

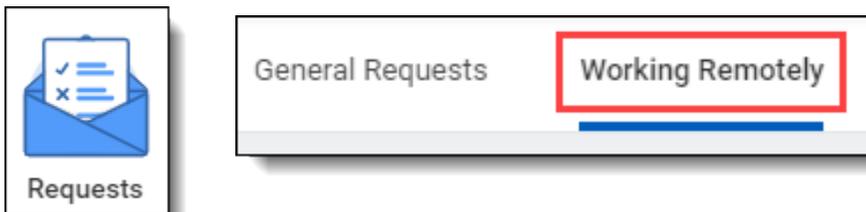
## Working Remotely

This job aid provides step by step instructions on how to finalize and document your approved request to work remotely from your home address. This process is not intended for adding a secondary state owned work location.

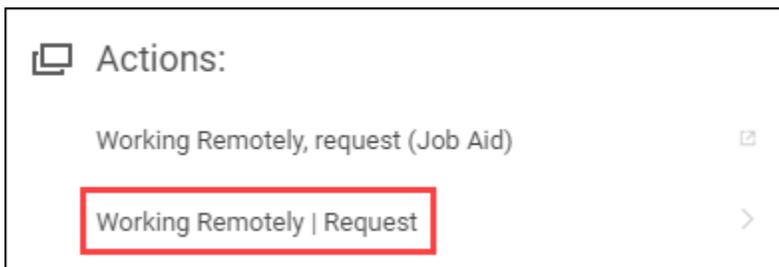


Do not change your home address through this process or in conjunction with the Working Remotely Request task. Changing your home address does not require manager approval and should be done as a separate task. See the job aid [Personal Information, update, add and view](#).

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



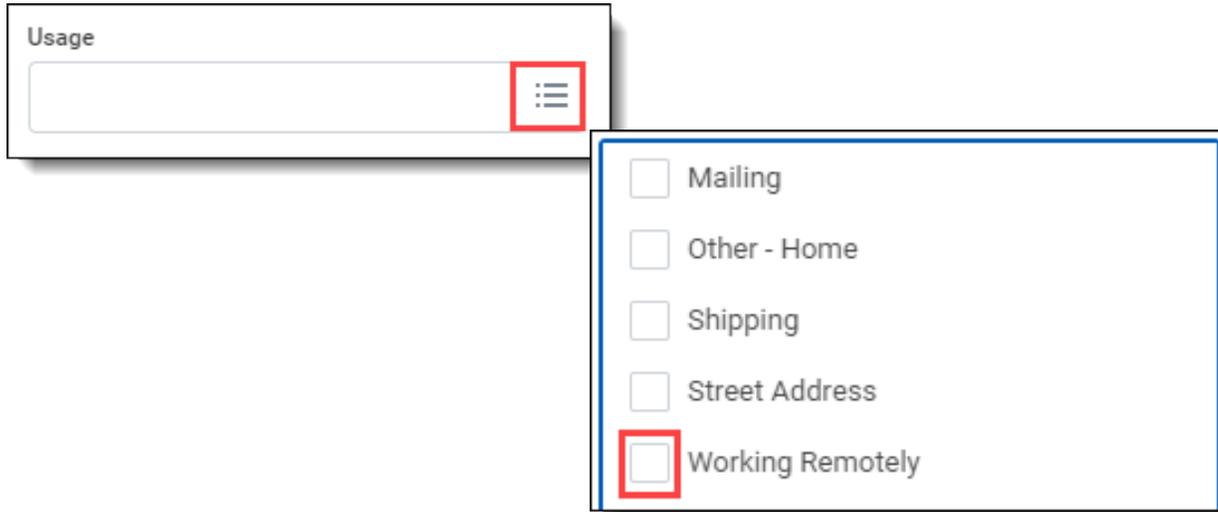
Step 2: Click on **Working Remotely | Request**.



Step 3: Click on the pencil icon in the **Primary Address** field to begin editing.



