The following are the detailed steps that you will need to complete to request telework. This request must be fully completed and approved by all individuals prior to telework starting and you have received back the approved copy (one will be put in your employee file as well). Please note that telework agreements are only valid for the period that is on the form (can be semester or up to one year). Please make sure to read the full agreement page prior to acknowledging and submitting the request.

1. Sign on to Peoplesoft. This can be done when on-site or through VPN. You CAN NOT submit a paper copy.

User ID	
KEDIGER	
Password	
Select a Language	
English	

2. Select Telework



3. Select Add Request

If you already have one started, it will be shown here in draft status and you can select it. If this is a renewal, you select add request as you need a new agreement.



4. Enter the start date and end date

Start Date should be the date you will begin teleworking (not current date).

For renewals it should be the first date after your current telework agreement expires. If this is for a specific period of time (one semester if your hours change from semester to semester for example)

End Date will default to one day prior to a year from start date. If this is for a specific period of time, you should enter the correct date

✓ Telework Request	Add Request	<u>ଜେ</u> ଏ :
Katie Ediger Librarians - Ni - Full-Time Librarians - 303 Library - Truman College		
		Net .
Add Request		
	*Start Date [12/01/2022 177	
	"End Date 11/00/2023 Τ III	

Select Next to Continue

5. Screen opens to the Telework Guidelines. Be sure to review these guidelines as you have to acknowledge at the end that you did so.

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The error/syse will marking contact with the work unlike/justment and colleagues, including attending meetings on televoirk days via teleptione and/or web conferencing solutions.		For time reporting, the employee must utilize the CCCWarks Web Clock. In the event the CCC, or a portion thereof, is closed or delays opening due to an emergency on the employee's regular telework day, the employee is to continue working their telework schedule unless otherwise rotified.
To matrial close communication and standards of professionalism while belevoking, the employee shall Be available to separate and contagents the telephone veloc contractors and contagents they telephone veloc contractors and and available. Complete regard contractors and contagents they telephone veloc contractors and and available. Complete regard contractors and contagents they telephone veloc contractors and and available to separate telephone tele		abb Tasks The enclose will maintain contact with their work unlidesaritment and colleacues, including attending meetings on televoirk days via telephone and/or web conferencing solutions.
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of employee-aunded oxycinent. Only CCC avents shares any be installed on CCC avents explorent. The employee may not install or download any other software to CCC-avented explorent without CCC's written approval. All software that an employee uses for televolv must be located by the software manufacturer. The employee shall never parthase or rent exponent, services or supples on the assumption CCC shall remburse for the cost. CCC's prior written approval must be obtained prior to any expense being incured. Information. Security		CCC shall determine the minimum equipment and software necessary for the employee to telework in a timely, efficient, and professional manner. In determining which equipment shall be provided by CCC, CCC shall consider appropriateness.
must be located by the software manufacturer. The employee shall never particulars or irent equipment, services or supples on the assumption COC shall remburse for the cost. COC's prior written approval must be obtained prior to any expense being incurred. Information, Security and Neuroscience Charlon and Charlon and Charlon and Charlon and Advances. In the opposite		
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		Information Security Control and Malarian and Control and Charles Market allow Additionality the construction shall accure the Management

Select Next or Request Details on the left side to Continue

6. Enter the fields on this screen as necessary

Remote Worker Type:	Constant "Hybrid"
Remote Work Reason:	Either New or Renewal
Remote Location:	Select Home – shows your address. Please verify this is your
	correct address. If not, please be sure to update your records in HRIS
	system to reflect correct address.

Remote Days: Select Specific Days of the week in drop down

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X Exe Attie Ediger Librarians - NI	Telework Request
CCC Telework Guidelines • Violed Request Details • Violed	Request Details Sum Date 10(10)(02) End Date 11(10)(02) Outside Charles Charles
Equipment and Other Instructions O Not Stand	'Remote Works Type Hydrid v Remote Work Reason b v Remote Location v
Net Stand Net Stand	When applicable days of the upok and modified with supervisor approval

All the days of the week will appear in bubbles.

Select the days that you are remote (bubble turns blue)

Enter your estimated scheduled Hours for every day (note that it reflects whether

home or on-site)- This should be the actual hours you will be working each day (i.e. 8:00

– 5:00). Please make sure to include the time of your non-paid lunch.

Select Next Equipment and Other Instructions to Continue

X Exit		Telework Request
Anton Rice Reprographic Tech - Part-Time		() Not >
CCC Telework Guidelines Visited	Request Details Start Date 11/30/2022 Details	End Date 11/29/2023
Equipment and Other Instructions	"Remote Worker Type	
Acknowledgement Not Started Review and Submit	Remote Location	6841 S. Crandon Checapo, E. 60649
O Not Started	"Remote Days When applicable the days of the week can be modified with supervisor approval Select Telework Days, Enter Begin/End Times for All Work Days Including	
	Mon Remote Begin/End Times	8-5.30
	Tues On-site Begin/End Times	
	Wed Remote Begin/End Times Thur On-Site Begin/End Times	
	Thur On-Site Begin/End Times Fri Remote Begin/End Times	
	Sat On-Site Begin/End Times	

Once you have hit Next, if you are limited by category it will pop up an error message and not allow you to continue until you resolve

	Remote Location Home V	
	Request limited to 2 days	
	You can only request up to 2 days per week telework, please deselect extra days.	
	ОК	
with	supervisor approval.	

