

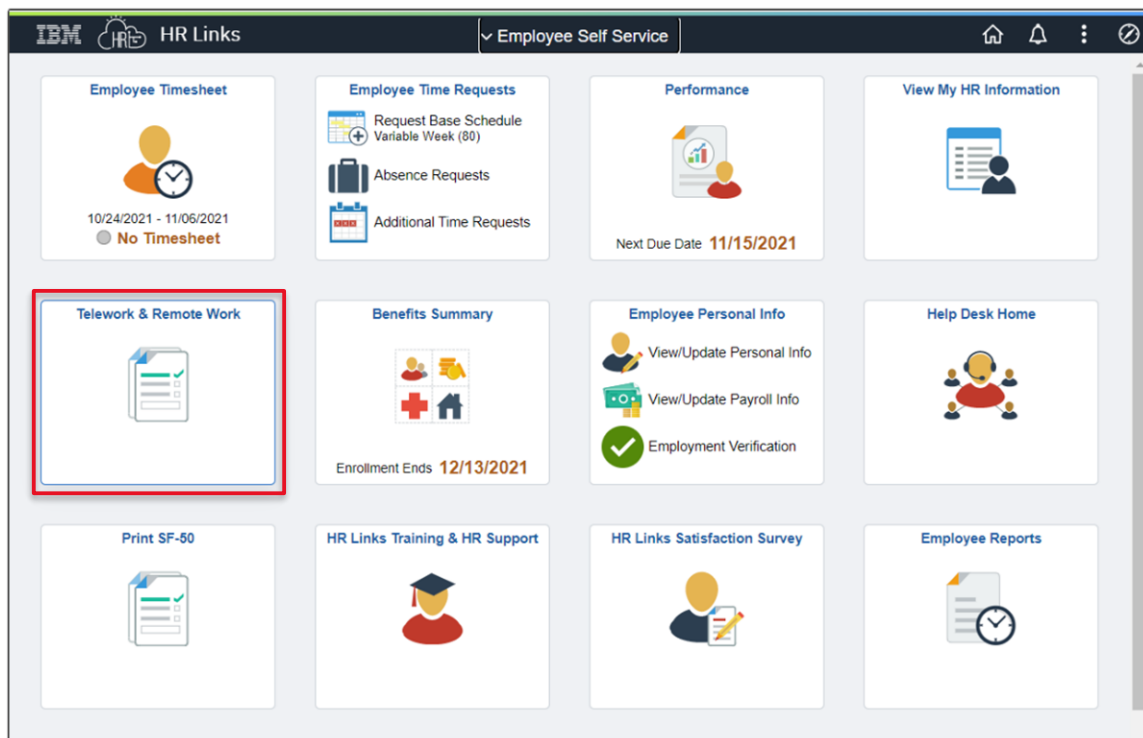
Modify or recertify a Telework Agreement

If there are changes to your approved telework agreement, you will need to modify your current agreement. (steps 1-17)

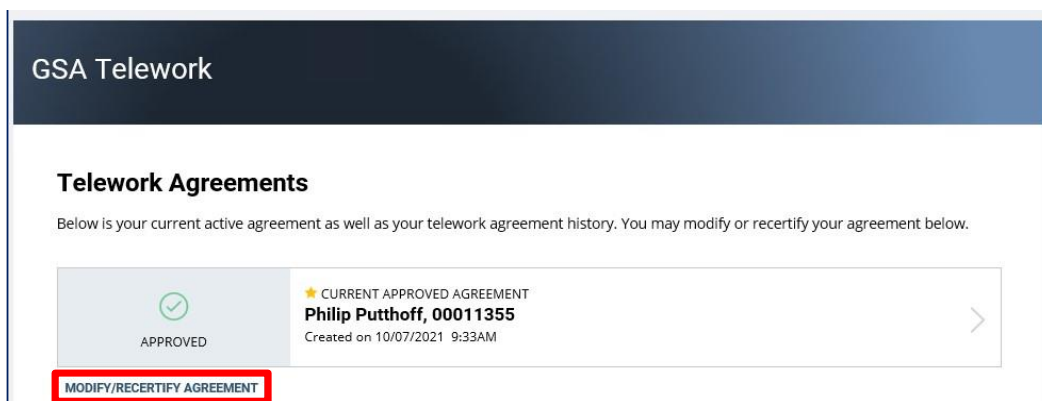
If there are no changes, you can recertify your current agreement. (steps 1-4 and 9 -17)

Modify or recertify an approved Telework Agreement (Employees)

1. On the Employee Self Service homepage, select the tile labeled **Telework & Remote Work**.



2. Then on the Telework Agreements landing page, select the button labeled **Modify/Recertify Agreement**.





3. The agreement will open to the Summary tab. Review the Summary tab.
4. To **'Recertify'** your approved telework agreement, select **Next** and **skip to step 9**.
5. Only if you intend **to make changes** to your existing telework agreement, select **Modify Agreement**.

