

# Remote Work Request Guide

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



*Rev. 6.2020*

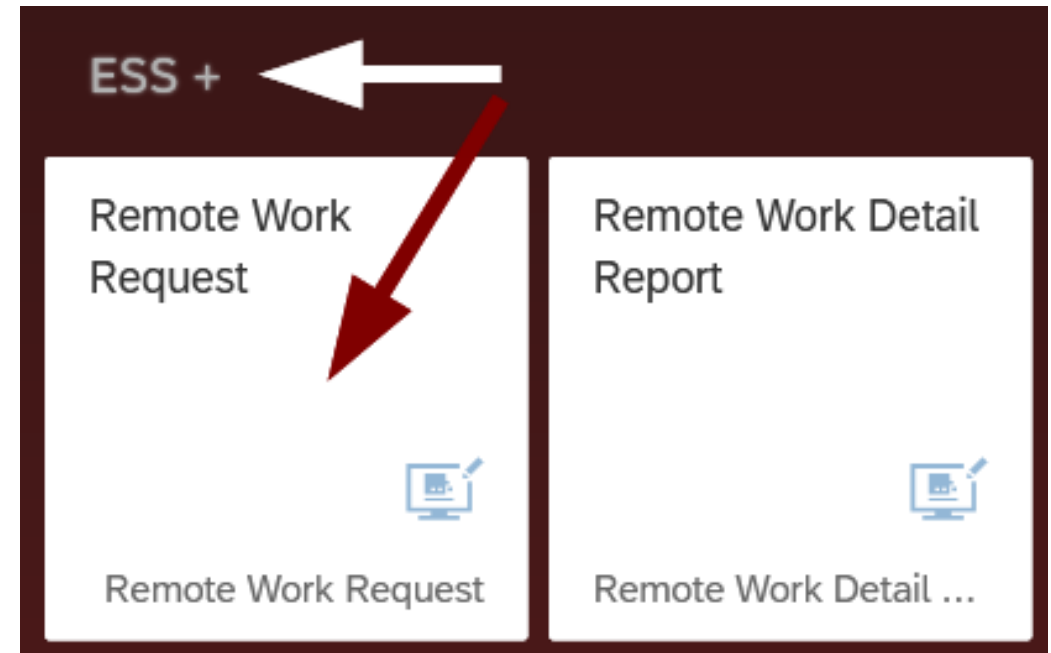
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Logging into SAP

## 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.

### Remote Working/Telecommuting Agreement (page 1 of 4)

Menu | [ ] | Cancel | System |

Purpose/Instructions: The purpose of this form is to establish specific terms and conditions that the employee and University agree upon for remote working/telecommuting within UPPS no. 04.04.01, General Workplace Policy.

Employee Name:	Ms Boko Bobcat	Texas State ID:	A00017037
Job:	Assoc Dir, Core Systems	Personnel Area:	Information Technology
Department:	Core Systems	Job FLSA Status:	Exempt
Supervisor:	Ms Linda Lynx	Employee Group:	Staff
Personnel No:	515	Employee Subgrp:	12 Mo Ex Salaried

**This request is for:**

Remote Working (short-term)  Telecommuting (long-term: requires VP signature)

**Remote Work Requested dates:**

From:	06/29/2020	To:	08/22/2020
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- 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.

Enter 1 or more work schedules and (press Add Schedule)

Start Date	End Date	Primary Location (Campus Office) - Planned Hrs							Alternate Work Site Location - Planned Hrs						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
06/29/2020	07/03/2020	8		8		8				8		8			

Press Add Schedule to add each desired schedule. (minimum 1 required).

Work schedule is added.

Work Schedules																
Start Date	End Date	Pri Mon	Pri Tue	Pri Wed	Pri Thu	Pr Fri	Pri Sat	Pri Sun	Alt Mon	Alt Tue	Alt Wed	Alt Thu	Alt Fri	Alt Sat	Alt Sun	
06/29/2020	07/03/2020	8.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00	

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 1 or more work schedules and (press Add Schedule)

Start Date	End Date	Primary Location (Campus Office) - Planned Hrs							Alternate Work Site Location - Planned Hrs						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
07/06/2020	07/17/2020	2.25	2.25	2.25	4.75	4.75			5.75	5.75	5.75	3.25	3.25		

Press Add Schedule to add each desired schedule. (minimum 1 required).



