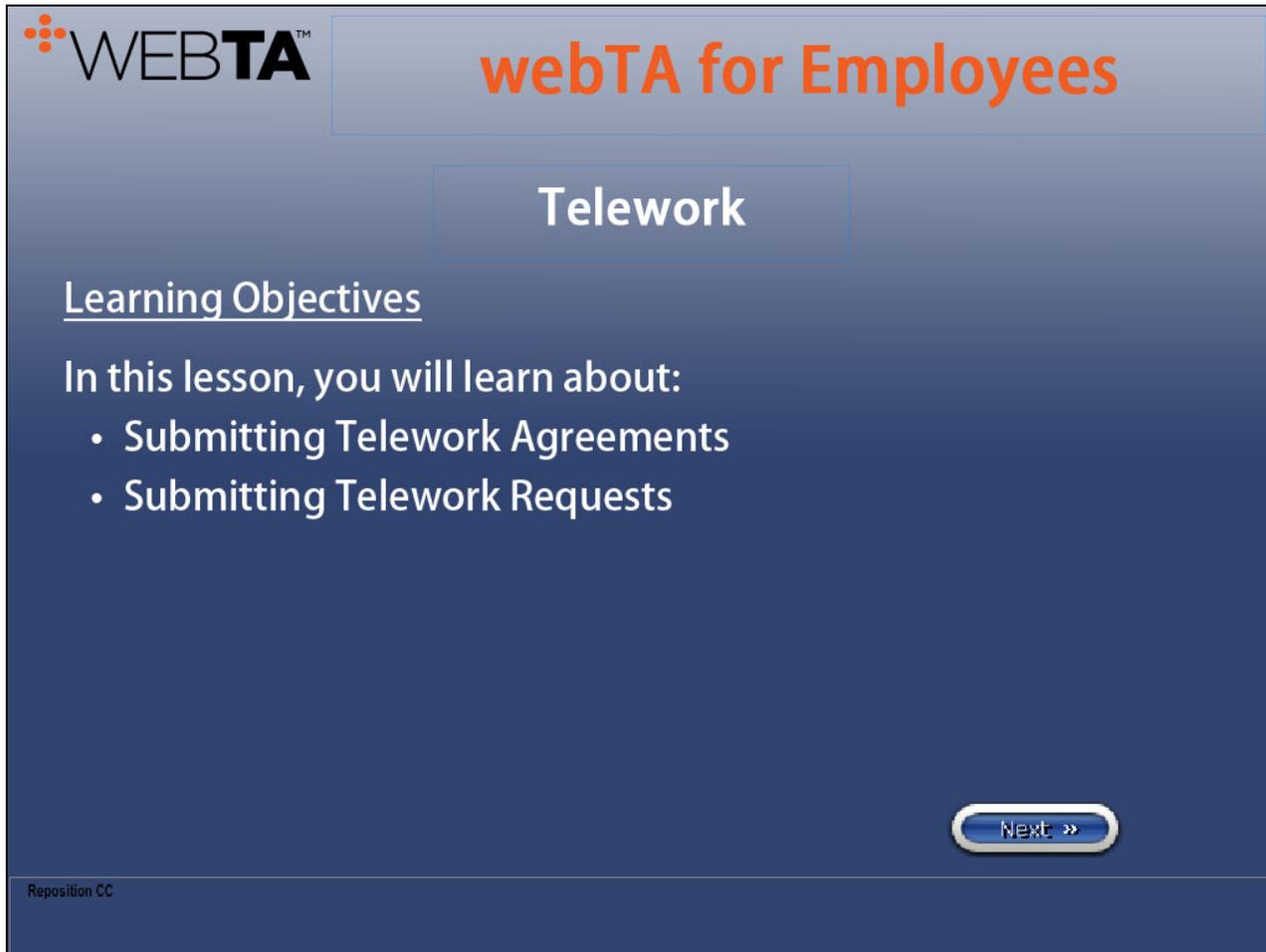


Slide 1 - Learning Objectives



The slide features a dark blue gradient background. In the top left corner is the 'WEBTA' logo, consisting of a cluster of orange dots followed by the text 'WEBTA' in white. To the right of the logo, the title 'webTA for Employees' is written in a large, orange, sans-serif font. Below the title, the word 'Telework' is centered in a white, sans-serif font. Underneath 'Telework', the text 'Learning Objectives' is written in white and underlined. Below this, the text 'In this lesson, you will learn about:' is followed by a bulleted list of two items: 'Submitting Telework Agreements' and 'Submitting Telework Requests'. In the bottom right corner, there is a white, rounded rectangular button with the text 'Next >>' inside. In the bottom left corner, the text 'Reposition CC' is visible in a small font.

Slide notes

Welcome to the webTA for Employees training course. Please review the objectives listed here and when you are ready to continue, select the Next button.

Slide 2 - Slide 2

[Return to Review Page](#)

Slide notes

Slide 3 - Review



To review a section, select it from the list below:

• [Submitting Telework Agreements](#)

• [Submitting Telework Requests](#)

Slide notes

Slide 4 - Slide 4

The screenshot shows the WEBTA Employee Main Menu interface. At the top, there is a header with the WEBTA logo, the word "Employee", and navigation links for "Inbox [0]", "Settings", "Help", and "Log Out". The main content area is titled "Employee Main Menu" and contains several categorized sections:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

A "Next >>" button is located at the bottom right of the menu area.

Slide notes

A new feature in webTA is the ability to manage Employee Telework Agreements and Requests. In order to use telework functionality in webTA, an employee must be flagged as Telework Eligible. If you recall, this was located in the Telework section of the Settings. Let's take a look. Select next to continue.

