

University of Vermont

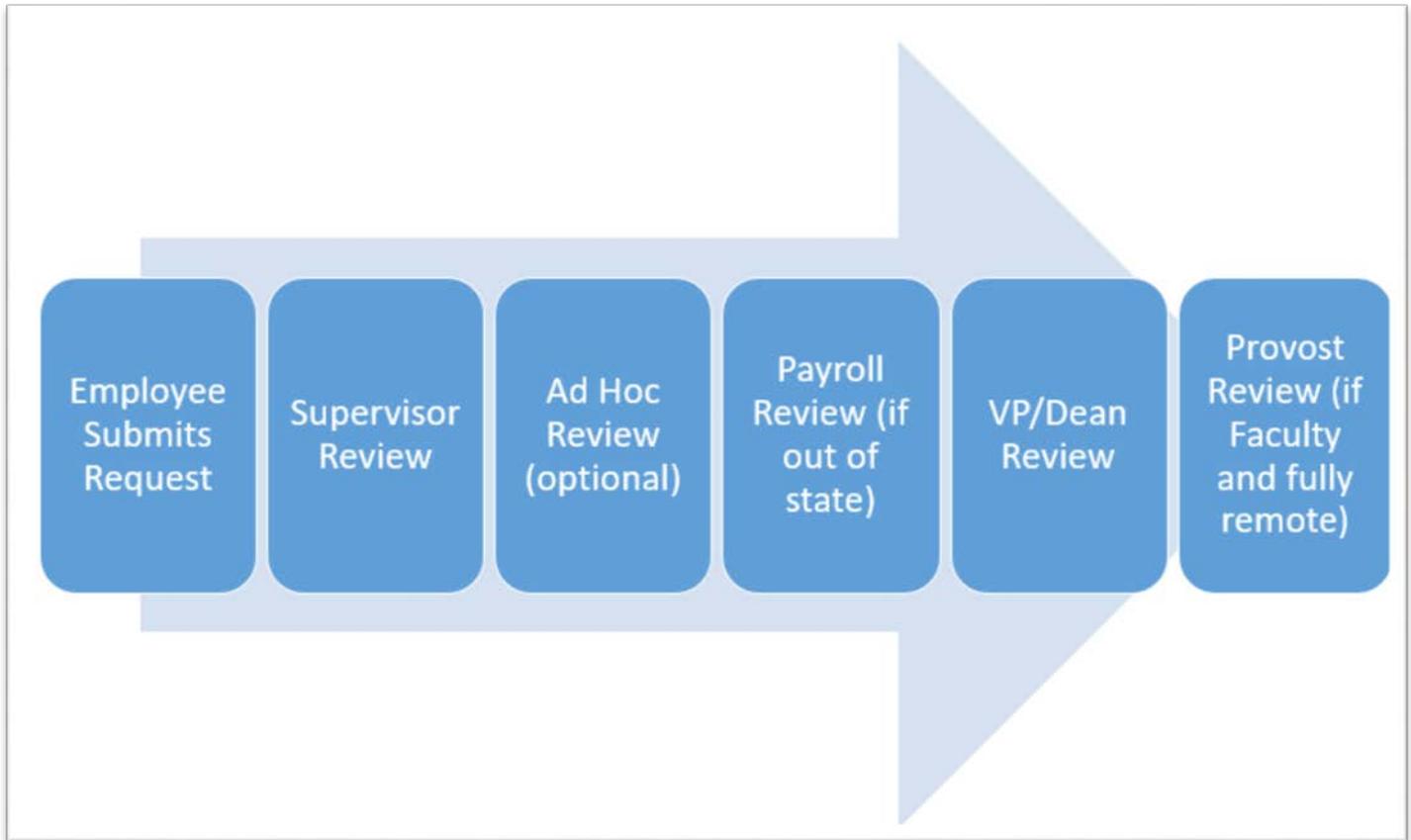
Online Telework Request Form - How to Guide

Updated October 2022

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Approval Workflow



Logging In

1. Go to the [PeopleSoft login page](#) and log into the Human Resources section using your UVM NetID and password.
2. Click on the Telework Request tile.



