

# EMPLOYEE QUICK REFERENCE GUIDE TELEWORK AUTHORIZATION APPLICATION

Maine.gov

Welcome!

## *Executive Branch Telework Authorization*



Submit new  
telework request



View/Copy my  
requests

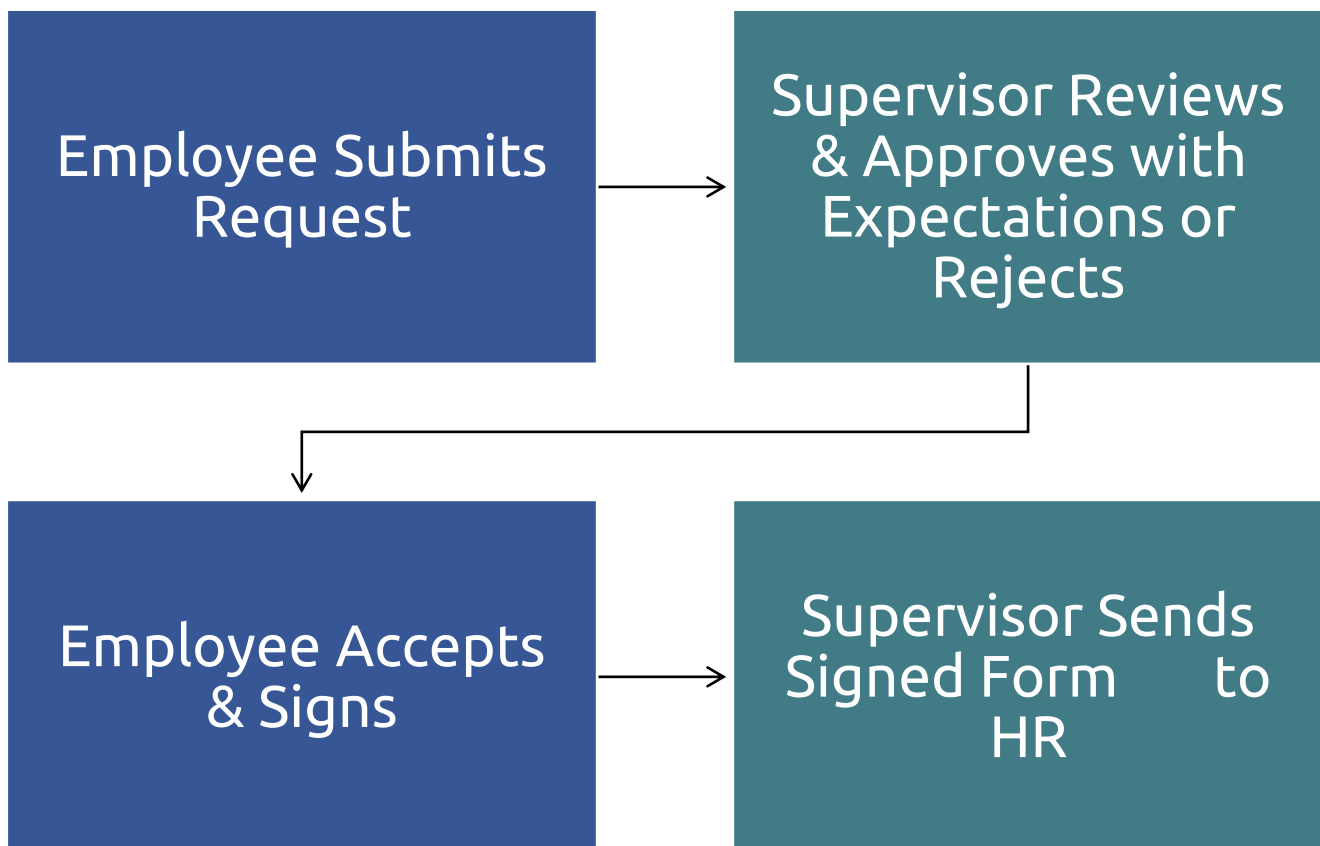
*Please contact the OIT helpdesk to request assistance with the Telework Authorization Application.*

**November 2023 Update**

# TELEWORK AUTHORIZATION PROCESS

This guide provides employees with detailed steps for submitting Telework Authorization Requests. For details on the supervisor steps in the process, please refer to the Telework Authorization Application Supervisor Guide.

