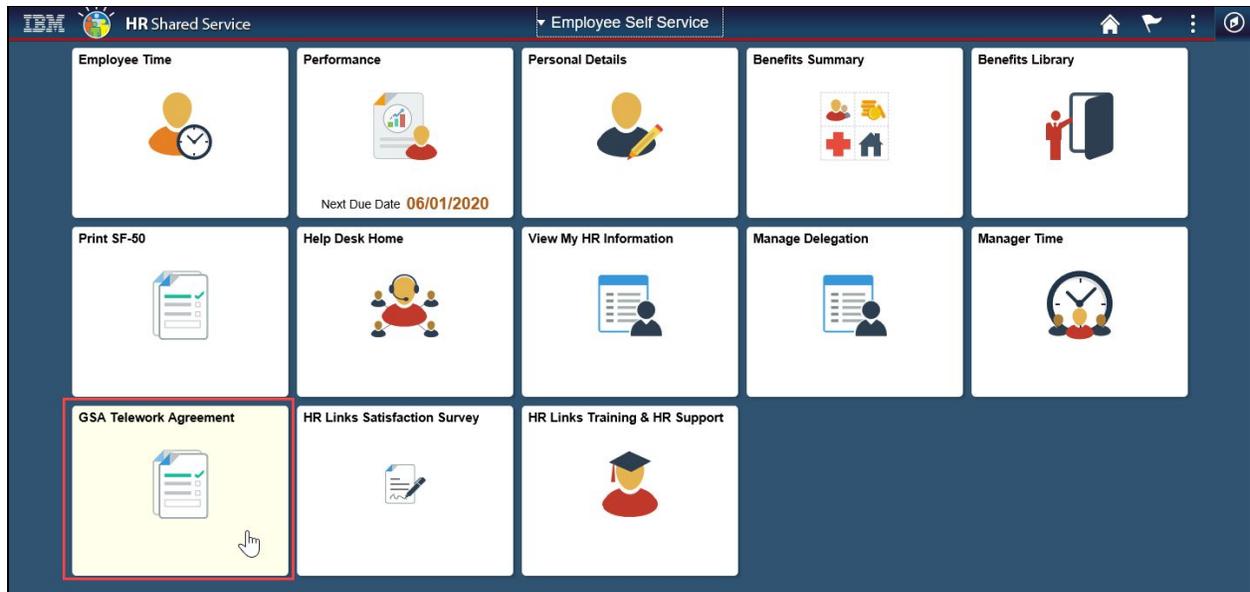


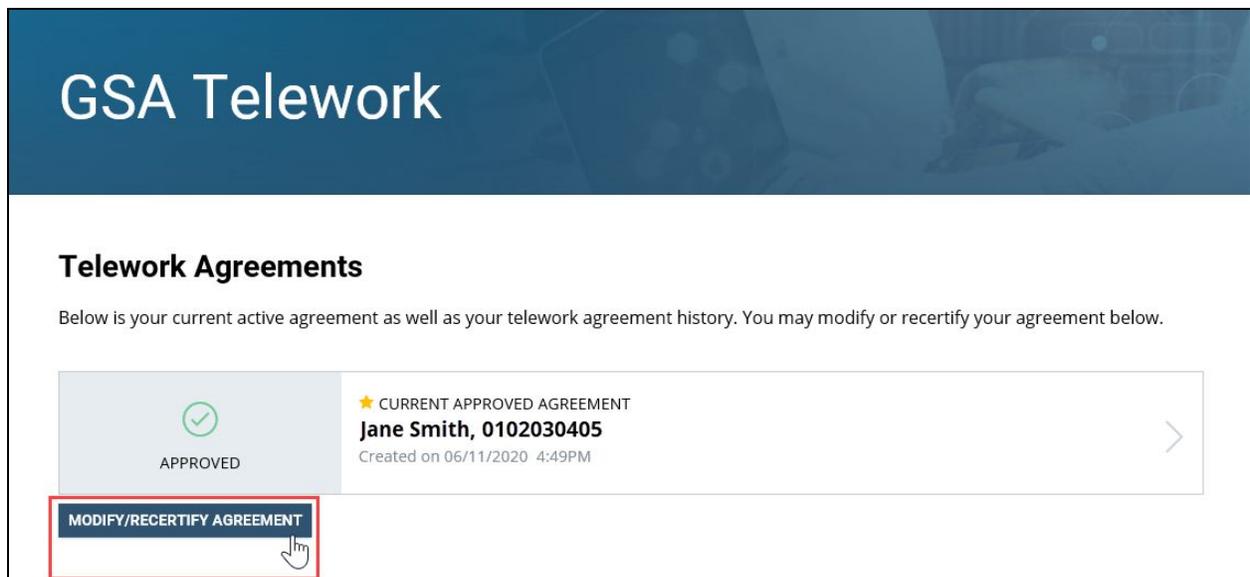
Modify Telework Agreement

Modify a Telework Agreement (Employee View)

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



2. On the Telework Agreements landing page, select the **Modify/Recertify Agreement** button.





3. Review the information on the **Summary** tab.

Instructions

Note: You have selected to modify or recertify your current agreement. Please review your responses to the following questions on the summary tab. If there are no changes to your current agreement, click the Next button to recertify your agreement. If you need to make changes to your current agreement, click the Modify button.

Summary Submit

Summary

Arrangement

Question	Selection
