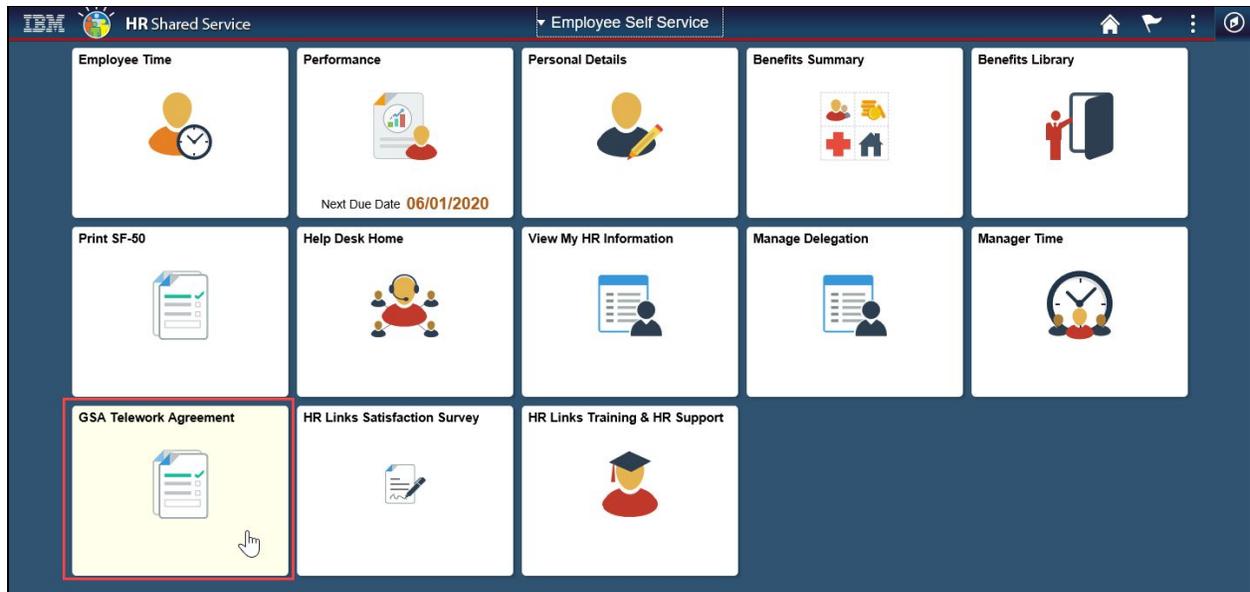




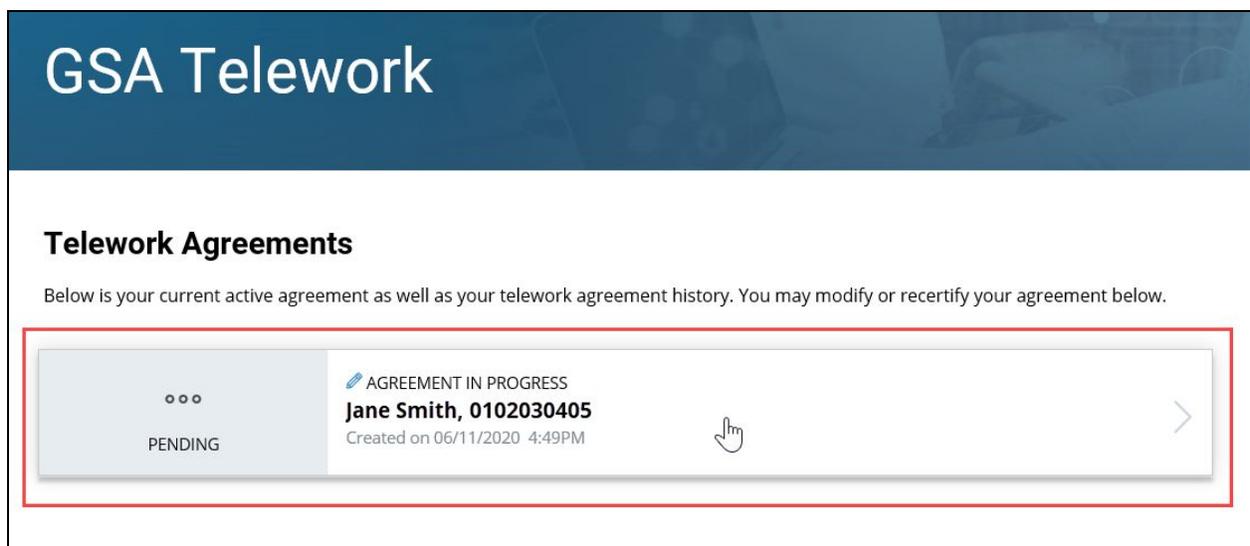
Withdraw a Pending Telework Agreement

Withdraw a Pending 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 **pending telework agreement**.





3. The Summary tab will display. Select the **Withdraw to Edit** button.

IBM HR Shared Service

GSA Telework 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.

4. The status will change to **Withdrawn**.

GSA Telework Agreement

STATUS: **Withdrawn**

You have withdrawn your telework agreement from the approval process. Please click on the tab(s) to make changes.

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.



5. Select the tab(s) where you need to make changes and modify the fields.
 - a. In this example, the number of hours of advanced notice are being modified.

ArrangementAcknowledgementsSummarySubmit

Reporting to Agency Worksite

I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.

I acknowledge the above statement.*

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 will be given.

Enter hours of advanced notice to report on planned telework day.

3

NOTE: pursuant to HRM 6040.1A GSA Workforce Mobility and Telework Policy, if this field is not completed, a 2 hour time period of advance notice is included in the agreement by default.

6. Review the **Summary** tab to ensure all information is correct, and select the **Next** button at the bottom of the screen.

ArrangementAcknowledgementsSummary Submit

Summary

Arrangement

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

The employee agrees to participate in one of the following telework types.



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

Employee Telework Certification*

ADDITIONAL COMMENTS

Corrections made. Updated time required to be notified to report to office from 24 hours to 8 hours.

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

8. 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](#)



9. 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

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