

University of Vermont

Online Telework Request Form - How to Guide

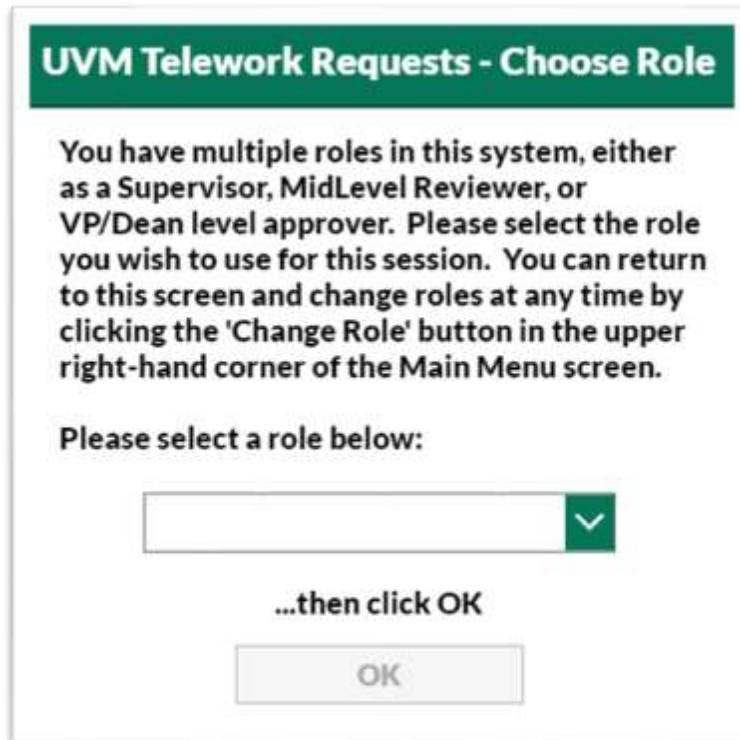
Updated October 2021

Contents

Logging In	2
Notification Emails	2
Approval Workflow	3
Employee – Main Menu Options	3
Employee – Submitting a New Request	4
Employee – Viewing a Request	8
Employee – Editing a Request	8
Employee – Canceling a Request	8
Employee – Renewing a Request	9
Employee – Attestation	9
Change Roles	10
Supervisor – Main Menu Options	10
Supervisor – Reviewing & Making a Recommendation	10
Refer Request	11
Supervisor – Reviewing & Making a Recommendation (continued)	11
Supervisor – View Supervisor Level Recommendations	11
Mid-Level Reviewer – Main Menu Options	12
Mid-Level Reviewer – Reviewing & Making a Recommendation	12
Mid-Level Reviewer – View Mid-Level Recommendations	13
VP/Dean Approver – Main Menu Options	13
VP/Dean Approver – Reviewing & Approving/Denying	14
VP/Dean Approver – Review Multiple Requests	15
VP/Dean Approver – View VP/Dean Level Approvals	16
VP/Dean Approver – Requests with Additional Information for Review	16
VP/Dean Approver – Configure Mid-Level Approvers	16
Using Query Viewer	17

Logging In


1. Use the [Telework Form link](#) to log in.
2. If you are not already logged into your UVM Microsoft 360 account, you will be prompted to enter your NetID@uvm.edu and password.
Please note: if you use a med.uvm.edu account you may first need to log out of that account and log back in using your UVM.edu credentials.
3. If you are a Mid-Level Approver, or VP/Dean Approver, choose which role you wish to use (Supervisor, Mid-Level Approver, VP/Dean)



UVM Telework Requests - Choose Role

You have multiple roles in this system, either as a Supervisor, MidLevel Reviewer, or VP/Dean level approver. Please select the role you wish to use for this session. You can return to this screen and change roles at any time by clicking the 'Change Role' button in the upper right-hand corner of the Main Menu screen.