I certify I have completed the required telework training.	<input checked="" type="radio"/> Yes
I choose to telework.	<input checked="" type="radio"/> Yes
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 tho...	<input checked="" type="radio"/> Yes

4. If you need to make changes to your existing telework agreement, select the **Modify Agreement** button at the bottom of the screen.

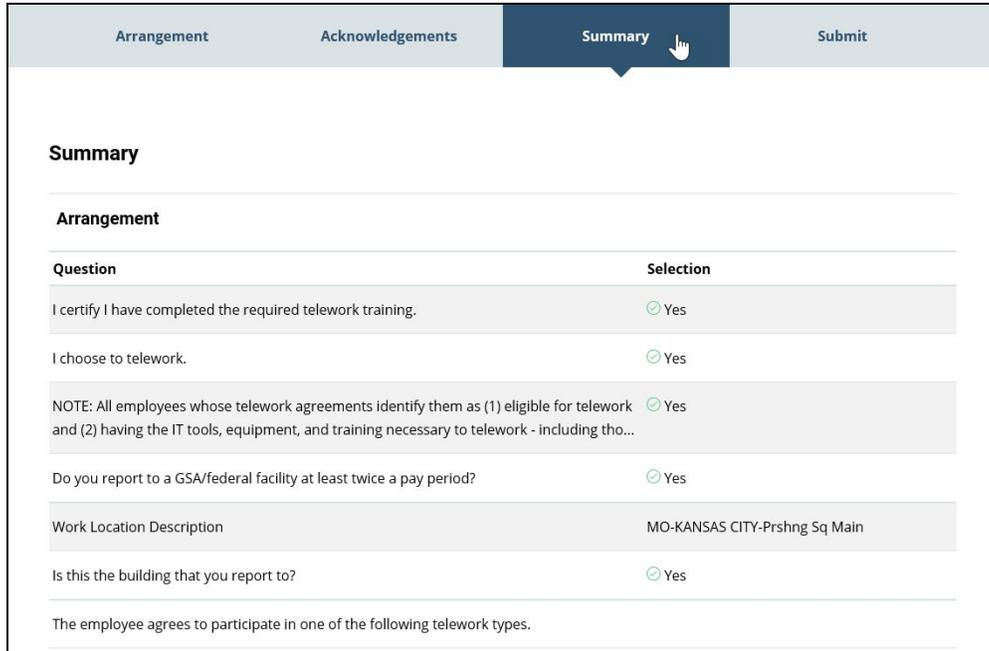
I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ... Yes

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 **MODIFY AGREEMENT** NEXT

5. Make the appropriate changes on each tab, if necessary.
6. Select the **Summary** tab to review all the changes made, and select the **Next** button at the bottom of the screen.

