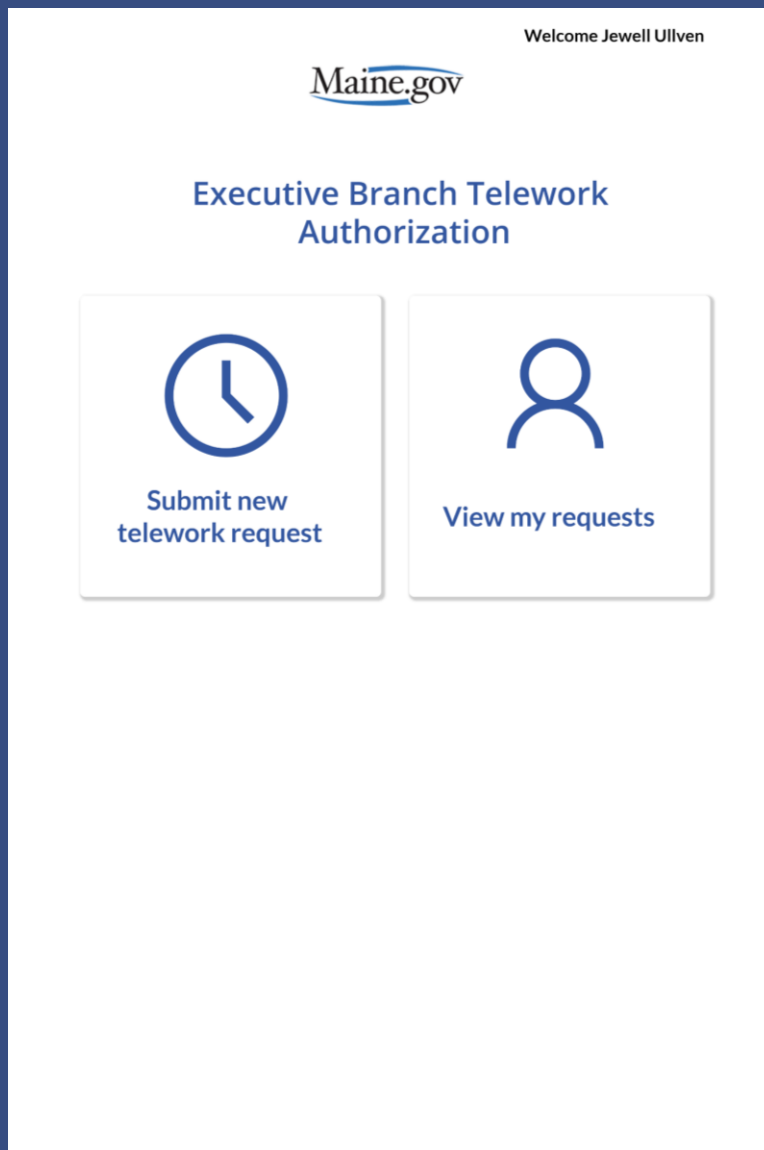


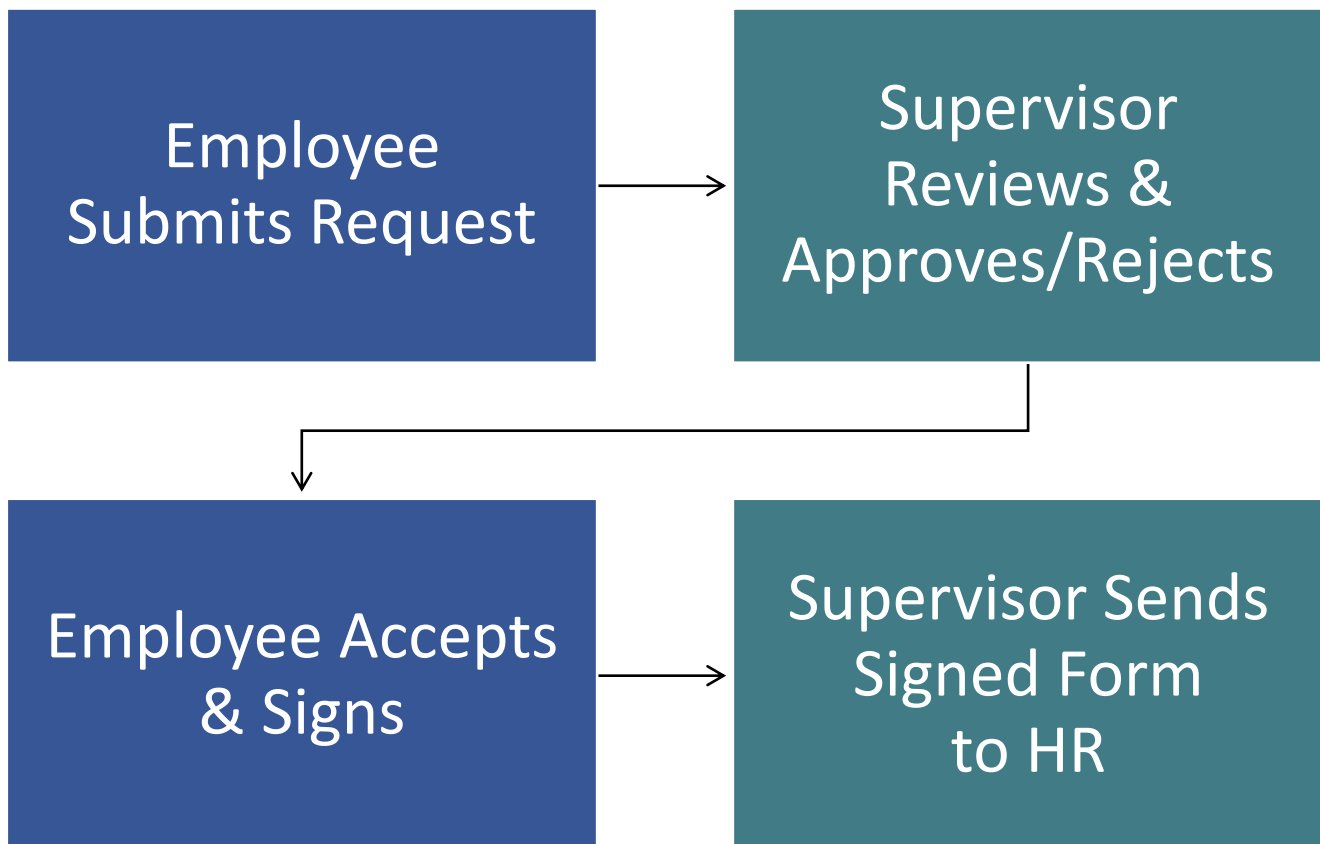
SUPERVISOR

QUICK REFERENCE GUIDE TELEWORK AUTHORIZATION APPLICATION



This guide provides supervisors with detailed steps for managing Telework Authorization Requests. For details on the employee steps in the process, please refer to the Telework Authorization Application Employee Guide.

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



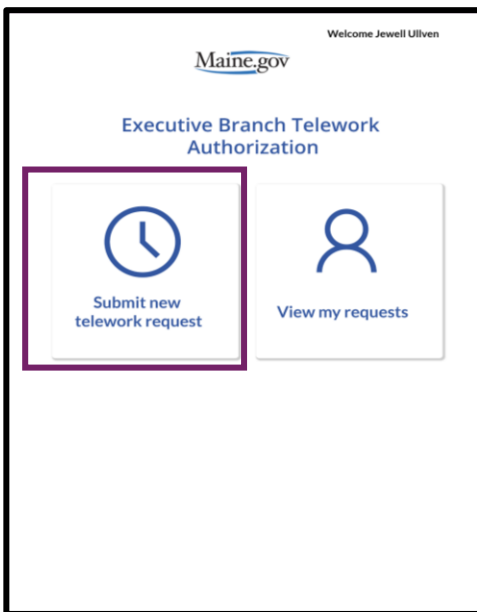
Topic: SUBMIT NEW TELEWORK REQUEST

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



Employee Submits New Request

1. Employee **accesses** the [Telework Authorization APP.](#)
2. Employee **selects** **Submit new telework request.**



Take Note

Employees will only see two tiles in the Telework Authorization Application. Once a request is assigned to them, supervisors will see additional tiles.

3. Employee **completes** the **appropriate fields.**

Take Note

Please note:

- Fields with **asterisks** are required
- TAMS ID, Job Title, and Supervisor will pre-populate from Active Directory
- Pre-populated fields can be over-written on the Telework Authorization Application
- To update source information in Active Directory, you can email OIT.Customer-Support@maine.gov to create a service ticket

4. Once all required fields are completed, employee **selects** the **Submit telework request** button to submit the request.

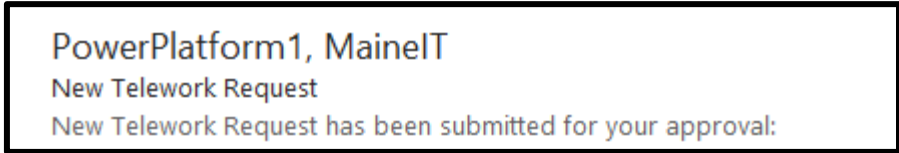
Take Note

Please note: Once submitted, changes cannot be made by the employee. Supervisors will be able to edit applications until they are signed by the employee.

