

# **Telework Request Form: An Introduction: The Why vs. The What**

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The University of Vermont

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# **Topics we will cover today**

Employee View/Request

Supervisor View/Review & Recommendation


Mid- Level Mgmt (optional) Review & Recommendation

VP/ Dean View / Review Approval/Denial

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# **Employee View - Submission**

# Employee View - Submission

The University of Vermont

UVM Telework Requests

Employee Options

Enter New Request


View a Request

Edit a Request

Cancel a Request

Renew a Request

# Employee View - Submission

The University of Vermont

UVM Telework Requests

Employee Options

Enter New Request


Select the position for this request

You have multiple positions for which a Telework Request has not yet been submitted. Please choose the position you wish to use for this request by clicking the green check mark beside the position. To close this window, click the 'X' icon in the upper right-hand corner of this window.



Position #	Department	Supervisor	
123666	Example Dept	Celia Dennis	✓
123555	Other Sample Dept	Edith Powell	✓

Renew a Request

# Employee View - Submission

 The University of Vermont

Enter New Telework Request



**Employee Information**

**Employee Name:** Doug French

**Employee ID:** 0666666

**Record:** 0

**Department:** Example Dept


**Position Number:** 123666

**Employment Category for Position of this Request:**


☐ Faculty ☒ Staff ☐ Temporary ☐ Post-Doc

Student employees do not use this process or this form. Contact UVM's [Student Employment Office](#) for more information

**Planned start date of agreement:**



**Planned end date of agreement:**



Agreements must be reviewed at least annually. This date cannot exceed 1 year from the start date.

**The employee will work at (street address, city, state, zip):**

**Street Address:**

**Bldg/Unit/Apt:**


**City:**  **State Abbr:**  **Zip:**  **Country:** USA

IMPORTANT: If the remote work location is out of Vermont, employees are required to follow UVM's



All required fields must be complete before submission.

Submit

# Employee View - Submission

The University of Vermont

Enter New Telework Request



City:  State Abbr:  Zip:  Country:

**IMPORTANT:** If the remote work location is out of Vermont, employees are required to follow UVM's current out-of-state policies and protocols. Go to UVM's [Payroll website](#) and follow the requirements listed under the "Out-of-State Employees" header.

Is this request for Full Telework or Hybrid?

☒ Full (employee is rarely, if ever, on-site. Most work is done from the remote worksite)

☐ Hybrid (employee works a set amount of time on-site and a set amount of time at a remote worksite)

The remote telework work schedule (day(s) and hours per day) are:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	7.5	7.5	7.5	7.5	7.5	

*Specify what days the employee is expected to be remote and the total number of hours per day that the employee is expected to work remotely. For example, Mondays 7.5 hours, Wednesdays 3 hours, etc.*

The on-campus work schedule (day(s) and hours per day) are:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	0	0	0	0	0	

*Specify what days the employee is expected to be on-campus and the total number of hours per day that the employee is expected to work in-person. For example, Mondays 7.5 hours, Wednesdays 3 hours, etc.*


The working & available schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat



*All required fields must be complete before submission.*

Submit

# Employee View - Submission

The University of Vermont

Enter New Telework Request



The working & available schedule  
(times of day):

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	

*Specify the hours that the employee is expected to be working and available. For example, an employee who is expected to work 7.5 hours remotely every Monday could be scheduled to work 7:00 AM - 1:00 PM and 5:00 PM - 6:30 PM. Employees are expected to be available during all scheduled hours unless other arrangements have been made (i.e. employee is approved to use exception time, such as vacation or sick time).*

*If there are multiple start and stop times, enter them separately (i.e., 8:00-12:30, 3:00-6:00).*

The employee will be accessible  
via Teams and UVM email during  
scheduled hours specified herein.  
In addition, employee will also be  
accessible via:

Phone: ☒ Yes ☐ No

Phone Number: (802) 555-1111

Email: ☒ Yes ☐ No

Email Address: dzfrench1@uvm.edu

Text: ☒ Yes ☐ No

Mobile Number: (802) 777-1234

*Must use uvm.edu or med.uvm.edu email address for all work-related communications.*


*Employee is personally responsible for all phone, internet, text, data overage charges.*

Description of remote work  
space/description of office space



All required fields must be  
complete before submission.