Enter the next work schedule and click the “Add Schedule” button. *Note that this schedule is different than the other schedules.*

Enter 1 or more work schedules and (press Add Schedule)

Start Date	End Date	Primary Location (Campus Office) - Planned Hrs							Alternate Work Site Location - Planned Hrs						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
07/06/2020	07/17/2020	2.25	2.25	2.25	4.75	4.75			5.75	5.75	5.75	3.25	3.25		

Press Add Schedule to add each desired schedule. (minimum 1 required).

Enter the next work schedule and click the “Add Schedule” button. *Note that this schedule is different than the other schedules.*

Enter 1 or more work schedules and (press Add Schedule)

Start Date	End Date	Primary Location (Campus Office) - Planned Hrs							Alternate Work Site Location - Planned Hrs						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
07/20/2020	07/24/2020								8	8	8	8	8		

Press Add Schedule to add each desired schedule. (minimum 1 required).


Enter the next work schedule and click the “Add Schedule” button. *Note that this schedule is different than the other schedules.*

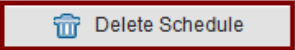
Start Date	End Date	Primary Location (Campus Office) - Planned Hrs							Alternate Work Site Location - Planned Hrs						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
07/27/2020	07/31/2020		8		8				8		8		8		


Press Add Schedule to add each desired schedule. (minimum 1 required).

If you need to delete one of the schedules entered, highlight that line/schedule and click the “Delete Schedule” button.

**Work Schedules**

	Start Date	End Date	Pri Mon	Pri Tue	Pri Wed	Pri Thu	Pr Fri	Pri Sat	Pri Sun	Alt Mon	Alt Tue	Alt Wed	Alt Thu	Alt Fri	Alt Sat	Alt Sun
	08/03/2020	08/14/2020	10.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00
	07/27/2020	07/31/2020	0.00	8.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	8.00	0.00	8.00	0.00	0.00
	07/20/2020	07/24/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00
	07/06/2020	07/17/2020	2.25	2.25	2.25	4.75	4.75	0.00	0.00	5.75	5.75	5.75	3.25	3.25	0.00	0.00
	06/29/2020	07/03/2020	8.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00

 **Delete Schedule**    **To DELETE - Mark 1 schedule line to the left of the Start Date, and press Delete.**



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.

**Remote Work Requested dates:**  
From: 06/29/2020 To: 08/22/2020

**Enter 1 or more work schedules and (press Add Schedule)**

Start Date:  End Date:

**Primary Location (Campus Office) - Planned Hrs**  
Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

**Alternate Work Site Location - Planned Hrs**  
Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

Press Add Schedule to add each desired schedule. (minimum 1 required).

**Work Schedules**

Start Date	End Date	Pri Mon	Pri Tue	Pri Wed	Pri Thu	Pri Fri	Pri Sat	Pri Sun	Alt Mon	Alt Tue	Alt Wed	Alt Thu	Alt Fri	Alt Sat	Alt Sun
08/17/2020	08/22/2020	0.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00
08/03/2020	08/14/2020	10.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00
07/27/2020	07/31/2020	0.00	8.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	8.00	0.00	8.00	0.00	0.00
07/20/2020	07/24/2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00
07/06/2020	07/17/2020	2.25	2.25	2.25	4.75	4.75	0.00	0.00	5.75	5.75	5.75	3.25	3.25	0.00	0.00
06/29/2020	07/03/2020	8.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00

To DELETE - Mark 1 schedule line to the left of the Start Date, and press Delete.

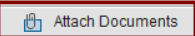
Next enter the address of the alternate work location.

**Address of alternate work site location:**

Street:	100 Bobcat Way		
City:	New Braunfels	State:	TX
		Zip:	78412

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

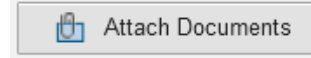
**1. Describe alternate work site (e.g. home office section of living room, etc.) and attach a photo or sketch,**  
including location of furniture, equipment, and electrical outlets.

 attachment count = 1 (5 text lines maximum allowed)

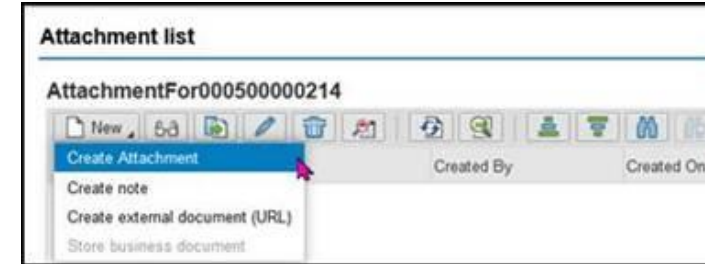
Home Office ←

To attach your document(s) follow these steps:

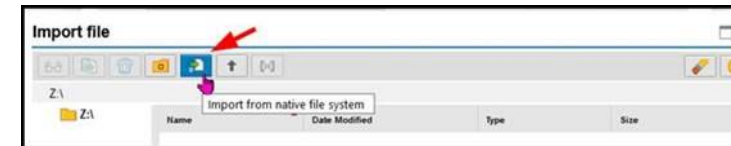
Click the button “Attach Documents”.



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



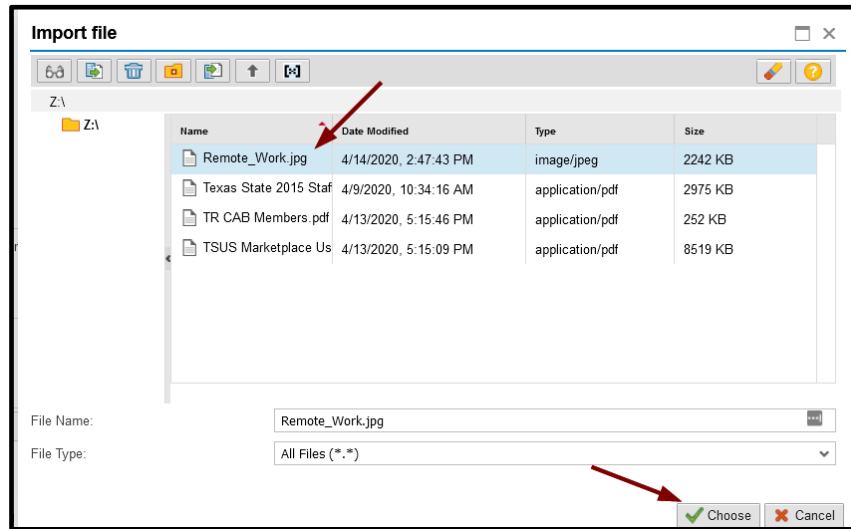
Click the import icon.



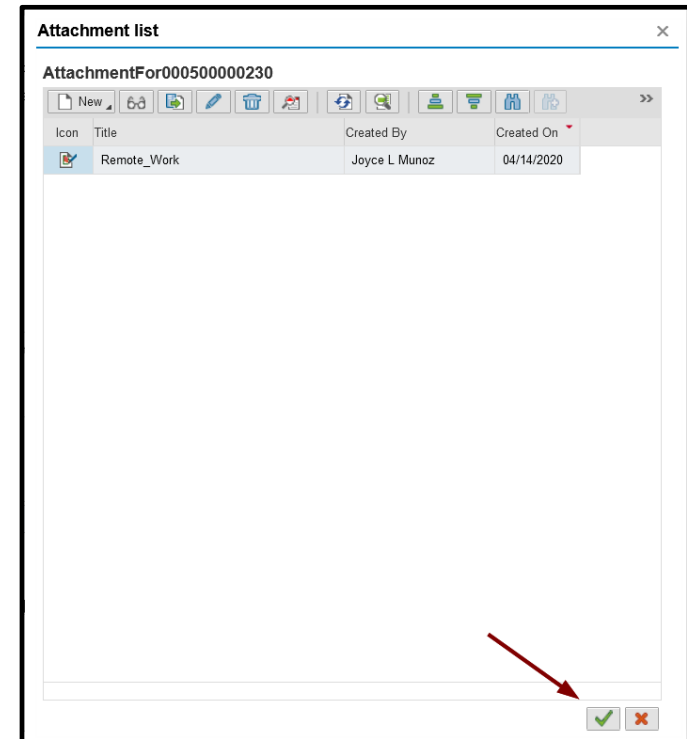
And that directs you to browse for your attachment. Double click the document to attach.



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:**

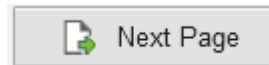
I will perform the same work assignments regardless if working in my Texas State office or at an alternate work site.

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 #413687

Click the “Next Page” button to continue:





Check the boxes to identify your methods of communication with your unit.