Please select a role below:

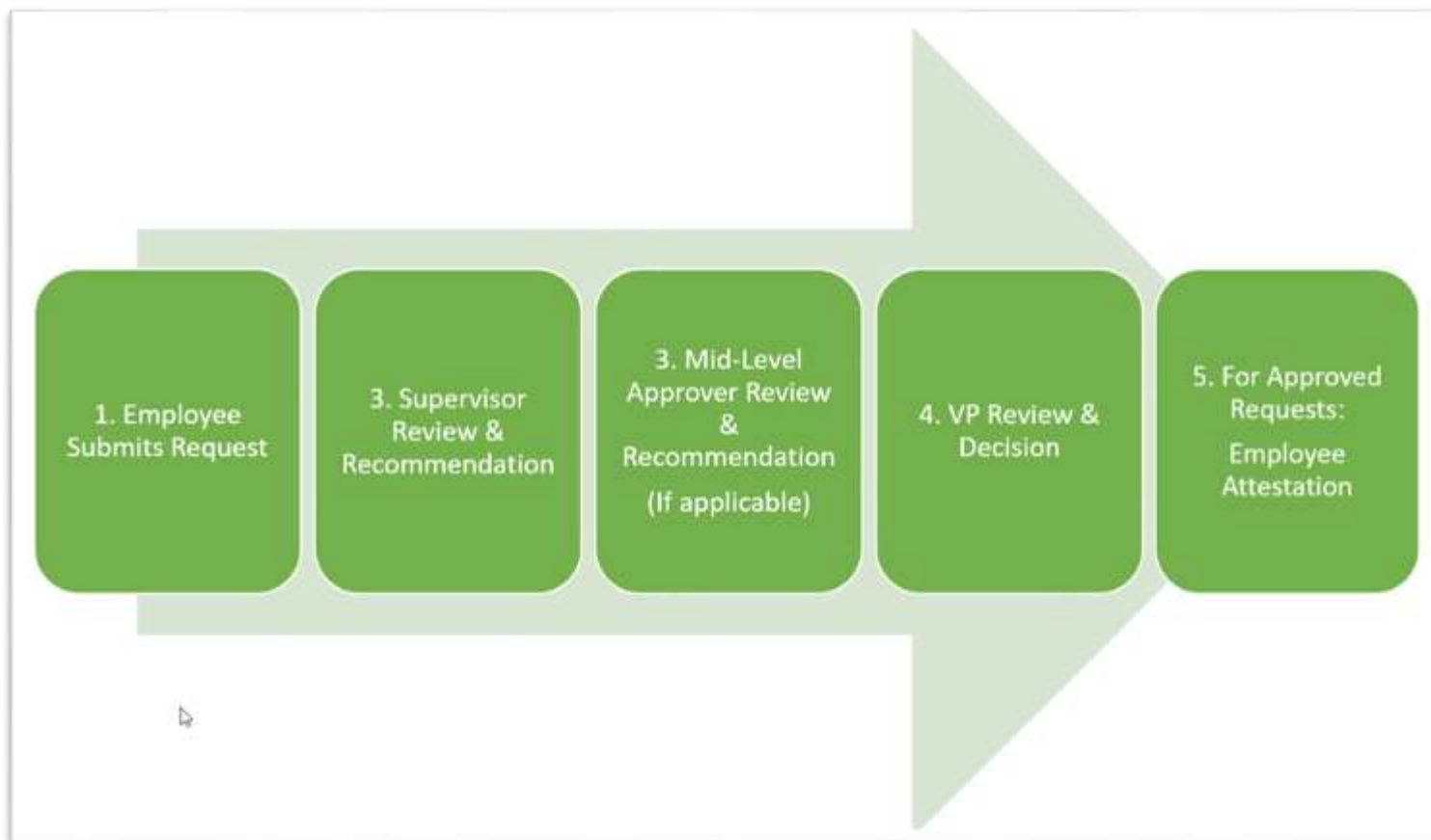


...then click OK

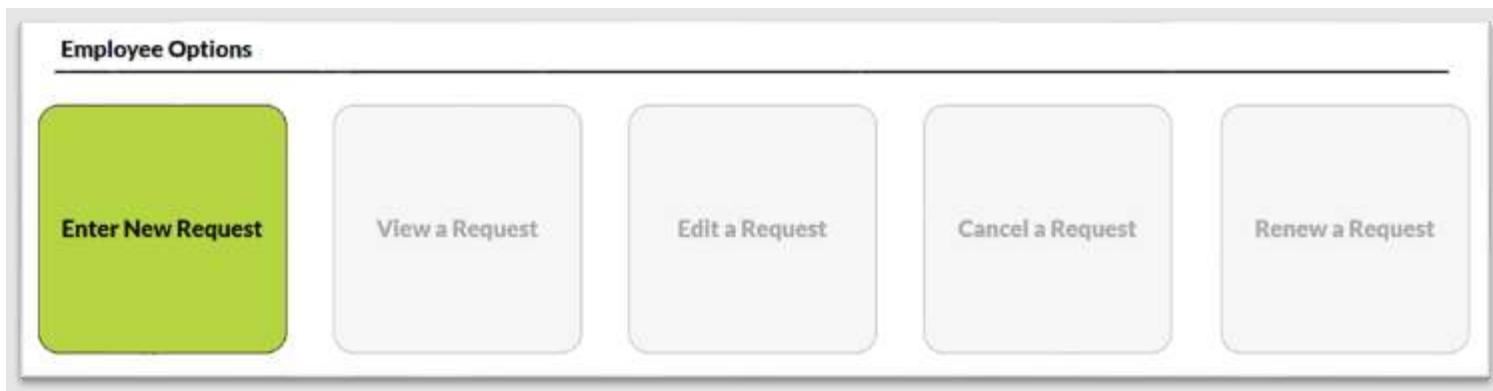
Notification Emails

Each time a telework request is moved to a status that requires action from a user, an email will be sent from uvmteleworkrequests@uvm.edu to that user. **Note: this email address will not be monitored; please do not reply to the notification emails.** All questions can be directed to HRSinfo@uvm.edu.

Approval Workflow



Employee – Main Menu Options



- Enter a New Request - Start a new telework request.
- View a Request - View a telework request that is in progress or that has been approved.
- Edit a Request -
 - Edit a request prior to supervisor recommendation.
 - Complete Employee Attestation after a telework request has been approved by the VP/Dean.
- Cancel a Request - Cancel a request that has not been approved.

- Renew a Request - Request to renew an approved request within 60 days of its expiration date.

Employee – Submitting a New Request

Note – The information in this request may be edited by your supervisor during their review.

1. Click the “Enter New Request” button.
2. If prompted, select which position you are making a request for by clicking the checkmark next to that position.
Note – each telework request applies to only one position.

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	<input checked="" type="checkbox"/>
123555	Other Sample Dept	Edith Powell	<input type="checkbox"/>

Choose one →

3. Enter your proposed start date of the telework agreement and the proposed end date.
