

Working Remotely, request, view, end

This job aid provides step-by-step instructions on how to request to work remotely at an alternate workplace. This process is not intended for adding a secondary state-owned work location.

[Working Remotely Request Sent Back](#)

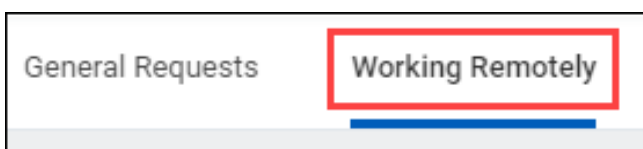
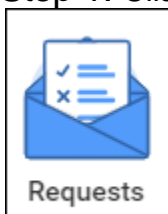
[View Working Remotely](#)

[End Working Remotely](#)

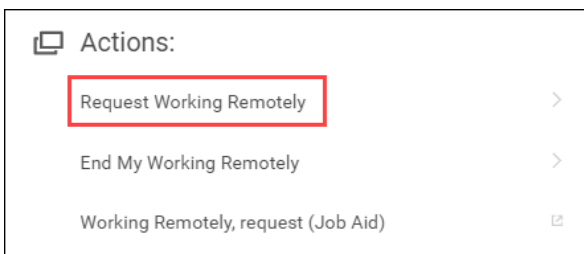


If you have already filled out an agreement and your working remotely status has changed, you will need to end the current agreement and submit a new request.

Step 1: Click on your **Requests** application and select the **Working Remotely** tab.



Step 2: Click on **Request Working Remotely**.

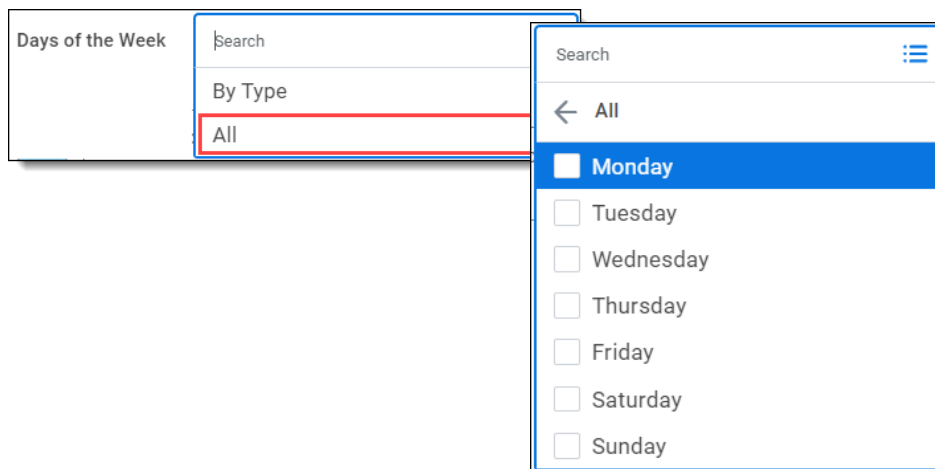
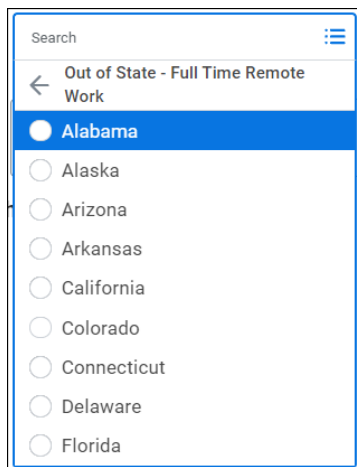
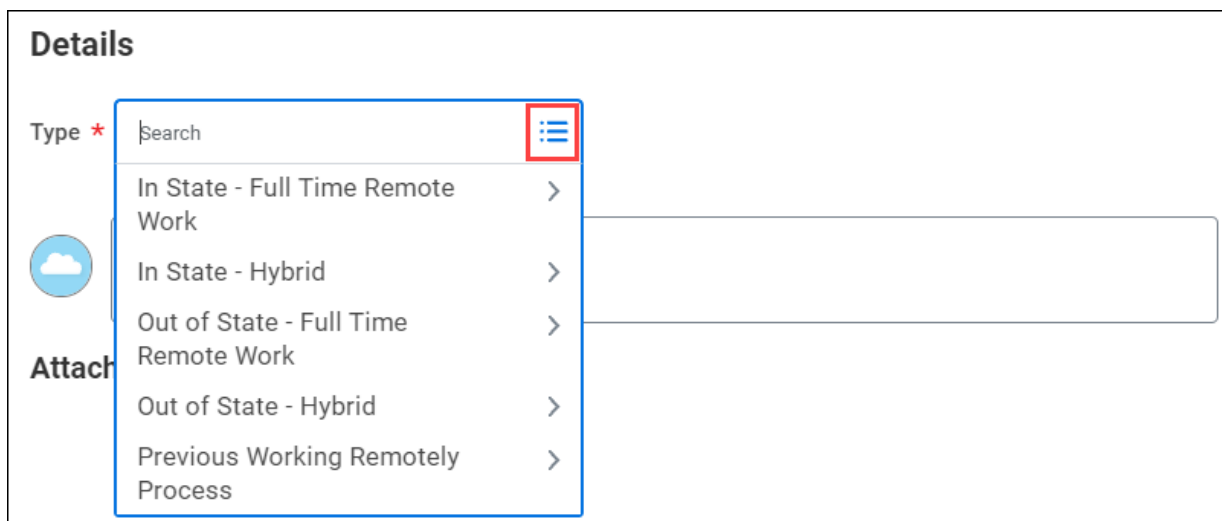


