



webTA 4.2 Telework Quick Reference Card

Employee - Completing a Telework Agreement

The screenshot shows the 'Telework Agreement' form in the webTA system. The form is titled 'Telework Agreement' and includes a navigation bar with 'Employee', 'Timekeeper', 'Supervisor', and 'Administrator' roles. The form is divided into several sections:

- Agency Guidelines:** Includes text about voluntary telework arrangements and emergency situations.
- Employee Information:** Shows 'Employee: ADMINISTRATOR, THE - ADMIN' and checkboxes for 'Essential' and 'Medical Accommodation'.
- Telework Type:** Includes checkboxes for 'Regular/Routine' and 'Situational/Ad Hoc'.
- Agreement Dates:** Includes fields for 'Agreement Start' and 'Agreement Expires' with date pickers.
- Primary Telework Location:** Includes radio buttons for 'Home', 'Satellite Office', 'Telework Center', and 'Other'.
- Primary Telework Address and Phone:** Includes fields for 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Telework Phone', and 'Telework Fax'.
- Mileage:** Includes a field for 'Number of Miles Saved Per Day'.
- Requirements Completed:** Includes a 'Telework Schedule' section with checkboxes for 'Telework Day' and 'Office Day' for each day of the week.
- Other Comments:** Includes fields for 'Remarks', 'Approver Comments', and 'Denial Reason'.
- Termination Details:** Includes fields for 'Termination Date', 'Reason', and 'Termination Remarks'.

At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

1. On the Employee Main Menu, click **Telework Agreement** in the Telework Section.
2. Click **Add New Agreement**.
3. Complete the Telework Agreement. Sections with Asterisks are required.
4. Click **Submit**.

Supervisor - Approving/Denying a Telework Agreement

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Employee Timekeeper Supervisor Administrator Inbox [0] Settings Help Log Out

Supervisor Main Menu > Telework Agreements >

Telework Agreement Pending Approved Denied Terminated

Items marked with an asterisk are required.

Agency Guidelines

Although entering into the telework arrangement is voluntary, once the employee is under such an arrangement, he or she may be required to telework outside of his or her normal telework schedule in the case of a temporary emergency situation, inclement weather, pandemic, etc. While the agreement is voluntary, the agreement can be modified or terminated by management or employee at any time.

Continuity of Operations (COOP) Plan and Emergency Preparedness Plan members must be prepared to telework at any time, as directed by management.

Departmental and Agency Telework Policies
Internet and E-Mail Security Policy

Employee Information

* Employee: EMPLOYEE, YVETTE EMPLOYEE****

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

Agreement Start: 01/01/2015
Agreement Expires: 01/01/2016

Primary Telework Location

Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone

Address 1: 123 Street
Address 2:
City: New Orleans
State: Louisiana
Zip: 70120
Telework Phone: 504-200-0000
Telework Fax:

Mileage

Number of Miles Saved Per Day: 40.00

Requirements Completed

I have reviewed, understand and concur to the terms and conditions of this telework agreement, and will adhere to the provisions of the Telework policy and items addressed in this agreement.
Date: 01/01/2015

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood.
Date: 01/01/2015

* Certification that the employee and supervisor clearly understand the data security procedures.
Date: Jul 01, 2015

* Certification that the employee has satisfactorily completed a self-certification safety checklist to telework.
Date: Jul 01, 2015

* I have reviewed and discussed the terms and conditions of this agreement with the employee.
Date: Jul 01, 2015

* Medical Accommodation Approval.
Date: Jul 01, 2015

Telework Schedule

Telework Day: S M T W T F S S M T W T F S
Office Day: S M T W T F S S M T W T F S

Schedule Notes:
Characters remaining: 255

Other Comments

Remarks:
Characters remaining: 255

Approver Comments:
Characters remaining: 255

Denial Reason:

Termination Details

Termination Date:
Reason: None

Termination Remarks:
Characters remaining: 255

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Revert to Pending	Pending	09/13/2015 09:55 AM	EMPLOYEE, BONNIE	
Approve	Approved	09/13/2015 09:50 AM	EMPLOYEE, BONNIE	
Approve	Approved	09/13/2015 09:50 AM	EMPLOYEE, NICK	
Submit	Pending	09/13/2015 09:46 AM	EMPLOYEE, YVETTE	

Approve First Level Deny Printable Version Cancel

1. On the Supervisor's Main Menu, click **Employee Telework Agreements**, in the Telework Section.
2. Click **Pending** in the Status Section.
3. Complete the Requirements Checklist section of the Agreement.
4. Click **Approve** or **Deny**. All sections with Asterisks must be completed.