

# SUPERVISOR QUICK REFERENCE GUIDE TELEWORK AUTHORIZATION APPLICATION

Maine.gov

Welcome!

## *Executive Branch Telework Authorization*



*Submit new  
telework request*



*View/Copy my  
requests*



*Supervisor reviews*



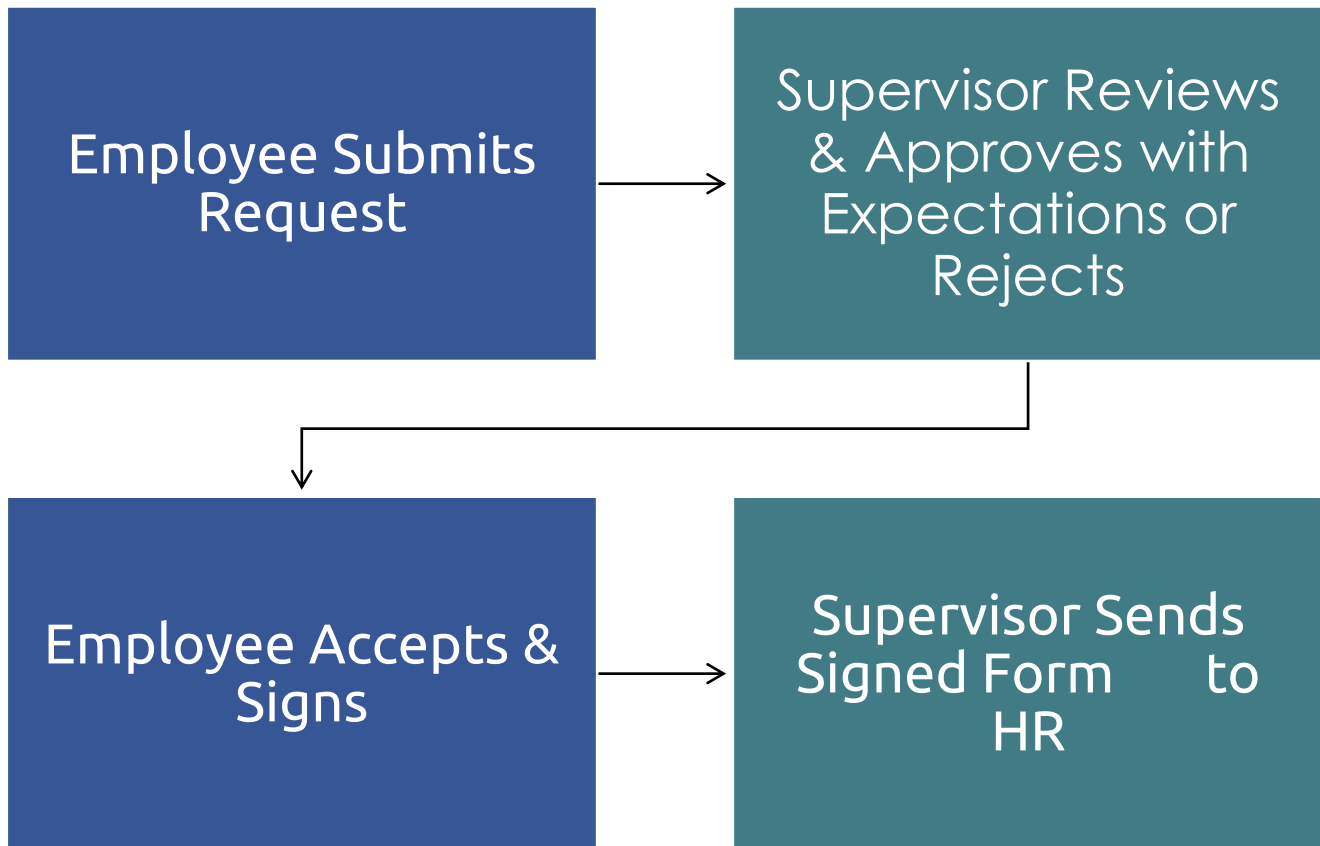
*Telework schedule*

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

# TELEWORK AUTHORIZATION PROCESS - SUPERVISOR

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/Copy my requests](#) tile in the Telework Authorization Application.