 - a. Note – the proposed end date may not exceed one year from the start date.
4. Enter the physical address of where you will be teleworking from.
 - a. Note – if you will be working outside of Vermont, additional approvals, including the Out of State Request form [located in [PeopleSoft HR>Payroll/Tax/View Paycheck>Out of State Form](#)] MUST be received prior to submission of the telework request. The Out of State form should be submitted no less than 30 days in advance of the date the employee intends to work outside of Vermont.
 - b. Note – working out of the country is typically prohibited. Out of country requests require Payroll & Tax, along with General Counsel approval prior to the submission of a telework request.
5. Indicate whether your request is for Full or Hybrid telework.
6. Specify the days in which you are requesting to telework and how many hours each day you expect to work remotely.
7. If Hybrid, specify what days you expect to work on-campus and how many hours each day you expect to work on-campus.
8. Indicate the exact hours of each day that you will be expected to be working and available, regardless of work location. E.g. “8:00-4:30”.
9. **Schedule Comments** – If working a rotating or flexible schedule, or have other comments about your schedule, please note here.
10. Indicate which ways you can be contacted during work hours (in addition to Teams and UVM email).
11. Enter a description of your remote work space.
12. Enter a list of assignments that you will typically be working on while remote. Note – this will not be a comprehensive list.