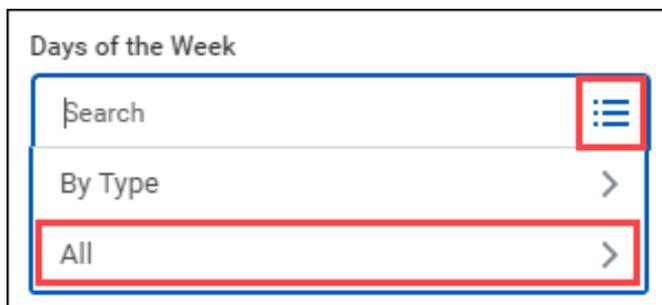
Step 4: Scroll down to *Usage* and click on the menu prompt. Select **Working Remotely** and then click anywhere in the white area to close the search list.



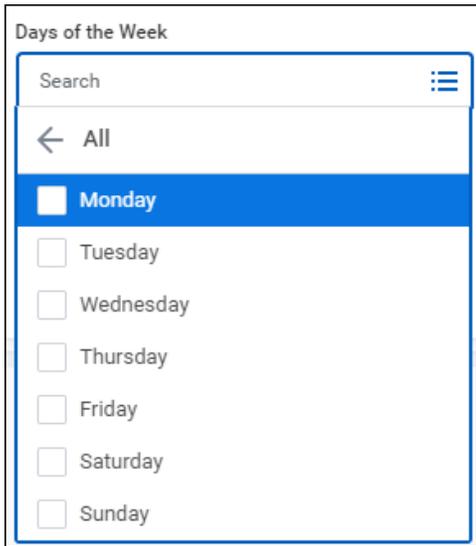
Step 5: Enter the **Number of Days Per Week** you are requesting to work remotely.



Step 6: Click on the menu prompt in the *Days of the Week* field and select **All**.



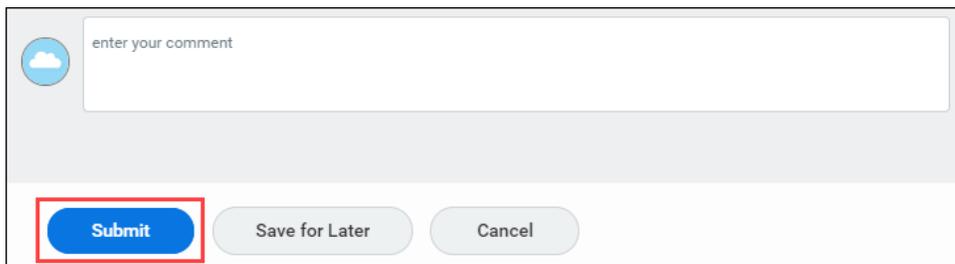
Step 7: Select the specific *Days of the Week* that you are requesting to work remotely. Click anywhere in the white area to close the search list.



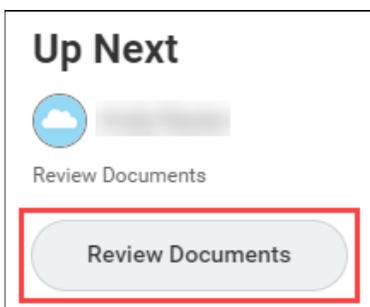
Step 8: Click on **Details** to enter relevant **Notes** such as work hours and lunch period. These notes will show in the employee *Home Contact* section under *Comments*.



Step 9: Scroll down to the bottom of the page to enter relevant *comments*, and click **Submit**.



Step 10: *Up Next* you will receive a task to review the Working Remotely Policy and Policy Acknowledgement. Click **Review Documents**.

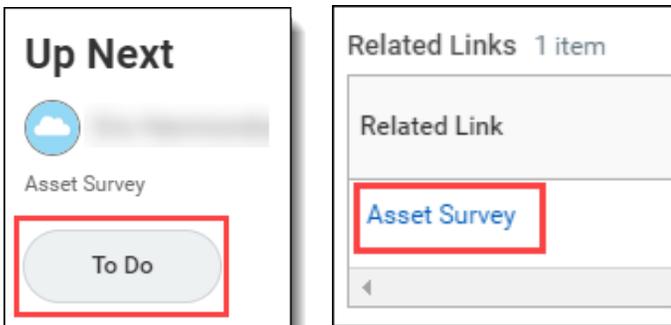


Step 11: Click on the blue hyperlinks to review the Working Remotely Policy and the Working Remotely Acknowledgment documents. Click the **I Agree** box and **Submit**.

