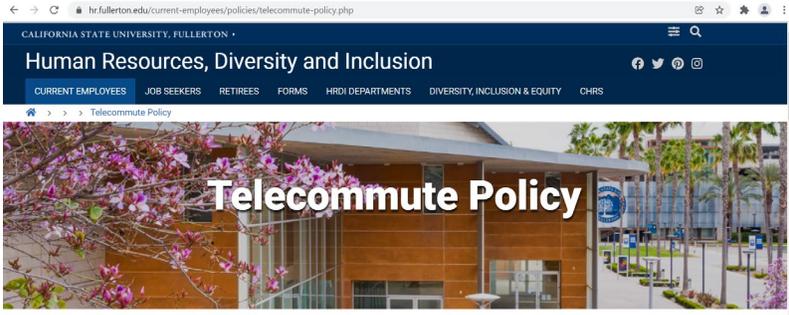
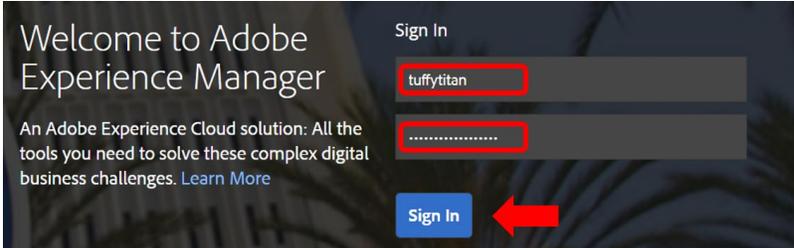
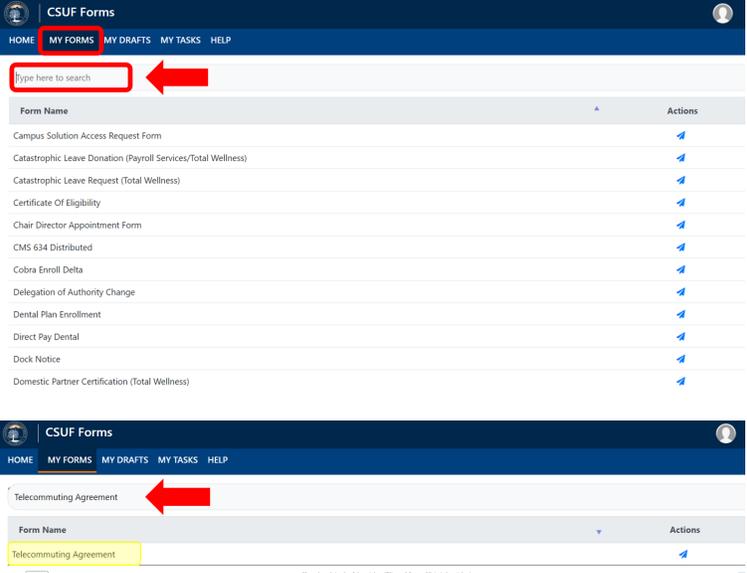
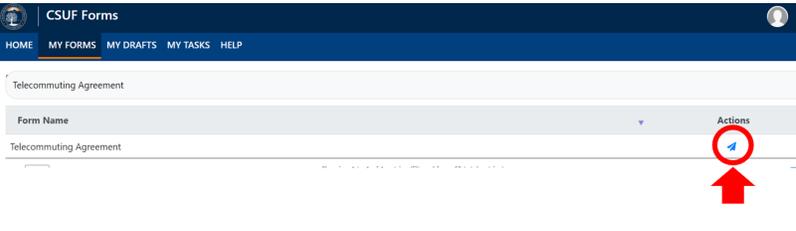
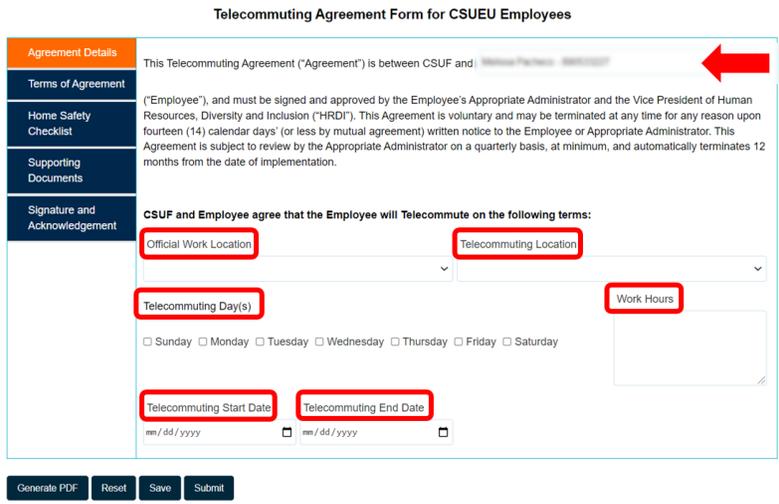
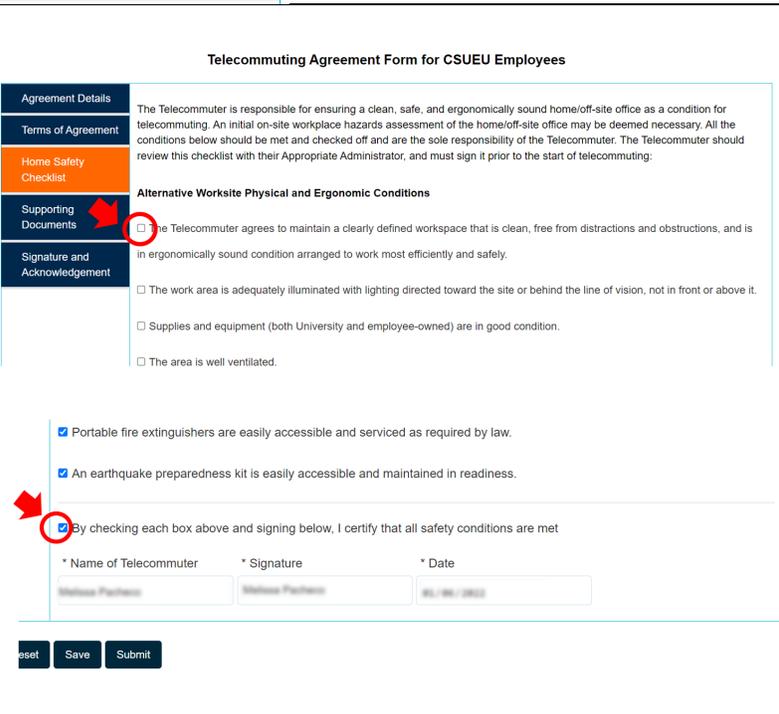


