Working Remotely, HR find, edit, remove
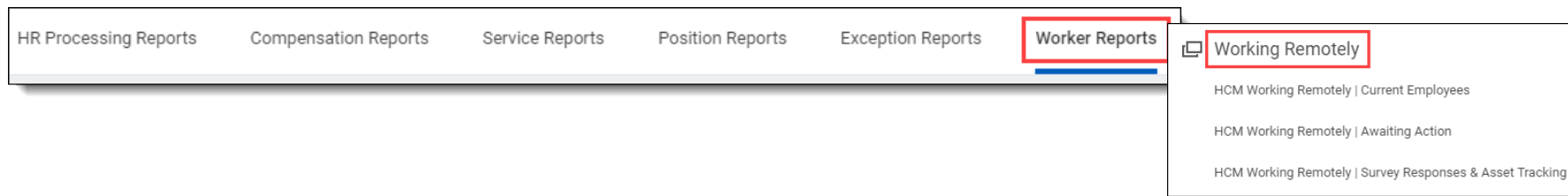## Quick Reference Guide

Working Remotely Employees

This quick reference guide provides information how to view employees you have a role for, who have requested or been approved to work remotely from their home address. 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. HR Partners, HR Assistants and Workforce Liaisons can remove working remotely for an employee or initiate an edit. If an edit is initiated, the acknowledgement and survey tasks will route to the employee to complete again.
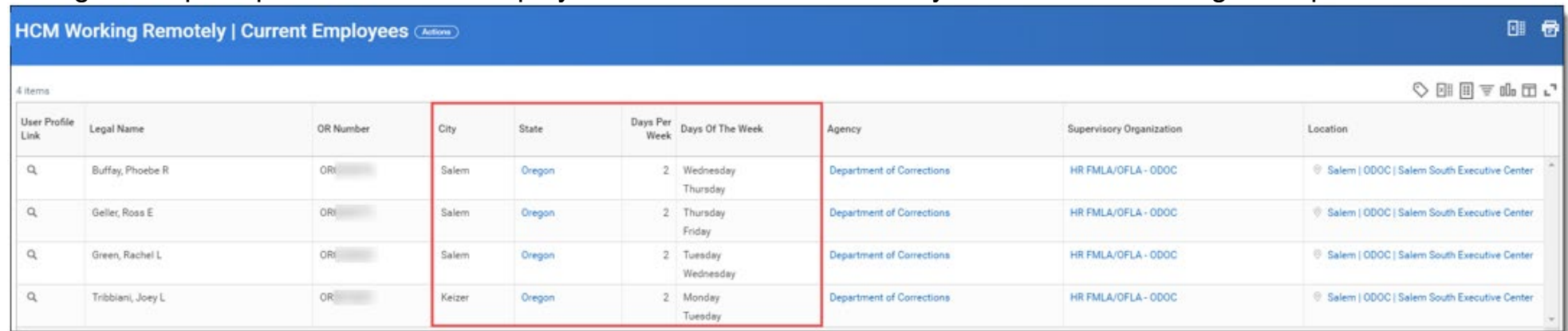
Run and View the Reports

The Human Resources Reports worklet contains the three Working Remotely reports that are available. Click on the Worker Reports tab

Human Resources Reports
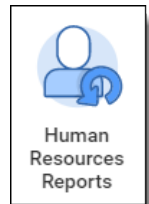
HR Processing Reports	Compensation Reports	Service Reports	Position Reports	Exception Reports	**Worker Reports**

Working Remotely

HCM Working Remotely | Current Employees

HCM Working Remotely | Awaiting Action

HCM Working Remotely | Survey Responses & Asset Tracking

The **HCM Employees Working Remotely | Current Workers** report will display all currently approved Working Remotely Employees you have a role for. *Notes* that may have been entered by the employee in the *Details* section during the request process and the employee's *Street Address* are only visible on the Manager's report.

