

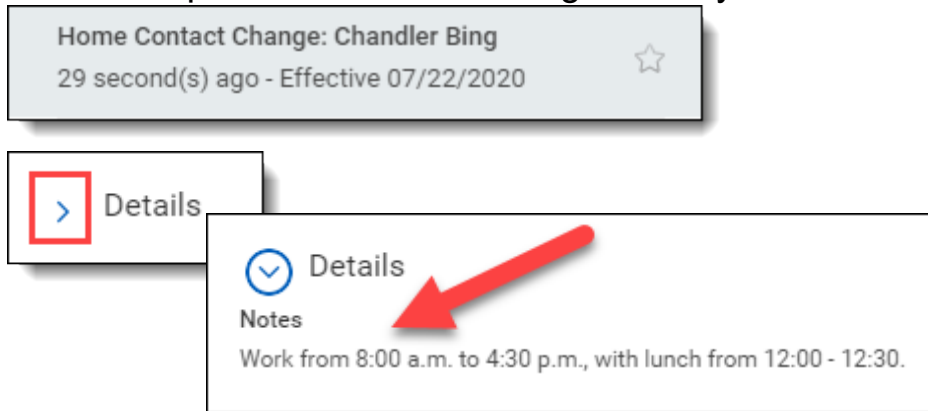
Working Remotely Employees

This quick reference guide explains how to view employees you have a role for, who have been approved to work remotely. This process is not intended for viewing workers' secondary or alternate state owned work location. Executive Branch employees are required to review [State HR policy 50.050.01](#) and agree to abide by the terms and conditions of the [Working Remotely Acknowledgement](#) form. Managers can Send Back a request to be updated or removed, or they can Approve it. If the request is sent back, the employee must complete the acknowledgement and survey tasks again after updating the request.

A working remotely employee's address change will kick off the working remotely policy acknowledgement and asset survey tasks again for the employee to complete. The acknowledgement task must be completed. The asset survey is not required, but the To Do will need to be submitted or the address change will not complete. The Manager will receive the task to determine if working remotely is still appropriate. The process will finalize and the new address will be in effect when the Manager completes this step.

Review Home Contact Change (Working Remotely Request)

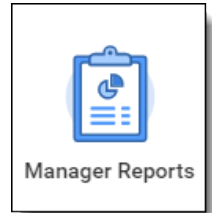
To view details such as start and stop time, lunch breaks, etc., prior to approving, click anywhere in the Address box of the request. Click the arrow next to Details; this will open the notes section where the employee has the option to add additional information. Managers can Approve or Send Back, but cannot edit or delete. If changes are needed or you wish to deny the request, send it back to the employee with your comments. The employee can cancel the request or edit the request to remove working remotely.



Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#). For system issues, please contact Workday.help@oregon.gov

Run and View the Reports

The Manager Reports worklet contains the three Working Remotely reports that are available. Click on the Employee Reports tab.



Absence / Time Off Reports **Employee Reports** Position Reports Performance

Working Remotely

- My Working Remotely Employees
- HCM Working Remotely | Awaiting Action
- HCM Working Remotely | Survey Responses & Asset Tracking

The **My Working Remotely Employees** report will display all currently approved Working Remotely Employees you have a role for. If *Notes* were entered by the employee in the *Details* section during the request process, you will see them on the report. Notes are optional.

My Working Remotely Employees Actions

4 items

User Profile Link	Legal Name	OR Number	Details		Primary Home Address	Address	City	State	Days Per Week	Days Of The Week	Details
			Effective Date								Notes
Q	Buffay, Phoebe R	OR	07/17/2020		1234 Friends Ln. Apt. C	1234 Friends Ln. Apt. C	Salem	Oregon	2	Wednesday Thursday	Lunch from 12:00 - 1:00
Q	Geller, Ross E	OR	07/17/2020		750 Marcel Ave.	750 Marcel Ave.	Salem	Oregon	2	Thursday Friday	
Q	Green, Rachel L	OR	07/17/2020		7654 Barry St.	7654 Barry St.	Salem	Oregon	2	Tuesday Wednesday	
Q	Tribbiani, Joey L	OR	07/17/2020		2835 Howudoin Ct.	2835 Howudoin Ct.	Keizer	Oregon	2	Monday Tuesday	

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Working Remotely, Manager information

Quick Reference Guide

The **HCM Working Remotely | Awaiting Action** report displays requests to work remotely that are in progress and who is responsible for the next step.

