

## Working Remotely, manager tasks

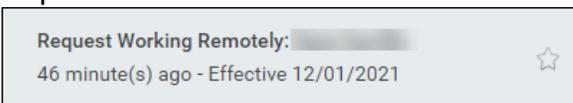
This job aid provides step by step instructions on how to process remote work requests and how to add and remove remote work for an employee. This process is not intended for adding a secondary state-owned work location.



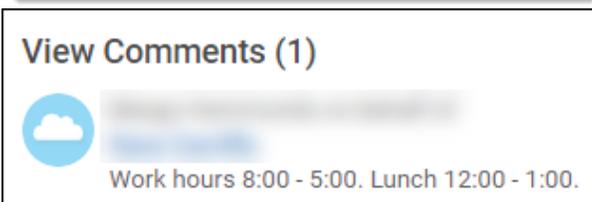
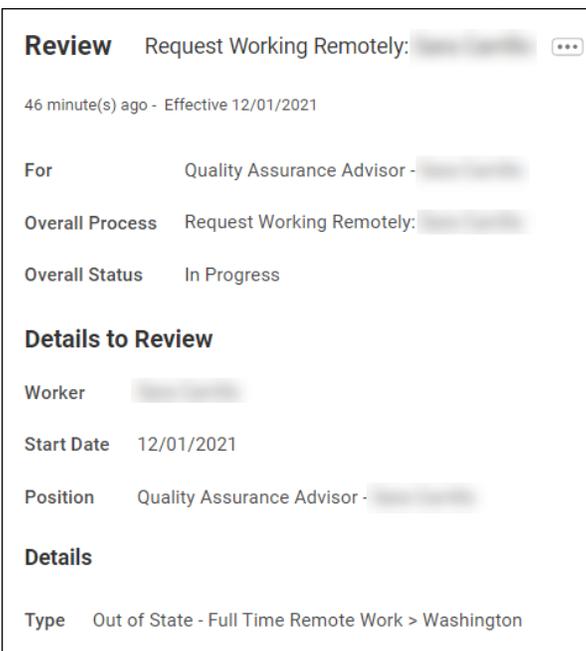
If you are approving or adding a new remote work agreement, be sure to end any previously approved remote work agreement for the position.

[Add Working Remotely for Worker](#)  
[End Working Remotely for Worker](#)

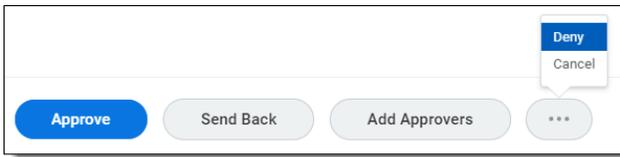
Step 1: Employee requests for remote work will come in your Workday inbox. Click on it to open the request.



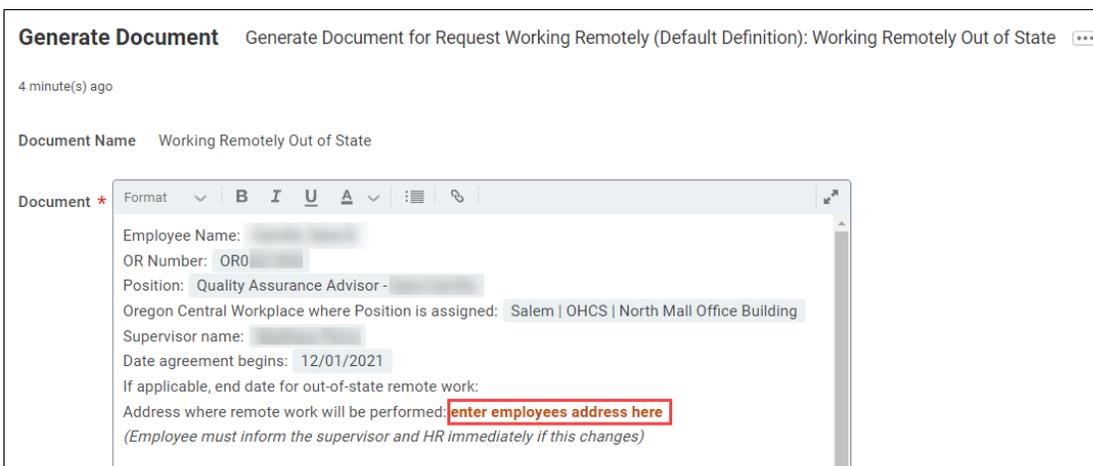
Step 2: Review all *Details* of the request and any comments.



**Step 3:** Add a comment if you would like and select the appropriate action for the request. You do not have ability to change/update the request. Note: *Cancel* closes the inbox task, it does not cancel the request.