The full process for Telework Authorization is shown below. Click on a tile to visit a specific section.



Throughout the process, you can check on the status of your in-progress request by visiting the [View my requests](#) tile in the Telework Authorization Application.

## Topic: **SUBMIT NEW TELEWORK REQUEST**

On the Telework Authorization Application, you'll be able to complete the form and submit your telework request.



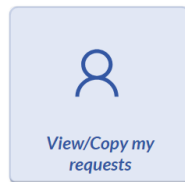
### Submit New Request

1. **Access** the **Telework Authorization APP.**
2. **Select** **Submit new telework request.**

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Welcome!

#### Executive Branch Telework Authorization



Please contact the OIT helpdesk to request assistance with the Telework Authorization Application.

**New feature:** At any point in the process, you can **Save Draft and Exit**

*Save Draft and Exit*

And you can still go back to the previous window





## Submit New Request



### Please note:

- Fields with **asterisks** are required
- TAMS ID, Job Title, and Supervisor will pre-populate from Active Directory
- Some pre-populated fields can be adjusted in the Telework Authorization Application - Supervisor & Manager
- To update source information in Active Directory, please visit <https://stateofmaine.sharepoint.com/sites/MaineIT/SitePages/Footprint-Requests.aspx> and complete a User Request ticket

**Telework Authorization Request**
🏠

Employee Information
Equipment Details
Telework Details
Acknowledge
Tech Guru

**Employee Information**

Employee Name : Happy Employee	TAMS ID : A123456	Job Title : Systems Specialist
Headquarters : 51 commerce dr	Department : DEPT OF ADMIN & FINANCIAL SERVICES	Bureau/Office : OFFICE OF INFORMATION TECHNOLOGY
Supervisor : Happy Supervisor	Manager : Happy Manager	Division : Shared Services

Change Supervisor       Change Manager

**Address where telework will be performed**

City/Town : Winthrop	ZipCode : 04364	State : ME	Telework Type : Regular Schedule
One way to commute to HQ (miles) :	One way to commute to HQ (Time in Minutes)	Time in Hrs (Eg: 15min = 0.25, 30)	Number of telework days/Pay Cycle : Select

Detailed description of telework workspace :

Test

Save Draft and Exit
Next



## Submit New Request

**Review** and ensure that the information in the top half of the window is correct.

**Verify** the Department and Bureau/office are correct. These can be adjusted by using the drop-down menus if necessary.



### Telework Authorization Request

Employee Information
Equipment Details
Telework Details
Acknowledgement
Submitted

Employee Information

<b>Employee Name</b> Happy Employee	<b>TAMS ID :</b> A123456	<b>Job Title :</b> Tech Guru
<b>Headquarters :</b> 51 commerce dr	<b>Department :</b> DEPT OF ADMIN & FINANCIAL SERVICES ▼	<b>Bureau/Office :</b> OFFICE OF INFORMATION TECHNOLOGY ▼
<b>Supervisor</b> Happy Supervisor	<b>Manager :</b> Happy Manager	<b>Division :</b> Shared Services
<input checked="" type="checkbox"/> <b>Change Supervisor</b> <input type="text" value="Find items"/> ▼	<input type="checkbox"/> <b>Change Manager</b>	



If the Supervisor or Manager listed is not correct, place a check in the appropriate box and start typing the Last name, you can then select the correct name from the list.

**Enter** the Division if applicable.

5



## Submit New Request

The bottom section of the first page collects information regarding where the telework will take place and what kind of schedule you are requesting.

