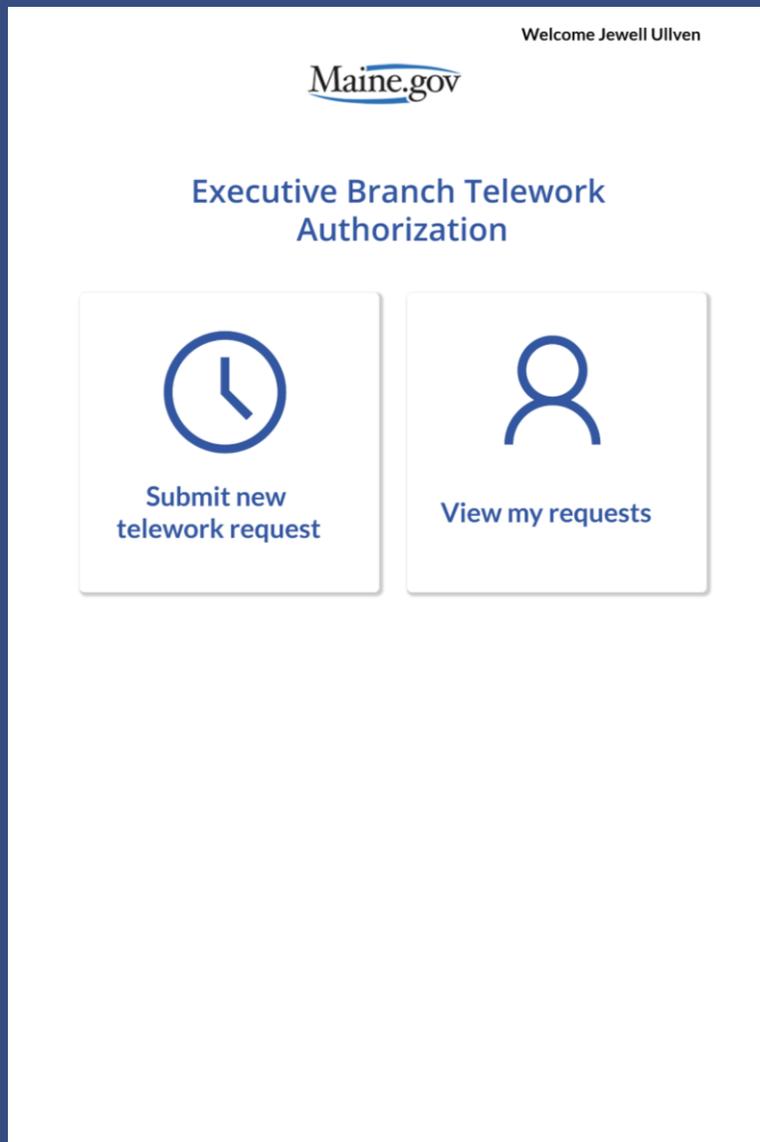




EMPLOYEE

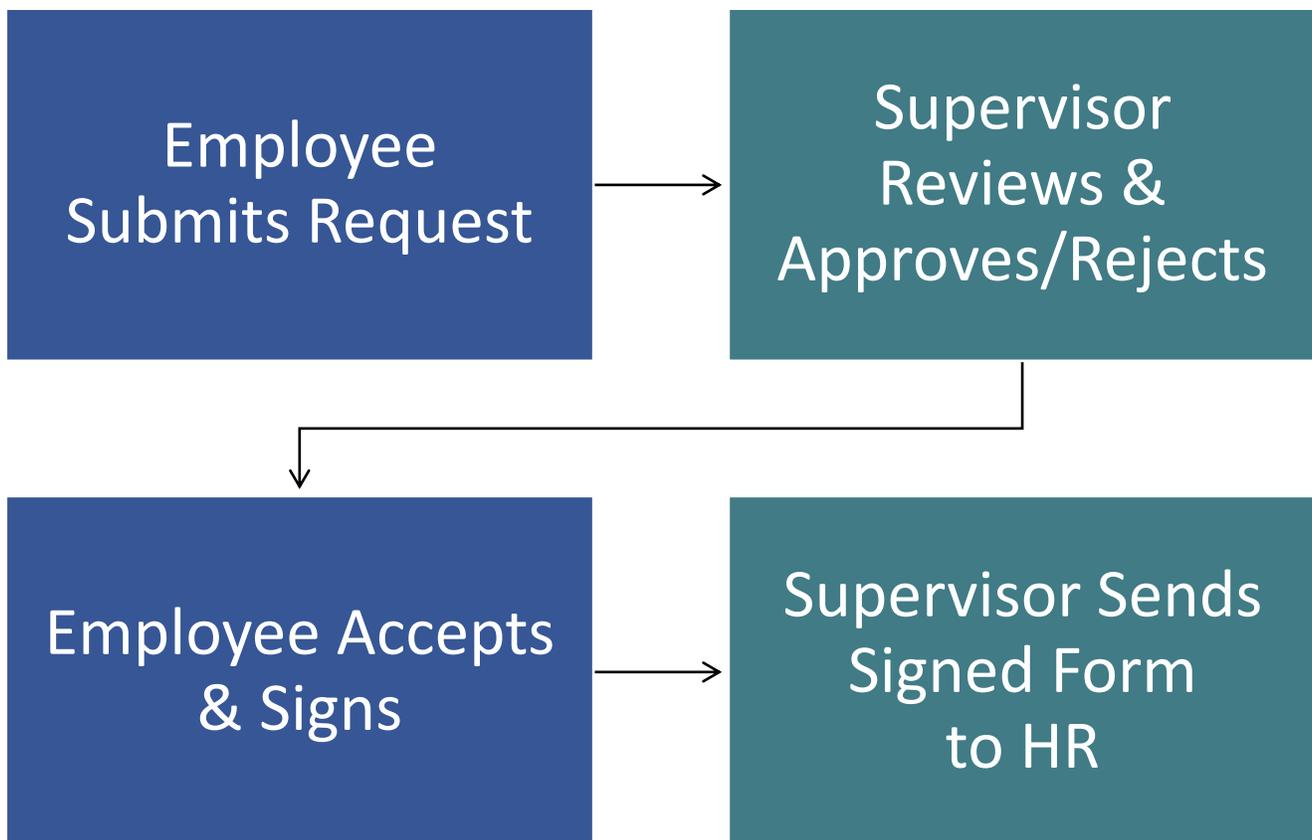
QUICK REFERENCE GUIDE TELEWORK AUTHORIZATION APPLICATION



PUBLISHED MARCH 2020

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.