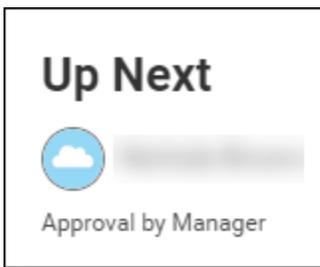
The screenshot shows a 'Documents' section with the following elements:

- Document:** Policy 50.050.01 (highlighted with a red box)
- Instructions:** Review the policy for Working Remotely and the Working Remotely Employee Acknowledgement. Check the Acknowledge box and click Submit.
- Document:** Working Remotely Acknowledgment (highlighted with a red box)
- 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:**  (highlighted with a red box)
- Comment:** [Empty text box]

Step 12: *Up Next* you will receive a To Do task to complete an Asset Survey. Click on the **To Do** button and then on the blue **Asset Survey** hyperlink. See the quick reference guide (QRG) [Asset Survey](#) to complete the survey. Go back to the To Do task in your inbox and click **Submit** to indicate you have completed the task.



Step 13: *Up Next* displays your request has been routed for *Approval by Manager*. Your Manager may *Approve* or *Send Back* the request.



### Working Remotely Request Sent Back:

If your request is sent back, you will receive an inbox item. Click on the **Home Contact Change** task.

Home Contact Change: [Redacted]

Sent Back by [Redacted] ☆

17 second(s) ago - Due 06/24/2020; Effective 06/23/2020

Step 1: Scroll to the bottom of the page to **View Comments**.

View Comments

Send Back Reason: Resubmit with 2 days a week for now (Wed & Fri). Can add Monday at a later date if all goes well.

Just now

Step 2: Scroll back up to the **Primary Yes** address field. This is where the Working Remotely information is stored. Click on the pencil icon to make edits.

**Address**

Primary ✕ ✎

● Yes added

Address

● 1234 Main St., Salem, OR 97301

Usage

● Working Remotely added

Step 3: Once you have completed your edits, click on the checkmark  to save your changes, and click **Submit**.

Number of Days Per Week

Days of the Week

✕ Friday

✕ Wednesday

Submit

Save for Later

Close



Up Next you will receive the *Review Documents* and *Asset Survey To Do* tasks **again**. These tasks must be completed for the updated request to route back to the Manager.

## View Working Remotely:

You can view your approved remote work information by navigating to your profile page and selecting **Contact > Contact** tab.

Home Contact Information

Addresses 1 item

Address	Usage	Visibility	Comments
1234 Main St. Salem, OR 97301 United States of America	Home (Primary) Working Remotely Number of Days Per Week: 2 Days of the Week: Wednesday, Friday	Private	8:00 - 4:30 lunch from 12:00 - 12:30

To view your Working Remotely Acknowledgement Form, navigate to your profile page and select **Personal > Documents** tab.

Documents

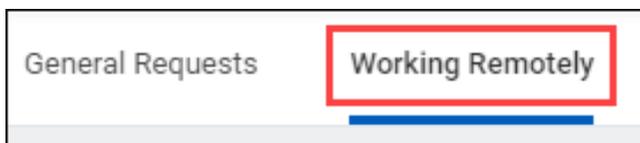
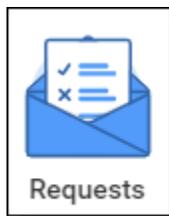
Reviewed Documents

Standard Documents 1 item

Document	Effective Date	Document Attachment	Signature Type	Signed By	Signature Date	Signature Statement
Working Remotely Acknowledgment	06/16/2020	Working Remotely Employee Acknowledgement.pdf	Acknowledgment		06/22/2020 02:56:30 PM	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.

## Remove or Update Working Remotely:

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



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



Step 3: Click on the pencil icon in the **Primary Address** field to begin editing.



Step 4: Scroll down to *Usage*.

- To remove Working Remotely, click on the X in the *Usage* field (1).
- To update Working Remotely, update the **Number of Days Per Week** (2) and **Days of the Week** (3) fields as appropriate. Click **Submit**.

Note: Removing Working Remotely will complete the action. Updating Working Remotely will start the process over again including the Review Documents task and *Asset Survey To Do*. Once complete, the request will route to the Manager.