4 Identify how communication will be coordinated (Check ALL that apply).	
Email	<input checked="" type="checkbox"/>
Phone	<input type="checkbox"/>
Zoom	<input checked="" type="checkbox"/>
Teams	<input checked="" type="checkbox"/>
Text	<input type="checkbox"/>
Other	<input type="checkbox"/>

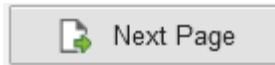
Enter any performance expectations and measures.

5 List the supervisor's performance expectations and measures, how they will be communicated, and when feedback will be given (e.g. volume, quality of work, deadlines, etc.).
Whether working on campus or remotely, performance expectations are the same. The expectations and measures are identified in my performance plan. Based on work assigned to me, I understand that my supervisor will communicate expectations related to due date, quality expectations, tools available to me for the assignment, plus any other identified expectations.

Enter any agreed upon conditions with your supervisor.

6 Additional conditions agreed upon between the employee and supervisor.
I understand that if my supervisor identifies a decline in productivity, effectiveness or efficiency the approval to work remotely may be revoked or adjusted to meet the needs of our work unit. In addition, there could be other reasons beyond my control or my supervisor's control that merit a revocation or adjustment of my remote work schedule.

Click the “Next Page”  
button to continue:



Review the policy statements and submit the request for approval.

**Remote Working/Telecommuting Agreement (page 4 of 4)**

Menu | [ ] | Cancel | System

benefits, vacation, leave and overtime remain the same as if the employee worked at the regularly assigned place of employment.

b. The employee will not let non work-related events and activities disrupt or interfere with work at the alternate work site. Remote working/telecommuting is not a substitute for dependent child or elder care.

c. To review work assignments on an agreed upon schedule to ensure work is being timely and satisfactorily completed.

d. The employee will maintain accurate time records to support and substantiate the work hours and work products. If the position is non-exempt, the employee will obtain advanced approval before working more than 40 hours in a workweek. The employee must obtain advance approval in accordance with UPPS 04.04.30, University Leave Policy before taking leave.

e. The University assumes no liability for injury at the alternate work site to any other person who would not be in the work area if the duties were being performed at the employee's regular place of employment.

f. Employee will be responsible for any damage done to his/her personally owned equipment used under this agreement, or that results due to the remote working/telecommuting arrangement.

g. Employee is financially responsible for equipment that is lost, stolen, or damaged because of the employee's negligence, misuse, or abuse.

h. Employee shall provide and maintain a healthy and safe environment at the alternate worksite. Employee must immediately notify their supervisor in case of an on-the-job injury.

i. The employee is responsible for ensuring confidentiality, safety and integrity of data, documents and software used at the remote site.

j. This Agreement is subject to termination solely at the discretion of the University. The University reserves the right to terminate without a notice period for any violations of University policy, a violation of the conditions of the agreement or when there is a relevant change in university policy or law.

**By submitting this agreement, I agree that I have read, understand and will comply with the terms and conditions under which this agreement was approved. This agreement is not an employment contract and does not explicitly or implicitly guarantee nor imply permanent employment with the University.**

Prior Page | Exit | Submit for Approval

A red arrow originates from the bottom right corner of the red-bordered text box and points diagonally down and to the left towards the "Submit for Approval" button.

The request has been submitted.

Confirmation message.

**Remote Working/Telecommuting Agreement - confirmation**

Menu |  | Cancel | System

Your Remote Working/Telecommuting Agreement has been submitted for approval

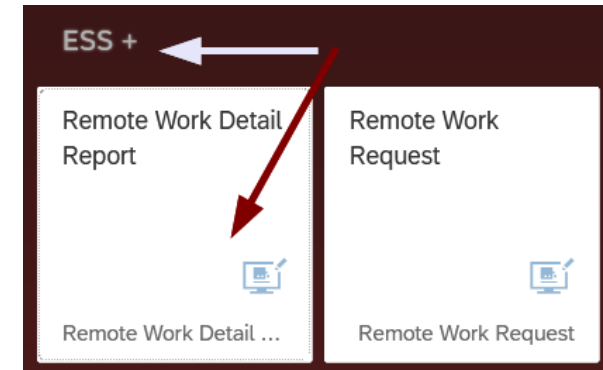
Using the "Remote Work Detail Report", you can monitor the approval status of your Remote Work request. The report can also be used to adjust your Remote Work Request if it is returned for corrections by an approver.