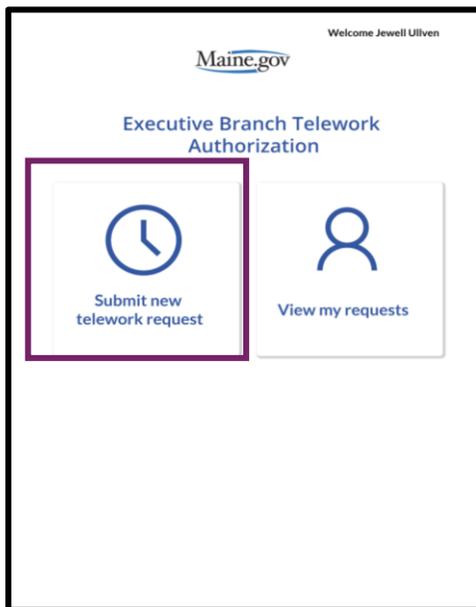
Topic: SUBMIT NEW TELEWORK REQUEST

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

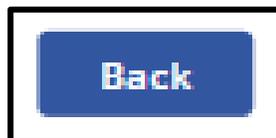


Submit New Request

1. Access the [Telework Authorization APP](#).
2. Select **Submit new telework request**.



Look for the **arrow** and **back** buttons to navigate to previous pages





Submit New Request

3. Complete the appropriate fields.

Home

New Executive Branch Telework Authorization

* Employee Name	Jewell Ullven
* TAMS ID	<input type="text"/>
* Job Title	OIT - WorkDay
* Headquarters	Select Headquarters ▼
* Department	Select Department ▼
Bureau	Select Bureau ▼
Division	<input type="text"/>
* Supervisor	Drisko, Nicole ▼
Manager	Select Manager ▼
Address where telework will be performed	
* Street	<input type="text"/>
Apartment	<input type="text"/>
* City/Town	Augusta
* State	<input type="text"/>
* Number of telework days per week OR "Occasional"	<input type="text"/>
<div style="display: flex; justify-content: space-between;"> Submit telework request Back </div>	



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 in the Telework Authorization Application
- To update source information in Active Directory, you can email OIT.Customer-Support@maine.gov to create a service ticket

The start date should be the date you expect to begin the telework agreement, which can be modified by your supervisor. The review date will be completed by your supervisor.

Telework Authorization start date:

Telework Authorization Review Date:



Submit New Request

4. Select the **Add work schedule** button.

* Detailed description of telework workspace	<input type="text"/>
* One way commute to HQ (Miles)	<input type="text"/>
* One way commute to HQ (Minutes)	<input type="text"/>
* Add work schedule	
* Add equipment and technology details	
<input type="text"/>	

5. If teleworking will be occasional or on a flexible/rotating schedule, describe in the **Occasional Telework** box.

Occasional Telework

Provide a description of occasional telework needs:

6. If teleworking will be occasional on a regular, fixed schedule, select the **Add regular schedule** button.

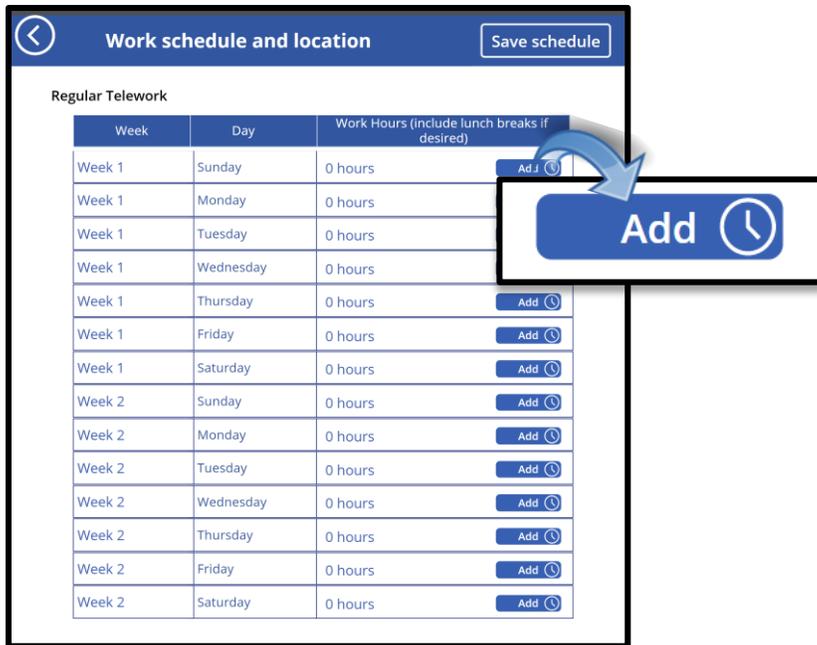
 **Work schedule and location** Save schedule