Slide 5 - Slide 5

The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are navigation links: 'Inbox [0]', 'Settings' (highlighted in orange), 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

At the bottom left of the interface, there is a small text string: '10.2.66.121:18030/usdatraining/UserProfileEntry'.

Slide notes

Slide 6 - Slide 6

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Profile » DAVIS, BEN

[Settings »](#) Items marked with an asterisk* are required.

- [Licenses](#)
- [Calendars](#)
- [Roles](#)
- [Timesheet Details](#)
- [Timesheet Profile](#)
- [Telework](#)

User ID: BDAVIS
First Name: BEN
Middle Name:
Last Name: DAVIS
Employee ID:
E Auth Internal ID:
Active:
Essential:
*** Supervisor:** ROBINSON, WILLIAM
Timekeeper: HARRIS, DANIEL
*** Organization:** NRCS 01 00 0000 00 00 00 00
E-Mail Address: bdavis@usda.gov
Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima
Start Page: HighestRole
POI: 4815
Override EmpowHR Supervisor Assignment:

[Next »](#)

Slide notes

Next, let's select the Telework link. Select next to continue.

Slide 7 - Slide 7

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Profile » DAVIS, BEN

Settings » Items marked with an asterisk* are required.

- Licenses
- Calendars
- Roles
- Timesheet Details
- Timesheet Profile
- Telework**

User ID: BDAVIS
First Name: BEN
Middle Name:
Last Name: DAVIS
Employee ID:
E Auth Internal ID:

Active:
Essential:
*** Supervisor:** ROBINSON, WILLIAM
Timekeeper: HARRIS, DANIEL
*** Organization:** NRCS 01 00 0000 00 00 00 00
E-Mail Address: bdavis@usda.gov
Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima
Start Page: HighestRole
POI: 4815
Override EmpowHR Supervisor Assignment:

Slide notes

Slide 8 - Slide 8

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Telework » DAVIS, BEN

Settings
Licenses
Calendars
Roles
Timesheet Details
Timesheet Profile
Telework »

Telework Status
Telework Eligible:

Telework Agreement
Telework Ready:
Regular/Routine:
Situational/Ad Hoc:

Agreement Status:
Agreement Start:
Agreement Expires:
Do Not Delete Expired Agreements:

Save

Next >>

Slide notes

Here, we can see that the employee is Eligible, which allows us to submit a Telework Agreement, and then Telework Requests. Let's return to the Main Menu. Select next to continue.

Slide 9 - Slide 9

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo with 'Employee' highlighted in a red box. The top right navigation bar includes 'Inbox [0] | Settings | Help | Log Out'. The main heading is 'Telework » DAVIS, BEN'. On the left is a sidebar menu with 'Telework »' selected. The main content area is divided into two sections: 'Telework Status' and 'Telework Agreement'. Under 'Telework Status', 'Telework Eligible' is checked. Under 'Telework Agreement', 'Telework Ready', 'Regular/Routine', and 'Situational/Ad Hoc' are unchecked. There are also fields for 'Agreement Status', 'Agreement Start', and 'Agreement Expires', and a 'Do Not Delete Expired Agreements' checkbox which is unchecked. A 'Save' button is located at the bottom of the form.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Telework » DAVIS, BEN

[Settings](#)
[Licenses](#)
[Calendars](#)
[Roles](#)
[Timesheet Details](#)
[Timesheet Profile](#)
Telework »

Telework Status
Telework Eligible:

Telework Agreement
Telework Ready:
Regular/Routine:
Situational/Ad Hoc:

Agreement Status:
Agreement Start:
Agreement Expires:
Do Not Delete Expired Agreements:

Slide notes

Slide 10 - Slide 10

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

A 'Next >>' button is located at the bottom right of the menu area.

Slide notes

Once an employee is eligible for Telework, they must have an approved Telework Agreement. Let's take a look at how to do this now, by selecting the Telework Agreements link. Select next to continue.

Slide 11 - Slide 11

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu

Time	Accounting
Timesheet	Accounts
Timesheet Summary	
Processed Timesheets	Schedule
Leave Requests	Schedule Assignment
Premium Pay Requests	Shifts
Dollar Transaction Requests	Schedule Templates
Leave Balances	Messages
Schedule	Send Message To Timekeeper
	Send Message To Supervisor
Reports	Leave Transfer Program
Reports	Leave Donations
Telework	Emergency Contacts
Telework Requests	My Contacts
Telework Agreements	
Continuation of Pay (COP)	
COP Events	

Slide notes

Slide 12 - Slide 12

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Telework Agreements

◆ Status ◆ Regular ◆ Situational ◆ Agreement Start ◆ Agreement Expire

No results

Add New Agreement

Cancel

Next >>

Slide notes

Any existing Agreements would be listed on this page. In this case, there are no existing Agreements, so let's create one by selecting the Add New Agreement button. Select next to continue.

Slide 13 - Slide 13

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Telework Agreements

◆ Status ◆ Regular ◆ Situational ◆ Agreement Start ◆ Agreement Expire

No results

Add New Agreement

Cancel

Slide notes

Slide 14 - Slide 14

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Telework Agreements >

Pending Approved Denied Terminated

Telework Agreement

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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

* **Agreement Start:**

Agreement Expires:

Next >>

Primary Telework Location

Home

Satellite Office

Telework Center

Slide notes

Here, we see the Telework Agreement form. Note the Agency Guidelines at the top of the page. Also note the links for the Telework and Internet and Email Security immediately below the Guidelines. Next, is the Employee Information. The Essential Checkbox is managed by the HR department, but employees have the ability to select Medical Accommodation, if applicable.