- **Enter** your City/Town and Zip Code
- **Enter** your one-way commute in miles and minutes
- You can Save Draft And Exit at any time

### Address where telework will be performed

City/Town :	Augusta	ZipCode :	04330	State :	ME	Telework Type :	Occasional
One way to commute to HQ (miles) :	20	One way to commute to HQ (Time in minutes) :	35				Regular Schedule

Detailed description of telework workspace :

Save Draft and Exit

Next

When you click in the Telework Type box you will be able to chose between a **Regular Schedule** or **Occasional schedule**.

- **Regular schedule:** This is a schedule based on a 2-week rotation that repeats. This selection also requires the number of days teleworking.
- **Occasional Schedule:** If your request is outside of a 2-week rotation, such as monthly.

Once these fields are completed, click **NEXT** to continue the application process.

Next

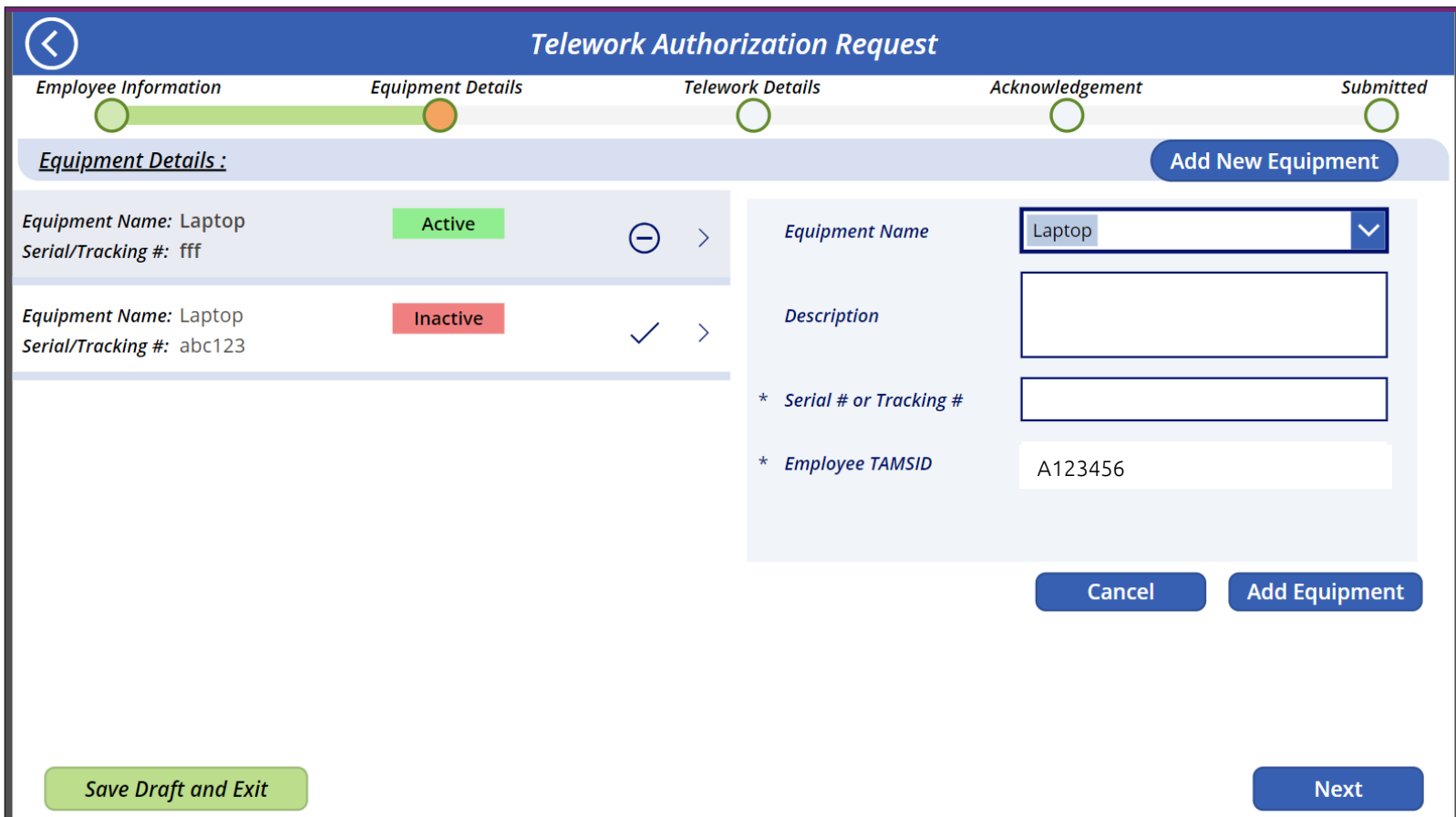


## Submit New Request

The next step is to add **Equipment Details**. We can see that we are in the 2<sup>nd</sup> step of the flow by referencing the green process bar at the top of the window.

An entry for Laptop is required for this section. To enter your laptop information:

- **Select** Laptop in the Equipment Name field
- **Enter** description
- **Enter** Serial number
- Your TAMS ID will auto populate



**Telework Authorization Request**

Employee Information    **Equipment Details**    Telework Details    Acknowledgement    Submitted

Equipment Details : Add New Equipment

Equipment Name: Laptop Serial/Tracking #: fff	Active	⊖ >
Equipment Name: Laptop Serial/Tracking #: abc123	Inactive	✓ >

Equipment Name:

Description:

\* Serial # or Tracking #:

\* Employee TAMSID:

Once these fields are completed, click **NEXT** to continue the application process.