Employee – Submitting a New Request

1. After logging in, click the Add Request button.

Add Request

2. Enter the Start Date, End Date, and Teleworker Type.

Notes:

- The start date cannot be the same as for any other request you have previously made, even a denied request.
 - The start date cannot be prior the end date of an approved request.
 - The start date cannot be more than two months ahead of the current date.
 - The end date cannot be more than one year from the start date.
 - If you need to modify the end date of an existing approved request, please contact hrsinfo@uvm.edu.
3. Navigate through the tabs and fill out any required fields.

Guidelines/Instructions

- Please make sure you understand the [Telework Policy](#) before submitting a request.
- If your remote work location is outside of Vermont, skip ahead to the Out of State Form tab.
- Employees are encouraged to discuss teleworking arrangements with their supervisor prior to completing this form. The purpose of this form is to document the telework discussion and expectations.

Request Details

- Complete the Telework Type and Telework Reason fields.
 - **Note:** The Telework Reason *Position Requirement/Condition of Employment* is only an appropriate selection if the position requires either hybrid or full-time remote work based on business needs.
- Indicate your telework location (Home or Other).
 - If Other, you must add that address using the Add Address button.

Location (Update Home address in next step if needed) Other ▼

Add Address

- If your Home address is incorrect, use the next tab to update it.

Update Home Address

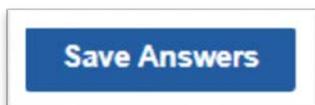
- Only to be used if your Home address is incorrect.
- Read the information on this tab carefully before making the update.

Out of State Form

- If you are teleworking from a location outside of Vermont, you must complete the Out of State form prior to submitting the Telework Request.

Workplace Support

- Complete each of the required fields as they apply to this telework request.
- Enter N/A into any fields that do not apply to you.
- If a field is not required, you may leave it blank if it does not apply to you.
- Click the Save Answers button at the top of the page before moving on.



Acknowledgement

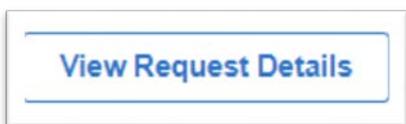
- Read the information on the page.
- Check the box at the bottom of the page to acknowledge that you understand the information on the page.

Privacy and Confidentiality

- Answer whether your position requires access, use or disclosure of any non-public protected data (NPPD) as defined in [UVM's Privacy Policy](#).
- If Yes, enter your name to sign and acknowledge.
- Click "Save" in the upper right to allow access to the final tab.

Review and Submit

- Review your request by clicking on View Request Details.



- When ready, click "Submit"

Employee – Viewing a Request

- Log into PeopleSoft and go to the Telework Request tile.
- This will display some basic information about your request, including its current status.

Start Date	End Date	Teleworker Type	Telework Reason	Telework Location	Status	Requestor	Approval Chain	Delete
10/02/2022	10/02/2023	Hybrid	Employee Request	Home	Pending Approval	[REDACTED]	Approval Chain	 

- Click on the arrow (circled in red) to view additional details about the request.

Employee – Editing a Request

- A request cannot be edited after it has been submitted for approval. It must be **pushed-back** by an approver in order for you to edit it.
 - If you edit the start date of a request that has been pushed back, the information you previously entered will be lost and need to be re-entered.

- A request cannot be edited after it has been approved. You can contact HRInfo@uvm.edu to end a current request so that you can submit a new one.

Employee – Cancelling a Request

- A request cannot be cancelled after it has been approved.
- You can contact HRInfo@uvm.edu to end a current request so that you can submit a new one.

Reviewing & Approving: Supervisor, Dean/Director

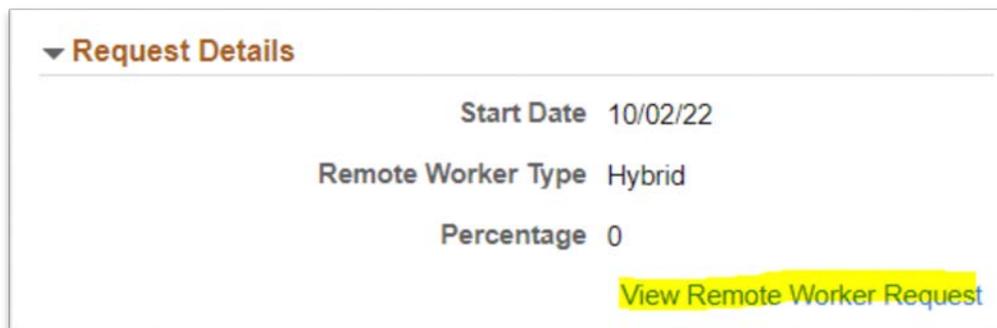
1. Log into [PeopleSoft HR](#).
2. Go to the Your Approvals tile.