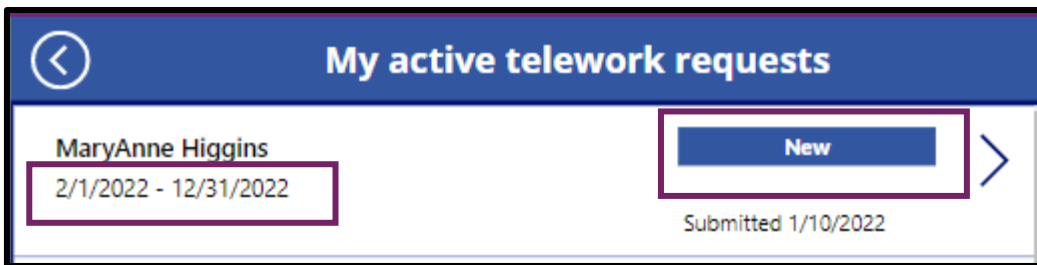


Employee Submits New Request

Once your employee submits a Telework Authorization Request, you and your employee will receive an email notification that the request has been submitted.



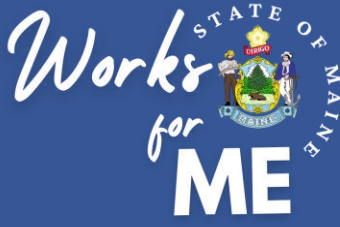
You will have the opportunity to review and modify the information provided and make any necessary changes. You will also add your expectations to the telework plan. Employees can view in progress and past telework requests within the View My Requests section. The dates of coverage and status are listed for each request.



Each request will have a status, as defined below.

Status	Meaning
New	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.

Your employee will have the opportunity to review your additions and change before signing the approved Telework Authorization request.



Topic: SUPERVISOR REVIEWS

On the Telemwork Authorization App, you'll be able to review New, Supervisor Approved, Supervisor Rejected and Authorized telemwork requests for your employees.



Supervisor Reviews

1. Access the [Telemwork Authorization APP](#).

Home → Works for ME

As the second largest employer in Maine, we are in a position to be a leader in workplace innovation, environmental stewardship, and economic development. After many years of contemplating the viability and possibility of remote work for State employees, at the onset of the Covid-19 pandemic, a large portion of the State's workforce was moved to ad hoc telemwork, accelerating us past mere contemplation of telemwork to full implementation – including an evaluation of the impact of telemwork for both operations and employees. An ongoing and thoughtful conversation about telemwork is certain to unfold as we continue to process the unexpected lessons of the pandemic telemwork experience.

- [Executive Branch Baseline Telemwork Policy \(August 26, 2021\)](#)
- [Executive Branch Baseline Telemwork Authorization Form \(August 26, 2021\)](#)
- WorksforME 1-2-3 Supervisor Training (*Coming Soon*)

2. Select Supervisor reviews.

Executive Branch Telemwork Authorization

- Submit new telemwork request
- View my requests
- Supervisor reviews**
- Telemwork dashboard



Please note: The Supervisor Reviews tile will only appear once your first employee submits a request.



Supervisor Reviews

3. If you are not the correct supervisor or need to delegate the review, **Select** the **Supervisor field**, delete your name, and search for a new supervisor by last name.

* Supervisor

Select Supervisor ▼

4. **Review** the **completed fields** on the page for accuracy.

5. **Add or Modify** the **Telework Authorization end date** to match the employee’s annual performance review date. You can use the calendar icon to browse or type a date in.

* Telework Authorization end date:

12/31/2001 



6. **Select** the **View work schedule** button to review and modify the employee’s schedule. The schedule should reflect days and hours worked at their assigned office location (HQ) and at their telework location.

Week 2 - Monday (9 hrs)				Edit
Start	End	Duration	Location	
08:00	17:00	9	HQ	
Week 2 - Tuesday (9 hrs)				Edit
Start	End	Duration	Location	
08:00	17:00	9	Telework	



Supervisor Reviews

7. **Complete** all fields under **Telework Expectations**.

Telework Expectations

The general expectation for a Telework Authorization is that the employee will comply with all performance expectations as if working 100% at their headquarters location. These expectations are specific considerations for performing job duties while teleworking.