HCM Working Remotely | Current Employees (Actions)

4 items

User Profile Link	Legal Name	OR Number	City	State	Days Per Week	Days Of The Week	Agency	Supervisory Organization	Location
🔍	Buffay, Phoebe R	ORI____	Salem	Oregon	2	Wednesday Thursday	Department of Corrections	HR FMLA/OFLA - ODOC	Salem	ODOC	Salem South Executive Center
🔍	Geller, Ross E	ORI____	Salem	Oregon	2	Thursday Friday	Department of Corrections	HR FMLA/OFLA - ODOC	Salem	ODOC	Salem South Executive Center
🔍	Green, Rachel L	ORI____	Salem	Oregon	2	Tuesday Wednesday	Department of Corrections	HR FMLA/OFLA - ODOC	Salem	ODOC	Salem South Executive Center
🔍	Tribbiani, Joey L	ORI____	Keizer	Oregon	2	Monday Tuesday	Department of Corrections	HR FMLA/OFLA - ODOC	Salem	ODOC	Salem South Executive Center

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

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The **HCM Working Remotely | Awaiting Action** report will display requests that are in progress, what Action step needs to be completed and who is responsible for it.

HCM Working Remotely | Awaiting Action (Actions)

2 items

| Company	Business Process	Employee	Date Initiated	Action:	Action Required By:
Department of Corrections	🔍	Chandler Bing	07/22/2020	To Do: Asset Survey	Chandler Bing
Department of Corrections	🔍	Monica Geller	07/22/2020	Approval by Manager	Paul Stevens

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

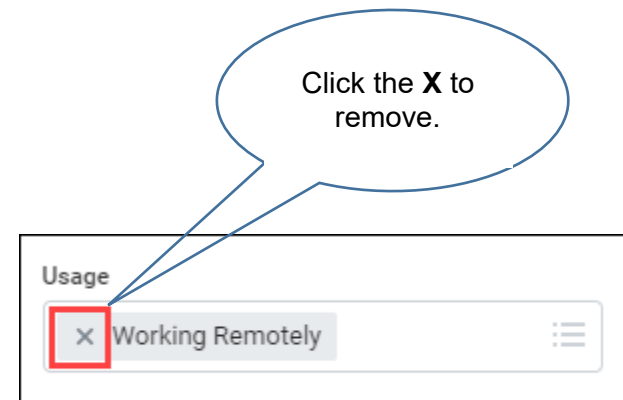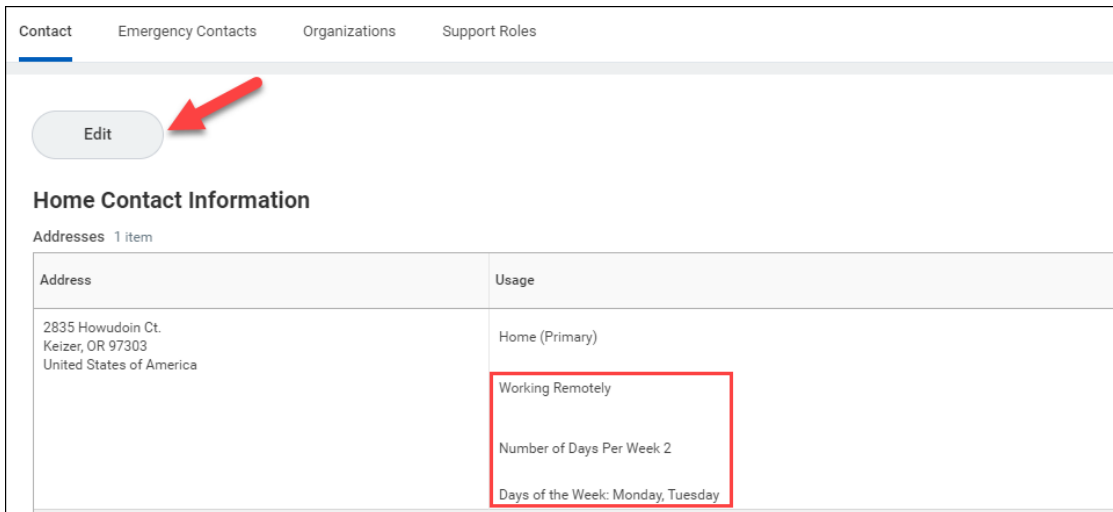| Company	Employee ID	Survey Respondent Name	Survey Sent Date	Respondent Submission Date	Question	Multiple Choice Question Answer	Text Question Answer
Services			10:13 AM		keyboard at home?	keyboard at home?)	
Department of Administrative Services			04/10/2020 10:13 AM	04/15/2020	Do you have a state issued mouse at home?	Yes (Do you have a state issued mouse at home?)	
Department of Administrative Services			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			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			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			04/10/2020 10:13 AM	04/15/2020	If you have a state issued laptop or desktop compu		25197
Department of Administrative Services			04/10/2020 10:13 AM	04/15/2020	If you have a state issued monitor at home, please		23573
Department of Administrative Services			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			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, Edit or Remove from Employee Profile

