Description field and enter ‘GSA Supervisor’ on the Role field and select Search.

Tip: If you do not know the supervisor’s full name, you can use the wildcard ‘%’ to return similar values. For example, the user does not know the full last name of the supervisor, however, they know it starts with a ‘V’ so they may use ‘%’ to encase the character(s) that they want to return.
18 Select a Reassign To ID.

19 The Reassign To field is populated.

20 Select Reassign.

21 The Reassignment Successful message displays.

22 Select OK.
23 Select the Approval Step hyperlink to validate the new approver.

24 Validate the new approver ID and Name is displaying correctly.
Topic 1.4: Restart a Telework Agreement

This topic covers the purpose of the restart button functionality and how to restart a telework agreement in approved status.

The restart button will change an approved agreement back to pending status. You must ensure that the employee does not have a pending agreement in the workflow before you restart an agreement.

1. Select the **Navbar**.
2. Select the **Navigator**.
3. Select **Enterprise Components**.
4. Select **Approvals**.

5. Select **Approvals**.
6. Select **SSC Monitor Approvals**.

7. Select **FormApproval** for the Approval Process field.

8. Select **GSATWREGFT** for Definition ID.

9. Select **Approved** for Approval Status.

10. Select **Search**.

11. The search result returns all Approved agreements.

12. Select the **checkbox** on an agreement.

13. Select **Restart**.
14 Select OK to the restart confirmation message.

You have restarted the request: (18081,26035)

15 Select the Approved hyperlink.

16 The form approval status is changed back to ‘P’ for Pending.

Note: The form is changed from Approved to Pending. You will be able to reassign the pending form to another supervisor if applicable.

17 Select Return.
Topic 1.5: Deny a Telework Agreement

This topic goes over how to deny a pending agreement as a telework coordinator for a supervisor using the Monitor Approvals page.

1. Select the **Navbar**.
2. Select **Navigator**.
3. Select **Enterprise Components**.
4. Select **Approvals**.
5. Select **Approvals**.
6 Select **SSC Monitor Approvals**.

![SSC Monitor Approvals](image)

**Note:** Only pending telework agreements can be denied.

7 Select **FormApproval** for the Approval Process field.

8 Select **GSATWREGFT** for Definition ID.

9 Select **Pending** for Approval Status.

10 Select **Search**.

![Monitor Approvals](image)

11 Scroll down to the search results

12 To search for an employee’s telework agreement, enter the employee name or ID on the **Empl ID** field and select **Filter** to return results.
Note: You can also search by the **Transaction Nbr** field. The Transaction number is the unique form sequence number of each agreement.

13 Select the **checkbox** on an agreement to deny.

14 Enter **Comment**. Comments are required for deny.

15 Select **Deny**.

16 Select **OK** to the Denial Successful message.

17 Review the Approval Status. It is reflected from ‘Pending’ to ‘Denied.’