8. **Leave** the **Policies and procedures acknowledgement** section blank. The employee will sign these at the time of submitting or signing the request.

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)

9. Once all required information is complete, Approve or Reject the request.

To Approve:

Set the **Supervisor Approval** button to Yes.

Supervisor Approval

 Yes

Type your name into the **Supervisor Signature** field and **confirm** the **Specify Approval** field indicates Supervisor Approved.

* Supervisor Signature

Supervisor Approval Date

2/8/2022

* Specify Approval

Supervisor Approved





Supervisor Reviews

9. Once all required information is complete, Approve or Reject the request.

To Reject:

Indicate the reason for the rejection in the **Additional Details** field.

* Denial Reason	<input type="text"/>
-----------------	----------------------

Type your name into the **Supervisor Signature** field and confirm the **Specify Approval** field indicates Supervisor Rejected.

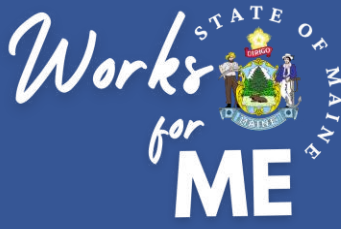
Supervisor Signature	<input type="text"/>
Supervisor Approval Date	12/31/2001
* Specify Approval	Supervisor Rejected <input type="button" value="v"/>

10. Complete your Approval or Rejection by selecting the **Update telework request** button.

<input type="button" value="Update telework request"/>
--

11. You and your employee will receive an automated email notification. If Approved, the employee will have access to review and sign the application.

PowerPlatform1, MainIT Telework request approved Following telework request has been approved:



Topic: EMPLOYEE SIGNS REQUEST

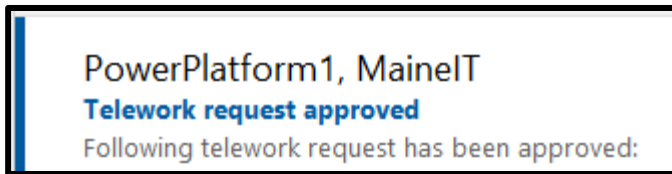
On the Telework Authorization Application, you'll be able to review the completed request and sign your telework authorization form.



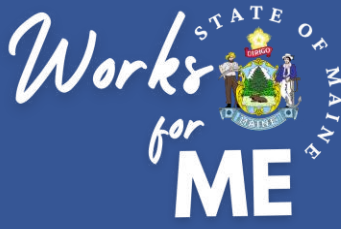
SUPERVISOR

Employee Signs Approved Request

1. Employee **accesses** the **Telework Authorization APP** from the approval email.



2. Employee **opens** the current request at **Supervisor Approved** status
3. Employee **reviews** the **Telework Authorization** request for any changes made by their supervisor.
4. Employee **reviews** the **Telework Expectations**..
5. To **approve** the **Telework Authorization** request, the employee will **type their name** in the **Employee Signature field**. The **Employee Approval Date** will automatically populate. The employee **selects** the **Sign and submit telework request** button to finalize the request.



Topic: DOWNLOAD SIGNED FORM

On the Telework Authorization Application, you'll be able to download signed telework authorization forms.

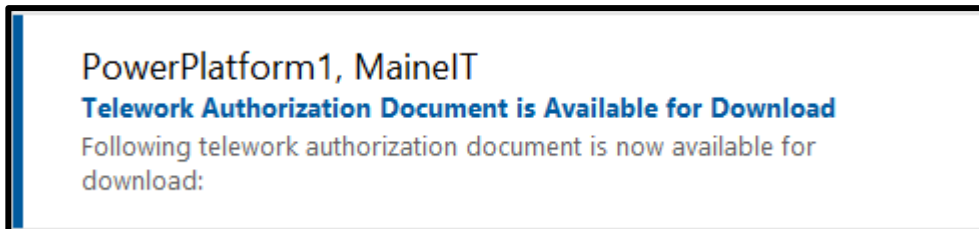


SUPERVISOR

Download Signed Form

The employee and supervisor will receive an email notification when the final Telework Authorization Form is available for download.

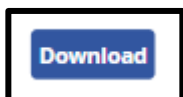
1. **Access** the **Telework Authorization APP** from the email notification.



2. **Select** the **Supervisor reviews** tile to find the employee request with the **Authorization Granted** status.



3. **Open** the request and select Download to open the form as a PDF.



4. **Retain** copy for their own records and forward a copy to the appropriate HR unit, as indicated on this site: <https://www.maine.gov/bhr/state-hr-professionals/Human-Resource-Contacts>



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