Remote Work Request Guide

This guide is intended to assist employees submit their remote work request form through SAP.
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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.
• Note that you can enter multiple varying work schedules for the time period covered by your request.

• Enter the start and end of the first schedule and the schedule itself.

• In this example MWF in the campus office and Tuesday, Thursday at the alternate work location.

• Click the “Add Schedule” button.
Work schedule is added.

Enter the next work schedule and click the “Add Schedule” button. *Note that this schedule is for two weeks and is different than the first schedule entered.*
Enter the next work schedule and click the “Add Schedule” button. *Note that this schedule is different than the other schedules.*
If you need to delete one of the schedules entered, highlight that line/schedule and click the “Delete Schedule” button.

<table>
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<th>End Date</th>
<th>Pri Mon</th>
<th>Pri Tue</th>
<th>Pri Wed</th>
<th>Pri Thu</th>
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Once all of the work schedules are entered, click the “Next Page” button. The screen capture below indicates that the work request ends on 08-22-2020 and the last schedule entered ends on 08-22-2020.
Next enter the address of the alternate work location.

Enter a description of the alternate work site and attach a photo or sketch.
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 your work assignments.

2. Indicate specific and/or various types of assignments to be performed at the alternative work site:
I will perform the same work assignments regardless if working in my Texas State office or at an alternate work site.

Enter any University assets to be used at the alternate work location.

3. List University assets that will be used by the employee at the alternate work site location and will be returned to the University immediately upon expiration or termination of the agreement
A laptop. Tag #13567

Click the “Next Page” button to continue:
Check the boxes to identify your methods of communication with your unit.

Enter any performance expectations and measures.

Enter any agreed upon conditions with your supervisor.
Review the policy statements and submit the request for approval.
The request has been submitted.

Confirmation message.

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: 000509000230
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.
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, but it includes employment with the University.

<table>
<thead>
<tr>
<th>Planned Approver</th>
<th>Approval Level</th>
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</thead>
<tbody>
<tr>
<td>Ms Leah Lynx</td>
<td>Supervisor / Dept. Head</td>
</tr>
<tr>
<td>Mr Travis Tiger</td>
<td>Associate VP</td>
</tr>
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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. In addition, the employee and supervisor will receive email notifications when the request is approaching the expiration date of the agreement.
This completes the steps in this user guide.