Acknowledgements	
Question	Selection
I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.	<input checked="" type="checkbox"/> Yes
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... More Info	12
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 ... More Info	<input checked="" type="checkbox"/> Yes
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 ... More Info	<input checked="" type="checkbox"/> Yes
I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo... More Info	<input checked="" type="checkbox"/> Yes
I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.	<input checked="" type="checkbox"/> Yes

6. Make the appropriate changes on each tab, if necessary.
7. When done making your changes, select the **Summary** tab and confirm your changes.

Summary	
Arrangement	
Question	Selection
I understand I am required to complete mandatory 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 th... More Info	<input checked="" type="checkbox"/> Yes
Do you report to a GSA/federal facility at least twice a pay period?	<input checked="" type="checkbox"/> Yes



I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.	<input checked="" type="checkbox"/> Yes
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... More Info	24
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 ... More Info	<input checked="" type="checkbox"/> Yes
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 ... More Info	<input checked="" type="checkbox"/> Yes
I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo... More Info	<input checked="" type="checkbox"/> Yes
I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.	<input checked="" type="checkbox"/> Yes

[RETURN TO SEARCH](#) [PREVIOUS](#) **[NEXT](#)**

8. Select the **Next** button to continue. The **Submit** tab will display.
9. Under **Employee Telework Certification**, ensure the button is toggled to the right to show a checkmark.

Arrangement Acknowledgements Summary **Submit**

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.

I understand I am responsible for submitting a new remote work agreement if I relocate outside of my current locality pay area and failure to do so may impact my pay.

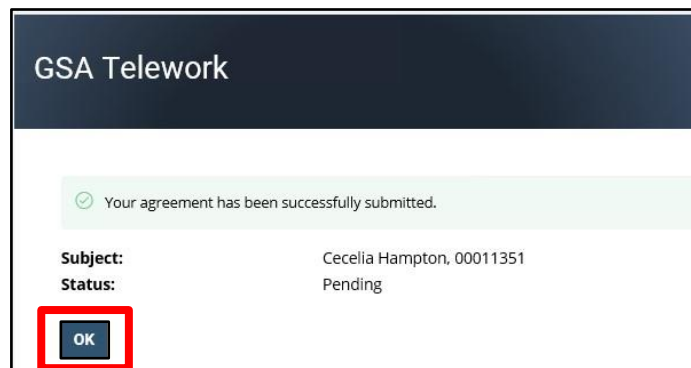
Employee Telework Certification*

10. If needed, enter comments in the **Additional Comments** box.
11. Select the **Save & Submit** button.

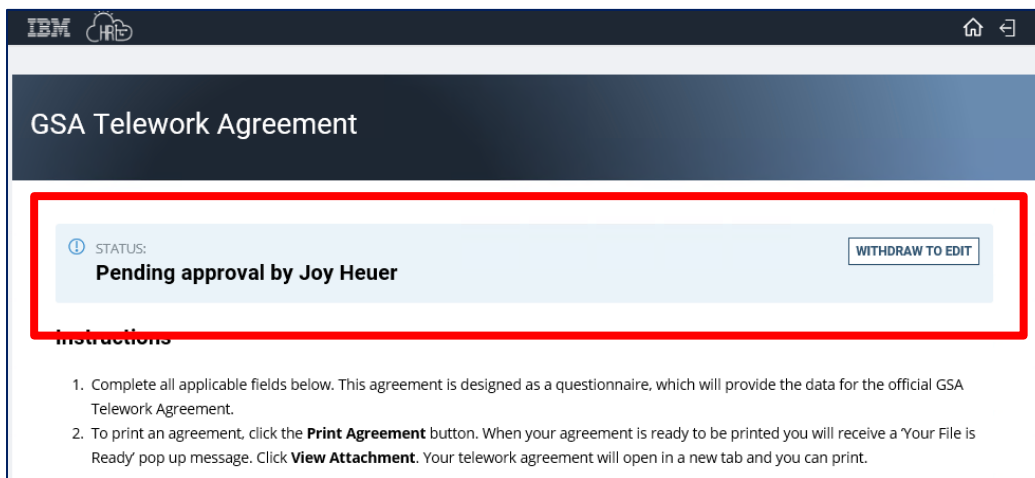
ADDITIONAL COMMENTS

RETURN TO SEARCH PREVIOUS SAVE FOR LATER **SAVE & SUBMIT**

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



13. A status banner will appear at the top of the page with the name of the approver (for example: *Pending approval by Joy Heuer*).



14. Scroll down to see the final summary tab.

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

Summary

Summary PRINT AGREEMENT

Arrangement

Question	Selection
I understand I am required to complete mandatory 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	<input checked="" type="radio"/> Yes

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

otherwise planned telework day, (fill in below) hours of advance notice... [More Info](#)

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 ... More Info	<input checked="" type="radio"/> Yes
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 ... More Info	<input checked="" type="radio"/> Yes
I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo... More Info	<input checked="" type="radio"/> Yes
I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.	<input checked="" type="radio"/> Yes

Additional Comments

RETURN TO SEARCH

17. 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.

GSA Telework

Telework Agreements

Below is your current active agreement as well as your telework agreement history. You may modify or recertify your agreement below.

○ ○ ○

PENDING

✎ AGREEMENT IN PROGRESS

Cecelia Hampton, 00011351

Created on 10/12/2021 3:01PM

>

End