Regular Telework **Add regular schedule**



Submit New Request

5. Select the **Add** button.



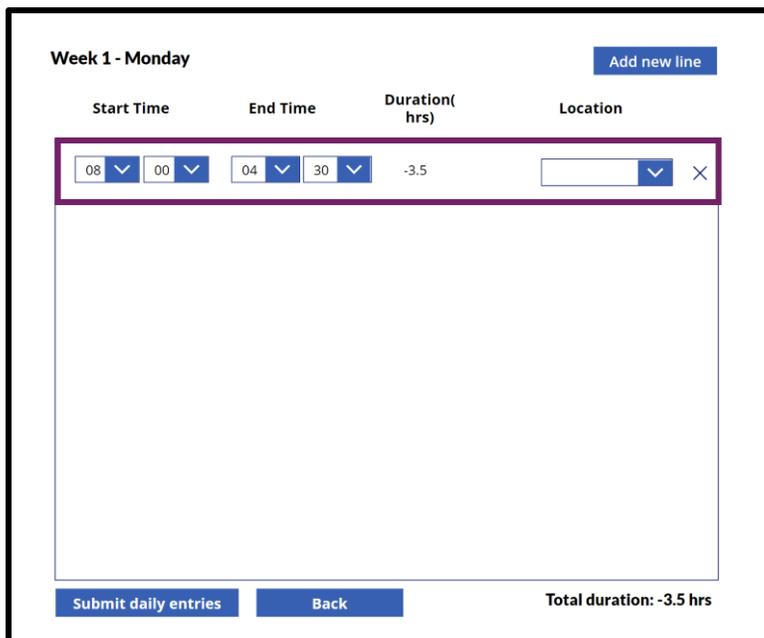
Work schedule and location Save schedule

Regular Telework

Week	Day	Work Hours (include lunch breaks if desired)	
Week 1	Sunday	0 hours	Adj ⌚
Week 1	Monday	0 hours	
Week 1	Tuesday	0 hours	
Week 1	Wednesday	0 hours	
Week 1	Thursday	0 hours	Add ⌚
Week 1	Friday	0 hours	Add ⌚
Week 1	Saturday	0 hours	Add ⌚
Week 2	Sunday	0 hours	Add ⌚
Week 2	Monday	0 hours	Add ⌚
Week 2	Tuesday	0 hours	Add ⌚
Week 2	Wednesday	0 hours	Add ⌚
Week 2	Thursday	0 hours	Add ⌚
Week 2	Friday	0 hours	Add ⌚
Week 2	Saturday	0 hours	Add ⌚

Add ⌚

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



Week 1 - Monday Add new line

Start Time	End Time	Duration(hrs)	Location	
08 ▾	00 ▾	04 ▾ 30 ▾	-3.5	<input type="text"/> ▾ ×

Submit daily entries Back Total duration: -3.5 hrs



Submit New Request

NOTE: Time must be listed as military time, as indicated below.

Standard	Military	Standard	Military
12:00 AM	0:00	12:00 PM	12:00
1:00 AM	1:00	1:00 PM	13:00
2:00 AM	2:00	2:00 PM	14:00
3:00 AM	3:00	3:00 PM	15:00
4:00 AM	4:00	4:00 PM	16:00
5:00 AM	5:00	5:00 PM	17:00
6:00 AM	6:00	6:00 PM	18:00
7:00 AM	7:00	7:00 PM	19:00
8:00 AM	8:00	8:00 PM	20:00
9:00 AM	9:00	9:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00