Step 3: Enter the remote work **Start Date** (1) and a **Proposed End Date** if applicable (2). If you only have one position, the **Position** field will auto populate (3). If you have more than one position, click on the menu prompt to select the position pertaining to this request (4). Submit a request for each position you are requesting to work remotely. The task will route to the appropriate manager for the position.

Step 4: Click on the **Type** menu prompt to designate which type of remote work you are requesting.

[Definitions can be found here](#)

- You will be prompted to select the state you will be working from. Use the menu prompt to make your selection.
- If you select a *Hybrid* option (In or Out of State), you will be prompted to select the days of the week you will be working remotely. Use the menu prompt to make your selection.



Enter relevant **Comments** such as work hours and lunch period. Click **Submit**.

The task will route to your manager who may approve, send back for revision, or deny the request. If the request is for out of state remote work, the task will also route to an HR Partner for final approval.

***** You will receive additional tasks in your inbox as part of the approval process. *****

These tasks will appear after your manager has reviewed your request.

Step 5: After the manager has approved the request, you will receive tasks for an Asset Survey and to review and acknowledge the Working Remotely Policy. Those who are requesting to work out of state will receive a third task to review and acknowledge the Out of State agreement. Tasks can be completed in any order.

Out of State agreement and acknowledgement: Click on the blue hyperlink to view the **PDF** Working Remotely Out of State document. This opens the document in a new tab. Click back on the Out of State Agreement tab and check the **I Agree** box. Enter a comment if you would like and click **Submit**.


Asset Survey: Read the instructions on the Asset Survey To Do. Click on the blue **Asset Survey** hyperlink.

Related Links 1 item	
Related Link	Link Description
Asset Survey	Assets used while Working Remotely and Asset Classification level

Instructions for completing the survey will be displayed once the survey opens. See the quick reference guide (QRG) [Asset Survey](#) to complete the survey. Go back to the Asset To Do task in your inbox and click **Submit** to indicate you have completed the task. If there are no changes to the Asset classification level and/or assets in your possession, and this is a new request to change the number of days per week and/or days of the week from a previous agreement, enter "No changes" in the comment section and click **Submit**.

Policy review and acknowledgement: Click on the blue hyperlinks to review the Working Remotely Policy and the Working Remotely Guidelines documents. This will open a new tab. Click back on the *Policy review and acknowledgement* tab, and check both **I Agree** boxes and click **Submit**.


Documents

Document  Working Remotely Policy 50.050.01

Instructions Review the policy for Working Remotely and the Working Remotely Employee Acknowledgement. Check the Acknowledge box and click Submit.

Signature Statement 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.

I Agree

Document  Working remotely guidelines

Signature Statement 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.


I Agree

You will receive notification when the request is approved, sent back or denied.

Working Remotely Request Sent Back:


Step 1: Click on the Sent Back request in your inbox.

Request Working Remotely: [Redacted]


Sent Back by [Redacted] 


30 second(s) ago - Effective 12/01/2021

Step 2: Review the **View Comments** section to see the *Send Back Reason*. Update the request as appropriate and click **Submit**.

Revise Working Remotely [Redacted] 


30 second(s) ago - Effective 12/01/2021


Start Date * 12/01/2021 

Proposed End Date MM/DD/YYYY 


Position * HR Consultant 1 - [Redacted]

Details

Type * Washington 

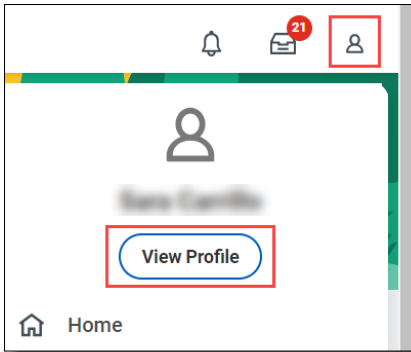
 enter your comment

View Comments (1)