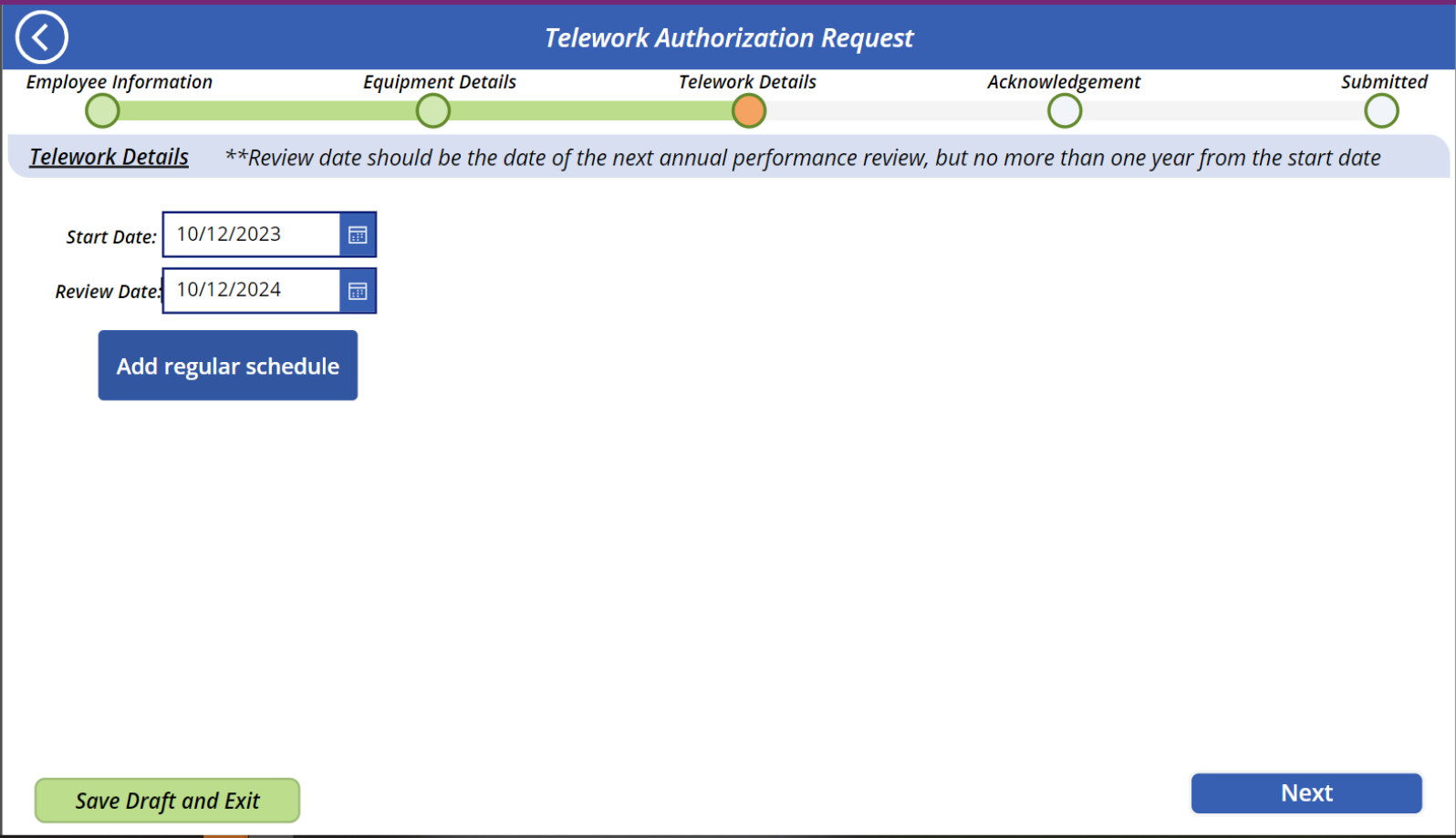




## Submit New Request

The 3<sup>rd</sup> step in the application process is to add your desired schedule in **Telework Details**.

- **Select** a Start Date- This will be the requested effective date of your application.
- **Enter** your Review Date- this is the date of your annual review.
- **Click** Add Regular Schedule



The screenshot shows a multi-step process for a Telework Authorization Request. The steps are: Employee Information, Equipment Details, Telework Details (current step), Acknowledgement, and Submitted. The Telework Details step includes a form with the following elements:

- Start Date:** 10/12/2023 (with a calendar icon)
- Review Date:** 10/12/2024 (with a calendar icon)
- Instruction:** *\*\*Review date should be the date of the next annual performance review, but no more than one year from the start date*
- Buttons:** "Add regular schedule" (blue), "Save Draft and Exit" (green), and "Next" (blue)





## Submit New Request

5. Select the **Add** button.

Week	Day	Work Hours (include lunch breaks if desired)
Week 1	Monday	0 hours <span>Add ⌚</span>
Week 1	Tuesday	0 hours <span>Add ⌚</span>
Week 1	Wednesday	0 hours <span>Add ⌚</span>
Week 1	Thursday	0 hours <span>Add ⌚</span>
Week 1	Friday	0 hours <span>Add ⌚</span>
Week 2	Monday	0 hours <span>Add ⌚</span>
Week 2	Tuesday	0 hours <span>Add ⌚</span>
Week 2	Wednesday	0 hours <span>Add ⌚</span>
Week 2	Thursday	0 hours <span>Add ⌚</span>
Week 2	Friday	0 hours <span>Add ⌚</span>

Add ⌚

6. Enter the **Start Time**, **End Time** and select the **Location** from the **Drop-down menu**.

Week 1 - Monday

Start Time	End Time	Duration(hrs)	Location
12:00 AM	12:00 AM	0	On-site

**Submit daily entries**

Total Duration: 0 hrs



## Submit New Request

7. Repeat this process for each day in the pay cycle.

⏪
**Telework Authorization Request**

Employee Information
Equipment Details
● **Telework Details**
Acknowledgement
Submitted

**Telework Details**    *\*\*Review date should be the date of the next annual performance review, but no more than one year from the start date*

Start Date:

Review Date:

Week	Day	Work Hours (include lunch breaks if desired)	
Week 1	Monday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 1	Tuesday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 1	Wednesday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 1	Thursday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 1	Friday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 2	Monday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 2	Tuesday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 2	Wednesday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 2	Thursday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>
Week 2	Friday	8 hours	<input style="background-color: #0056b3; color: white; border: none; padding: 2px 5px;" type="button" value="Add"/>

Save Draft and Exit

Next

Once these fields are completed, click **NEXT** to continue the application process.