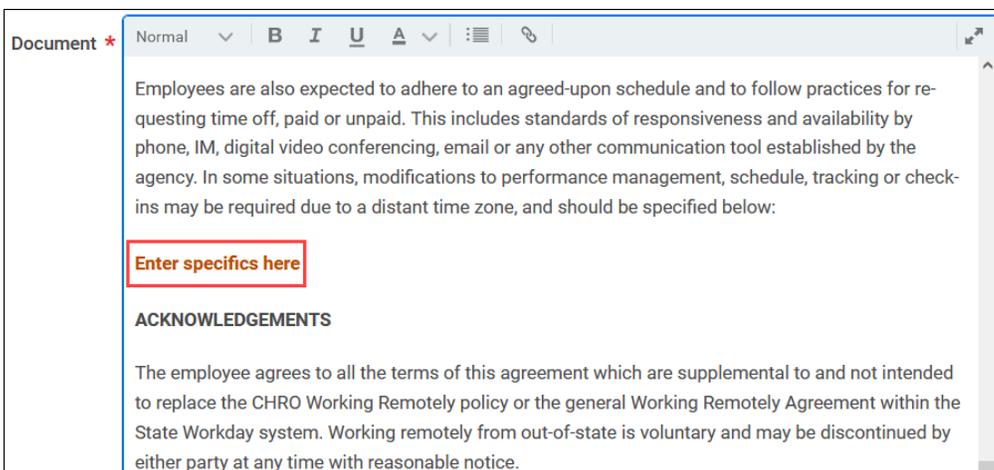
**Step 4:** If the request is to work out of state you will receive an additional task. Click on the inbox icon to refresh your inbox and bring up the new task. Click into the Generate Document task. Enter the **Address where remote work will be performed**. Note: This address may be different than the employee’s home address.



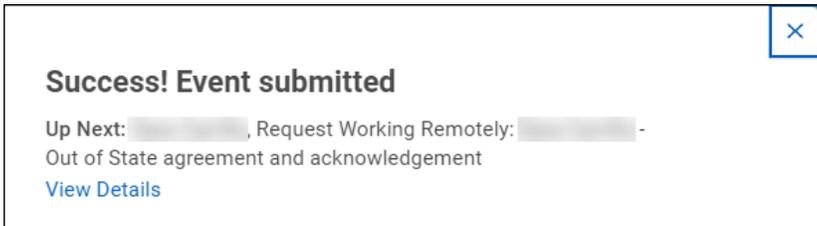
Use the side scroll bar to navigate to the **Enter specifics here** section. Type out (if any) specific arrangements of the agreement that are outside the guidelines of the Out of State Agreement. Enter a comment or attachment if you would like and click **Submit**.



**Important:** Work with your HR Business Partner to identify areas of compliance identified specific to the state requested.

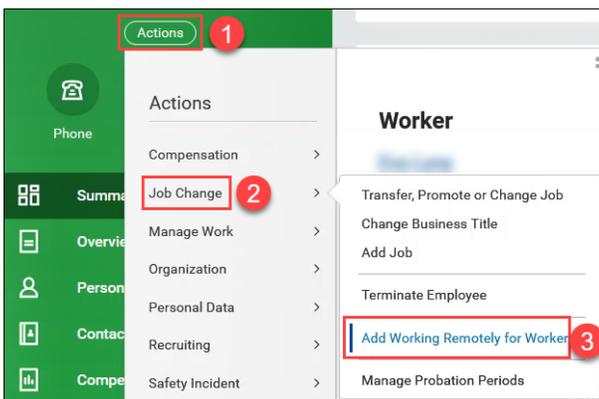


Up Next displays the employee has been sent Working Remotely tasks. Out of state requests will route to an HR Partner for review/approval after the employee has completed their acknowledgements and To Do tasks.



**Add Working Remotely for Worker:**

Step 1: From the employee profile click on **Actions** (1), hover over **Job Change** (2), and select **Add Working Remotely for Worker** (3).



