Remote Work Request Guide

This guide is intended to assist employees submit their remote work request form through SAP.
# Table of Contents

- **Logging into SAP**  
  - 3

- **Begin Your Request**  
  - 5

- **Attach Your Documents**  
  - 7

- **Check Status of Request**  
  - 14

- **Request Denied | Resubmit**  
  - 18
Logging into SAP
To log into the system:

- go to: [SAP Portal](#)
- Go to the ESS + group and click on the tile called “Remote Work Request”.
Begin Your Request.
Select either remote work or telecommuting, enter the request dates, address of work site and attach a document(s) (photo or sketch) of the work site.
To attach your document(s) follow these steps:
Click the button “Attach Documents”.

Click the “New” button and “Create Attachment”.

Click the import icon.

And that directs you to browse for your attachment. Double click the document to attach.
Highlight the document and click the “Choose” button.

Click the green check button and you’re done with attachment. Repeat for multiple attachments.
Enter the days/hours that you are requesting to work on campus at the primary work location and enter the days/hours that you request to work at an alternate work site. And enter the required information about work assignments and if University assets will be used at the alternate work location.
Enter information about communication, performance expectations and other conditions agreed upon with your supervisor. The expectation is the employee and supervisor will have a discussion before the employee submits their request.
Click the “Next Page” button to continue:

Review the policy statements and submit the request for approval.
The request has been submitted.

Confirmation message.

Remote Working/Telecommuting Agreement - confirmation

Your Remote Working/Telecommuting Agreement has been submitted for approval.

Using the "Remote Work Detail Report", you can monitor the approval status of your Remote Work request. The report can also be used to adjust your Remote Work Request if it is returned for corrections by an approver.

You will receive an email notification when your Remote Work Request is fully approved.

Remote Work Agreement document number: 0005360000230
Check Status of Request
To check the status of the request, return to the ESS + group on the portal and click “Remote Work Detail Report”. This is a report specifically for the employee.

This is the selection screen. If unsure of created date this can be left blank and click the “Execute” button.
Results of the report.

The status is displayed, in this case, “Sent for Approval”. And the approval level indicates where in the workflow the request is currently residing. In addition, by clicking on the PDF Print, a .pdf document will be rendered for saving or printing a hard copy.

Clicking the attachments icon will display the attachments submitted with the request.

Other additional information about the request is displayed. This report can be executed at any time to check the status or view the .pdf.

Remote Working Agreement Report

<table>
<thead>
<tr>
<th>Agreement No</th>
<th>Create Date</th>
<th>Processing Status</th>
<th>Approval Level</th>
<th>Employee Name</th>
<th>Phone Number</th>
<th>Attachments</th>
<th>Requested Start Date</th>
<th>Requested End Date</th>
<th>Remote Work (short term)</th>
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</thead>
<tbody>
<tr>
<td>000000000120</td>
<td>04/14/2020</td>
<td>Sent for Approval</td>
<td>Supervisor / Dept H</td>
<td>Ms Boke Babcat</td>
<td>515</td>
<td></td>
<td>04/29/2020</td>
<td>05/06/2020</td>
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Partial View of .PDF

At the end of the .pdf, see where the request will be routed for approval via workflow.

By signing this agreement, I agree that I have read, understood, and was approved. This agreement is not an employment contract. Employment with the University.

<table>
<thead>
<tr>
<th>Planned Approver</th>
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<tbody>
<tr>
<td>Ms Leah Lynx</td>
<td>Supervisor / Dept. Head</td>
</tr>
<tr>
<td>Mr Travis Tiger</td>
<td>Associate VP</td>
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</table>

<table>
<thead>
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<th>Day of Week</th>
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</table>
Request Denied | Resubmit
In the case where a request is denied, the employee and supervisor will receive an email notification with the reason for denial. The request can be resubmitted.

**To resubmit:** Execute the employee report.

- Note the processing status is returned and there is a column labeled "Change". Click on the "pencil" icon.
- The request will open, find the page that you need to change, perhaps the supervisor asked to change the days/hours of remote work.
- Update the request and resubmit.
This message will be displayed upon resubmission of the request.

Execute the employee report again and see that the request is now sent for approval rather than returned.

When the request is approved, the employee and supervisor will receive an email notification confirming approval of the request.
This completes the steps in this user guide.