7. Enter the equipment that you will be taking back and forth to work from home. Please note that you are not allowed to take monitors from the building to telework.

Select Save Answers and then select Next or Acknowledgement to Continue

K EM	Telework Request	
Katie Ediger Ubranians - Ni		() Marks
CCC Telework Guidelines Voted Request Details Complete Equipment and Other Instructions	Equipment and Other Instructions Provide information as needed 1. Unit equipment provided by COC to the employee for telework Laptop, power card & heal@howes	Save Answers
Acknowledgement D Not Started Not Started D Not Started	E Miscellaneous Instructions Other]

8. Read the acknowledgements and then select the check box to acknowledge that you have read the telework guidelines and understand that this is not a guarantee.

Select Next or Review and Submit to Continue

X Ext	Telework Request	
Katie Ediger Librarians - NI	< Presson 1 14	1 >
CCC Telework Guidelines Visited	Acknowledgement	
Request Details © Complete	JAMINIARIU DA ANAMEMMENT INTE TELENDRA REPENDENT IS NOT A GUARANTEE OF EMPLOYMENT OR A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD OF THE COMPENSATION TERMS CONDITIONS OR REMETTS EMPLOYMENT FOR ANY REASON OR NO REASON OR NO REASON THIS OR MONTH OR MITHOUT KONTO CONTRACTURE LEVEL ON THE TERMINATED AT ANY T WHICH MANNES THAT ETHER DOC OR REMOVTEE MONTHERMS TO ANY REASON OR NO REASON WITH OR MITHOUT KONTO CONTRACTURE LEVEL ON THE TERMINATED AT ANY T WHICH MANNES THAT ETHER DOC OR REMOVTEE MONTHERMS TO ANY REASON OR NO REASON WITH OR MITHOUT KONTO CONTRACTURE LEVEL ON THE TERMINATED AT ANY T RECCCO DE REMOVIEE MONTHERMS TO THE ANGED AND THE TRANSMITTER AND AND REASON WITH OR MITHOUT KONTO CONTRACTURE LEVEL ON THE TERMINATED AT ANY T RECCCO DE REMOVIEE MONTHERM AND REMOVING THAT ANY REASON OR NO REASON WITH OR MITHOUT KONTO CONTRACTURE LEVEL ON THE TERMINATED AT ANY T RECCCO DE REMOVIEE MONTHERM AND REMOVING AND REMOVING THE DE REMOVING AND REMOVING THE CAMPACITIES AND REMOVING AN	WILL, VIE
Equipment and Other Instructions Complete	ACK/CVM.EDG/EDG AND AGREED. BEI/CVFEE. By confing tokin, you advise/dapt that you have read, understand, and agree to the terms and conditions of this Televork Agreement and the Televork Policy.	
Acknowledgement In Progress	I hereby certify that the information being submitted is true and correct to the best of my knowledge.	
Review and Submit O Not Started	δ	
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9. Review screen comes up. Select Submit to continue

× Exit	Telework Request	
Anton Rice Reprographic Tech - Part-Time		
		Previous Submit
CCC Telework Guidelines Visited	Review and Submit	
Request Details Complete	Start Date 11/30/2022 End Date 11/29/2023 Details	
Equipment and Other Instructions	Remote Worker Type Hybrid	
Complete	Remote Work Reason New	
* Acknowledgement	Remote Location Home	
Complete Review and Submit Visited	6941 S. Crandon Address Chicago, IL 60649 USA Remote Days Specific Days Per Week	
	When applicable the days of the week can be modified with supervisor approval.	
	Select Telework Days, Enter Begin/End Times for All Work Days Including Unpaid Lunch (i.e. 8am-5pm)	
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	Tues On-site Begin/End Times 8-5:30	
	Wed Remote Begin/End Times 8-5-30	
	Thur On-Site Begin/End Times 8-5:30	
	Fri On-Site Begin/End Times 8-5:30	
	Sat On-Site Begin/End Times	
	Sun On-Site Begin/End Times	
	Equipment and Other Instructions	

The following screen will pop up to confirm. Select Yes

Are	you sure you want to submit this request?
	Yes No

If you select No, it returns to previous screen for you to modify and resubmit.

Approval screen pops up so you are aware what the approval process is. Employee Portion Complete.

	Telework Confirm	ation	(a) Q
	VRequest has been submitte	ed successfully	
Katle Ediger Literature - N - Fall Tree Literature - 203 Literary - Transes College			
	Telework Approval		
	Remote Worker Approval	Panding	
	Telework Approval TRUMAN		
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