## Submit New Request





**NOTE:** If you choose Occasional Telework, you have the opportunity to add the details of your occasional telework in a 'Free Form' style.


 **Telework Authorization Request**

Employee Information      Equipment Details      **Telework Details**      Acknowledgement      Submitted

Telework Details      *\*\*Review date should be the date of the next annual performance review, but no more than one year from the start date*

Start Date:  

Review Date:  

**Occasional Telework**  *\*\*Please do not enter any private data (PII/PHI) in this field*

Provide a description of occasional telework needs:

Once these fields are completed, click **NEXT** to continue the application process.

Next



## Submit New Request

8. Read policies and review from the link if necessary.



←
Telework Authorization Request

Employee Information
Equipment Details
Telework Details
Acknowledgement
Submitted

Policies and Procedures Acknowledgement

*I have read and understand the Bureau of Human Resources' Baseline Telework Policy including but not limited to section 7.2, Employee Responsibilities.* ⓘ

*I have read and understand my Department/Agency's Telework Policy (if none exists, put N/A)*

*I have read and understand MaineIT's User Device and Commodity Policy and BHR's Acceptable Use Policy* ⓘ

*I have completed the safety, security and compliance checklist and, if an ergonomic assessment of the telework location is performed, will implement its recommendations.* ⓘ

*I agree to maintain the confidentiality of all State information and documents and prevent unauthorized access to any State system or information.*

*I understand that this Telework Authorization is not a contract of employment, does not provide any contractual rights to continued employment or ongoing telework, and may be terminated pursuant to the Bureau of Human Resources Baseline Telework Policy or any applicable Department/Agency Telework Policy.*

**Agree to all the above Policies and Procedures**

Happy.Employee@maine.gov – 10/12/2023 8:13 AM

Submit

9. Once reviewed, click into the box next to 'Agree to all above Policies and Procedures'. This will create a time stamp of your name and email address as well as the date and time of your agreement.

Agree to all the above Policies and Procedures

Happy.Employee@maine.gov – 10/12/2023 8:13 AM

Submit



**Please note:** Once you submit your application, you will not be able to make changes. Your supervisor will be able to edit until you sign the approved request.



## Supervisor Reviews

Once you submit your Telework Authorization Request, you and your supervisor will receive an automated email notification that your request has been submitted.

PowerPlatform1, MainelT  
New Telework Request  
New Telework Request has been submitted for your approval:

Your supervisor will

- Review the information you've provided and make any necessary changes
- Determine if they will approve, need more information or reject your request
- If approving, they will add their expectations to your telework plan

You will have the opportunity to review your supervisor's additions and changes before signing the approved Telework Authorization request.

If Approved, you will receive an automated email notification to review and sign the application.

PowerPlatform1, MainelT  
**Telework request approved**  
Following telework request has been approved:

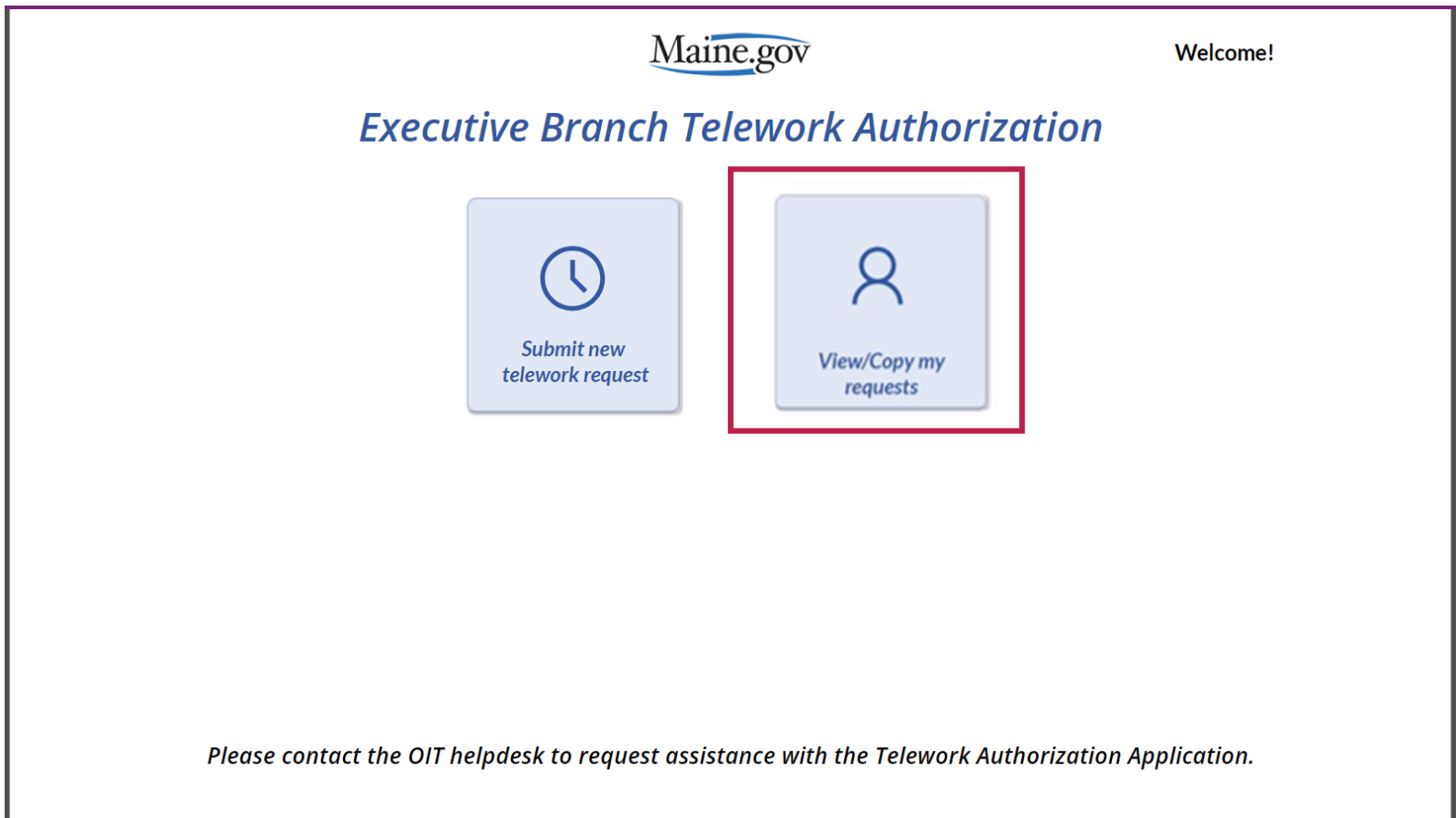
## Topic: VIEW MY REQUESTS

On the Telework Authorization App, you'll be able to review your New, Supervisor Approved, Supervisor Rejected and Authorized telework requests.



### View My Requests

1. **Access** the [Telework Authorization APP](#).
2. **Select** View my requests.



Maine.gov

Welcome!

*Executive Branch Telework Authorization*

Submit new telework request

View/Copy my requests


*Please contact the OIT helpdesk to request assistance with the Telework Authorization Application.*



### View My Requests

Your current and past telework requests will be listed. The dates of coverage and the status will be listed for each request.

**Submitted**

<b>Employee :</b> Happy Employee	<b>Telework Period :</b> 10/18/2023 - 10/18/2024	
<b>Supervisor :</b> Happy Supervisor	<b>Modified :</b> 10/18/2023	


**Submitted**

Each request will have a status, as defined below:

Status	Meaning
Submitted	The employee request has been submitted for supervisor approval.
Supervisor Approved	The supervisor has approved and signed the telework request, and the employee's signature is required.
Supervisor Rejected	The supervisor has denied the telework request.
Authorization Granted	The supervisor and employee have both signed the telework request, effective upon the form start date.