HCM Working Remotely Awaiting Action Actions					
3 items					
Company	Business Process	Employee	Date Initiated	Awaiting Action:	Action Required By:
Department of [redacted]	🔍	Bitsy Spider	08/04/2020	Review Documents	Bitsy Spider
Department of [redacted]	🔍	Humpty Dumpty	08/04/2020	To Do: Asset Survey	Humpty Dumpty
Department of [redacted]	🔍	Tom Thumb	08/04/2020	Approval by Manager	Jack Horner

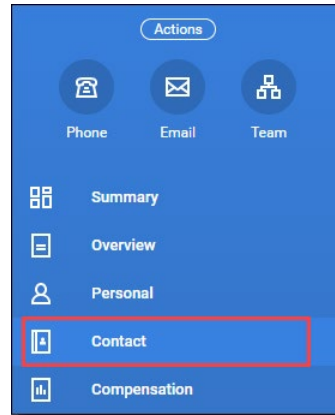
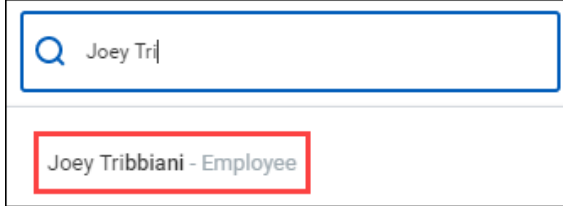
The **HCM Working Remotely | Survey Responses & Asset Tracking** report displays employee responses to the asset survey questionnaire.

HCM Working Remotely Survey Responses & Asset Tracking Actions							
970 items							
Company	Employee ID	Survey Respondent Name	Survey Sent Date	Respondent Submission Date	Question	Multiple Choice Question Answer	Text Question Answer
Services			10:13 AM		keyboard at home?	keyboard at home?	
Department of Administrative Services	[redacted]	[redacted]	04/10/2020 10:13 AM	04/15/2020	Do you have a state issued mouse at home?	Yes (Do you have a state issued mouse at home?)	
Department of Administrative Services	[redacted]	[redacted]	04/10/2020 10:13 AM	04/15/2020	If you have a second state issued monitor at home,		N/A
Department of Administrative Services	[redacted]	[redacted]	04/10/2020 10:13 AM	04/15/2020	If you have a state issued cell phone at home, ple		26100
Department of Administrative Services	[redacted]	[redacted]	04/10/2020 10:13 AM	04/15/2020	If you have a state issued laptop dock at home, pl		25285
Department of Administrative Services	[redacted]	[redacted]	04/10/2020 10:13 AM	04/15/2020	If you have a state issued laptop or desktop compu		25197
Department of Administrative Services	[redacted]	[redacted]	04/10/2020 10:13 AM	04/15/2020	If you have a state issued monitor at home, please		23573
Department of Administrative Services	[redacted]	[redacted]	04/10/2020 10:13 AM	04/15/2020	If you have a state issued printer at home, please		N/A
Department of Administrative Services	[redacted]	[redacted]	04/10/2020 10:13 AM	04/15/2020	If you have any additional state assets at home, f		N/A