7. Confirm time has been entered correctly by checking the calculated **Duration**.

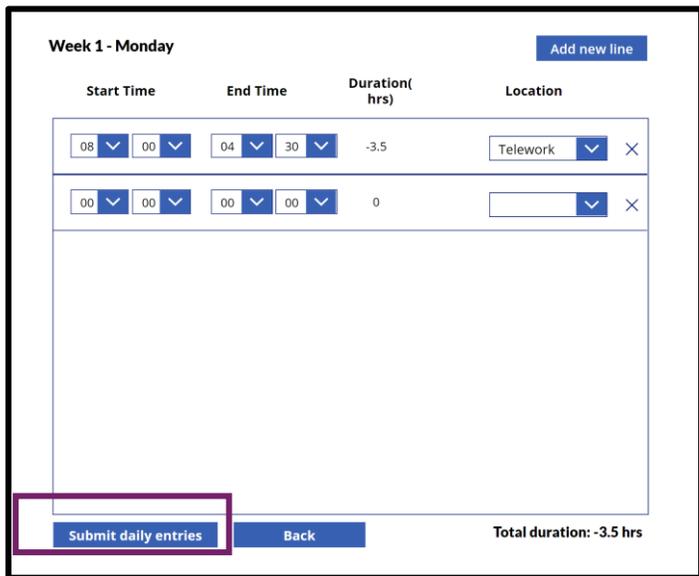
Start Time	End Time	Duration(hrs)
08 00	17 00	9

8. Select the **Add new time** button to split time between two work locations.



Submit New Request

9 Select the **Submit daily entries** button when finished.



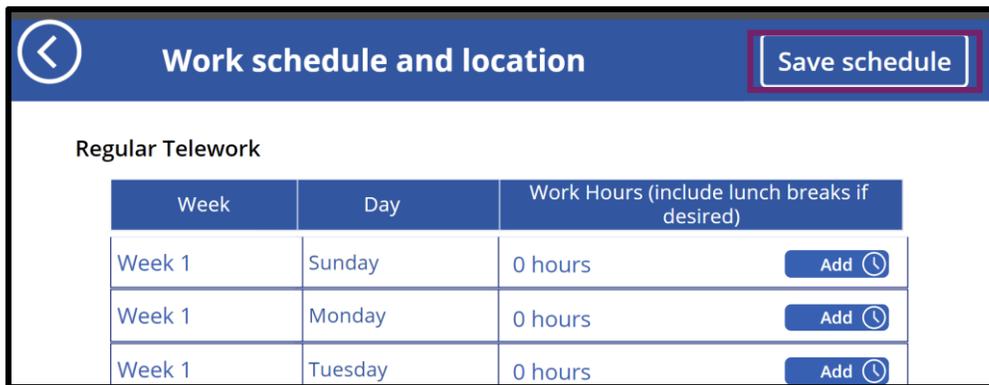
Start Time	End Time	Duration (hrs)	Location
08:00	04:30	-3.5	Telework
00:00	00:00	0	

Buttons: **Submit daily entries**, Back, Total duration: -3.5 hrs



The schedule should reflect all workdays, both at your assigned office location (HQ) and telework location.

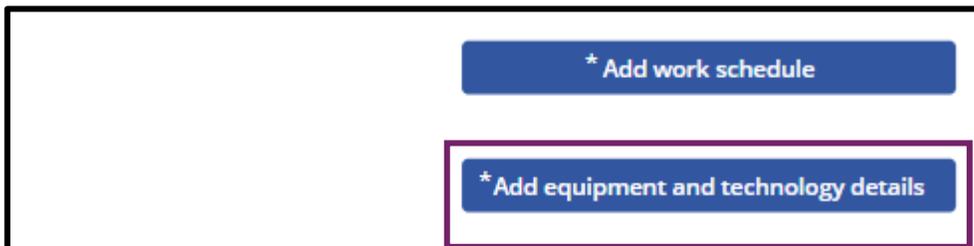
10. Repeat adding daily entries until schedule is complete. Select the **Save schedule** button when finished.



Week	Day	Work Hours (include lunch breaks if desired)
Week 1	Sunday	0 hours
Week 1	Monday	0 hours
Week 1	Tuesday	0 hours

Buttons: **Save schedule**, Add

11. Select the **Add equipment and technology details** button.



Buttons: *** Add work schedule**, *** Add equipment and technology details**



Submit New Request

12. Complete any applicable fields related to your State of Maine equipment. At a minimum, your **Laptop Description** is required. **Select** the **Save details** button when finished.