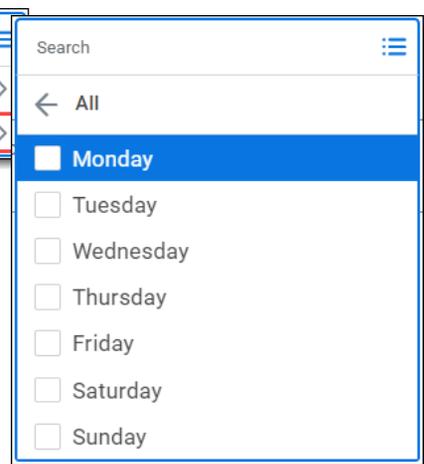
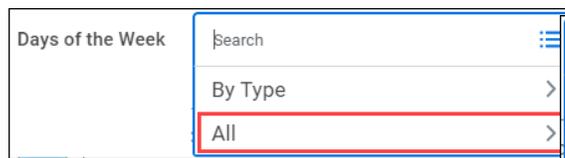
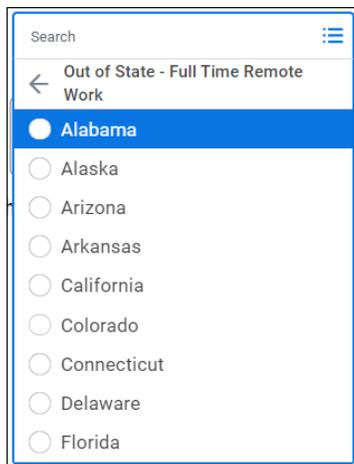
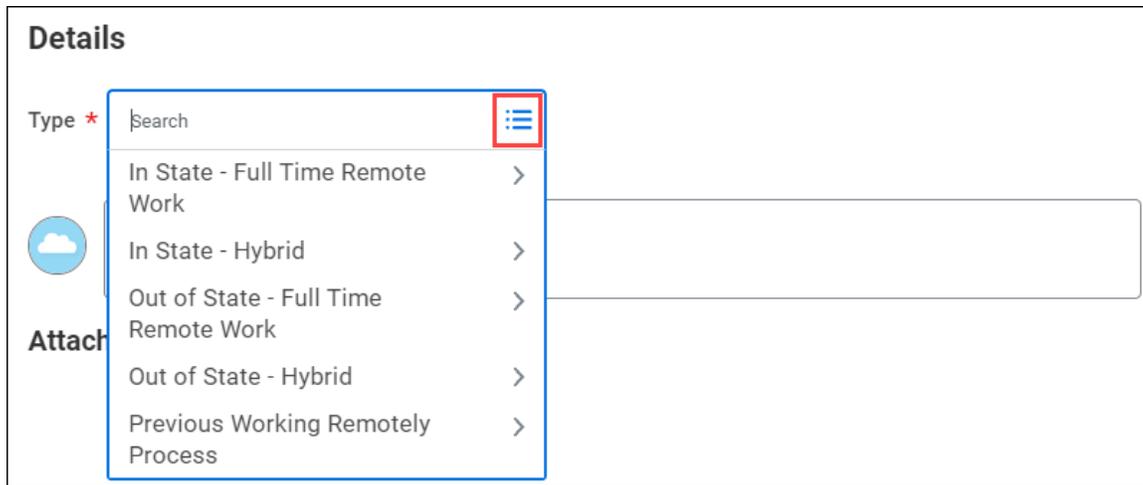
Step 2: Enter the remote work **Start Date** (1) and a **Proposed End Date** if applicable (2). If the employee only has one position, the **Position** field will auto populate (3). If they have more than one position, click on the menu prompt to select the position pertaining to this request (4). A request will need to be submitted for each position that will have remote work.



**Step 3:** Click on the **Type** menu prompt to designate the type of remote work.

[Definitions can be found here](#)

- You will be prompted to select the state the employee will be working from. Note: This may not be the same as the employee’s home address. 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.



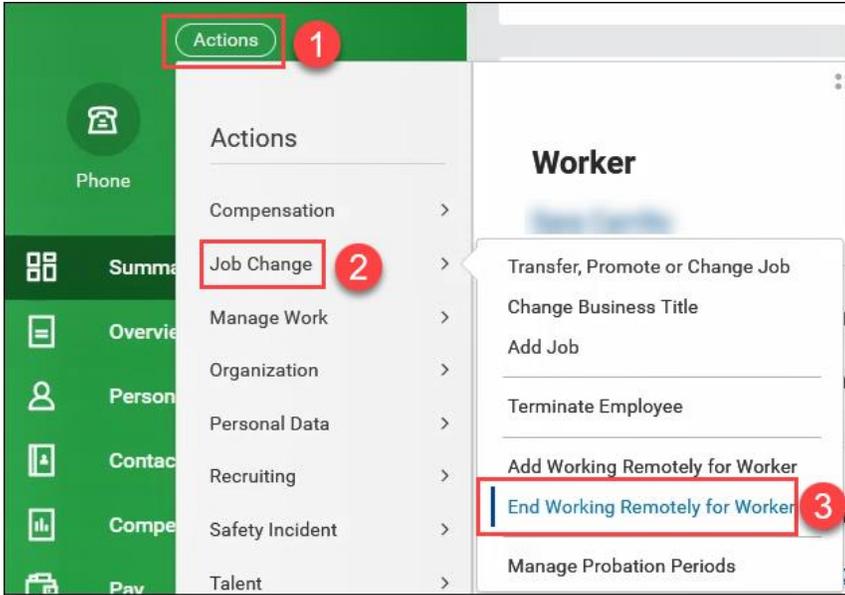
Enter relevant **Comments** such as work hours and lunch period. Add **Attachments** if you would like. Click **Submit**.

**Step 4:** You will be sent a Generate Document to your inbox if the remote work is out of state. Click on the inbox task and follow Step 4 from above.



**End Working Remotely for Worker:**

Step 1: From the employee profile click on **Actions** (1), hover over **Job Change** (2), and select **End Working Remotely for Worker** (3).



Step 2: Enter an **End Date**. Add a comment or attachment if you would like and click **Submit**.

**Working Remotely**

Start Date            12/01/2021

Proposed End Date    (empty)

Position              Quality Assurance Advisor - Sara Carrillo

Type                  In State - Full Time Remote Work > Oregon

**End Working Remotely**

End Date \*    12/31/2021

The employee will receive an End Working Remotely notification that includes the effective date.