

# Approval Workflow for Remote Work/Telecommuting Requests

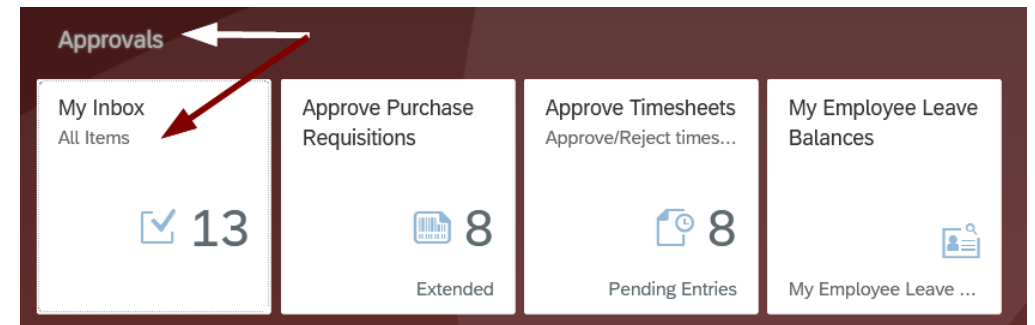
This guide is intended to assist supervisors (including Department Heads, AVP's Deans and Vice Presidents) in approving remote work request forms in SAP.



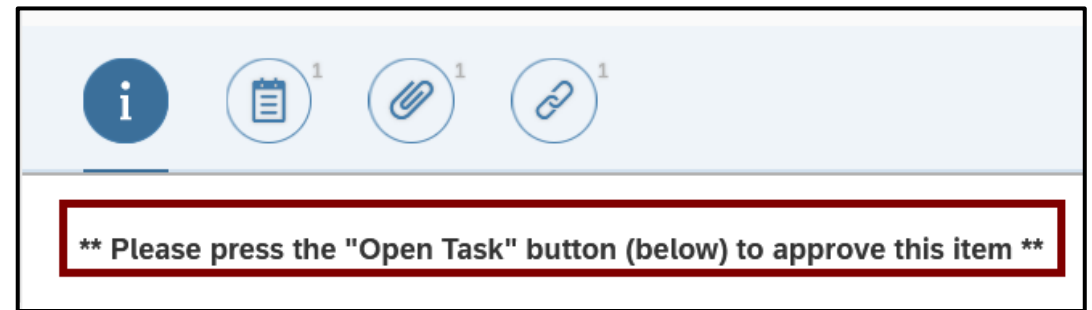
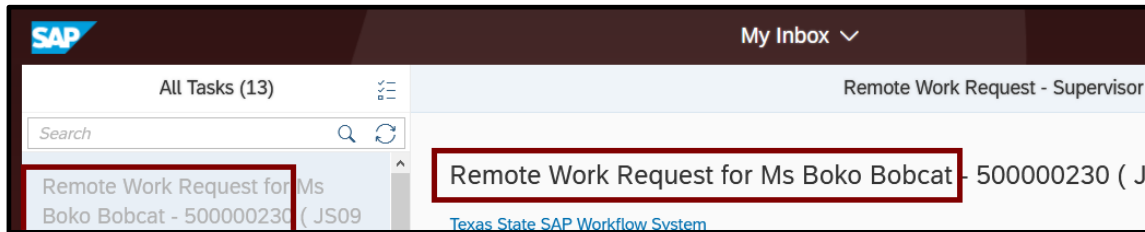
*Rev. 4.2020*

## To log into the system:

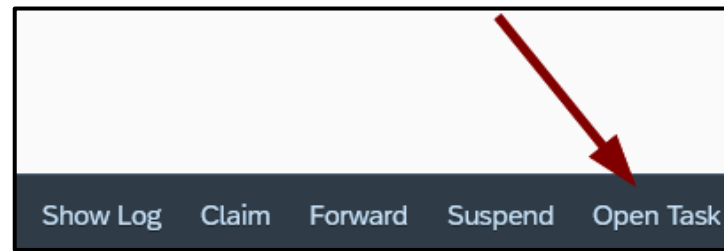
- go to: [SAP Portal](#)
- The remote work requests are found in the “Approvals” Group in My Inbox. Click on “*My Inbox*” to review items.



On the left panel, see “Remote Work Request”. On the right panel, see the instruction to “open task” to view the request.