Once the Supervisor has reviewed the request and added Expectations you will see it advances to **Supervisor Approved, Pending Employee Acknowledgement.**

**Supervisor Approved** *Pending employee acknowledgement*

<b>Employee :</b> Happy Employee	<b>Telework Period :</b> 10/19/2023 - 10/19/2024	
<b>Supervisor :</b> Happy Supervisor	<b>Modified :</b> 10/19/2023	

Click on the Pen symbol to review your application and submit the Acknowledgement.





### Acknowledgement of Requests

**Review** your request and **Read** any Expectations your supervisor added for you.

When you reach the last page of the application you see a section at the bottom called Employee Acknowledgement:

#### Employee Acknowledgement

Check here to acknowledge the TAA request approval Happy.Employee@maine.gov – 10/12/2023 8:13 AM

Submit

**Click into the Check Mark Box to Acknowledge and then Submit**



#### Employee Policies and Procedures Acknowledgement

I have read and understand the Bureau of Human Resources' Baseline Telework Policy including but not limited to section 7.2, Employee Responsibilities. ⓘ  
I have read and understand my Department/Agency's Telework Policy (if none exists, put N/A)  
I have read and understand MainIT's User Device and Commodity Policy and BHR's Acceptable Use Policy ⓘ  
I have completed the safety, security and compliance checklist and, if an ergonomic assessment of the telework location is performed, will implement its recommendations. ⓘ  
I agree to maintain the confidentiality of all State information and documents and prevent unauthorized access to any State system or information.  
I understand that this Telework Authorization is not a contract of employment, does not provide any contractual rights to continued employment or ongoing telework, and may be terminated pursuant to the Bureau of Human Resources Baseline Telework Policy or any applicable Department/Agency Telework Policy.

Agree to all the above Policies and Procedures Happy.Supervisor@maine.gov – 10/12/2023 8:13 AM

#### Supervisor Approval

- Approve
- Need Additional Information
- Reject

#### Employee Acknowledgement

Check here to acknowledge the TAA request approval Happy.Employee@maine.gov – 10/13/2023 9:13 AM

Submit





### View My Requests

Once the request has been acknowledged by you the status will change to **Authorization Granted**.



It is also good to note that your current and past telework requests will be listed. The dates of coverage and the status will be listed for each request.

**Authorization Granted**

<b>Employee :</b> Happy Employee	<b>Telework Period :</b> 2022-09-06 - 2022-08-10	<a href="#">Copy</a>
<b>Supervisor :</b> Happy Supervisor	<b>Modified :</b> 8/10/2023	<a href="#">View and Download</a>

**Another new feature** accessible from this screen is the **Copy** button. This allows you to take a previously submitted application that has the status of AUTHORIZATION GRANTED and begin a new application process with the majority of that information already filled in. This will make the process much easier the next time you have to renew your TAA request.

### Telework Authorization Request

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Employee Information

Equipment Details

Telework Details

Acknowledgement

Submitted

**Employee Information**

Employee Name : Happy Employee	TAMS ID : A123456	Job Title : Systems Specialist
Headquarters : 51 commerce dr	Department : DEPT OF ADMIN & FINANCIAL SERVICES	Bureau/Office : OFFICE OF INFORMATION TECHNOLOGY
Supervisor : Happy Supervisor	Manager : Happy Manager	Division : Shared Services

Change Supervisor     
  Change Manager

**Address where telework will be performed**

City/Town : Winthrop	ZipCode : 04364	State : ME	Telework Type : Regular Schedule
One way to commute to HQ (miles) :	One way to commute to HQ (Time in Minutes)	Time in Hrs (Eg: 15min = 0.25, 30)	Number of telework days/week : Select

Detailed description of telework workspace :

Test

Save Draft and Exit

Next



## Resources

- [Telework Policy](#)
- [WorksforMe Website:](#)
  - WorksforME 1-2-3 Training Modules
  - Telework Authorization Application Employee Guide
  - Telework Authorization Application Supervisor Guide
  - Safety, Security, and Compliance Checklist
  - Telework Authorization Form Sample