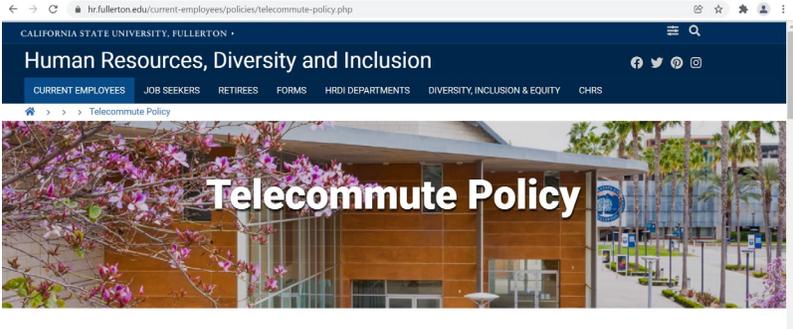
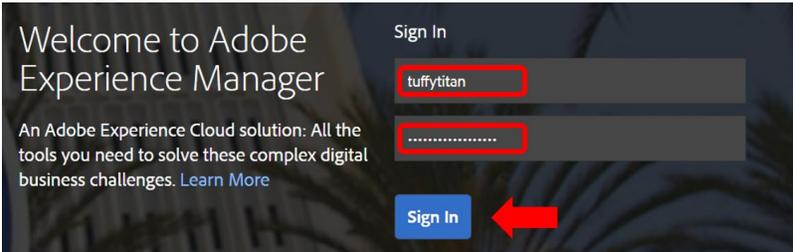
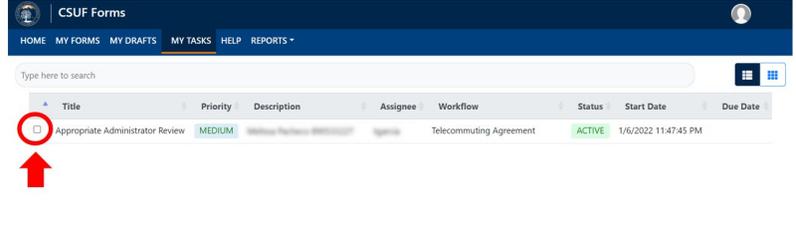
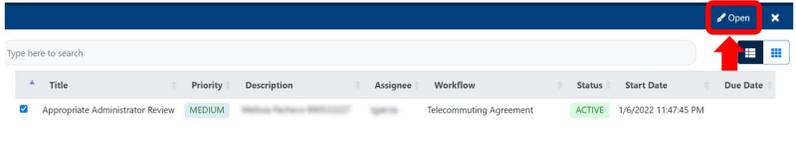
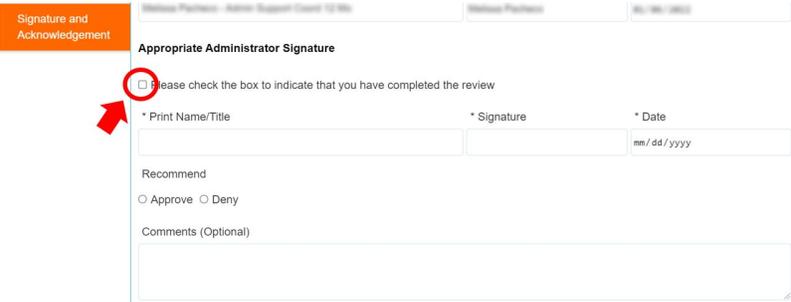
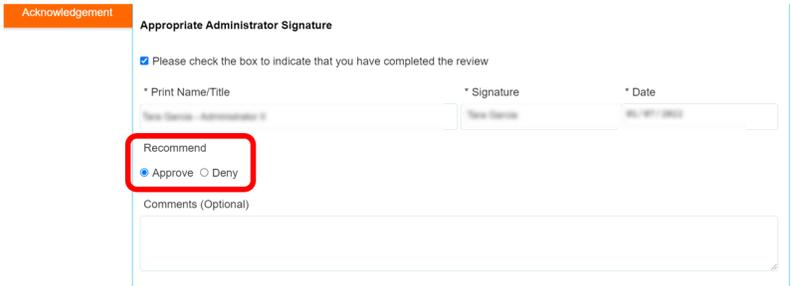
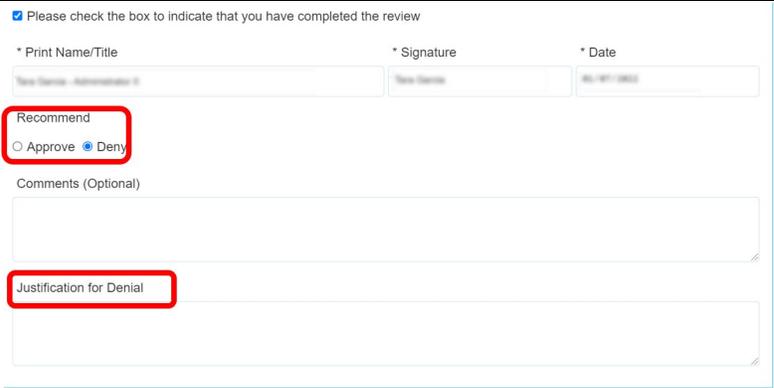
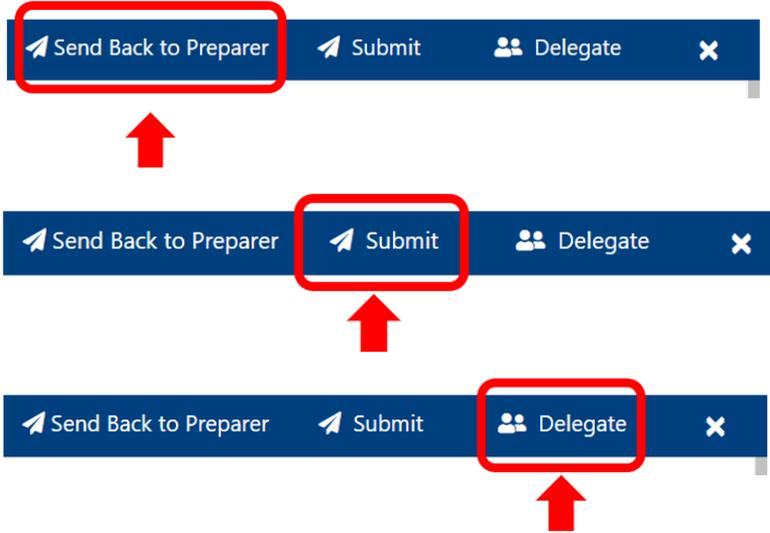
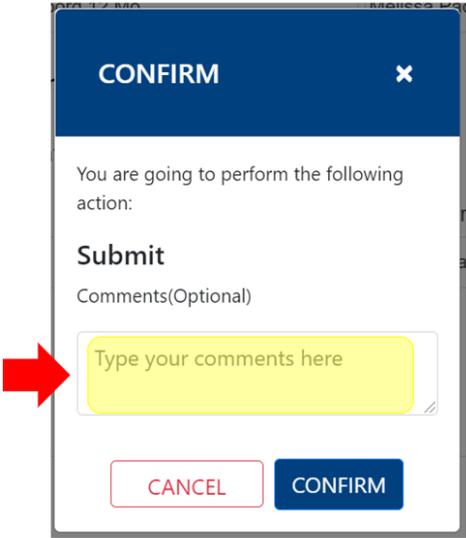


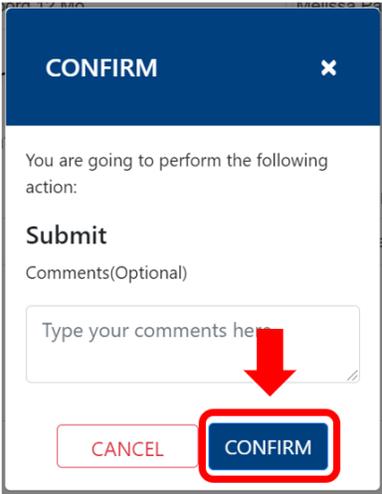
The following guide provides instructions on accessing, and reviewing an employee’s telecommute agreement as an Appropriate Administrator. The University is required to review and process any telecommuting agreement request within ten (10) days of the request being made. Please be advised a notification 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>Once a telecommute agreement has been completed and submitted by an employee, you can access it through:</p> <ol style="list-style-type: none"> <li>1. The link in the email (shown to the right)</li> <li>2. The <a href="#">Adobe Experience Manager (AEM) Portal MyTask Tab</a></li> </ol> <p><i>Use one of the supported browsers (Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge) to access the portal.</i></p> <p><i>The AEM Portal link can be accessed on the <a href="#">HRDI Telecommute Policy Website</a> or on the <a href="#">HRDI AEM Portal Website</a>.</i></p>	 
