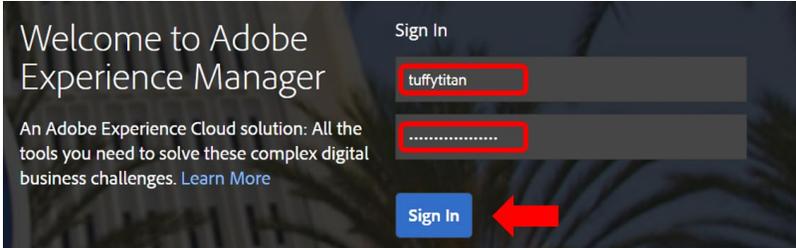
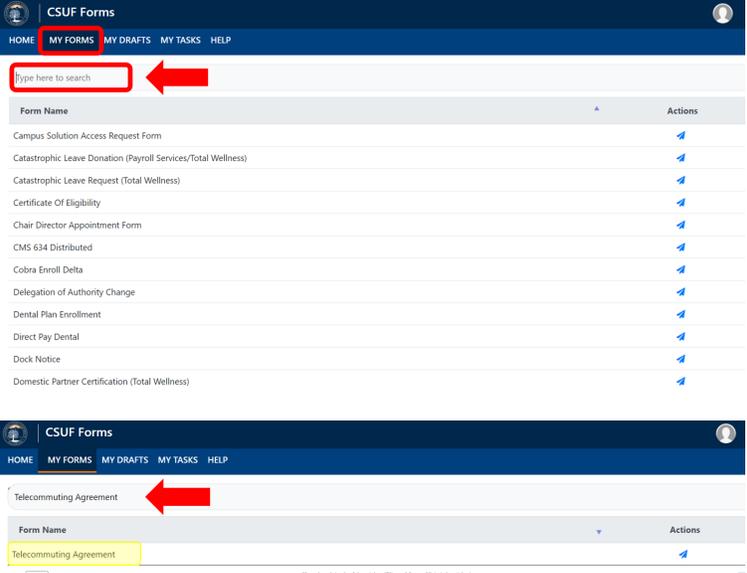
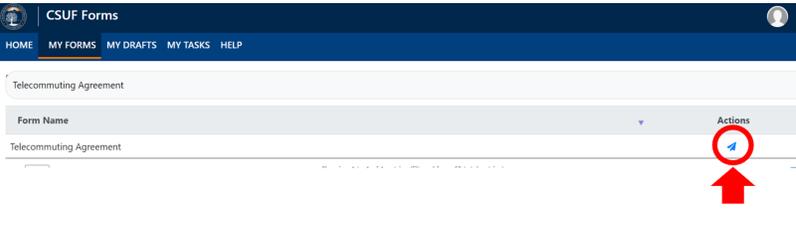
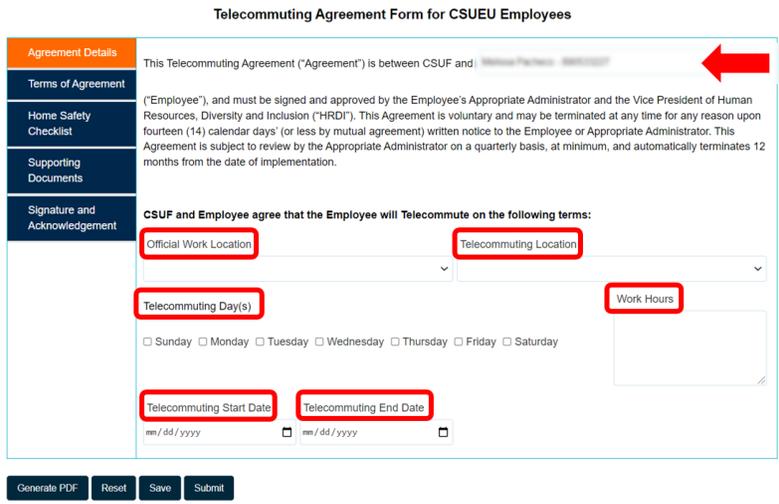
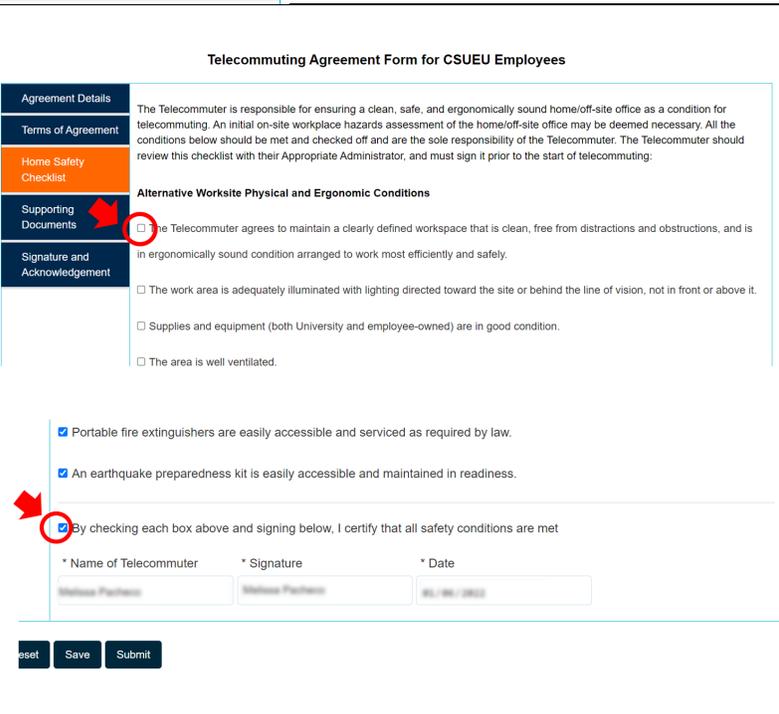


The following guide provides instructions on accessing, filling out and submitting a telecommute agreement. The University is required to review and process any telecommuting agreement request within ten (10) days of the request being made. Please be advised a notification of the final decision and completed form will be sent via email to the employee and appropriate administrator.