13. Enter your proposed dates and times to regularly meet with your supervisor and how those meetings will take place.
14. Enter any other regularly scheduled mandatory work meetings by clicking on the Add/Remove Meeting button. For each meeting, enter the Meeting Name, the frequency/dates/times, and how you will attend. Click “Add Meeting” to add that meeting to the list. Click “Done” when finished.
 - a. Note – your supervisor may require you to attend additional meetings not listed here.

Mandatory Meetings
✕

Using the fields below enter any mandatory meetings the employee will be required to attend, including meeting name, days/times, and method of attendance. Entered meetings will appear in the gallery below. You can remove any entry by clicking the 'X' icon beside that entry in the gallery. When done, click the 'Done' button.

Meeting Name:
(e.g., staff meeting, committee, etc.)

When:
(frequency, day(s), time(s))

How:
(e.g., Teams, in-person, phone, etc.)

Meeting Name	When	How	
Staff Meeting	Mondays @ 9:00	Teams	✕
Quarterly Budget Review	Quarterly - varies	Teams	✕

15. Enter any Computing Devices that you will be using will teleworking by clicking on the “Add/Remove Computers” button. For each Device, enter the item name and serial number (or description if there is no serial number). Click “Add Computer” to add each item to the list. Click “Done” when finished.

Computing Equipment for Telework
✕

Using the fields below enter any computing equipment the employee will be issued as a result of this telework request being granted. Entered computers will appear in the gallery below. You can remove any entry by clicking the 'X' icon beside that entry in the gallery. When done, click the 'Done' button.

Item: Add Computer

Serial Number:
(brief description if no serial number exists)

Item Name	Serial Number or Description	
Dell Inspiron 15 Laptop	DLL1234567Z	✕
Dell 27" Monitor	DLL2345212Z	✕

Done

16. Enter any furniture/non-technology equipment that you will be using will teleworking by clicking on the "Add/Remove Furniture" button. For each piece of furniture, enter the item name and serial number (or description if there is no serial number). Click "Add Furniture" to add each item to the list. Click "Done" when finished.

Furniture for Telework
✕

Using the fields below enter any furniture the employee will be issued as a result of this telework request being granted. Entered furniture will appear in the gallery below. You can remove any entry by clicking the 'X' icon beside that entry in the gallery. When done, click the 'Done' button.

Item: Add Furniture

Serial Number:
(brief description if no serial number exists)

Item Name	Serial Number or Description	
Office Chair	xyz-1234	✕

Done

17. Indicate whether you will be using any Office Supplies while teleworking.
 - a. If yes, a screen will come up for you to list those items.
18. Indicate whether your position requires access to, use, or disclosure of any non-public protected data (NPPD).
19. Enter any other UVM equipment that you will be using while teleworking by clicking the “Add/Remove Other” button. For each item, enter the item name and serial number (or description if there is no serial number). Click “Add Other” to add each item to the list. Click “Done” when finished.

Other Equipment for Telework [X]

Using the fields below enter any other equipment/items the employee will be issued as a result of this telework request being granted. Entered items will appear in the gallery below. You can remove any entry by clicking the 'X' icon beside that entry in the gallery. When done, click the 'Done' button.