The following guide provides instructions on accessing, filling out and submitting a telecommute agreement. The University is required to review and process any telecommuting agreement request within ten (10) days of the request being made. Please be advised a notification of the final decision and completed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

Processing Steps	Screenshots
<p>Step 1:</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>Step 2:</p> <p>Access the AEM Portal link on the HRDI Telecommute Policy Website or AEM Portal Website.</p> <p>Visit the Telecommute Policy website to review policies, MOUs, and relative forms related to telecommute.</p>	
<p>Step 3:</p> <p>Enter your campus username and password. Then click Sign In.</p> <p><i>This is the same information you use to log on to the campus portal.</i></p>	

<p>Step 4:</p> <p>Under the My Forms Tab, search “Telecommuting Agreement” using the search field.</p>	 <p>The screenshot shows the CSUF Forms application interface. At the top, there are navigation tabs: HOME, MY FORMS, MY DRAFTS, MY TASKS, and HELP. The 'MY FORMS' tab is selected. Below the navigation, there is a search bar with the placeholder text 'Type here to search'. A red box highlights the search bar, and a red arrow points to it. Below the search bar, a table lists various forms. The 'Telecommuting Agreement' form is highlighted in yellow. A red arrow points to the search bar, and another red arrow points to the 'Telecommuting Agreement' entry in the table.</p>
<p>Step 4b:</p> <p>Click on the ‘paper airplane’ icon under the Action column to launch the form.</p>	 <p>The screenshot shows the CSUF Forms application interface. The 'Telecommuting Agreement' form is selected. Below the form name, there is a table with columns for 'Form Name' and 'Actions'. The 'Telecommuting Agreement' form is listed. A red circle highlights the 'Actions' column, and a red arrow points to the 'paper airplane' icon in the 'Actions' column.</p>
<p>Step 5:</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 Agreement Details Tab:</p> <p>Official Work Location: University on-site work location</p> <p>Telecommute Location: 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 is divided into several sections: Agreement Details, Terms of Agreement, Home Safety Checklist, Supporting Documents, and Signature and Acknowledgement. The 'Agreement Details' section is highlighted. A red box highlights the 'Agreement Details' section, and a red arrow points to it. Below the 'Agreement Details' section, there are several fields: 'Official Work Location', 'Telecommuting Location', 'Telecommuting Day(s)', 'Work Hours', 'Telecommuting Start Date', and 'Telecommuting End Date'. Each of these fields is highlighted with a red box. At the bottom of the form, there are buttons for 'Generate PDF', 'Reset', 'Save', and 'Submit'.</p>

<p>Telecommuting Day(s): consistent work days where telecommuting can be performed</p> <p>Work Hours: consistent work hours where telecommuting can be performed (i.e. Mon - Wed: 8am – 5pm; Tues: 12pm -5pm)</p> <p>Telecommuting Start Date: First work day employee will telecommute at the off-site work location</p> <p>Telecommuting End Date: Last work day employee will telecommute at the off-site work location</p>	
<p>Step 6a:</p> <p>Click on the Terms of Agreement Tab</p>	
<p>Step 6b:</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 Agreement Details tab.</p>	

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