Submit

# Employee View - Submission

The University of Vermont

Enter New Telework Request



**Computing Devices (including laptops, docking stations and monitors) & Serial Numbers:**

-Dell Inspiron 15 Laptop - DLL1234567Z  
-Dell 27" Monitor - DLL2345212Z

Add/Remove Computers

*If computing devices are needed in order for the employee to work remotely, a separate Information Security, Privacy and Confidentiality Agreement is required.*

**Furniture & Serial Numbers:**

Use the 'Add/Remove Furniture' button to the right to add furniture and serial numbers for this employee and position.

Add/Remove Furniture

**Office Supplies:**

☒ Yes ☐ No **Specify:** I have a file cabinet, label printer, and paper cutter for preparing mailings.

**Does the position require access, use or disclosure of any non-public protected data (NPPD) as defined in UVM's [Privacy Policy](#):**

☐ Yes ☒ No

*If non-public protected data is needed in order for the employee to work remotely, a separate Information Security, Privacy and Confidentiality Agreement is required.*


**Other (list all) & Serial Numbers:**

Use the 'Add/Remove Other' button to the right to add any other equipment/items and serial numbers for this employee and position.

Add/Remove Other

Submit

# Employee View - Submission

The University of Vermont

UVM Telework Requests

Employee Options

Enter

View My Telework Requests

Below are your submitted/saved Telework Requests and statuses. To view a request, click the green check mark for that record.

Position #	Department	Supervisor	Submission Status	Supervisory Status	Final Status	Employee Attestation
123666	Example Dept	Celia Dennis	Submitted	Pending		<input checked="" type="checkbox"/>

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# Supervisor Review – Recommendation

## Submission of Telework Request for Doug French

Dear Celia,


A telework request has been submitted by Doug French. Please log-in to the [UVM Telework Request System](#) and view the request in your pending queue, and issue your recommendation for VP/Dean level review

Thank you,

[UVM Telework Requests](#)

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# Supervisor Review – Recommendation

The University of Vermont

UVM Telework Requests

Employee Options

Enter New Request

View a Request

Edit a Request

Cancel a Request

Renew a Request

Supervisor Options

1

Pending Requests

0

Supervisor Level Recommendations

0

Requests with Additional Information for Review

0

View Fully Approved Requests

Query Viewer

# Supervisor Review – Recommendation

The screenshot displays the 'UVM Telework Request Queue' interface. A modal window titled 'Telework Status Detail' is open, showing the following information:

Employee	Department
Doug French	Example

Date Submitted:	9/26/2021	Privacy Agreement Required?	<input checked="" type="checkbox"/>
Supervisor Review Date:		Supervisor Review Status:	Pending
Mid-Level Review Date:		Mid-Level Review Status:	
VP/Dean Review Date:		VP/Dean Review Status:	Pending
Probation Approval Required?	<input type="checkbox"/>		
Fully Remote Approval Required?	<input checked="" type="checkbox"/>		
Out of VT Approval Required?	<input type="checkbox"/>		
Out of U.S. Approval Required?	<input type="checkbox"/>		
Employee Attestation:			

The background interface includes a header with 'The University of Vermont' logo and 'UVM Telework Request Queue' title. On the right, there are navigation icons (home, close) and a sidebar with buttons for 'Views', 'Out of VT', 'Out of U.S.', 'Emp. Attestation', and a 'Review' button with an information icon.

# Supervisor Review – Recommendation

The screenshot shows the 'Edit Telework Request' interface for The University of Vermont. A modal window titled 'Confirm Update & Issue Recommendation' is centered on the screen. The modal contains the text: 'Please choose a status from the drop-down menu below to make your recommendation on this request.' Below this text is a dropdown menu with 'Recommended' selected. At the bottom of the modal is a green button labeled 'Confirm Update'.

**Edit Telework Request**

**Supplies/Equipment**

**Computing Devices (Including laptops, docking stations and monitors) & Serial Numbers:**

- Dell Inspiron 15 Laptop - DLL1234567Z
- Dell 27" Monitor - DLL 23452127

**Add/Remove Computers**

**Furniture & Serial Numbers:**


**Office Supplies:**

**Does the position require access, use or disclosure of any non-public protected data (NPPD) as defined in UVM's [Privacy Policy](#):**