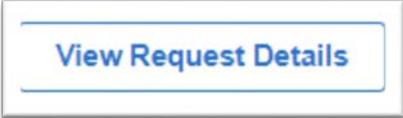
3. Click on the Remote Work tab



4. Click on the Remote Worker request that you want to look at.
5. If you need to insert another approver into the workflow, skip to that section below.
6. Click the link to View Remote Worker Request to enter the request page.



7. Click View Request Details and review the content of the request.



View Request Details

8. Navigate back by clicking the 'x' in the upper right of the request page. **Note:** do not close your browser by accident.



Remote Worker

9. Choose to Approve, Deny, or Pushback the request.
 - a. Approve = moves the request to the next approver in the workflow. If you are the final approver, the request becomes fully approved and active.
 - b. Deny = sends the request back to the employee at the Denied status. The employee cannot edit the request; they can only submit a brand new request. **The employee will NOT be able to edit a denied request.**
 - c. **Pushback** = sends the request back to the employee so they can edit it and resubmit it. **Use pushback to allow the employee to edit.**
 - d. Note – when you deny or push back a request, you will get a message that says “Terminated [DATE]”. This is normal.

Inserting another Approver (Adhoc Approver)

1. Log into [PeopleSoft HR](#).
2. Go to the Your Approvals tile.



3. Click on the Remote Work tab



4. Click on the Remote Worker request that you want to insert another approver into.
5. Click on Approval Chain

Approval Chain >

- Click on the “+” sign next to the step where you wish to insert the additional approver after.

Remote Worker Approval

Pending +

Remote Work Supervisor Apprvl >

- Type in the NetID of the person you want to insert.
 - Tip:** you can find an employee’s NetID on the [UVM Directory page](#).
- Select whether you want them to be an Approver or Reviewer
 - Approver = they must approve the request before it can take effect
 - Reviewer = they can see the request but cannot approve or deny it
- Click “Insert”.
- Review and Approve the request as described in the previous section.

Telework Reporting (Business Managers only)

- Log into [PeopleSoft HR](#).
- Navigate to UVM Reports > HR Rep Reports > Telework Requests.
- Use an existing run control ID or create a new one, if needed.
- Complete the parameter fields to narrow your report, if desired. Parameter fields may be left blank.
- Choose whether to Include Response Details.

Include Response Details

- Selecting “Yes” will include all of the fields from within each telework request.
 - Selecting “No” will only include basic information about the employee and their telework request.
- Click “Run”
 - The Process Schedule Request window will open, make sure UVREMOTE is checked and click “OK”

Process Scheduler Request

User ID Run Control ID RK

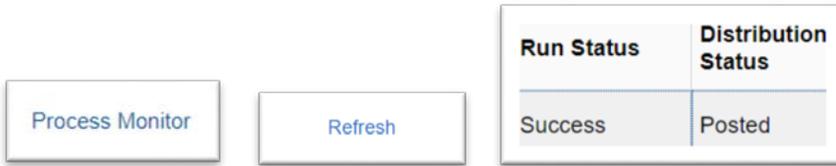
Server Name Run Date

Recurrence Run Time

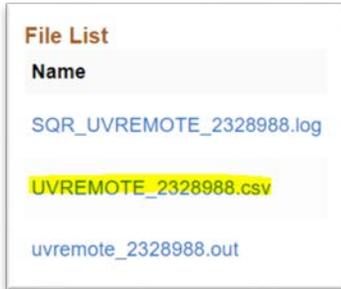
Time Zone

Process List						
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	UVREMOTE	UVREMOTE	SQR Report	Web	PDF	Distribution

- Go to the Process Monitor and use the refresh button on that page until the Run Status is "Success" and Distribution Status is "Posted".



- Open the "Actions" menu on the right and choose "View Log/Trace".
- The View Log/Trace window will come up. Click on the .csv file



- The CSV file will download to your computer.