

City Colleges of Chicago Telework Process Approvals

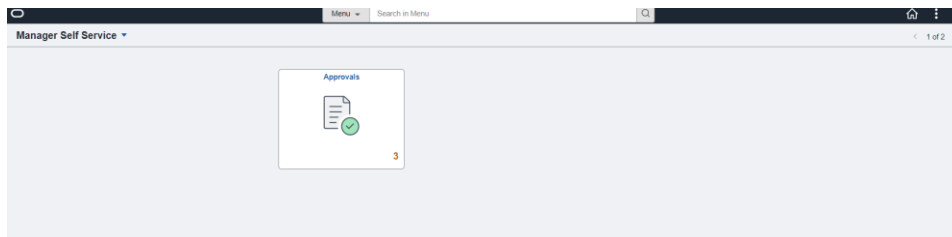
The following are the detailed steps that you will need to approve requests to telework.

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

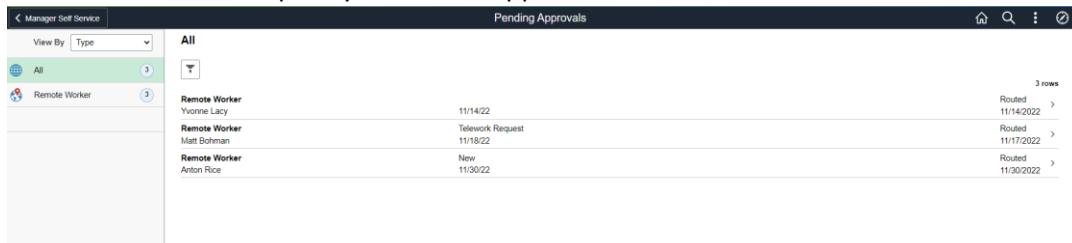


The image shows the Oracle PeopleSoft login interface. At the top, it says "ORACLE PeopleSoft". Below that, there are three input fields: "User ID" with the text "KEDIGER", "Password" with four asterisks, and "Select a Language" with "English" selected in a dropdown menu. A blue "Sign In" button is positioned below the fields. At the bottom, there is a checkbox labeled "Enable Screen Reader Mode".

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



The image shows a screenshot of the "Pending Approvals" section in the Manager Self Service application. It features a table with three rows of data. The table has columns for the request type, the requester's name, the date, and the status. The status column includes a right-pointing arrow for each row.

| Request Type | Requester Name | Date | Status |
|---------------|----------------|--------------|-------------------|
| Remote Worker | Yvonne Lacy | 11/14/22 | Routed 11/14/2022 |
| Remote Worker | Matt Bohman | 11/18/22 | Routed 11/17/2022 |
| Remote Worker | Anton Rice | New 11/30/22 | Routed 11/30/2022 |

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

The screenshot shows a web browser window with the title 'Remote Worker'. The page displays details for a request made by Anton Rice, a Reprographic Tech - Part-Time. The request details include a start date of 11/00/22, an end date of 11/29/23, a remote worker type of Hybrid, and a location of Home. The job details include a hire date of 11/28/05, a business unit of Kennedy-King College, and a position title of Reprographic Tech - Part-Time. There are buttons for 'Approve', 'Deny', and 'Pushback'.

5. Review the form
- Do they have the correct number of days depending on what you talked about?
 - Did they include their unpaid lunch in their scheduled time?
 - 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

Sun On-Site Begin/End Times

Equipment and Other Instructions

[View Equipment and Other Instructions](#)

Approvals

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

Questionnaire

Provide information as needed

1. List equipment provided by CCC to the employee for telework

Laptop, cord, headphones

2. Miscellaneous Instructions

None

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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)

The screenshot shows a web interface for a 'Remote Worker' approval. At the top, there is a navigation bar with a back arrow, the text 'Pending Approvals', the user name 'Sara Pevar', the role 'Tutor - Part-time', and a window title 'Remote Worker'. In the top right corner, there are three buttons: 'Approve', 'Deny', and 'Pushback', which are circled in blue. Below the navigation bar, there are two sections: 'Request Details' and 'Job Details'. The 'Request Details' section includes fields for 'Start Date' (12/01/22), 'End Date' (11/30/23), 'Remote Worker Type' (Hybrid), 'Remote Location' (Home), 'Percentage' (0), and 'Remote Days' (Specific Days Per Week). The 'Job Details' section includes fields for 'Hire Date' (10/17/16), 'Business Unit' (Harry S Truman College), 'Location' (Truman College), 'Position Title' (Tutor - Part-time), and 'Job Eligible' (No). At the bottom, there are two text input fields: 'Approver Comments' (containing 'KS Approved 11/30/2022') and 'Approval Chain' (with a right-pointing arrow).

Approve -> You approve the form. Enter your initials and date when approved. Select Submit

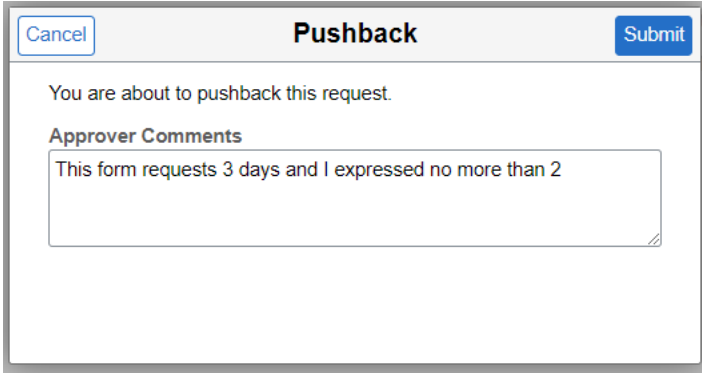
The screenshot shows a dialog box titled 'Approve'. It has a 'Cancel' button on the left and a 'Submit' button on the right. The main text says 'You are about to approve this request.' Below this is a text input field labeled 'Approver Comments' containing the text 'BA 11/29/2022'.

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

The screenshot shows a dialog box titled 'Deny'. It has a 'Cancel' button on the left and a 'Submit' button on the right. The main text says 'You are about to deny this request.' Below this is a text input field labeled 'Approver Comments' containing the text 'Have not met 6 month requirement - not approved'.

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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)



Pushback

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.