Next, we see the Telework Type. You must select either Regular/Routine or Situational/Ad Hoc as your Telework Type in order to submit the Agreement. In this example, we are going to select Situational. Select next to continue.

Slide 15 - Slide 15

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee 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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

* **Agreement Start:**

Agreement Expires:

Primary Telework Location

Home

Satellite Office

Telework Center

Slide notes

Slide 16 - Slide 16

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee 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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

* **Agreement Start:**

Agreement Expires:

Next >>

Primary Telework Location

Home

Satellite Office

Telework Center

Slide notes

Let's scroll down to display more of the agreement form. Select next to continue.

Slide 17 - Slide 17

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Telework Agreements >

Pending Approved Denied Terminated

Telework Agreement

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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

*** Agreement Start:**

Agreement Expires:

Primary Telework Location

Home

Satellite Office

Telework Center

Slide notes

Slide 18 - Slide 18

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Telework Agreements >

Pending Approved Denied Terminated

Telework Agreement

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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

*** Agreement Start:**

Agreement Expires:

Primary Telework Location

Home

Satellite Office

Telework Center

Other

Slide notes

Slide 19 - Slide 19

Agreement Dates
* Agreement Start: 
Agreement Expires: 

Primary Telework Location
 Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone
* Address 1:
Address 2:
* City:
* State: 
* Zip:
* Telework Phone:
Telework Fax:

Mileage
* Number of Miles Saved Per Day:

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 
* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date 
 Certification that the employee and supervisor clearly understand the data security procedures: Date 
 Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date
 I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

Telework Schedule

Slide notes

Next, we need to enter a Start Date for the Agreement. In this example, we are going to select the calendar icon and select March 30th. Select next to continue.

Slide 20 - Slide 20

Agreement Dates
* Agreement Start: 
Agreement Expires: 

Primary Telework Location
 Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone
* Address 1:
Address 2:
* City:
* State: 
* Zip:
* Telework Phone:
Telework Fax:

Mileage
* Number of Miles Saved Per Day:

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 
* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date 
 Certification that the employee and supervisor clearly understand the data security procedures: Date _____
 Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date _____
 I have reviewed and discussed the terms and conditions of this agreement with the employee: Date _____

Telework Schedule

Slide notes

Slide 21 - Slide 21

Agreement Dates
* Agreement Start:
Agreement Expires:

Primary Telework Location

Home
 Satellite Office
 Telework Center
 Other

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Primary Telework Address and Phone

* Address 1:
Address 2:
* City:
* State:
* Zip:
* Telework Phone:
Telework Fax:

Mileage
* Number of Miles Saved Per Day:

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
* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date
 Certification that the employee and supervisor clearly understand the data security procedures: Date
 Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date
 I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

Telework Schedule

Slide notes

Slide 22 - Slide 22

Agreement Dates
* Agreement Start: 03/30/2015
Agreement Expires: Month Day Year

Primary Telework Location
 Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone
* Address 1:
Address 2:
* City:
* State:
* Zip:
* Telework Phone:
Telework Fax:

Mileage
* Number of Miles Saved Per Day:

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:
* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date:
 Certification that the employee and supervisor clearly understand the data security procedures: Date:
 Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date:
 I have reviewed and discussed the terms and conditions of this agreement with the employee: Date:

Telework Schedule

Slide notes

Next, select the Primary Telework Location from the available options. In this example, we are going to be working from Home, so we will leave that option selected. To save time, we will complete the address information in the background. Select next to continue.

Slide 23 - Slide 23

Agreement Dates
* Agreement Start:
Agreement Expires:

Primary Telework Location
 Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone
* Address 1:
Address 2:
* City:
* State:
* Zip:
* Telework Phone:
Telework Fax:

Mileage
* Number of Miles Saved Per Day:

Requirements Completed

<input type="checkbox"/> 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 <input type="text" value="Month Day Year"/>
<input type="checkbox"/> Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:	* Date <input type="text" value="Month Day Year"/>
<input type="checkbox"/> Certification that the employee and supervisor clearly understand the data security procedures:	Date
<input type="checkbox"/> Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date
<input type="checkbox"/> I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date

Telework Schedule

Slide notes

Slide 24 - Slide 24

Agreement Dates
* Agreement Start:
Agreement Expires:

Primary Telework Location
 Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone
* Address 1:
Address 2:
* City:
* State:
* Zip:
* Telework Phone:
Telework Fax:

Mileage
* Number of Miles Saved Per Day:

Requirements Completed

<input type="checkbox"/> 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 <input type="text" value="Month Day Year"/>
<input type="checkbox"/> Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:	* Date <input type="text" value="Month Day Year"/>
<input type="checkbox"/> Certification that the employee and supervisor clearly understand the data security procedures:	Date <input type="text" value="Next >>"/>
<input type="checkbox"/> Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date <input type="text"/>
<input type="checkbox"/> I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date <input type="text"/>

Telework Schedule

Slide notes

Enter the total number of miles saved per day into the appropriate field. In this example, we are going to enter 10. Select next to continue.

