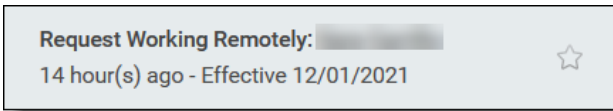


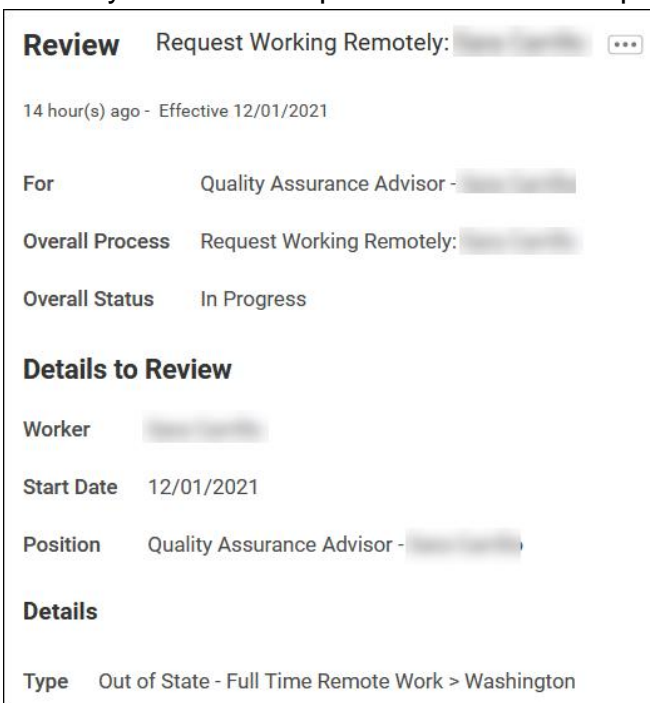
## Working Remotely, HR Partner tasks

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

**Step 1:** Requests for an alternate workplace located out of state will route to your Workday inbox. Click on it to open the request.



**Step 2:** Review all *Details* of the request. The out of state agreement document generated by the manager can be viewed in the worker’s *Generated Documents* section on their profile. Review for accuracy. There is no option to correct the request.



**Step 3:** Add a comment if you would like. Select the appropriate action for the request. Note: *Deny* will terminate the entire business process and the generated document will be removed from the worker’s profile. The employee and Manager will get a notification.

