

City Colleges of Chicago Telework Process Employee Request

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.



ORACLE PeopleSoft

User ID
KEDIGER

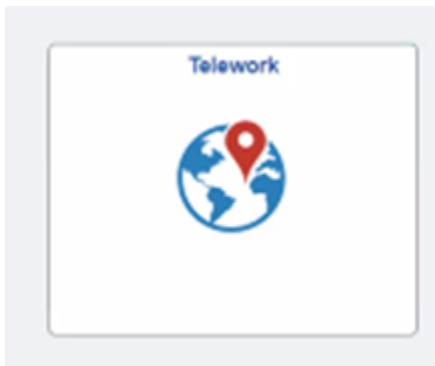
Password

Select a Language
English

Sign In

Enable Screen Reader Mode

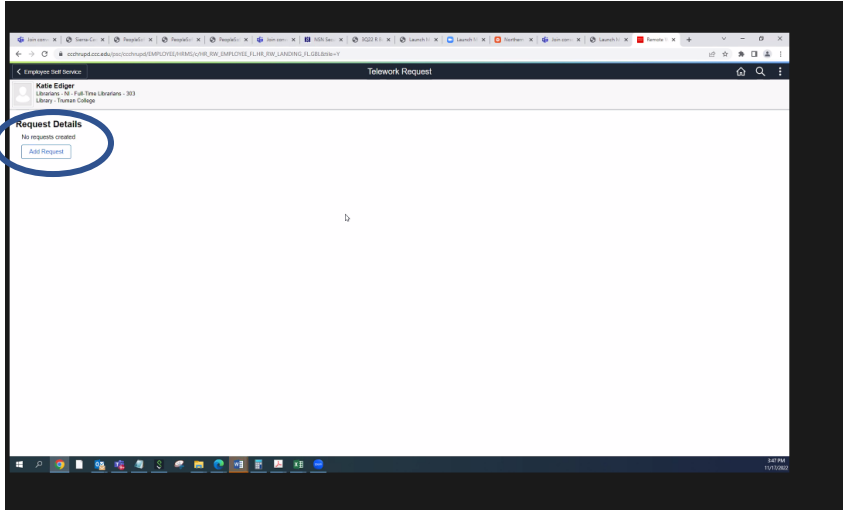
2. Select Telework



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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.

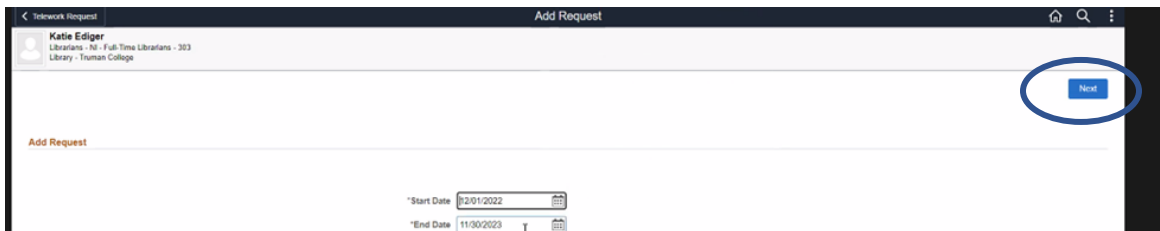


4. Enter the start date and end date

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)

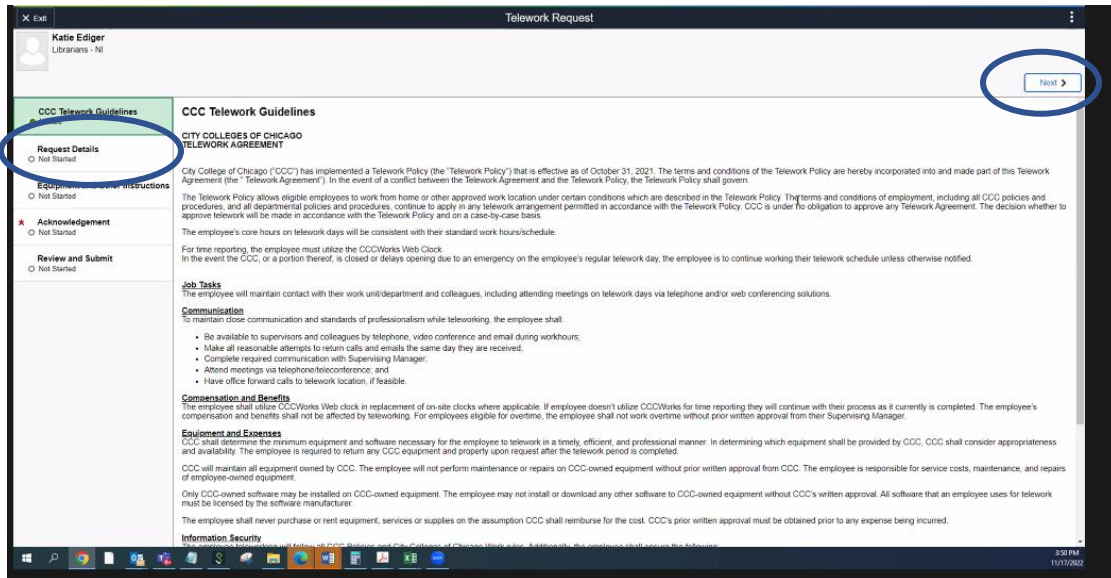
End Date will default to one day prior to a year from start date. If this is for a specific period of time, you should enter the correct date



