

Employee can navigate to Telework Agreement using these breadcrumbs:

- Main Menu**
- HCM Systems**
- Self Service**
- Time Reporting**
- Teleworker Agreement**

Teleworker Agreement

Begin Date

Select **Add a New Value**.

Enter **Begin Date**, select the magnifying glass to pull up a list of dates. They are all the beginning of a pay period (Wednesday).

Select **Add**.

The Telework Request page will populate on your screen.

[Find an Existing Value](#) | [Add a New Value](#)

Empl ID [REDACTED]
Location Code MJC Maryland Judicial Center

Telework Begin Date 01/31/2018
Teleworker requests cannot exceed 1 year.

*Telework End Date [input] [magnifying glass]
*Recurring Days/Week [input]
*Average Days/Month [input]

[Teleworking Agreement and Schedule](#)
[Teleworker Work Schedule](#)
[Teleworker Work Plan](#)

I acknowledge that I do not have an active teleworker agreement and an AWS simultaneously

Submit

Please upload Teleworker Work Schedule, Teleworker Work Plan, and Telework Agreement in ONE document. Teleworker requests without executed paperwork will be denied.

Add Attachment

File Attachment
H:\My Scans\TEST twworkplan.pdf [Browse...]
Upload Cancel

Enter **Telework End Date** (End of a Pay Period). Select the magnifying glass to open a list of dates.

Enter **Recurring Days/Week**- Number of days a week.

Enter **Average Days/Month**- number of days in the month.

Click and open the **Telework Agreement and Schedule, Teleworker Work Schedule and Teleworker Work Plan** and download them.

Complete these forms and then scan them as **one (1) PDF** and save where you can find it to add the attachment later.

Click **Add Attachment**.

Click **Browse** to find the Telework Document PDF.

Click **Upload** to upload the document selected to your Telework Request.

If the documents are not attached the request will be denied.

Empl ID [REDACTED]
Location Code MJC Maryland Judicial Center
Telework Begin Date 01/31/2018
Teleworker requests cannot exceed 1 year.
*Telework End Date 07/03/2018
*Recurring Days/Week 1
*Average Days/Month 4

Please upload Teleworker Work Schedule, Teleworker Work Plan, and Telework Agreement in ONE document. Teleworker requests without executed paperwork will be denied.

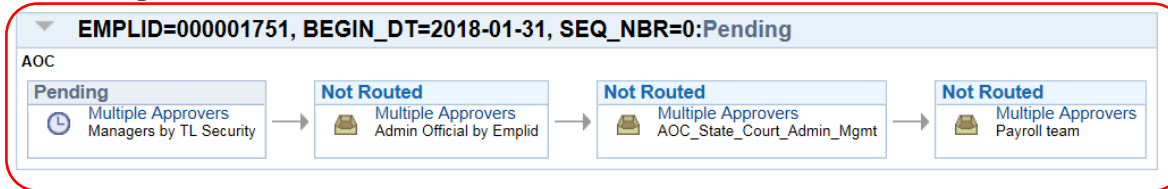
- Add Attachment
- View Attachment
- Delete Attachment

- [Teleworking Agreement and Schedule](#)
- [Teleworker Work Schedule](#)
- [Teleworker Work Plan](#)

I acknowledge that I do not have an active teleworker agreement and an AWS simultaneously

Submit

Teleworker Agreement



When the attachment is successfully added you will have the option to View Attachment or Delete Attachment if you choose.

Check the box next to the acknowledgement of not having an active teleworker and ASW simultaneously.

Click **Submit** to submit your Telework Request for approval.

When the submission is successful you will see the approval path at the bottom of the screen.

NOTE: The request will route to the approvers in your designated workflow. This may be different than the example provided.

Employee My HR page will show the Telework Agreement after the final approval by Payroll.


My Telework Agreement

Start Date	End Date	Days to Expiration
2018-02-28	2018-08-28	199


My Alternative Work Schedule

Start Date	End Date	Schedule	Days to Expiration
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Employee Self Service Links



Timesheet
Report your time and task details for a day, week, or time period.



Absence Balances
Review leave balances.



Absence Request
View or add your absence requests.