Item:

Serial Number:
(brief description if no serial number exists)

Item Name	Serial Number or Description
Video Camera	qwerty-98765

[X]

20. Press the “Submit” button at the bottom of the page.
21. Read each UVM Guideline for Telework and check the box to indicate you have read and agree to each item.
22. Click “Submit”.
23. If you indicated that you will have access to NPPD, a General Confidentiality Agreement will appear. Read each item and check each box to indicate your agreement.
24. Click “Submit”. Your request will now be routed to your supervisor. Your dashboard will now look like this:

UVM Telework Requests

Employee Options

Employee – Viewing a Request

1. Click the “View a Request” button.
2. Click the checkbox next to which request you would like to view.

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

3. Click the “Home” icon or the “X” button to return to the main menu.

Employee – Editing a Request

Note – Editing a request will reset all approvals and require the telework request to go back through the queue. Only do this if you need to make a substantive change to the request.

1. Click the “Edit a Request” button.
2. Click the checkbox next to which request you would like to edit.

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

3. Make the desired edits to the request and click “Update” at the bottom to submit the updated request. This will reset all approvals and return the request to the queue.

Employee – Canceling a Request

Note – Canceling a request will remove it from the workflow queue and require you to start a new request if you wish to resubmit for this position.

1. Click the “Cancel a Request” button.
2. Click the checkbox next to which request you would like to cancel.
3. Confirm Cancel.

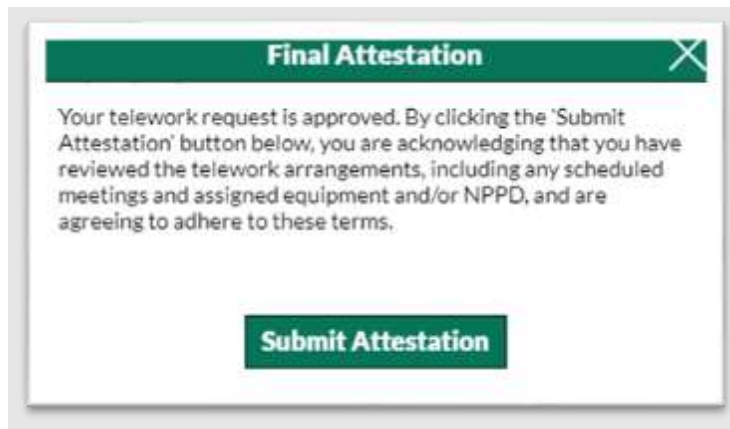
Employee – Renewing a Request

Note – A request may only be renewed if you are within 60 days of its expiration date.

1. Click “Renew a Request”
2. Click on the checkbox for the Telework Request that you would like renewed. If the checkbox is greyed out, that means this request is not within 60 days of expiring.

Employee – Attestation

1. Once your telework request has received recommendations by a supervisor & mid-level approver (if applicable) and you VP/Dean has approved you will receive an email notifying you that your telework request requires your attestation.
2. Log in and click the “Edit a Request” button.
3. Thoroughly review the approved telework request. Please note, the approved request may include edits made by approvers that differ from the original request.
4. Click the checkbox next to the request that requires your attestation.
5. Review the final agreement and click “Complete Attestation”.
6. Click “Submit Attestation” to submit your final attestation to the agreement.



Change Roles

If you have more than one role in the system besides “Employee”, you can switch between those roles by using the “Change Roles” button. It is located on the main menu in the upper right.



Supervisor – Main Menu Options



- Pending Requests – Lists telework requests that are awaiting your review and recommendation.
- Supervisor Level Recommendations - Lists telework requests that you have reviewed and made a recommendation on but have not been fully approved and attested to.
- Requests with Additional Information for Review - Lists telework requests that have been approved by the VP/Dean but additional review is still needed for: probationary telework, out of state telework, out of country telework, and/or full telework requests.
- View Fully Approved Requests - Lists telework requests that have been approved by the VP/Dean and attested to by the employee. These are the telework requests that are in effect.
- Query Viewer - Runs reports on all telework requests for employees who report to you.

Supervisor – Reviewing & Making a Recommendation

1. You will receive an email each time one of your direct reports has submitted a new telework request (or if a telework request is referred to you) or if a request has been referred to you by another supervisor.
2. Log into the Telework Request System.
3. Click on the “Pending Requests” button to open the Telework Request Queue.