Slide 25 - Slide 25

Agreement Dates

* Agreement Start:

Agreement Expires:

Primary Telework Location

Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone

* Address 1:

Address 2:

* City:

* State:

* Zip:

* Telework Phone:

Telework Fax:

Mileage

* Number of Miles Saved Per Day:

Requirements Completed

<input type="checkbox"/> 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 <input type="text" value="Month Day Year"/>
<input type="checkbox"/> Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:	* Date <input type="text" value="Month Day Year"/>
<input type="checkbox"/> Certification that the employee and supervisor clearly understand the data security procedures:	Date
<input type="checkbox"/> Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date
<input type="checkbox"/> I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date

Telework Schedule

Slide notes

Slide 26 - Slide 26

Agreement Dates

* Agreement Start:

Agreement Expires:

Primary Telework Location

Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone

* Address 1:

Address 2:

* City:

* State:

* Zip:

* Telework Phone:

Telework Fax:

Mileage

* Number of Miles Saved Per Day:

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

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date

Certification that the employee and supervisor clearly understand the data security procedures: Date

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

Telework Schedule

Slide notes

Slide 27 - Slide 27

Agreement Dates

* Agreement Start:

Agreement Expires:

Primary Telework Location

Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone

* Address 1:

Address 2:

* City:

* State:

* Zip:

* Telework Phone:

Telework Fax:

Mileage

* Number of Miles Saved Per Day:

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

* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date

Certification that the employee and supervisor clearly understand the data security procedures: Date

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

Telework Schedule

Slide notes

Now, let's scroll down to display the bottom of the form. Select next to continue.

Slide 28 - Slide 28

Agreement Dates
* Agreement Start: 03/30/2015
Agreement Expires: Month Day Year

Primary Telework Location
 Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone
* Address 1: 123 Oak St
Address 2:
* City: Washington
* State: District of Columbia
* Zip: 20011
* Telework Phone: 2025551234
Telework Fax:

Mileage
* Number of Miles Saved Per Day: 10

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: Month Day Year
* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date: Month Day Year
 Certification that the employee and supervisor clearly understand the data security procedures: Date:
 Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date:
 I have reviewed and discussed the terms and conditions of this agreement with the employee: Date:

Telework Schedule

Slide notes

Slide 29 - Slide 29

Agreement Dates
* Agreement Start:
Agreement Expires:

Primary Telework Location
 Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone
* Address 1:
Address 2:
* City:
* State:
* Zip:
* Telework Phone:
Telework Fax:

Mileage
* Number of Miles Saved Per Day:

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
* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date
 Certification that the employee and supervisor clearly understand the data security procedures: Date
 Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date
 I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

Telework Schedule

Slide notes

Slide 30 - Slide 30

* Number of Miles Saved Per Day:

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

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date

Certification that the employee and supervisor clearly understand the data security procedures: Date

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

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:

Slide notes

The next section, which is referred to as the Requirements Completed section, are steps that are similar to an electronic signature. The first two are completed by the employee prior to submitting the agreement. The boxes must be checked, and the date they were checked must also be completed.

In this example, we will check the boxes and select March 20th for the dates. Select next to continue.

Slide 31 - Slide 31

* Number of Miles Saved Per Day:

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

* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date

Certification that the employee and supervisor clearly understand the data security procedures: Date

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

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:

Slide notes

Slide 32 - Slide 32

* Number of Miles Saved Per Day:

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

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date

Certification that the employee and supervisor clearly understand the data security procedures: Date

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

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:

Slide notes

Slide 33 - Slide 33

* Number of Miles Saved Per Day:

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:

* Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:

Certification that the employee and supervisor clearly understand the data security procedures:

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:

I have reviewed and discussed the terms and conditions of this agreement with the employee:

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:

* Date

* Date

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10.2.66.121:18030/usdatraining/TeleworkAgreementList#

Slide notes

Slide 34 - Slide 34

* Number of Miles Saved Per Day:

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:

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date:

Certification that the employee and supervisor clearly understand the data security procedures: Date: _____

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date: _____

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date: _____

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:

Slide notes

Slide 35 - Slide 35

* Number of Miles Saved Per Day:

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:

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date:

Certification that the employee and supervisor clearly understand the data security procedures: Date: _____

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date: _____

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date: _____

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:

Slide notes

Slide 36 - Slide 36

* Number of Miles Saved Per Day:

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:

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:

Certification that the employee and supervisor clearly understand the data security procedures:

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:

I have reviewed and discussed the terms and conditions of this agreement with the employee:

* Date:

* Date:

Date:

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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:

10.2.66.121:18030/usdatraining/TeleworkAgreementList#

Slide notes

Slide 37 - Slide 37

* Number of Miles Saved Per Day:

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

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date

Certification that the employee and supervisor clearly understand the data security procedures: Date

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

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:

Slide notes

Next, we will scroll down to display the rest of the form. Select next to continue.

Slide 38 - Slide 38

* Number of Miles Saved Per Day:

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

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date

Certification that the employee and supervisor clearly understand the data security procedures: Date

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

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:

Slide notes

Slide 39 - Slide 39

* Number of Miles Saved Per Day:

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

Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood: * Date

Certification that the employee and supervisor clearly understand the data security procedures: Date

Certification that the employee has satisfactorily completed a self-certification safety checklist to telework: Date

I have reviewed and discussed the terms and conditions of this agreement with the employee: Date

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:

Slide notes

Slide 40 - Slide 40

<input type="checkbox"/> procedures:	Date
<input type="checkbox"/> Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date
<input type="checkbox"/> I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date

Telework Schedule

Telework Day:	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	<input type="checkbox"/>													
Office Day:	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	<input type="checkbox"/>													

Schedule Notes:
Characters remaining: 255

Other Comments

Remarks:
Characters remaining: 255

Approver Comments:
Characters remaining: 255

Denial Reason:

Termination Details

Termination Date:

Reason:

Termination Remarks:
Characters remaining: 255

Slide notes

Slide 41 - Slide 41

<input type="checkbox"/> Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date
<input type="checkbox"/> I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date
Telework Schedule	
Telework Day:	S M T W T F S S M T W T F S <input type="checkbox"/> <input type="checkbox"/>
Office Day:	S M T W T F S S M T W T F S <input type="checkbox"/> <input type="checkbox"/>
Schedule Notes:	<input type="text"/> Characters remaining: 255
Other Comments	
Remarks:	<input type="text"/> Characters remaining: 255
Approver Comments:	<input type="text"/> Characters remaining: 255
Denial Reason:	<input type="text"/>
Termination Details	
Termination Date:	
Reason:	None <input type="text"/>
Termination Remarks:	<input type="text"/> Characters remaining: 255
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	<input type="button" value="Next >>"/>

Slide notes

The Telework Schedule section allows you to identify days of the Pay Period that you plan on Teleworking, if you are going to be doing so on a regular basis. But since we selected Situational earlier, we are going to leave this section blank. You can also enter any notes for your Supervisor or Approver in the Schedule Notes field.

