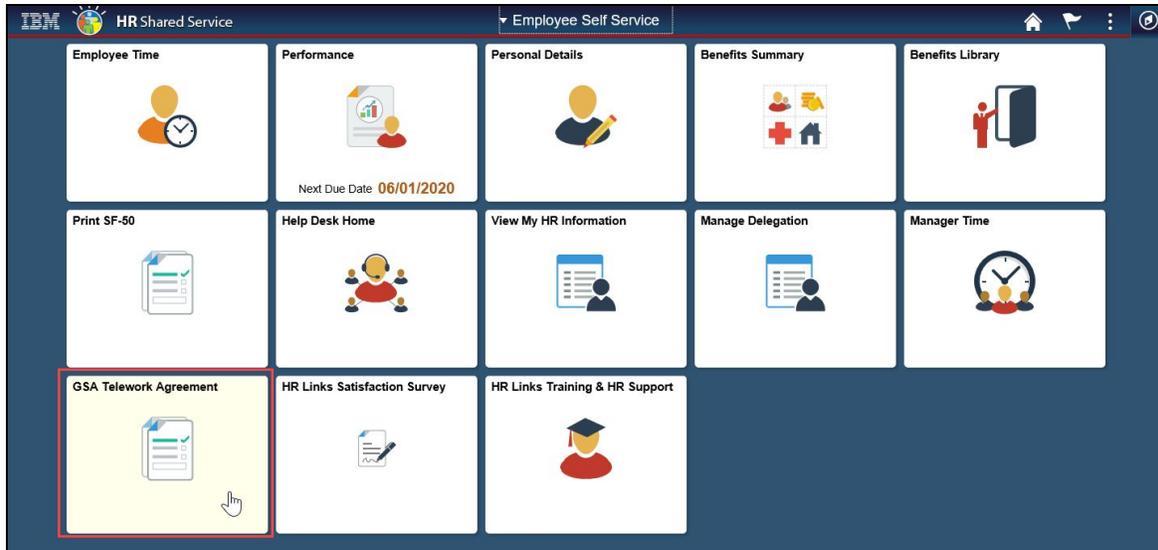


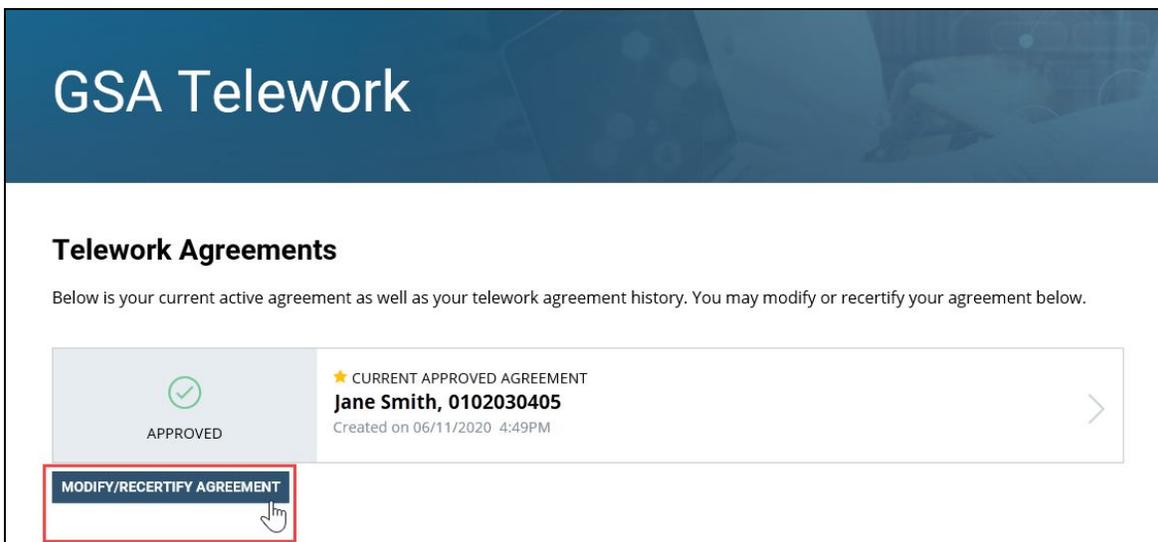
Recertify Telework Agreement

Recertify 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.





- Review the summary tab. If there are no changes to your existing telework agreement, select the **Next** button at the bottom of the screen.

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 a... 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 ... 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](#)

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

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.

Employee Telework Certification*



5. Enter comments in the **Additional Comments** box, if needed.
6. Select the **Save & Submit** button.

Employee Telework Certification*

ADDITIONAL COMMENTS

Additional comments here, as necessary.

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

7. 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](#)



8. 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

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