Click “Open Task” at the bottom of the page.



- View the request and click the button “*Display Attachments*” to view documents attached. Double click on the attachment you need to view.
- A browser prompt will appear asking you to open or save the document.
- Click on the “X” to close any attachments.

**APPROVE Remote Working/Telecommuting Agreement (page 1 of 4)**

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Remote working / Telecommuting Agreement Agreement No: 00050000230

Purpose/Instructions: The purpose of this form is to establish sp  
 university agree upon for remote working/telecommuting within UPPS

Employee Name: Ms Boko Bobcat  
 Job: Assoc Dir, Core Systems  
 Department: Core Systems  
 Supervisor: Ms Leah Lynx  
 Personnel No: 515

**This request is for:**  
 Remote Working (short-term)  Telecommuting (long-term)

**Requested dates:**  
 From: 04/20/2020 To: 05/30/2020

**Address of alternate work site location:**  
 Street: 741 Bobcat Circle  
 City: San Marcos State:

**1. Describe alternate work site (e.g. home office section of living**  
 including location of furniture, equipment, and electrical outlets.

attachment count = 1

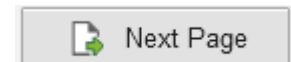
**Attachment list**

**AttachmentForRemote Work Request**

Icon	Title	Created By	Created On
	Remote_Work	Joyce L Munoz	04/14/2020

(JPEG Image, 1960 x 4032 pixels) - Scaled (8%) - Mozilla Firefox  
 blob:https://sapqas.sap.bxstate.edu:1443/c7cf1480-ca44-4b98-815d-2d0336a34f34

Click the “Next Page” button to continue:



View days/hours submitted for the request, assignment and any assets included in the request.

**APPROVE Remote Working/Telecommuting Agreement (page 2 of 4)**

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**2. Indicate specific workdays/hours for each work location:**

Primary Work Location (Campus Office)				Alternate Work Site Location			
Day of Week	Planned Hrs	Day of Week	Planned Hrs	Day of Week	Planned Hrs	Day of Week	Planned Hrs
Monday	0.0	Friday	8.0	Monday	8.0	Friday	0.0
Tuesday	0.0	Saturday	0.0	Tuesday	8.0	Saturday	0.0
Wednesday	8.0	Sunday	0.0	Wednesday	0.0	Sunday	0.0
Thursday	8.0			Thursday	0.0		

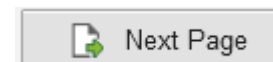
**3. Indicate specific and/or various types of assignments to be performed at the alternative work site:**

I will perform the same assignments at my remote location that I perform on campus. In addition to any assignments that my supervisor will direct me to perform.

**4. 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:

I will use a University laptop. Tag # 213360

Click the “Next Page” button to continue:



View communications, expectation and conditions in the request.

**APPROVE Remote Working/Telecommuting Agreement (page 3 of 4)**

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**5. Describe how communication (i.e email, voicemail, etc.) will be coordinated**

I will communicate with my supervisor, co-workers and campus customers via email, teams, zoom, texts and voice mail. And in any other way that my supervisor requests.

**6. 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 and measures 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 dates, quality expectations, tools available to me for the assignment, plus any other identified expectations.

**7. 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.

Either approve or deny the remote work request and enter desired comments.

Example of a *possible denial*.

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If you have questions regarding Texas State's workplace policy, before approving or denying this request please review the UPPS 04.04.01 at <https://policies.txstate.edu/university-policies/04-04-01.html>.

**Responsible Approver:**  
Ms Leah Lynx Supervisor / Dept. Head

**Approver's Comments:**

Comments will be emailed to the initiator when the request is approved at all levels. Comments will also be emailed when a request is rejected. Comments are required for a rejection.

This request is denied. Please update the request to work remotely on Thursday and Friday rather than Monday and Tuesday in order for our team to always maintain a presence in the office. Leah Lynx.

Example of an *approval*.

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

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**Responsible Approver:**

Ms Leah Lynx Supervisor / Dept. Head

**Approver's Comments:**

Comments will be emailed to the initiator when the request is approved at all levels. Comments will also be emailed when a request is rejected. Comments are required for a rejection.

I approve this request with the condition that Boko and I communicate every morning and afternoon about work assignments and issues/or progress encountered during the day. Leah Lynx.

Process complete with approval or denial.



This completes the steps in this user guide.