Also note the Other Comments section, and the Termination Details for if or when the Telework Agreement ends. In this example, we have entered the information we need, so we will click the Submit button. Select next to continue.

Slide 42 - Slide 42

<input type="checkbox"/>	Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date
<input type="checkbox"/>	I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date
Telework Schedule		
Telework Day:	S M T W T F S S M T W T F S	
	<input type="checkbox"/>	
Office Day:	S M T W T F S S M T W T F S	
	<input type="checkbox"/>	
Schedule Notes:	<input type="text"/>	
	Characters remaining: 255	
Other Comments		
Remarks:	<input type="text"/>	
	Characters remaining: 255	
Approver Comments:	<input type="text"/>	
	Characters remaining: 255	
Denial Reason:	<input type="text"/>	
Termination Details		
Termination Date:		
Reason:	<input type="text" value="None"/>	
Termination Remarks:	<input type="text"/>	
	Characters remaining: 255	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Slide notes

Slide 43 - Slide 43

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Agreements >

Telework Agreement Pending Approved Denied Terminated

Successfully submitted the telework agreement

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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

* Agreement Start:

Agreement Expires:

Primary Telework Location

Home

Next >>

Slide notes

Note the message indicating that the Agreement was successfully submitted. The Supervisor will receive a message notifying them of the Agreement and upon action, we will receive a message as well. Let's return to the Telework Agreements page using the breadcrumb trail. Select next to continue.

Slide 44 - Slide 44

The screenshot displays the WEBTA Employee interface for a Telework Agreement. At the top, the navigation bar includes 'Employee', 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail shows 'Employee Main Menu > Telework Agreements >'. A progress indicator at the top right shows 'Pending' as the active step, followed by 'Approved', 'Denied', and 'Terminated'. A blue confirmation banner reads 'Successfully submitted the telework agreement'. Below this, a note states 'Items marked with an asterisk* are required.' The 'Agency Guidelines' section contains text about the voluntary nature of telework and links to 'Departmental and Agency Telework Policies' and 'Internet and E-Mail Security Policy'. The 'Employee Information' section includes 'Employee: DAVIS, BEN - BDAVIS', 'Essential: ', and 'Medical Accommodation: '. The 'Telework Type' section has 'Regular/Routine: ' and 'Situational/Ad Hoc: '. The 'Agreement Dates' section features '* Agreement Start: Mar 30, 2015' and 'Agreement Expires: Month Day Year'. The 'Primary Telework Location' section has a radio button selected for 'Home'.

Slide notes

Slide 45 - Slide 45

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' tab. At the top right are links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb 'Employee Main Menu >'. The main section is titled 'Telework Agreements' and contains a table with the following data:

Status	Regular	Situational	Agreement Start	Agreement Expire
Pending		Yes	3/30/2015	

Below the table, it indicates '1-1 of 1 Records' and 'View 25 | 50 | 100'. There are two buttons: 'Add New Agreement' (orange) and 'Cancel' (grey). A 'Next >>' button is located at the bottom right of the interface.

Slide notes

In the background, this Agreement will be approved by the employee's supervisor. Select next to continue.

Slide 46 - Slide 46

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu >

Telework Agreements

Status	Regular	Situational	Agreement Start	Agreement Expire
Approved		Yes	3/30/2015	

1-1 of 1 Records ◀ 1 ▶ View

[Add New Agreement](#)

[Cancel](#)

[Next >>](#)

Slide notes

Note that the Agreement is now Approved. Let's take a look at the Agreement by selecting its link. Select next to continue.

Slide 47 - Slide 47

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' tab. At the top right are links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb 'Employee Main Menu >'. The main section is titled 'Telework Agreements' and contains a table with the following data:

Status	Regular	Situational	Agreement Start	Agreement Expire
Approved		Yes	3/30/2015	

Below the table, it indicates '1-1 of 1 Records' and 'View 25 50 100'. There are two buttons: 'Add New Agreement' and 'Cancel'.

Slide notes

Slide 48 - Slide 48

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee 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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

Agreement Start: 03/30/2015

Agreement Expires:

Primary Telework Location

Home

Satellite Office

Telework Center

Other

[Next >>](#)

Slide notes

Note that the page is now read-only. Let's scroll down to look at the bottom portion. Select next to continue.

