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
Step 1: 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.	
Step 2: Access the AEM Portal link on the <u>HRDI Telecommute Policy</u> Website or <u>AEM Portal Website</u> . Visit the <u>Telecommute Policy</u> <u>website</u> to review policies, MOUs, and relative forms related to telecommute.	
Step 3: Enter your campus username and password. Then click Sign In. This is the same information you use to log on to the campus portal.	Welcome to Adobe Experience Manager An Adobe Experience Cloud solution: All the tools you need to solve these complex digital business challenges. Learn More

AEM Telecommuting Agreement Business Process Guide

	CSUF Forms
	HOME MY FORMS MY DRAFTS MY TASKS HELP
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Agreement" using the secret	Campus Solution Access Request Form
Agreement using the search	Catastrophic Leave Domatoin (rayioni service) rotal veniless/
field.	Certificate Of Eligibility
	Chair Director Appointment Form
	CMS 634 Distributed
	Cobra Enroll Delta
	Delegation of Authority Change
	Direct Pay Dental
	Dock Notice
	Domestic Partner Certification (Total Wellness)
	CSUF Forms
	HOME MY FORMS MY DRAFTS MY TASKS HELP
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Step 4b:	
	CSUF Forms
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under the Action column to	Telecommuting Agreement
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launch the form.	Telecommuting Agreement
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Step 5:	Telecommuting Agreement Form for CSUEU Employees
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AEM Telecommuting Agreement Business Process Guide





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	Telecommuting Agreement Form for CSUEU Employees
Once you check the box, your name, title, signature and date will auto-populate.	Agreement Details Employee Signature Terms of Agreement 2 Understood and Agreed Home Safety Checklish • Print Name/Title • Signature Supporting Documents • Print Name/Title • Date Signature and Acknowledgement • Signature • Date Generate PDF Reset Save Submit
Step 10:	Documents
When you are ready, click the Submit button to submit the telecommuting agreement.	Signature and Acknowledgement Generate PDF Reset Save Submit
A confirmation message of your submission will appear.	Telecommuting Agreement
	Thank you for submitting the Telecommuting Agreement.
Upon submitting, your appropriate administrator will be notified and they will be able to review your telecommuting agreement.	