Select Next to Continue

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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

A screenshot of the 'Telework Request' form, showing the 'Request Details' section. The form is titled 'Telework Request' and includes a 'Previous' button and a 'Next' button. The 'Request Details' section is highlighted in green. It contains the following fields: 'Start Date' (12/01/2022), 'End Date' (11/30/2023), 'Remote Worker Type' (Hybrid), 'Remote Work Reason' (New), 'Remote Location' (Home), and 'Remote Days' (a dropdown menu). The 'Request Details' section is also circled in blue.

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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

The screenshot shows the 'Telework Request' form for Anton Rice, a Reprographic Tech - Part-Time. The form is titled 'Request Details' and shows a start date of 11/30/2022 and an end date of 11/29/2023. The 'Remote Worker Type' is set to 'Hybrid', the 'Remote Work Reason' is 'New', and the 'Remote Location' is 'Home'. The address is 6941 S. Crandon, Chicago, IL 60649, USA. The 'Remote Days' are set to 'Specific Days Per Week'. A calendar view shows the days of the week (Mon, Tue, Wed, Thur, Fri, Sat, Sun) with bubbles for each day. Below the calendar, there are input fields for 'Mon Remote Begin/End Times', 'Tues On-site Begin/End Times', 'Wed Remote Begin/End Times', 'Thur On-Site Begin/End Times', 'Fri Remote Begin/End Times', and 'Sat On-Site Begin/End Times'. The 'Equipment and Other Instructions' section is highlighted with a blue circle, and the 'Next' button is also highlighted with a blue circle.

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

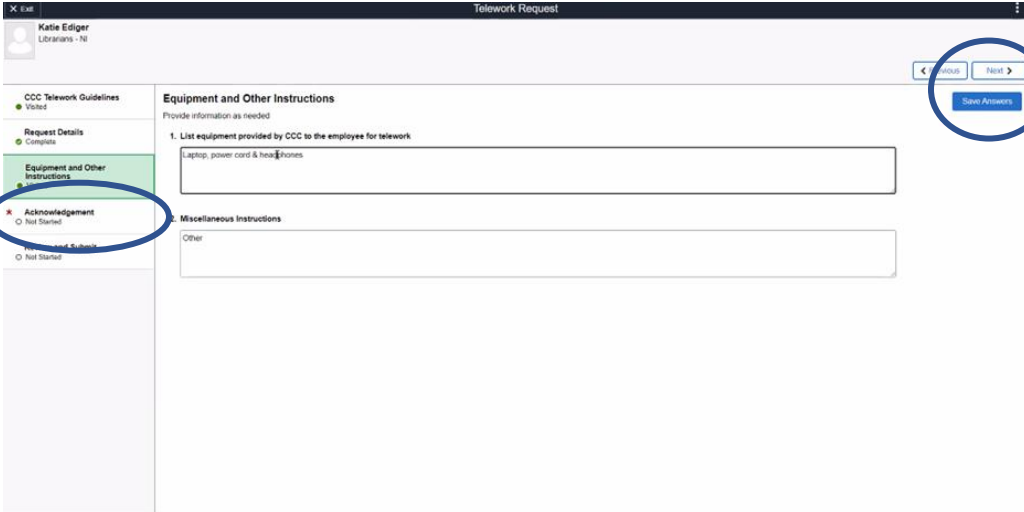
The screenshot shows an error message dialog box with the text: 'Request limited to 2 days. You can only request up to 2 days per week telework, please deselect extra days.' Below the text is an 'OK' button. The dialog box is overlaid on a form that shows 'Remote Location' set to 'Home'.

with supervisor approval.

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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.