<p><b>Step 2:</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 3:</b></p> <p>Click on the <b>My Tasks</b> Tab</p>	
<p><b>Step 3a:</b></p> <p>Locate the appropriate employee's telecommuting agreement.</p> <p>Click the check box for the form you want to open.</p>	
<p><b>Step 3b:</b></p> <p>Click the <b>Open</b> button or click on the document name link</p>	
<p><b>Step 4:</b></p> <p>Review the form (tabs)</p> <p>Special attention to the employee's telecommuting days, work hours and dates.</p> <p><b>Note:</b> Information is unable to be edited. If edits are needed, please provide a comment and send back to preparer (see steps 6a-c).</p>	

<p><b>Step 5a:</b></p> <p>Upon completing your review of the employee’s telecommuting agreement and home safety checklist, click on the <b>Signature and Acknowledgement</b> section.</p>	
<p><b>Step 5b:</b></p> <p>Check the checkbox under the Appropriate Administrator Section to indicate you have completed your review.</p> <p>Once you check the box, your name, title, signature and date will auto-populate.</p>	
<p><b>Step 5c:</b></p> <p>Click Approve or Deny to provide your recommendation.</p>	

<p>If your recommendation is to “Deny” the telecommuting agreement request, a justification of denial is required.</p> <p><i>Please be aware the employee will be notified of the denial and justification.</i></p>	 <p>Please check the box to indicate that you have completed the review</p> <p>* Print Name/Title * Signature * Date</p> <p>Recommend  <input type="radio"/> Approve <input checked="" type="radio"/> Deny</p> <p>Comments (Optional)</p> <p>Justification for Denial</p>
<p><b>Step 6a:</b></p> <p>On the top left corner:</p> <p>Click <b>Send Back to Preparer</b> to return the agreement for the employee’s review and edit.</p> <p>Click <b>Submit</b> to send to HRDI</p> <p>Click <b>Delegate</b> to assign another person to process the document in question</p>	 <p>Send Back to Preparer Submit Delegate</p> <p>Send Back to Preparer Submit Delegate</p> <p>Send Back to Preparer Submit Delegate</p>
<p><b>Step 6b:</b></p> <p>Add any input into the <b>Comments (Optional)</b> field</p>	 <p><b>CONFIRM</b></p> <p>You are going to perform the following action:</p> <p><b>Submit</b></p> <p>Comments(Optional)</p> <p>Type your comments here</p> <p>CANCEL CONFIRM</p>

<p><b>Step 6c:</b></p> <p>Click the <b>Confirm</b> button</p>	
<p><b>Step 6d:</b></p> <p>Click the <b>OK</b> button</p> <p>Upon submitting, HRDI will be notified and they will be able to review the employees telecommuting agreement.</p>	