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

Remote Work Agreement document number: 000500000230

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.



A screenshot of the "Remote Working/Telecommuting Agreement report" selection screen. The screen has a title bar with "Remote Working/Telecommuting Agreement report". Below the title bar is a menu bar with "Menu", "Save as Variant...", "Back", "Exit", "Cancel", "System", and "Execute" buttons. A red arrow points to the "Execute" button. Below the menu bar is a section titled "Processing Options:" with two rows of input fields. The first row is "Created Date" with a date field containing "04/14/2020" and a "to" field. The second row is "Agreement No" with a blank field and a "to" field.

## 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										
Create Date = 04/14/2020										
Agreement No	Created Dt	Processing Status	Approval Level	Employee Name	Pers No	PDF Print	Attachments	Requested St Dt	Requested End Dt	Remote Wk (short trm)
000500000230	04/14/2020	Sent for Approval	Supervisor / Dept. H	Ms Boko Bobcat	515			04/20/2020	05/30/2020	X

## Partial View of .PDF

Job:	Assoc Dir, Core Systems	Personnel Area:	Information Technology
Department:	Core Systems	FLSA Status:	Exempt
Supervisor:	Ms Leah Lynx	Employee Group:	Staff
Personnel No:	00000515	Employee Subgrp:	12 Mo Ex Salaried
<b>This request is for:</b>			
Remote Work (short-term) X		Telecommuting (long-term: requires VP signature)	
<b>Requested Dates:</b>			
From: Apr 20, 2020		To: May 30, 2020	
<b>Address of alternate work site location:</b>			
Street: 741 Bobcat Circle			
City: San Marcos		State: TX Zip: 78666	
1. Describe alternate work site (e.g. home office section of living room, etc.) and attach a photo or sketch, including location of furniture, equipment, and electrical outlets.			
My home office			
2. Indicate specific workdays/hours for each work location:			
<b>Primary Work Location (Campus Office)</b>		<b>Alternate Work Site Location</b>	
<b>Day of Week</b>	<b>Planned Hrs</b>	<b>Day of Week</b>	<b>Planned Hrs</b>
Monday	0.0	Monday	8.0
Tuesday	0.0	Tuesday	8.0
Wednesday	8.0	Wednesday	0.0
Thursday	8.0	Thursday	0.0
Friday	8.0	Friday	0.0
Saturday	0.0	Saturday	0.0
Sunday	0.0	Sunday	0.0

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 approved this request. This agreement is not an employment contract with the University.

Planned Approver	Approval Level
Ms Leah Lynx	Supervisor / Dept. Head
Mr Travis Tiger	Associate VP

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.



Remote Working/Telecommuting Agreement report

Menu | [ ] | Save as Variant... | Back | Exit | Cancel | System | **Execute**

**Processing Options:**

Created Date: 04/14/2020 to [ ]

Agreement No: [ ] to [ ]

- 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.

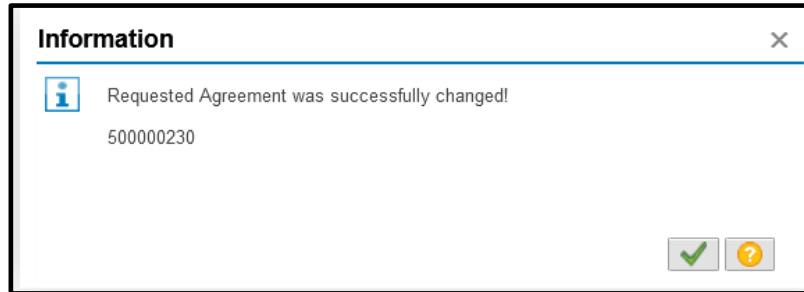


Remote Working Agreement Report

Create Date = 04/14/2020

Agreement No	Created Dt	Processing Status	Employee Name	PDF Print	Change	Requested St Dt
000500000230	04/14/2020	Returned	Ms Boko Bobcat			04/20/2020

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.



A screenshot of a report titled 'Remote Working Agreement Report'. It shows 'Create Date = 04/14/2020' and a table with columns: Agreement No, Created Dt, Processing Status, and Employee Name. The 'Processing Status' column for the first row is highlighted with a red box and contains the text 'Sent for Approval'.

Agreement No	Created Dt	Processing Status	Employee Name
000500000230	04/14/2020	Sent for Approval	Ms Boko Bobcat

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.