Slide 49 - Slide 49

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee 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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

Agreement Start: 03/30/2015

Agreement Expires:

Primary Telework Location

Home

Satellite Office

Telework Center

Other

Slide notes

Slide 50 - Slide 50

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee 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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

Agreement Start: 03/30/2015

Agreement Expires:

Primary Telework Location

Home

Satellite Office

Telework Center

Other

Slide notes

Slide 51 - Slide 51

City: vashington
State: District of Columbia
Zip: 20011
Telework Phone: 2025551234
Telework Fax:

Mileage
Number of Miles Saved Per Day: 10.00

Requirements Completed

<input checked="" type="checkbox"/> 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 03/20/2015
<input checked="" type="checkbox"/> Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:	* Date 03/20/2015
<input checked="" type="checkbox"/> Certification that the employee and supervisor clearly understand the data security procedures:	Date 03/23/2015
<input checked="" type="checkbox"/> Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date 03/23/2015
<input checked="" type="checkbox"/> I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date 03/23/2015

Telework Schedule

Telework Day:	S M T W T F S	S M T W T F S
	<input type="checkbox"/>	<input type="checkbox"/>
Office Day:	S M T W T F S	S M T W T F S
	<input type="checkbox"/>	<input type="checkbox"/>

Schedule Notes:
Characters remaining: 255

Other Comments

Remarks: Next >>
Characters remaining: 255

Approver Comments:

Slide notes

Here, we can see that the Supervisor has completed the Requirements of the Agreement, and added the corresponding dates as well. Let's scroll back to the top of the page. Select next to continue.

Slide 52 - Slide 52

City:	Washington
State:	District of Columbia
Zip:	20011
Telework Phone:	2025551234
Telework Fax:	
Mileage	
Number of Miles Saved Per Day:	10.00
Requirements Completed	
<input checked="" type="checkbox"/> 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 03/20/2015
<input checked="" type="checkbox"/> Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:	* Date 03/20/2015
<input checked="" type="checkbox"/> Certification that the employee and supervisor clearly understand the data security procedures:	Date 03/23/2015
<input checked="" type="checkbox"/> Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date 03/23/2015
<input checked="" type="checkbox"/> I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date 03/23/2015
Telework Schedule	
Telework Day:	S M T W T F S S M T W T F S
	<input type="checkbox"/>
Office Day:	S M T W T F S S M T W T F S
	<input type="checkbox"/>
Schedule Notes:	<input type="text"/>
	Characters remaining: 255
Other Comments	
Remarks:	<input type="text"/>
	Characters remaining: 255
Approver Comments:	<input type="text"/>

Slide notes

Slide 53 - Slide 53

City:	Washington
State:	District of Columbia
Zip:	20011
Telework Phone:	2025551234
Telework Fax:	

Mileage
Number of Miles Saved Per Day: 10.00

Requirements Completed

<input checked="" type="checkbox"/> 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 03/20/2015
<input checked="" type="checkbox"/> Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:	* Date 03/20/2015
<input checked="" type="checkbox"/> Certification that the employee and supervisor clearly understand the data security procedures:	Date 03/23/2015
<input checked="" type="checkbox"/> Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	Date 03/23/2015
<input checked="" type="checkbox"/> I have reviewed and discussed the terms and conditions of this agreement with the employee:	Date 03/23/2015

Telework Schedule

Telework Day:	S M T W T F S	S M T W T F S
	<input type="checkbox"/>	<input type="checkbox"/>
Office Day:	S M T W T F S	S M T W T F S
	<input type="checkbox"/>	<input type="checkbox"/>

Schedule Notes:
Characters remaining: 255

Other Comments

Remarks:
Characters remaining: 255

Approver Comments:

Slide notes

Slide 54 - Slide 54

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee 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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

Agreement Start: 03/30/2015

Agreement Expires:

Primary Telework Location

Home

Satellite Office

Telework Center

Other

Next >>

Slide notes

Next, we will return to the Main Menu by selecting the Employee tab. Select next to continue.

Slide 55 - Slide 55

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee 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: DAVIS, BEN - BDAVIS

Essential:

Medical Accommodation:

Telework Type

Regular/Routine:

Situational/Ad Hoc:

Agreement Dates

Agreement Start: 03/30/2015

Agreement Expires:

Primary Telework Location

Home

Satellite Office

Telework Center

Other

10.2.66710/usdatraining/.../EmployeeMainMenu

Slide notes

Slide 56 - Slide 56

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and contains several categories of links:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

A 'Next >>' button is located at the bottom right of the menu area.

Slide notes

Now that we have an approved Telework Agreement, we can now complete and submit Telework Requests. Let's take a look at that process by selecting the Telework Requests link from the Main Menu. Select next to continue.

