

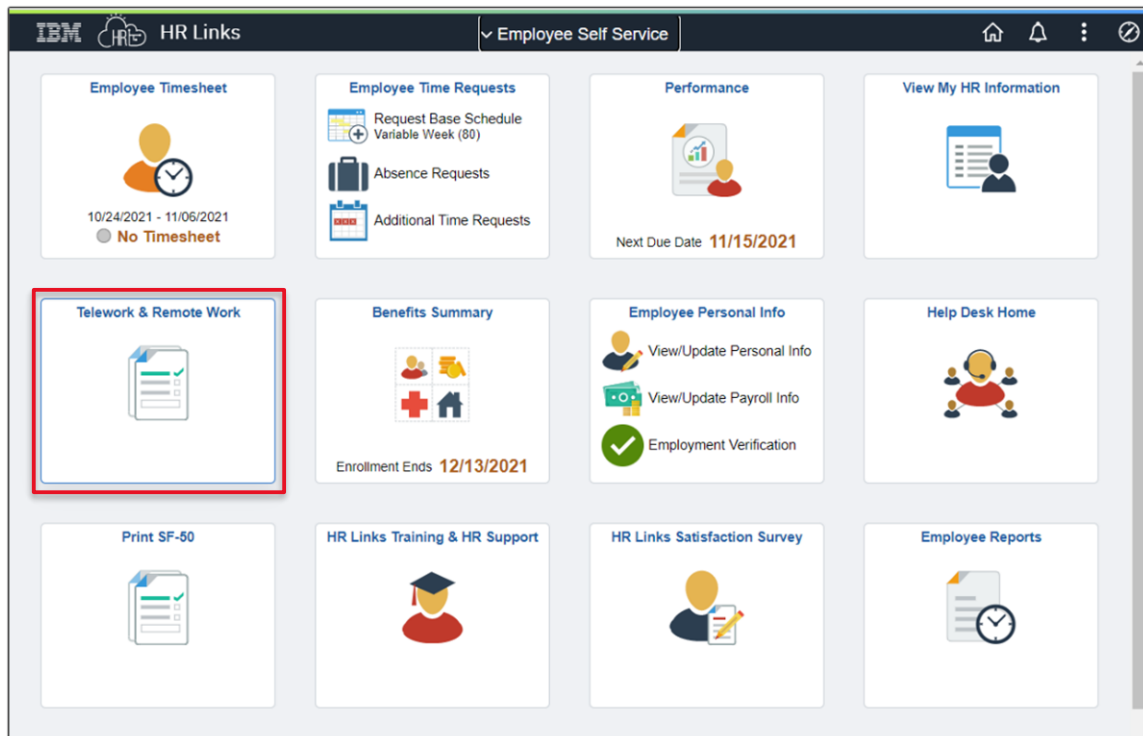


Withdraw a pending Telework Agreement

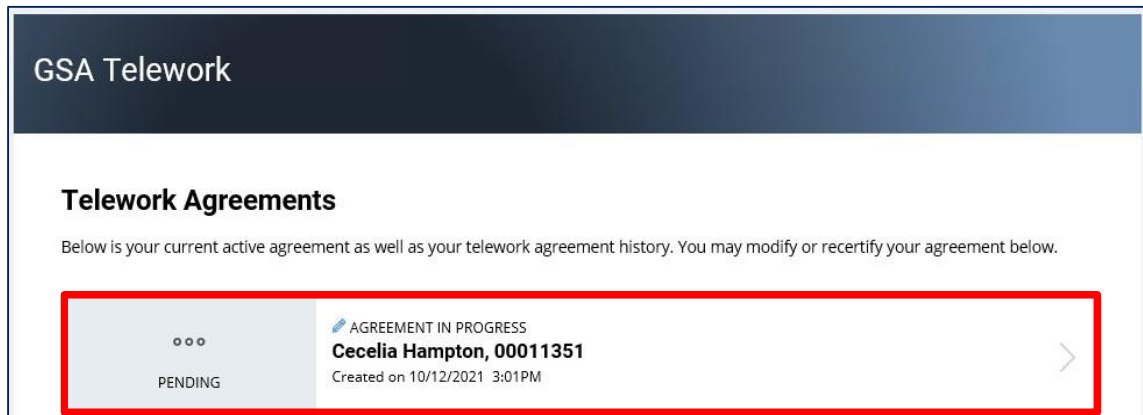
To make changes to a **pending** telework agreement, you must first withdraw the agreement from the approval process. Then make your changes and submit the telework agreement again.

Withdraw a pending Telework Agreement (Employee View)

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



2. Then on the Telework Agreements landing page, click your **pending** telework agreement.





- The agreement will open to the Summary tab and at the top of the view, your telework agreement status will display. Select the button labeled **Withdraw to Edit**.

The screenshot shows the top of the GSA Telework Agreement page. At the top left, there are the IBM and HRLINKS logos. The main heading is "GSA Telework Agreement". Below this, a status box displays "STATUS: Pending approval by Joy Heuer". To the right of this status box is a red-bordered button labeled "WITHDRAW TO EDIT". Below the status box is a section titled "Instructions".