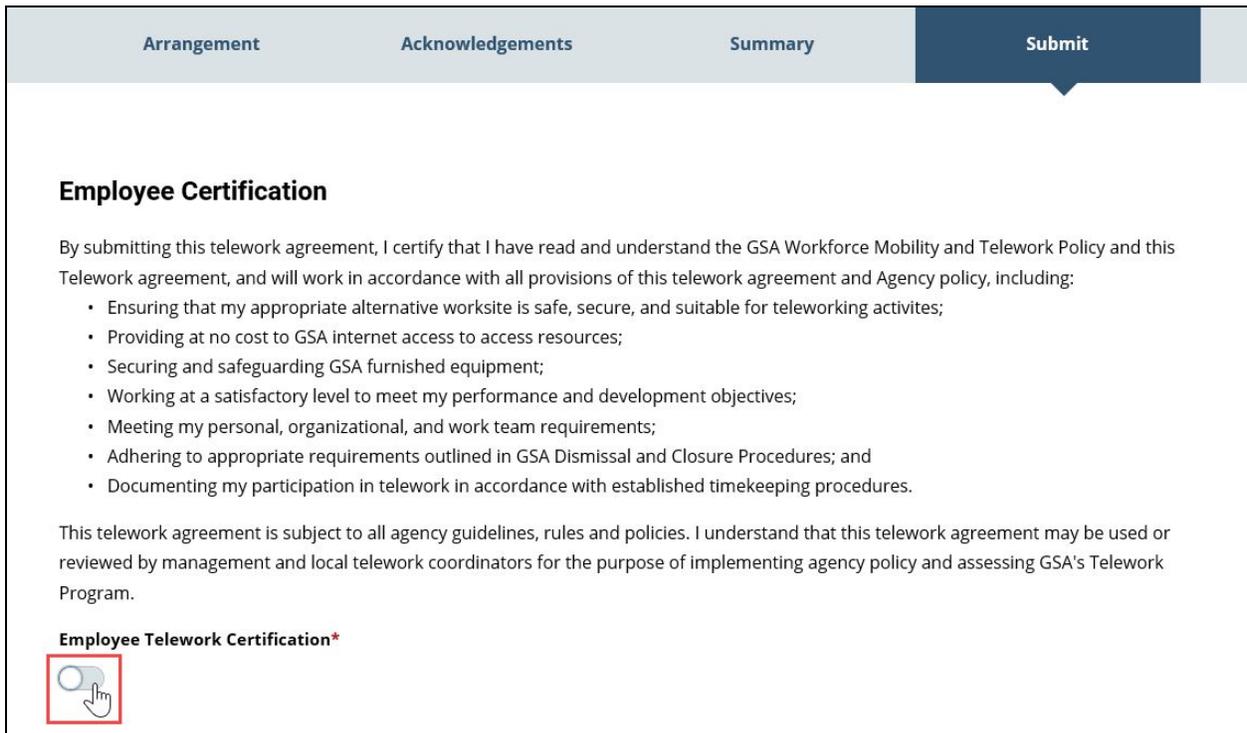


The screenshot shows a web interface with four tabs: Arrangement, Acknowledgements, Summary, and Submit. The 'Summary' tab is active and highlighted in dark blue. Below the tabs, the 'Summary' section is displayed. It includes a sub-section for 'Arrangement' with a table of questions and selections:

Question	Selection
I certify I have completed the required telework training.	<input checked="" type="checkbox"/> Yes
I choose to telework.	<input checked="" type="checkbox"/> Yes
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 tho...	<input checked="" type="checkbox"/> Yes
Do you report to a GSA/federal facility at least twice a pay period?	<input checked="" type="checkbox"/> Yes
Work Location Description	MO-KANSAS CITY-Prshng Sq Main
Is this the building that you report to?	<input checked="" type="checkbox"/> Yes

Below the table, it states: 'The employee agrees to participate in one of the following telework types.'

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



The screenshot shows the 'Submit' tab selected in the top navigation bar. The main content area is titled 'Employee Certification'. It contains a paragraph of text followed by a bulleted list of requirements:

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.

Employee Telework Certification*

Below this heading is a toggle switch control, which is currently in the 'off' position. A red box highlights the toggle switch, and a hand cursor is shown over it, indicating it is interactive.

8. Enter **Additional Comments**, if applicable. Select the **Save & Submit** button at the bottom of the screen.

ADDITIONAL COMMENTS

Modified existing telework agreement. Changed from full-time telework to routine telework.

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

9. 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.

GSA Telework

✔ Your agreement has been successfully submitted.

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

[OK](#)



10. 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 PRINT AGREEMENT

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

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:
Modified existing telework agreement. Changed from full-time telework to routine telework.

RETURN TO SEARCH