Processing Steps	Screenshots
<p><b>Step 1:</b></p> <p>Open and use one of the supported browsers to access the Adobe Experience Manager (AEM) Portal and forms: Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge.</p>	
<p><b>Step 2:</b></p> <p>Access the AEM Portal link on the <a href="#">HRIE Telecommute Policy Website</a> or <a href="#">AEM Portal Website</a>.</p> <p>Visit the <a href="#">Telecommute Policy website</a> to review policies, MOUs, and relative forms related to telecommute.</p>	
<p><b>Step 3:</b></p> <p>Enter your campus username and password. Then click <b>Sign In</b>.</p> <p><i>This is the same information you use to log on to the campus portal.</i></p>	

<p><b>Step 4:</b></p> <p>Under the <b>My Forms Tab</b>, search “Telecommuting Agreement” using the search field.</p>	 <p>The screenshot shows the CSUF Forms application interface. At the top, there is a navigation bar with 'HOME', 'MY FORMS', 'MY DRAFTS', 'MY TASKS', and 'HELP'. Below this is a search bar with the placeholder text 'Type here to search'. A list of forms is displayed below the search bar, with 'Telecommuting Agreement' highlighted in yellow. A red arrow points to the search bar, and another red arrow points to the 'Telecommuting Agreement' entry in the list.</p>
<p><b>Step 4b:</b></p> <p>Click on the ‘paper airplane’ icon under the <b>Action</b> column to launch the form.</p>	 <p>This is a close-up of the 'Telecommuting Agreement' entry from the previous screenshot. It shows the 'Form Name' as 'Telecommuting Agreement' and the 'Actions' column containing a paper airplane icon. A red circle highlights the icon, and a red arrow points to it from below.</p>
<p><b>Step 5:</b></p> <p>Upon opening the form, your name and CWID will auto-populate in the top right-hand field.</p> <p>Fill in the appropriate fields listed on the <b>Agreement Details</b> Tab:</p> <p><b>Official Work Location:</b> University on-site work location</p> <p><b>Telecommute Location:</b> an off-site work location where telecommuting can be performed, normally in the employee’s residence or in another University-approved location</p>	 <p>The screenshot shows the 'Telecommuting Agreement Form for CSUEU Employees'. The form has a sidebar on the left with tabs for 'Agreement Details', 'Terms of Agreement', 'Home Safety Checklist', 'Supporting Documents', and 'Signature and Acknowledgement'. The 'Agreement Details' tab is active, showing a text field for the employee's name and CWID. Below this, there are several form fields: 'Official Work Location', 'Telecommuting Location', 'Telecommuting Day(s)', 'Work Hours', 'Telecommuting Start Date', and 'Telecommuting End Date'. Red boxes highlight these fields, and red arrows point to the top right field and the 'Telecommuting Day(s)' field. At the bottom, there are buttons for 'Generate PDF', 'Reset', 'Save', and 'Submit'.</p>

<p><b>Telecommuting Day(s):</b> consistent work days where telecommuting can be performed</p> <p><b>Work Hours:</b> consistent work hours where telecommuting can be performed (i.e. Mon - Wed: 8am – 5pm; Tues: 12pm -5pm)</p> <p><b>Telecommuting Start Date:</b> First work day employee will telecommute at the off-site work location</p> <p><b>Telecommuting End Date:</b> Last work day employee will telecommute at the off-site work location</p>	
<p><b>Step 6a:</b></p> <p>Click on the <b>Terms of Agreement</b> Tab</p>	
<p><b>Step 6b:</b></p> <p>Read and acknowledge the Terms of Agreement by selecting the checkbox towards the bottom of the page.</p> <p>Your telecommute city (location) will auto-populate based on your entry in the <b>Agreement Details</b> tab.</p>	

<p><b>Step 7a:</b></p> <p>Click on the <b>Home Safety Checklist</b> Tab</p>	
<p><b>Step 7b:</b></p> <p>Review and check the checkboxes to identify the met conditions on the Home Safety Checklist.</p> <p>Check the checkbox to certify that <b>all</b> safety conditions are met. Once you check the box, your name, signature and date will auto-populate.</p>	
<p><b>Step 8a:</b></p> <p>Click on the <b>Supporting Documents</b> Tab</p>	

**Step 8b (Optional Step):**

Click on the **Attach** button to upload any documentation.

Once a document has been uploaded, it will show under the **Attach** button.

**Step 9a:**

Click on the **Signature and Acknowledgement** Tab

**Step 9b:**

Check the checkbox to acknowledge the agreement.