# TELEWORK AUTHORIZATION PROCESS - SUPERVISOR

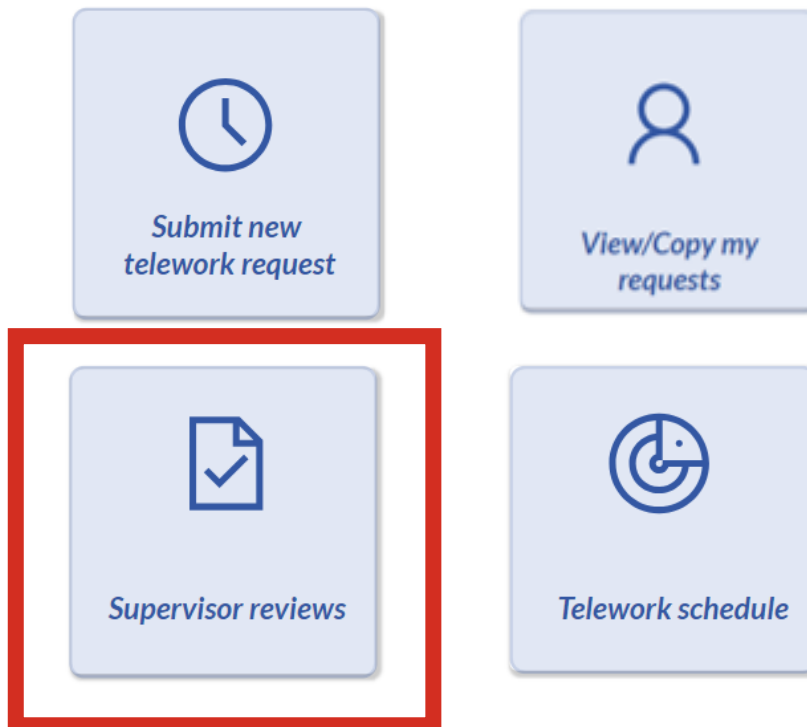
The following steps will assist you in approving an employee's **Submitted** application by reviewing the request, adding **Expectations** and returning to the employee for **Acknowledgement**.

1. **Access** the [Telework Authorization APP](#).
2. **Select** Supervisor Reviews.

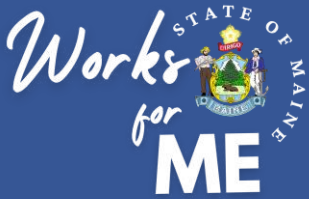
Maine.gov

Welcome!

## *Executive Branch Telework Authorization*



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



# TELEWORK AUTHORIZATION PROCESS - SUPERVISOR

Your employees submitted request will look like this:

To review the request, click on the Eye Icon:



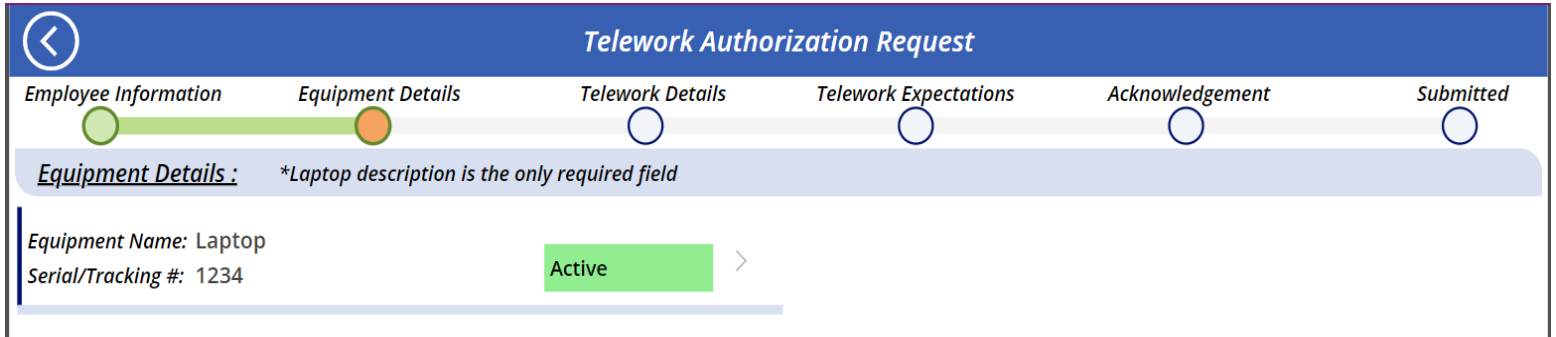
Review Employee Information screen:

To continue click NEXT:



# TELEWORK AUTHORIZATION PROCESS - SUPERVISOR

Ensure the employee has entered (at minimum) a laptop for **Equipment Details**:



**Telework Authorization Request**

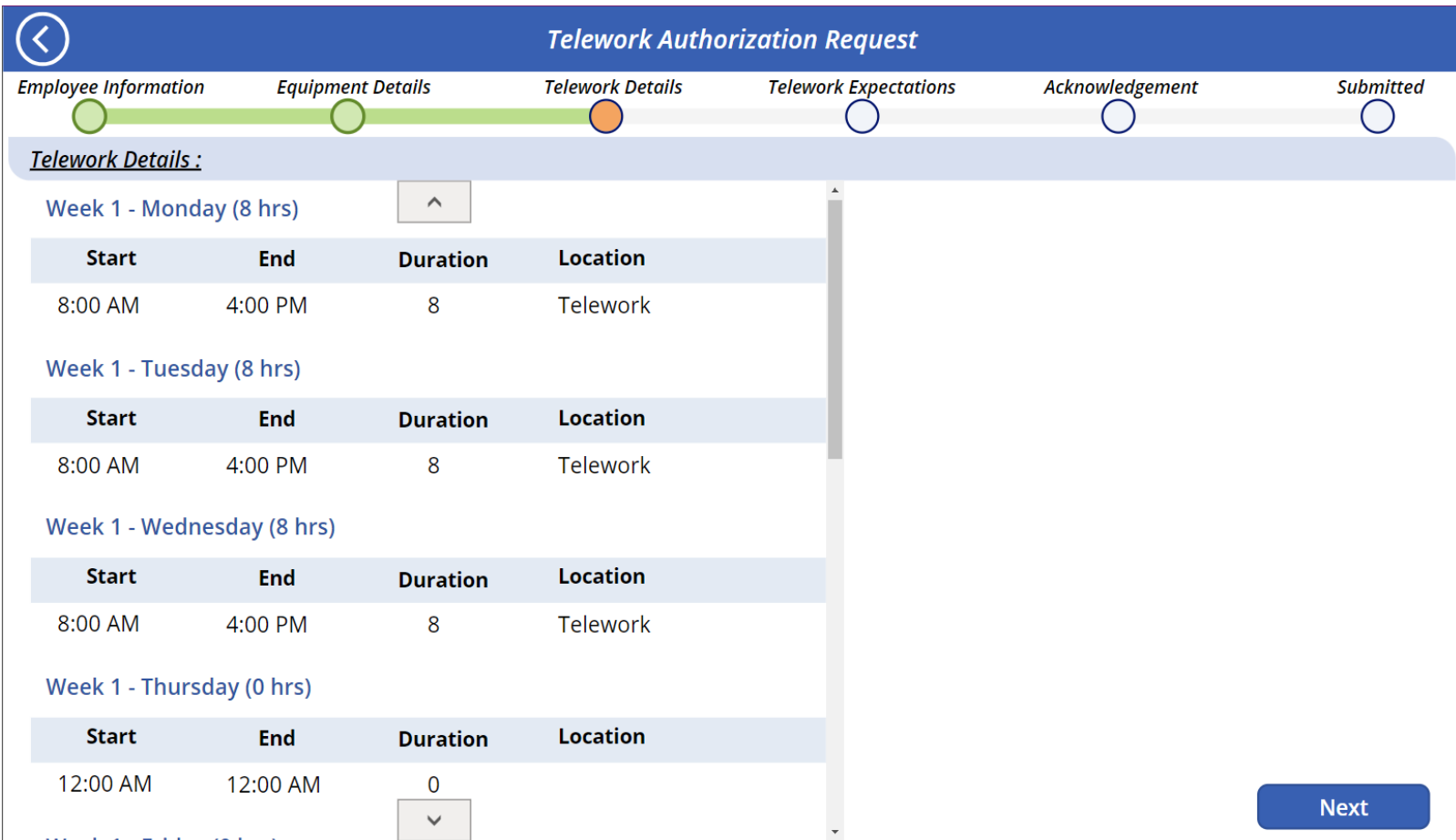
Employee Information    **Equipment Details**    Telework Details    Telework Expectations    Acknowledgement    Submitted

Equipment Details : \*Laptop description is the only required field

Equipment Name: Laptop    Active >

Serial/Tracking #: 1234

Review employee **Telework Details** Information screen (Schedule):



**Telework Authorization Request**

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

Telework Details :

Start	End	Duration	Location
<b>Week 1 - Monday (8 hrs)</b>			
8:00 AM	4:00 PM	8	Telework
<b>Week 1 - Tuesday (8 hrs)</b>			
8:00 AM	4:00 PM	8	Telework
<b>Week 1 - Wednesday (8 hrs)</b>			
8:00 AM	4:00 PM	8	Telework
<b>Week 1 - Thursday (0 hrs)</b>			
12:00 AM	12:00 AM	0	

Next



You may need to scroll down the schedule grid to view both weeks.