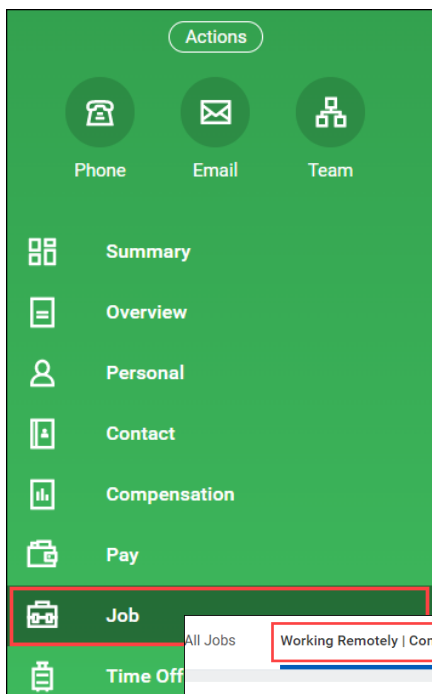
 Send Back Reason: Please revise to 3 days a week for now. Will re-evaluate in 3 months.

View Working Remotely:

Step 1: Click on your photo or person icon in the top right of your screen and then **View Profile**.



Step 2: Approved request will display on your worker profile under **Job**, and then the **Working Remotely | Completed Requests** tab.

A screenshot of a table titled 'Working Remotely | Completed Requests'. The table has columns for Working Remotely, State, Start Date, End Date, Position, Comments, and Updated. One row is visible with the following data: Working Remotely: Out of State - Full Time Remote Work; State: Washington; Start Date: 08/17/2022; End Date: (blank); Position: Compliance Specialist 2 - (blurred); Comments: (blurred); Updated: 08/17/2022. The table title and the 'Job' menu icon from the previous image are highlighted with red rectangles.

Working Remotely	State	Start Date	End Date	Position	Comments	Updated
Out of State - Full Time Remote Work	Washington	08/17/2022		Compliance Specialist 2 - [blurred]	[blurred]	08/17/2022

Requests that are not yet approved will be in the **Working Remotely | Awaiting Action** tab.

Business Process	Date Initiated	Awaiting Action	Action Required By	Position	Comments
Q	08/17/2022	Approval by Manager		Compliance Specialist 2	

Step 3: Click on **Personal** and then the **Documents** tab to view acknowledgements.

Actions

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

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

Step 4: Use the outside scroll bar to scroll down to the **Standard Documents** and **Generated Documents** sections and click on the blue hyperlinks to view the documents.

Standard Documents 8 items

Document	Effective Date	Document Link	Document Attachment	Signature Type
Working Remotely Guidelines	12/03/2021	Working Remotely Guidelines		Acknowledgment
Working Remotely	12/03/2021	Working Remotely		Acknowledgment

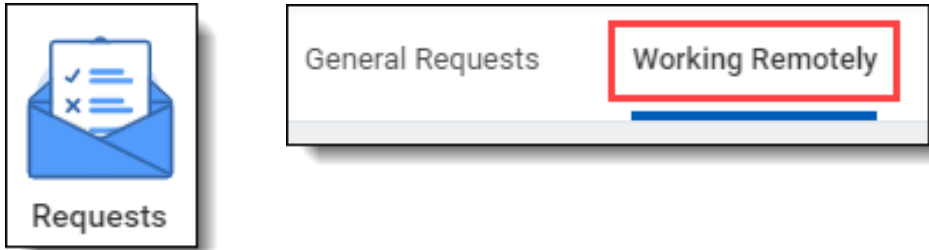
Generated Documents 1 item

Document

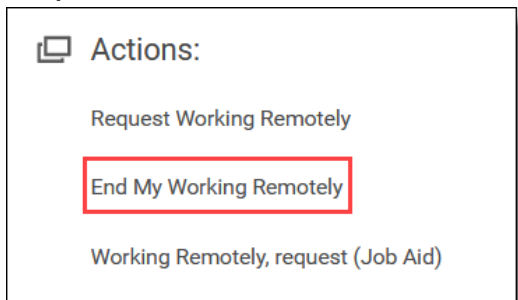
[Working Remotely Out of State 08/17/2022.pdf](#)

End Working Remotely:

Step 1: Click on your **Requests** application and select the **Working Remotely** tab.



Step 2: Click on **End My Working Remotely**.



Step 3: Enter an **End Date** and a comment if you would like. Click **Submit**. Note: Ending remote work will not send a notification to your manager.

Working Remotely

Start Date 12/01/2021

Proposed End Date (empty)

Position Quality Assurance Advisor - [REDACTED]

Type Out of State - Full Time Remote Work > Washington

End Working Remotely

End Date * MM/DD/YYYY 