- The status will change to "Withdrawn" and a row of tabs will display with the Summary tab opened so that you can scroll down to review all the details of your Telework Agreement. Select the tab where you need to make changes and then modify the fields you want changed.

The screenshot shows the GSA Telework Agreement page after the status has changed to "Withdrawn". The status box now displays "STATUS: Withdrawn" with a red border and a message: "You have withdrawn your telework agreement from the approval process. Please click on the tab(s) to make changes." Below this is the "Instructions" section, which contains two numbered steps and a "Please Note" section. At the bottom of the page, there is a row of four tabs: "Arrangement", "Acknowledgements", "Summary", and "Submit". The "Summary" tab is currently selected and highlighted in a darker blue. Below the tabs, the "Summary" section is visible, with the word "Arrangement" partially visible at the bottom.



5. 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
<input type="button" value="RETURN TO SEARCH"/> <input type="button" value="PREVIOUS"/> <input checked="" type="button" value="NEXT"/>	

6. Select the **Next** button to continue. The **Submit** tab will display.

7. Then, under **Employee Telework Certification**, ensure the button is toggled to the right to show a checkmark.

Arrangement	Acknowledgements	Summary	Submit
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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*

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

ADDITIONAL COMMENTS

10. A confirmation message will appear, stating, "Your agreement has been successfully submitted." Select the **OK** button.

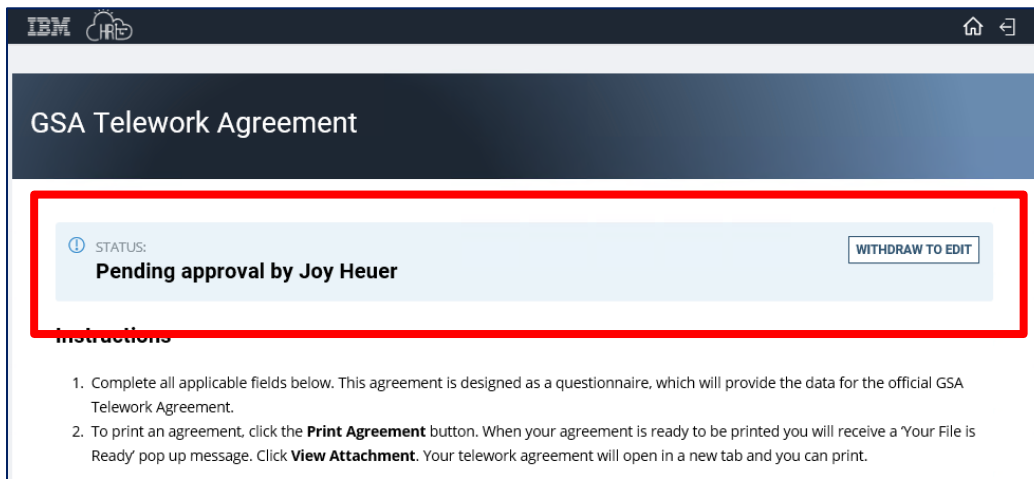
GSA Telework

✔ Your agreement has been successfully submitted.

Subject: Cecelia Hampton, 00011351

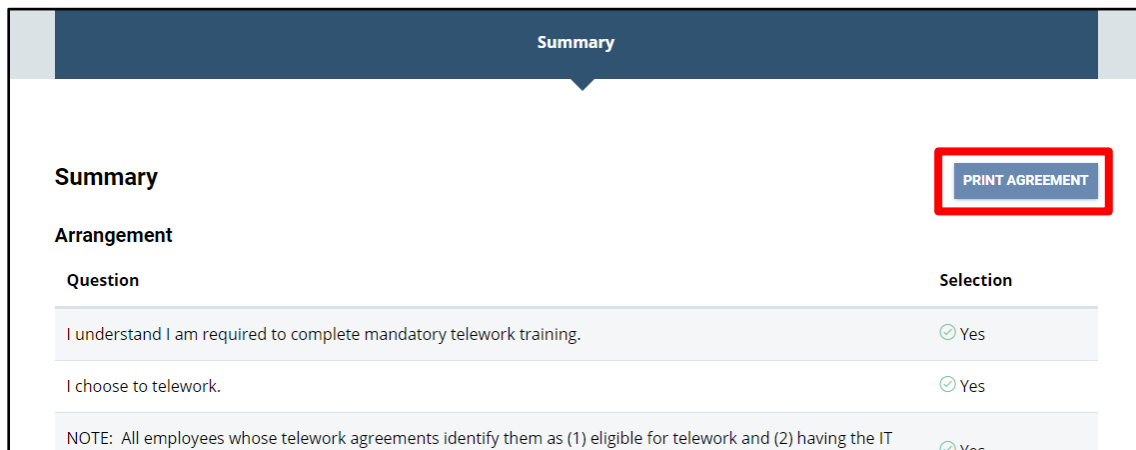
Status: Pending

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



12. Scroll down to see the final summary tab.

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



14. 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="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

Additional Comments




RETURN TO SEARCH

- 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	
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End