Employee	Department	Position #	Empl ID	Record	Employee		Review			Add'l Reviews				Emp. Attestation	Review			
					Guidelines	Privacy	Supervisor	Mid-Level	VP/Dean	Production	Full Remote	Out of VT	Out of U.S.					
Doug French	Example Dept	123666	0666666	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

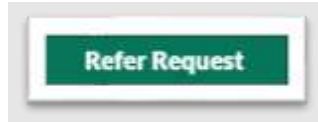
4. Select the telework request that you wish to review by clicking on the “Review” button.

- If you will be reviewing the telework request, please skip the “Refer Request” section below. If the supervisory review of the telework request needs to be done by another person instead of you, please read the section below.

Refer Request

Note – This function allows you to replace yourself as the supervisory reviewer with someone else. Any edits you make as the supervisor will not be saved if you refer the telework request.

- After opening the telework request in the Pending Request queue, click on the “Refer Request” button.



- Use the search box to search for the name or NetID of the individual you wish to act as the supervisory reviewer and click “Confirm Referral”. This will send them an email notification and the telework request will appear in their pending queue for review.

Supervisor – Reviewing & Making a Recommendation (continued)

- Carefully review each field in the telework request and make edits as appropriate.
- Any fields with a red border must be completed by you. If the employee indicated that the telework will occur out of the state or out of the country, additional required fields will appear for the supervisor to complete.

<p>Will the employee have completed the requisite probationary period before the start date of the telework period?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

- After completing your review, click the “Update” button to select your recommendation.
- Select “Recommended” if you are recommending approval of the teleworking request. Select “Not Recommended” if you are not recommending the teleworking request. **Note - no matter what your recommendation is, the telework request will go to the next level for review and/or approval.**

Supervisor – View Supervisor Level Recommendations

- If you wish to view a request that you have made a recommendation on, but has not yet been approved and attested to, click on the “Supervisor Level Recommendations” button in the main menu.
- Click the “View” button for the telework request that you want to look at.

Mid-Level Reviewer – Main Menu Options



- Pending Requests - Lists telework requests that have either been recommended for or against by the supervisor of the position and are awaiting your Mid-Level review and recommendation.
- Mid-Level Recommendations - Lists telework requests that you have reviewed and made a recommendation on as a Mid-Level Reviewer but have not been fully approved and attested to.
- Requests with Additional Information for Review - Lists telework requests that have been approved by the VP/Dean but additional review is still needed for: probationary telework, out of state telework, out of country telework, and/or full telework requests.
- View Fully Approved Requests - Lists telework requests that have been approved by the VP/Dean and attested to by the employee. These are the telework requests that are in effect for positions within your assigned departments.
- Query Viewer - Runs reports on all telework requests for employees within your assigned department(s).

Mid-Level Reviewer – Reviewing & Making a Recommendation

1. You will receive an email each time a telework request for a position within one of your assigned departments has received a supervisor recommendation for or against the request.
2. Log into the Telework Request System and choose the “Mid-Level Reviewer” role.