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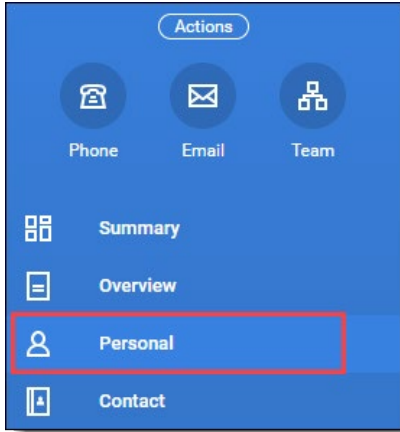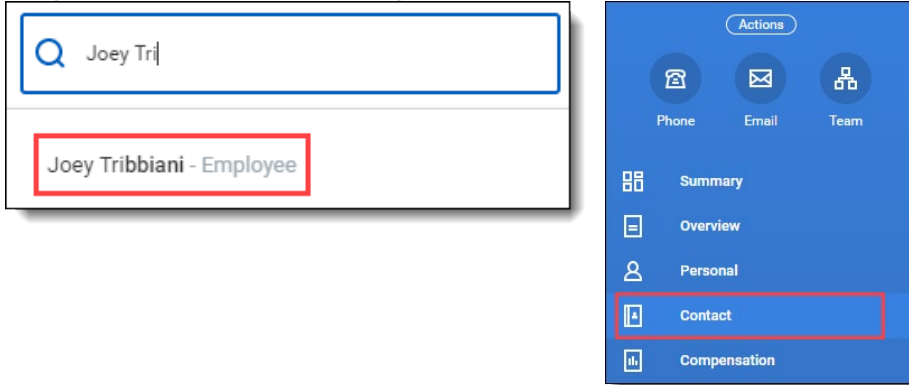

The Working Remotely information will be visible in the employee's Home Address area. Click Edit > Change Home Contact Information to update or remove working remotely. Editing working remotely will initiate the acknowledgement and asset survey task for the employee to complete again and when complete, the task will route to the Manager for approval.

Click the **X** to remove.

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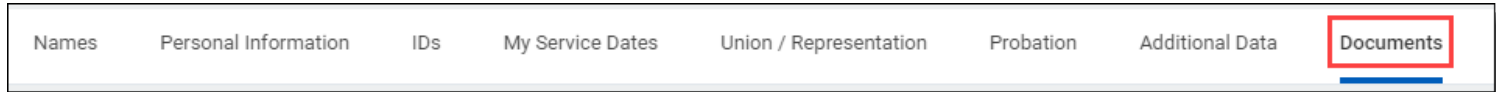
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View Documents

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

| 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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