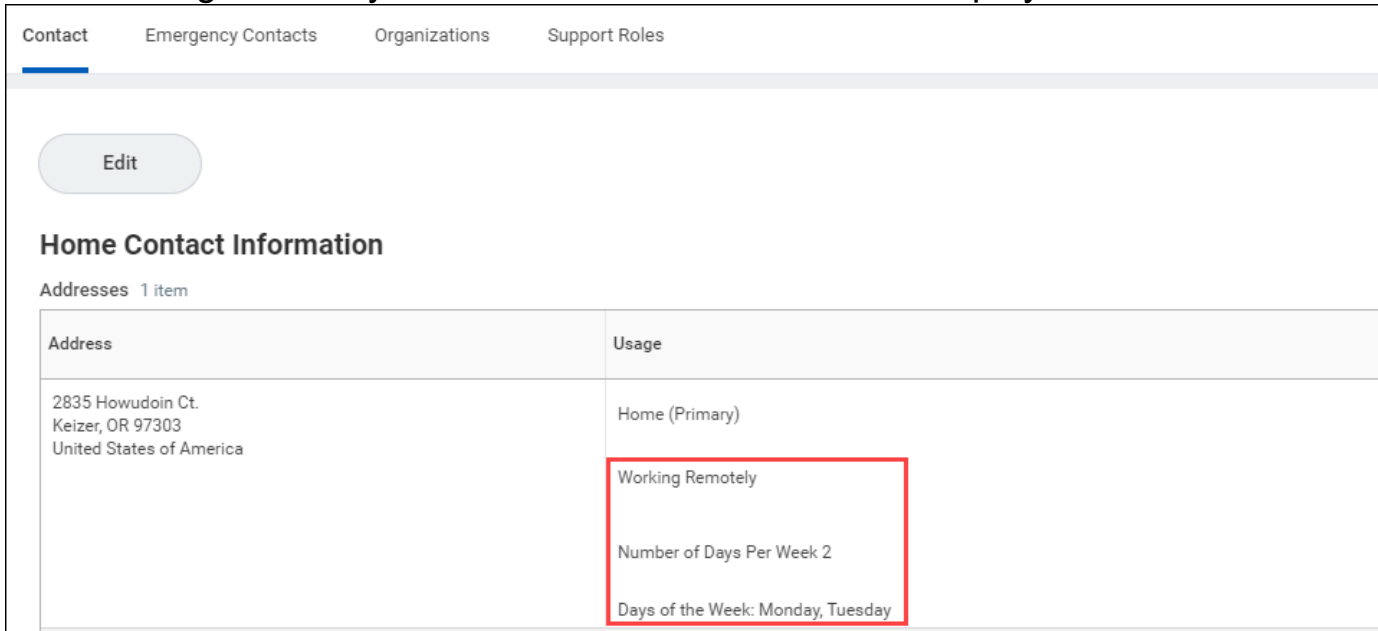
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View from Employee Profile

Enter the employee name in the search bar and select them from the search results to navigate to their profile page. On the Profile page, click Contact.

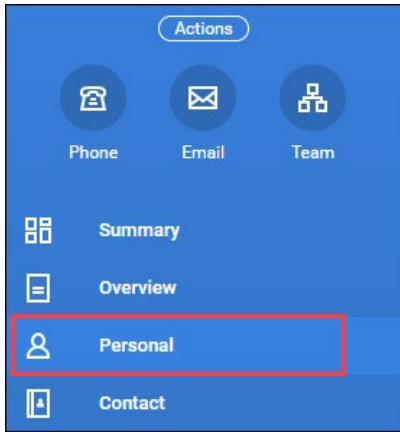


The Working Remotely information will be visible in the employee's Home Address area.



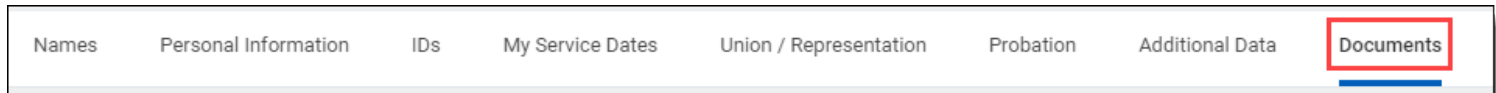
View Documents

Working Remotely acknowledgement forms are located in the employee's *Documents*.



Actions




- Phone
- Email
- Team
- Summary
- Overview
- Personal**
- Contact



Names Personal Information IDs My Service Dates Union / Representation Probation Additional Data **Documents**

Reviewed Documents

Standard Documents 3 items

Document	Effective Date	Document Attachment	Signature Type	Signed By	Signature Date	Signature Statement
Workday Security Access Form	01/27/2019	 Workday security access form.pdf	Acknowledgment	Joey Tribbiani	02/11/2019 10:31:06 AM	By acknowledging, I certify my understanding the access granted to me requires unconditional adherence to the attached mandatory conditions:
Working Remotely Acknowledgment	06/16/2020	 Working Remotely Employee Acknowledgement.pdf	Acknowledgment	Joey Tribbiani	07/17/2020 07:50:15 AM	I have read and understand State HR Policy 50.050.01 Working Remotely, associated agency procedures and this agreement. I agree to abide by the terms and conditions outlined. I agree that the sole purpose of this agreement is to regulate working remotely and that it neither constitutes an employment contract nor amends any existing contract.
Policy 50.050.01	06/16/2020	 50-050-01.pdf	Acknowledgment	Joey Tribbiani	07/17/2020 07:50:15 AM	I have read and understand State HR Policy 50.050.01 Working Remotely, associated agency procedures and this agreement. I agree to abide by the terms and conditions outlined. I agree that the sole purpose of this agreement is to regulate working remotely and that it neither constitutes an employment contract nor amends any existing contract.

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