3. Click on the “Pending Requests” button to open the Telework Request Queue.

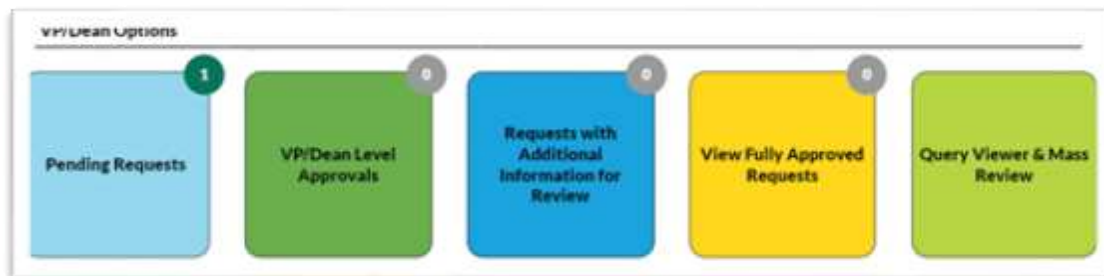
Employee	Department	Position #	Empl ID	Record	Employee		Review			Add'l Reviews				Emp. Attestation
					Guidelines	Privacy	Supervisor	Mid-Level	VP/Dean	Probation	Full Remote	Out of VT	Out of U.S.	Emp. Attestation
Doug French	Example Dept.	123666	0666666	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Select the telework request that you wish to review by clicking on the “Review” button.
5. Carefully review each field in the telework request and make edits as appropriate.
6. Click the “Update” button to choose your recommendation.
7. Select “Recommended” if you are recommending approval of the teleworking request. Select “Not Recommended” if you are not recommending the teleworking request. **Note - no matter what your recommendation is, the telework request will go to the VP/Dean level for final approval or denial.**

Mid-Level Reviewer – View Mid-Level Recommendations

1. If you wish to view a request that you have made a recommendation on, but has not yet been fully approved and attested to, click on the “Mid-Level Recommendations” button in the main menu.
2. Click the “View” button for the telework request that you want to look at.

VP/Dean Approver – Main Menu Options



- **Pending Requests** - Lists telework requests that have either been recommended for or against by the supervisor of the position (and the Mid-Level Reviewer, if applicable) and are awaiting VP/Dean approval.
- **VP/Dean Level Approvals** - Lists telework requests that have been approved by the VP/Dean and are awaiting additional information review or employee attestation.
- **Requests with Additional Information for Review** - Lists telework requests that have been approved by the VP/Dean but additional review is still needed for: probationary telework, out of state telework, out of country telework, and/or full telework requests.
- **View Fully Approved Requests** - Lists telework requests that have been approved by the VP/Dean and attested to by the employee. These are the telework requests that are in effect for positions the VP/Dean's area.
- **Query Viewer & Mass Review** – Allow for multiple requests to be approved/denied simultaneously. Can also run reports on all telework requests for employees within the VP/Dean's area.

VP/Dean Approver – Reviewing & Approving/Denying

Note: To approve multiple requests at once, see the “VP/Dean Approver – Review Multiple Requests” section below.

1. You will receive an email each time a telework request for a position within your area has been reviewed by the Supervisor (and Mid-Level Reviewer, if applicable).
2. Log into the Telework Request System and choose the “VP/Dean Approver” role.

UVM Telework Requests - Choose Role

You have multiple roles in this system, either as a Supervisor, MidLevel Reviewer, or VP/Dean level approver. Please select the role you wish to use for this session. You can return to this screen and change roles at any time by clicking the 'Change Role' button in the upper right-hand corner of the Main Menu screen.

Please select a role below:

VP/Dean Approver

...then click OK

OK

3. Click on the “Pending Requests” button to open the Telework Request Queue.

Employee	Department	Position #	Empl ID	Record	Employee		Review			Add'l Reviews				Emp. Attestation	Review		
					Guidelines	Privacy	Supervisor	Mid-Level	VP/Dean	Probation	Full Remote	Out of VT	Out of U.S.				
Doug French	Example Dept	123666	0666666	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Select the telework request that you wish to review by clicking on the “Review” button.
5. Carefully review each field in the telework request and make edits as appropriate.
6. When ready to approve or deny the telework request, click the “Review” button in the lower right, select “Approved” or “Denied”, and click “Confirm Update”.

Confirm Update & Issue Decision ✕

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

NOTE: If additional approvals are required for probationary employees, out of state/country work, or fully remote, they will be routed to the appropriate approver, before being sent to the employee for their final attestation.