To continue click NEXT: Next

# TELEWORK AUTHORIZATION PROCESS - SUPERVISOR

From the **Telework Expectations** screen, you can review/add or adjust the expectations for your employee:

⏪
**Telework Authorization Request**

Employee Information
Equipment Details
Telework Details
Telework Expectations
Acknowledgement
Submitted

**Telework Expectations :**

<p>* What types of confidential or sensitive information will be utilized and how will it be secured?</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review</div>	<p>* What type(s) of workspace(s) will be assigned or available at the HQ location (subject to change based on operational need)?</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review5</div>	
<p>* Events or activities which require in person attendance:</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review1</div>	<p>* Internet speed must be able to support:</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review6</div>	
<p>* Communication methods to be used:</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review2, 3</div>	<p>* Calendar or scheduling tool in use:</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review7</div>	
<p>* Virtual meeting camera use expected:</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review3,4,5</div>	<p>* Alternate work arrangement in the case of technical difficulties such as loss of internet:</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review8</div>	
<p>* Telework training to be completed:</p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;">Testing for TAA review4- THANKS EVERYONE</div>	<p><b>Additional Topics</b></p> <div style="border: 1px solid #0056b3; padding: 5px; min-height: 40px;"> <p>TAA Rocks!!  <a href="https://apps.gov.powerapps.us/play/e/85accbf4-ada3-e8c6-910e-be9ab6622946/a/921f0938-f630-48bb-81b3-">https://apps.gov.powerapps.us/play/e/85accbf4-ada3-e8c6-910e-be9ab6622946/a/921f0938-f630-48bb-81b3-</a></p> </div>	<div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">Next</div>

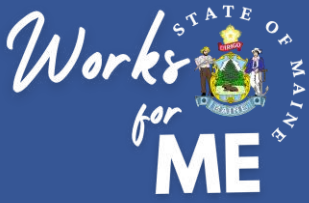
You can also add specific Departmental Policy Links to the **Additional Topics** section of this page.



**Exciting new feature:** After Telework Expectations have been filled out one time, they will be auto-filled the next time you are adding them to any employee's application. You can make changes to them at any time in the application.

To continue click NEXT: 

Next



# TELEWORK AUTHORIZATION PROCESS - SUPERVISOR

Once on the Acknowledgement screen, you can verify the time and date that the employee agreed to the Policies and Procedures:

**Telework Authorization Request**

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

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.

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**

Supervisor Approval

Approve

Need Additional Information

Reject

**Submit**

To continue click SUBMIT: **Submit**

Please Note: the Supervisor has 3 options:

**Approve:** This selection continues the process, an email will be sent to the employee for confirmation of Expectations.

**Need Additional Information:** This selection generates an email to the employee with a specific change request from you regarding the employee's application.

**Reject:** This selection rejects the application and emails the employee with this status.



If either **Need Additional Information** or **Reject** is selected, more information will be required

# TELEWORK AUTHORIZATION PROCESS - SUPERVISOR



If either **Need Additional Information** or **Reject** is selected, more information will be required

## Supervisor Approval

- Approve
- Need Additional Information
- Reject

### *Justify your actions here*

Please change your telework day to every other Tuesday starting the first week of the pay cycle.

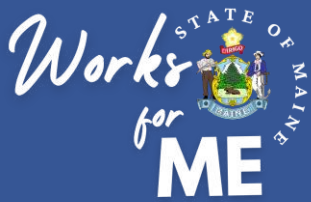
When this happens, please add any additional information of changes to the request in the justification text box. These remarks will be included in the email that goes to the employee. They will be able to make these corrections and re-submit to you.

## Review of applications in progress:

From the home screen select Supervisor Reviews







# TELEWORK AUTHORIZATION PROCESS - SUPERVISOR

From the **Authorization Granted** tab, any applications you have approved, and the employee has acknowledged will be available to view:

Review Active Teleworks

All New Submitted Supervisor Approved **Authorization Granted** Supervisor Rejected

**Authorization Granted**

Happy Employee  
11/7/2023 - 6/10/2024 Submitted 11/7/2023

## 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](#)