⏪

Equipment and technology

Save details

The following SOM equipment has been approved for use at an agreed upon telework location:

*Laptop description is the only required field

Equipment	Description (Brand, type, etc.)	Serial # or Tracking #
Laptop	Enter Equipment Brand	Enter Serial Number
Docking Station	Enter Equipment Brand	Enter Serial Number
Mouse	Enter Equipment Brand	Enter Serial Number
Keyboard	Enter Equipment Brand	Enter Serial Number
Monitor(s)	Enter Equipment Brand	Enter Serial Number
Web Cam	Enter Equipment Brand	Enter Serial Number
Headset/microphone	Enter Equipment Brand	Enter Serial Number
Printer	Enter Equipment Brand	Enter Serial Number
Other(describe)	Enter Equipment Brand	Enter Serial Number

6. If you agree with all details of the **Telework Au**

13. Once all required fields are completed, **type your initials** to indicate that you agree with each line of the **Policies and procedures acknowledgment** and **select** the **Submit telework request** button to submit the request.

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 Enter Initials

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 Enter Initials

Submit telework request

Back



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 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:

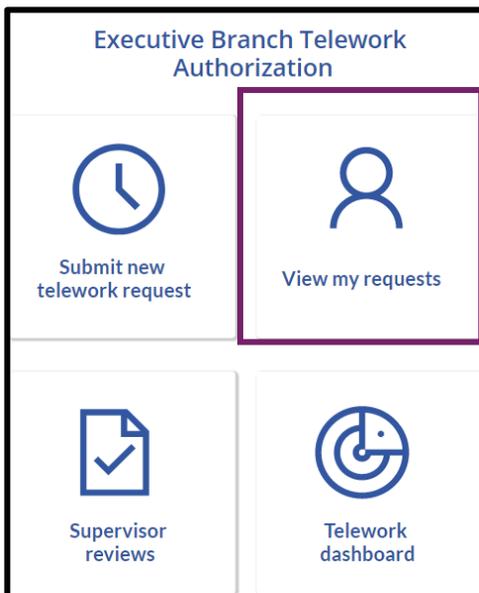
Topic: VIEW MY REQUESTS

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.





View My Requests

3. Your current and past telework requests will be listed. The dates of coverage and the status will be listed for each request. **Select** the **Arrow** located to the right of a request to open it.



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.

Topic: SIGN APPROVED REQUEST

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



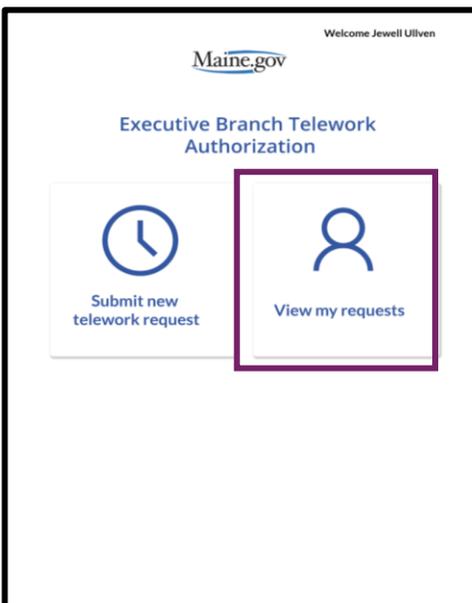
Sign Approved Request

Once your supervisor Approves or Rejects your request you will receive an email notification. If Approved, you will have access to review and sign the application.

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



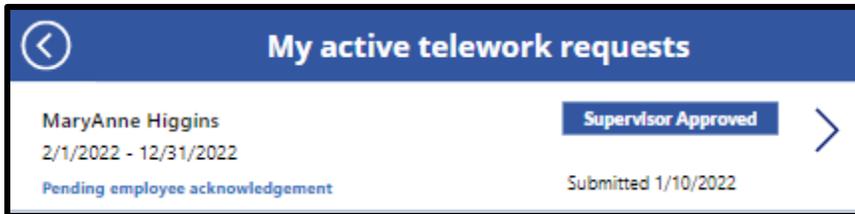
2. **Select** the **View my requests** file.