Approved ▼

Confirm Update

7. Once approved, you may see a new button labeled “Additional Approvals” at the bottom of the page.
 - a. This means the request requires additional approvals by you because the employee will be teleworking under one of the following conditions: out of state, out of country, during probation, and/or full-time. See the “Requests for Additional Information for Review” section below for more details.



8. Click on the “Additional Approvals” button to confirm your approval of the additional condition(s).

Fully Remote Telework Decision ✕

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

Approved ▼

Confirm Update

VP/Dean Approver – Review Multiple Requests

The VP/Dean Approver has the ability to approve or deny multiple requests simultaneously.

1. From the main menu, click on “Query Viewer & Mass Review”.
2. Change the “Final Status” filter to “Pending”.

Final Status:

Pending ▼

3. Set up any other filters until you are only seeing the requests that you wish to mass approve/deny at this time.
4. Click “Approve/Deny Selected”.
5. Make a decision for each review by updating the “Decision” column to either “Approved” or “Denied”. Click “Confirm Decision”.
6. The “Additional Approvals” pop-up will appear asking if you would also like to make your additional approvals at that time.
 - a. **Note – If you do not make the additional approvals at this step, you will only be able to do them one at a time later through the “Requests with Additional Information for Review” button from the main menu (see steps below).**

VP/Dean Approver – View VP/Dean Level Approvals

1. If you wish to view a request that you have approved, but has not yet been attested to by the employee, click on the “VP/Dean Level Approvals” button in the main menu.
2. Click the “View” button for the telework request that you want to look at.

VP/Dean Approver – Requests with Additional Information for Review

If a telework request falls into one of these categories, additional approval is required and the request will not yet go to the employee for attestation:

- Telework during probation – to be approved by VP/Dean on the Administrative side or the Provost on the Academic side.
- Telework out of state – to be approved by VP/Dean.
- Telework out of the country – to be approved by VP/Dean on the Administrative side or the Provost on the Academic side.
- Full-time telework – to be approved by VP/Dean on the Administrative side or the Provost on the Academic side.

To approve these, the appropriate user listed must log in with their VP/Dean role and click on the “Requests with Additional Information for Review” button.

VP/Dean Approver – Configure Mid-Level Approvers

The VP/Dean Approver may choose to have Mid-Level Approvers who will review all telework requests for a given department after the supervisor review. The VP/Dean is responsible for setting up who is assigned the Mid-Level Approver role.

1. From the main menu, click on the “Configure Mid-Level Approvers” button located in the upper right.



- This will show you the list of departments in your area and who, if anyone, is already assigned as the Mid-Level Approver.

Department	Mid-level Approver	Faculty	Staff	Temporary	Post-Doc	Supervisors	
Example Dept	Ben Thompson	0	4	0	0	4	Add/Change Approver
Other Sample Dept		0	2	0	0	2	Add/Change Approver

- Click “Add/Change Approver” to select a new Mid-Level Approver for that department.
- Use the search box to search by name or NetID for the Mid-Level Approver you wish to assign. As you type, people who meet your criteria will appear as options.
- Select the correct person and click “Add/Update Approval”.

Add/Update/Remove Mid-Level Approver
✕

Using the search box below, search for the name or netid of the individual you wish to act as mid-level approver for this department. To replace a mid-level approver, choose another name and click 'Add/Update Approver', to remove the need for mid-level approval click 'Remove Approver'

Search:

Add/Update Approval

Remove Approver

- If you wish to remove the Mid-Level Approver and not replace them, simply click “Remove Approver” instead.

Using Query Viewer

Only Supervisors, Mid-Level Approvers, and VP/Dean users may use the Query Viewer tool.

- If appropriate, select your role using the “Change Role” button from the main menu. The role determine which telework requests you can access with the Query Viewer.
- Click on “Query Viewer” from the main menu.
- Select the filters, if any, that you want to apply.
- Click “Export Query”.
- Choose columns for export by selecting which columns you want included in the data by checking/unchecking each box.
- Click “Export”.
- The CSV file will be emailed to you shortly.