Slide 57 - Slide 57

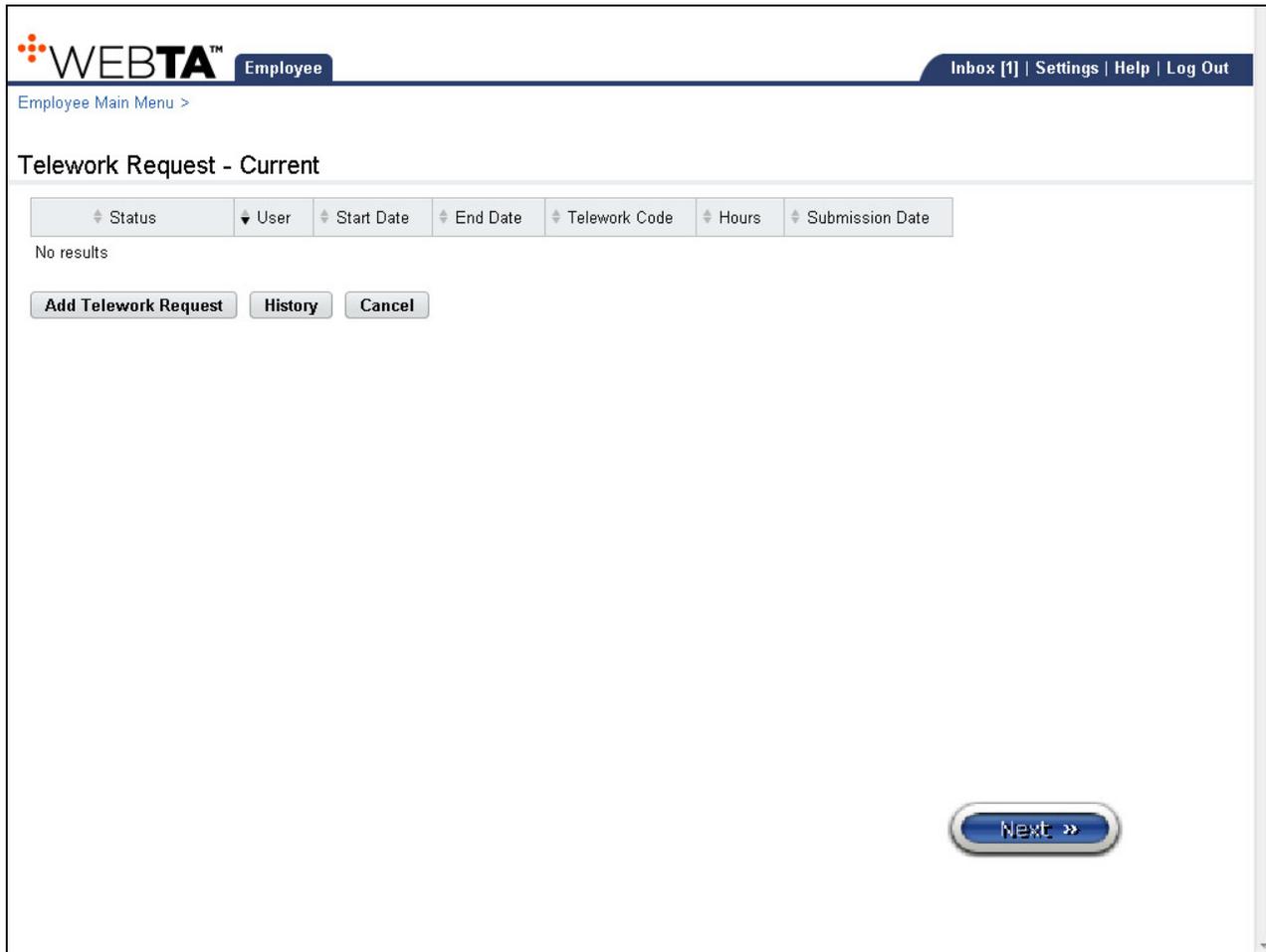
WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu

Time	Accounting
Timesheet	Accounts
Timesheet Summary	
Processed Timesheets	Schedule
Leave Requests	Schedule Assignment
Premium Pay Requests	Shifts
Dollar Transaction Requests	Schedule Templates
Leave Balances	
Schedule	Messages
	Send Message To Timekeeper
	Send Message To Supervisor
Reports	Leave Transfer Program
Reports	Leave Donations
Telework	Emergency Contacts
Telework Requests	My Contacts
Telework Agreements	
Continuation of Pay (COP)	
COP Events	

Slide notes

Slide 58 - Slide 58



Slide notes

The Telework Requests page displays approved, pending and denied Telework Requests for the current, and for future pay periods. You can view existing requests by selecting the status link for the desired request.

This table is sortable by column type. Select the column headers to sort the table by the desired field. In this example, we will keep the table as is, and we are going to create a new request by selecting the Add Telework Request button. Select next to continue.

Slide 59 - Slide 59

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and the word 'Employee'. At the top right are links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb 'Employee Main Menu >'. The main section is titled 'Telework Request - Current'. It features a table with columns: Status, User, Start Date, End Date, Telework Code, Hours, and Submission Date. Below the table, it says 'No results'. At the bottom of this section are three buttons: 'Add Telework Request' (highlighted with a red box), 'History', and 'Cancel'.

Slide notes

Slide 60 - Slide 60

WEBTA™ Employee

Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates

Employee: DAVIS, BEN

* Telework Code:

* Reason: Agency Closure

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year				0:00	Delete

Add New Row

Remarks

Approver:

Comments:

Submit Cancel

Next >>

Slide notes

The Telework Request form is very similar to the Leave and Premium Pay Requests forms. To begin, select the Telework Code drop-down menu to select the appropriate code. Select next to continue.

Slide 61 - Slide 61

EmployeeInbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates

Employee: DAVIS, BEN

* Telework

Code:

* Reason: Agency Closure

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year <input type="button" value="v"/>	Month Day Year <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00	<input type="button" value="Delete"/>

Remarks

Approver:

Comments:

Slide notes

Slide 62 - Slide 62

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Pending Approved Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code:

* Reason:

Reason Notes:

Start Date	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>	0:00	Delete

Add New Row

Remarks

Approver:

Comments:

Slide notes

Here, we see the list of available Telework codes. In this example, we are going to select Telework Home. Select next to continue.