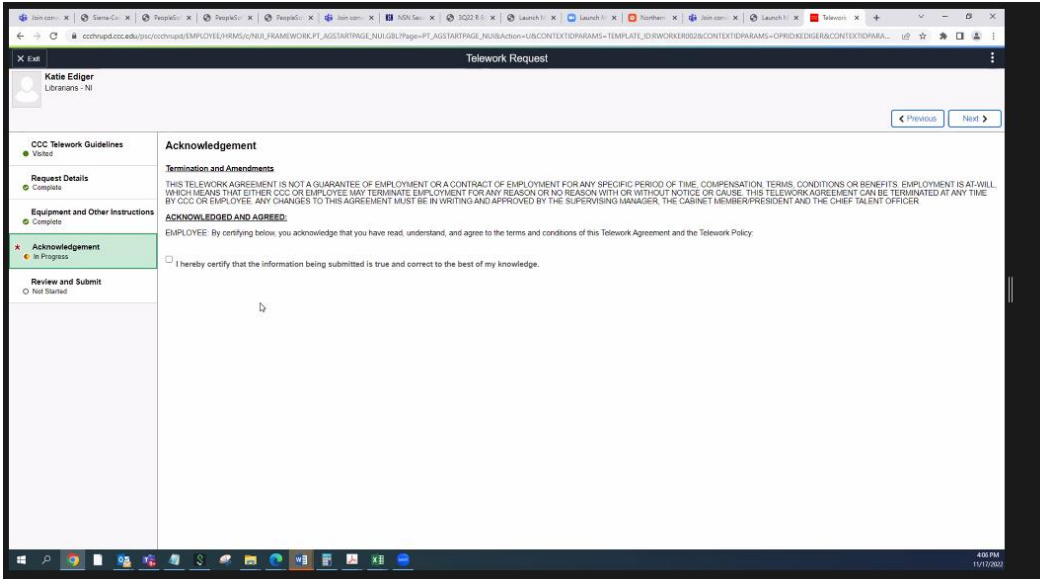
Select Save Answers and then select Next or Acknowledgement to Continue



The screenshot shows a web browser window with the title "Telework Request". The user is identified as "Katie Ediger, Librarians - NI". The left sidebar contains a navigation menu with the following items: "CCC Telework Guidelines" (Visited), "Request Details" (Complete), "Equipment and Other Instructions" (Complete), "Acknowledgement" (Not Started), and "Review and Submit" (Not Started). The "Acknowledgement" item is circled in blue. The main content area is titled "Equipment and Other Instructions" and contains two sections: "1. List equipment provided by CCC to the employee for telework" with a text input field containing "laptop, power cord & headphones", and "2. Miscellaneous Instructions" with a text input field containing "Other". In the top right corner, there are "Previous" and "Next" buttons, and a "Save Answers" button which is circled in blue.

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



The screenshot shows the same web browser window, but now the "Acknowledgement" section is active. The sidebar menu shows "Acknowledgement" highlighted in green. The main content area is titled "Acknowledgement" and contains the following text: "Termination and Amendments", "THIS TELEWORK AGREEMENT IS NOT A GUARANTEE OF EMPLOYMENT OR A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME. COMPENSATION, TERMS, CONDITIONS OR BENEFITS. EMPLOYMENT IS AT WILL, WHICH MEANS THAT EITHER CCC OR EMPLOYEE MAY TERMINATE EMPLOYMENT FOR ANY REASON OR NO REASON WITH OR WITHOUT NOTICE OR CAUSE. THIS TELEWORK AGREEMENT CAN BE TERMINATED AT ANY TIME BY CCC OR EMPLOYEE. ANY CHANGES TO THIS AGREEMENT MUST BE IN WRITING AND APPROVED BY THE SUPERVISING MANAGER, THE CABINET MEMBER/PRESIDENT AND THE CHIEF TALENT OFFICER.", "ACKNOWLEDGED AND AGREED:", "EMPLOYEE: By certifying below, you acknowledge that you have read, understand, and agree to the terms and conditions of this Telework Agreement and the Telework Policy.", and a checkbox with the text "I hereby certify that the information being submitted is true and correct to the best of my knowledge." The checkbox is currently unchecked.

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9. Review screen comes up. Select Submit to continue

The screenshot shows the 'Review and Submit' screen for a telework request. The user is Anton Rice, a Reprographic Tech - Part-Time. The request details include: Start Date 11/30/2022, End Date 11/29/2023, Remote Worker Type Hybrid, Remote Work Reason New, and Remote Location Home. The address is 6841 S. Crandon, Chicago, IL 60649, USA. The remote days are set to Specific Days Per Week. A calendar interface shows Wednesday selected. Below the calendar, the remote worker's begin/end times are listed for each day of the week, all set to 8-5:30. The screen also includes a sidebar with navigation options like 'CCC Telework Guidelines', 'Request Details', 'Equipment and Other Instructions', 'Acknowledgement', and 'Review and Submit'.

The following screen will pop up to confirm. Select Yes

A confirmation dialog box with the text 'Are you sure you want to submit this request?' and two buttons: 'Yes' and 'No'.

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.

The screenshot shows the 'Telework Confirmation' screen. It displays a table of telework requests with columns for 'Request ID', 'Request Status', and 'Request Details'. The status is 'Pending'. The table lists several requests, including one for 'Katie Edger' with a status of 'Pending' and a request for 'Library - Tusculum College'. The screen also includes a 'Go to Telework Requests' button.