**Other (list all) & Serial Numbers:**

**Refer Request** **Update**

# Supervisor Review – Recommendation

 The University of Vermont

UVM Telework Requests

**Employee Options**

Enter New Request

View a Request

Edit a Request

Cancel a Request

Renew a Request

**Supervisor Options**

0

Pending Requests

1

Supervisor Level Recommendations

0

Requests with Additional Information for Review

0

View Fully Approved Requests

Query Viewer

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# Mid Level Manager – Recommendation

The University of Vermont

UVM Telework Requests

**Employee Options**

Enter New Request

View a Request

Edit a Request

Cancel a Request

Renew a Request

**Mid-Level Approver Options**

1

Pending Requests

0

Mid-Level Recommendations

0


Requests with Additional Information for Review



0

View Fully Approved Requests

Query Viewer

# Mid Level Manager – Recommendation

 The University of Vermont

**Review Telework Request**  

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**Employee Information**

Employee Name: Doug French Employee ID: 0666666 Record: 0

Department: Example Dept Position Number: 123666

Employment Category for Position of this Request: ☐ Student ☐ Faculty ☐ Professional ☐ Other

Planned start date of agreement: 10/1/2022


The employee will work at (street address, city, state, zip):

Street Address: 123 Main St


Bldg/Unit/Apt: Apt 1

City: Burlington State Abbr: VT Zip: 05401 Country: USA

IMPORTANT: If the remote work location is out of Vermont, employees are required to follow LVM's

**Confirm Update & Issue Recommendation** 


Please choose a status from the drop-down menu below to make your recommendation on this request.



**Confirm Update**

**Review**

# Mid Level Manager – Recommendation

The University of Vermont

UVM Telework Requests

Employee Options

Enter New Request

View a Request

Edit a Request

Cancel a Request

Renew a Request

Mid-Level Approver Options

0

Pending Requests

1

Mid-Level Recommendations

0


Requests with Additional Information for Review

0

View Fully Approved Requests

Query Viewer

# VP/Dean – Review / Approval

The University of Vermont

UVM Telework Requests

Configure Mid-Level Approvers

Change Role

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Employee Options

Enter New Request

View a Request

Edit a Request

Cancel a Request

Renew a Request

---

VP/Dean Options

1

Pending Requests

0

VP/Dean Level Approvals

0


Requests with Additional Information for Review

0



View Fully Approved Requests

Query Viewer & Mass Review

# Employee View - Submission

The University of Vermont

View Telework Request



Employee Information

Employee Name: Doug French

Employee ID: 0666666

Record: 0

Department: Example Dept

Employment Category for Position of this Request: ☐ Student

Planned start date of agreement: 10/15

The employee will work at (street address, city, state, zip):

Street Address: 123 Main St

Bldg/Unit/Apt: Apt 1

City: Burlington

State Abbr: VT

Zip: 05401

Country: USA

Submit Attestation

Complete Final Attestation

Final Attestation

Your telework request is approved. By clicking the 'Submit Attestation' button below, you are acknowledging that you have reviewed the telework arrangements, including any scheduled meetings and assigned equipment and/or NPPD, and are agreeing to adhere to these terms.


Submit Attestation

employment Office for more information



nt: 5/31/2022

IMPORTANT: If the remote work location is out of Vermont, employees are required to follow UVM's

# Employee View - Submission

The University of Vermont

View Telework Request



Employee Information

Employee Name:

Doug French

Employee ID:

0666666

Record:

0

Department:

Example Dept

Position Number:

123666

Employment Category for Position of this Request:

☐ Faculty

☒ Staff

☐ Temporary

☐ Post-Doc

Student employees do not use this process or this form. Contact UVM's [Student Employment Office](#) for more information

Planned start date of agreement:

10/15/2021

Planned end date of agreement:

5/31/2022

Agreements must be reviewed at least annually. This date cannot exceed 1 year from the start date.

The employee will work at (street address, city, state, zip):

Street Address:

123 Main St

Bldg/Unit/Apt:

Apt 1

City:

Burlington

State Abbr:

VT

Zip:

05401


Country:

USA

IMPORTANT: If the remote work location is out of Vermont, employees are required to follow UVM's

Complete Final Attestation

# Employee View - Submission

The University of Vermont

UVM Telework Requests

Employee Options

Enter

View My Telework Requests

Below are your submitted/saved Telework Requests and statuses. To view a request, click the green check mark for that record.

Position #	Department	Supervisor	Submission Status	Supervisory Status	Final Status	Employee Attestation
123666	Example Dept	Celia Dennis	Submitted	Recommended	Approved	9/26/2021

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