The following are the detailed steps that you will need to complete to request telework. This request must be fully completed and approved by all individuals prior to telework starting and you have received back the approved copy (one will be put in your employee file as well). Please note that telework agreements are only valid for the period that is on the form (can be semester or up to one year). Please make sure to read the full agreement page prior to acknowledging and submitting the request.

1. Sign on to Peoplesoft. This can be done when on-site or through VPN. You CAN NOT submit a paper copy.

2. Select Telework
3. **Select Add Request**

   If you already have one started, it will be shown here in draft status and you can select it. If this is a renewal, you select add request as you need a new agreement.

4. **Enter the start date and end date**

   Start Date should be the date you will begin teleworking (not current date).
   
   For renewals it should be the first date after your current telework agreement expires.
   
   If this is for a specific period of time (one semester if your hours change from semester to semester for example)

   End Date will default to one day prior to a year from start date. If this is for a specific period of time, you should enter the correct date

   Select Next to Continue
City Colleges of Chicago
Telework Process
Employee Request

5. Screen opens to the Telework Guidelines. Be sure to review these guidelines as you have to acknowledge at the end that you did so.

Select Next or Request Details on the left side to Continue

6. Enter the fields on this screen as necessary

Remote Worker Type: Constant “Hybrid”
Remote Work Reason: Either New or Renewal
Remote Location: Select Home – shows your address. Please verify this is your correct address. If not, please be sure to update your records in HRIS system to reflect correct address.
Remote Days: Select Specific Days of the week in drop down
City Colleges of Chicago
Telework Process
Employee Request

All the days of the week will appear in bubbles.
Select the days that you are remote (bubble turns blue)
Enter your estimated scheduled Hours for every day (note that it reflects whether home or on-site)—This should be the actual hours you will be working each day (i.e. 8:00 – 5:00). Please make sure to include the time of your non-paid lunch.

Select Next Equipment and Other Instructions to Continue

Once you have hit Next, if you are limited by category it will pop up an error message and not allow you to continue until you resolve
7. Enter the equipment that you will be taking back and forth to work from home. Please note that you are not allowed to take monitors from the building to telework.

Select Save Answers and then select Next or Acknowledgement to Continue

8. Read the acknowledgements and then select the check box to acknowledge that you have read the telework guidelines and understand that this is not a guarantee.

Select Next or Review and Submit to Continue
9. Review screen comes up. Select Submit to continue

The following screen will pop up to confirm. Select Yes

If you select No, it returns to previous screen for you to modify and resubmit.

Approval screen pops up so you are aware what the approval process is. Employee Portion Complete.