Sign Approved Request

3. **Open** the current request at **Supervisor Approved** status by **selecting** the arrow on the right.



4. **Review** the **Telework Authorization** request for any changes made by your supervisor.
5. **Review** the **Telework Expectations** added by your supervisor. If you have any concerns or questions related to the expectations, you must address them with your supervisor before you sign.

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.



Sign Approved Request

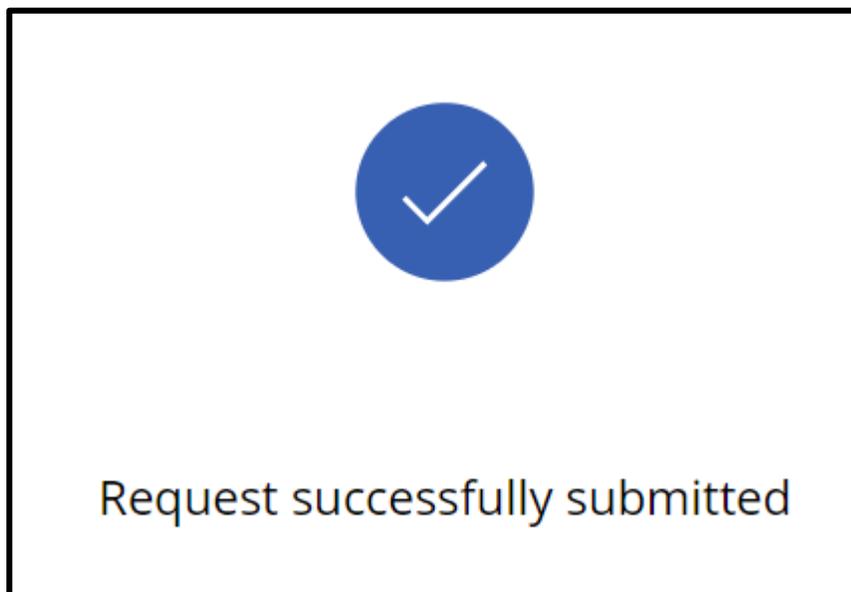
6. To **Approve** the **Telework Authorization** request, **type your name** in the **Employee Signature field**. The **Employee Approval Date** will automatically populate. Select the **Sign and submit telework request** button to finalize the request.

Before you submit your telework authorization, please confirm the information you have provided on this authorization is accurate to the best of your knowledge. Please type your name below to confirm you are agreeing to the terms and conditions. Authorizations without a printed name in the box below are considered invalid and will not be processed.

* Employee Signature

Employee Approval Date 12/31/2001

7. You should see a **Request successfully submitted** message.





Topic: DOWNLOAD SIGNED FORM

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

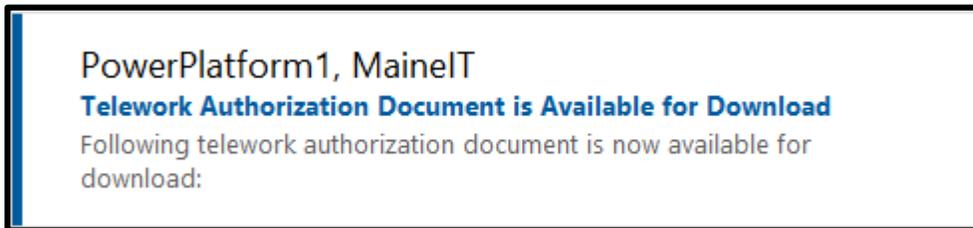


EMPLOYEE

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 **View my requests** tile to find your request with the **Authorization Granted** status.



3. **Open** the request and select Download to open the form as a PDF. You may download a copy or print for your records.



4. Supervisors should retain a 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