City Colleges of Chicago
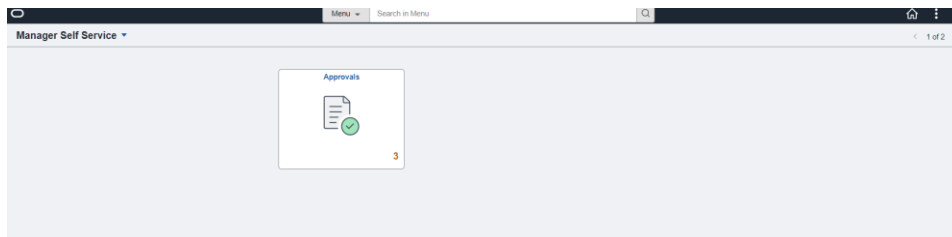# Telework Process
Approvals

The following are the detailed steps that you will need to approve requests to telework.

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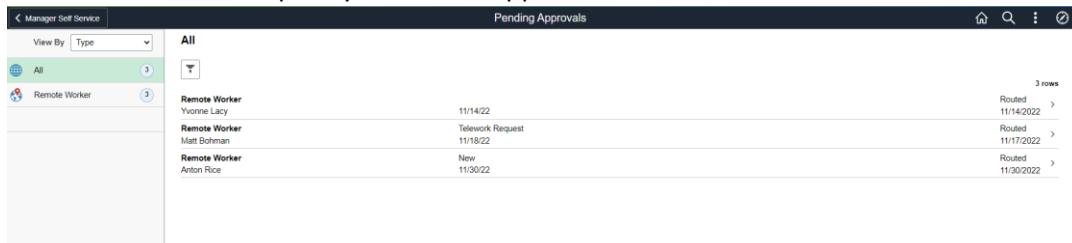

2. Select Approvals (the number in the lower right is how many are awaiting your approval)

3. Select the telework request you want to approve

4. Select View Remote Worker Request to see the details of the request

5. Review the form
   a. Do they have the correct number of days depending on what you talked about?
   b. Did they include their unpaid lunch in their scheduled time?
   c. In the middle of the screen is the view equipment and other instructions. Make sure they have submitted what they are taking out of the building when remote

The below opens in a separate window – you will x out of the tab to close.

City Colleges of Chicago
Telework Process
Approvals

When review is completed select the x in the upper right hand corner to return to approval screen.

6. Select Proper Action (detailed below screen shot)

Approve -> You approve the form. Enter your initials and date when approved. Select Submit
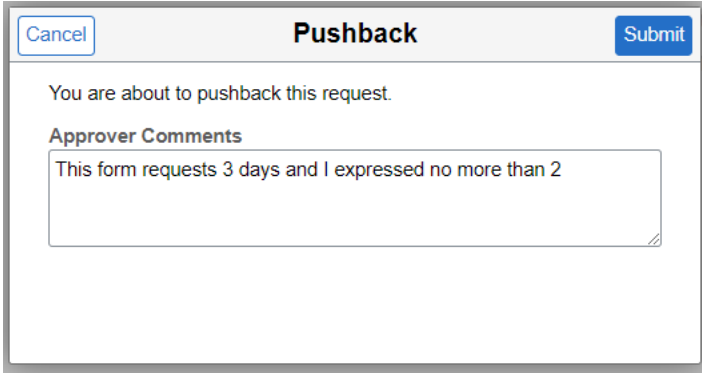
Deny -> This should only be selected if you are outright denying them the ability to telework. Make sure to make a detailed comment regarding why it is being denied

City Colleges of Chicago
Telework Process
Approvals

Pushback -> Select pushback if the form needs to be modified. Make sure to give a detailed reason in the comment section. Pushback allows the employee to edit. Will go back one level (if you are the President, it returns to HRD)

Cancel	**Pushback**	Submit

You are about to pushback this request.

Approver Comments

This form requests 3 days and I expressed no more than 2

Screen returns to pending approvals. Process continues until the final approval. After final approval (Chief Talent Officer), a notice is sent to employee, copy sent to employee file and HRIS system updated.