Slide 63 - Slide 63

WEBTA™

Employee

Inbox [1] | Settings | Help | Log Out

[Employee Main Menu](#) > [Telework Requests](#) >

Pending
Approved
Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates

Employee: DAVIS, BEN

*** Telework**

Code:

*** Reason:**

Reason Notes:

Start Date:

Month Day Year

Add New Row

Remarks

Approver:

Comments:

01 - Reg Time-TeleWork
Stop Time
Daily Hours
Total Hours
Action

01 - Reg Time-TeleWork Sfx1

0:00
Delete

01 - Telework Alt. Site
Stop Time
Daily Hours
Total Hours
Action

01 - Telework Alt. Site <= 2d

0:00
Delete

01 - Telework Alt. Site <= 2d Sfx1
Stop Time
Daily Hours
Total Hours
Action

01 - Telework Alt. Site > 2d

0:00
Delete

01 - Telework Home
Stop Time
Daily Hours
Total Hours
Action

01 - Telework Home Pfx.25 Sfx1

0:00
Delete

01 - Telework Home Sfx1
Stop Time
Daily Hours
Total Hours
Action

01 - Telework Home <= 2d

0:00
Delete

01 - Telework Home <= 2d Sfx1
Stop Time
Daily Hours
Total Hours
Action

01 - Telework Home > 2d

0:00
Delete

01 - Telework Home > 2d Sfx1
Stop Time
Daily Hours
Total Hours
Action

01 - Telework - Other

0:00
Delete

01 - Telework - Other Sfx1
Stop Time
Daily Hours
Total Hours
Action

04 - Sunday Diff-TelWrk Alt. <

0:00
Delete

04 - Sunday Diff-TelWrk Alt. >

0:00
Delete

04 - Sunday Diff-TelWrk Home

0:00
Delete

Slide notes

Slide 64 - Slide 64

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Agency Closure

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year				0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

[Submit](#) [Cancel](#)

[Next >>](#)

Slide notes

Next, we need to select a Reason from the corresponding drop-down menu. Select next to continue.

Slide 65 - Slide 65

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Agency Closure

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year				0:00	Delete

Add New Row

Remarks

Approver:

Comments:

Submit **Cancel**

Slide notes

Slide 66 - Slide 66

WEBTA™ Employee

Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates

Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Agency Closure

Reason Notes: Agency Closure
Doctor Appointment
Complex Project
Inclement Weather
Pandemic
National Emergency
Medical Reason
Other

Start Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year				0:00	Delete

Add New Row

Remarks

Approver: _____

Comments: _____

Submit Cancel

Next >>

Slide notes

In this example, we are going to select Inclement Weather. Select next to continue.

Slide 67 - Slide 67

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Pending Approved Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Agency Closure

Reason Notes:

Start Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0:00	Delete

Add New Row

Remarks

Approver:

Comments:

Slide notes

Slide 68 - Slide 68

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Pending Approved Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year				0:00	Delete

Add New Row

Remarks

Approver:

Comments:

Submit **Cancel**

Next >>

Slide notes

If applicable, you can enter Reason Notes in that field. In this example, we are going to leave it blank. Next, we need to enter Start and End Dates, as well as Start and Stop Times in the appropriate field. In this example, we are going to select the calendar icon, and click March 20th. Select next to continue.

Slide 69 - Slide 69

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year	<input type="text"/>	<input type="text"/>		0:00	Delete

Add New Row

Remarks

Approver:

Comments:

Submit **Cancel**

Slide notes

Slide 70 - Slide 70

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>		0:00	Delete

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Submit Cancel

Slide notes

Slide 71 - Slide 71

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/20/2015	Month Day Year				0:00	Delete

Add New Row

Remarks
Approver:
Comments:

Submit **Cancel**

Next >>

Slide notes

Next, we will select the Start Time field and enter 8 am. Notice, that when we make that selection, the End Date field automatically populates with the same date. Select next to continue.

Slide 72 - Slide 72

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/20/2015	Month Day Year	<input type="text"/>	<input type="text"/>		0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

Slide notes

Slide 73 - Slide 73

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/20/2015	03/20/2015	8			0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

Slide notes

Slide 74 - Slide 74

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/20/2015	03/20/2015				0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

[Submit](#) [Cancel](#)

[Next >>](#)

Slide notes

Next, we will enter a stop time of 4 pm. Select next to continue.

Slide 75 - Slide 75

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/20/2015	03/20/2015	8			0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

Slide 76 - Slide 76

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Pending Approved Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/20/2015	03/20/2015	8:00am	4		0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

Slide 77 - Slide 77

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending | Approved | Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/20/2015	03/20/2015	8:00am	4:00pm		0:00	Delete

Add New Row

Remarks
Approver:
Comments:

Submit **Cancel**

Next >>

Slide notes

Just as with Leave and Premium Pay Requests, you can add multiple rows to a Telework Request. Let's do that now. Select next to continue.

Slide 78 - Slide 78

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/20/2015	03/20/2015	8:00am	4:00pm		0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

Slide 79 - Slide 79

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
Month Day Year	Month Day Year				0:00	Delete

Add New Row

Remarks

Approver:

Comments:

Submit **Cancel** **Next >>**

Slide notes

In this example, we will select the following Monday, March 23rd. Select next to continue.

Slide 80 - Slide 80

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Pending Approved Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code:

* Reason:

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
Month Day Year	Month Day Year				0:00	Delete

Remarks

Approver:

Comments:

Slide notes

Slide 81 - Slide 81

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
Month Day Year	Month Day Year				0:00	Delete

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Submit Cancel

Slide notes

Slide 82 - Slide 82

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
03/23/2015	Month Day Year				0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

[Submit](#) [Cancel](#)

[Next >>](#)

Slide notes

This time, instead of entering Start and Stop times, we will add 8 hours to the Daily Hours field. Select next to continue.

Slide 83 - Slide 83

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Pending Approved Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
03/23/2015	Month Day Year			<input type="text"/>	0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

Slide notes

Slide 84 - Slide 84

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Pending Approved Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
03/23/2015	03/23/2015			8	0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

Slide 85 - Slide 85

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
03/23/2015	03/23/2015			8	0:00	Delete

[Add New Row](#)

Remarks

Approver:

Comments:

[Submit](#) [Cancel](#)

[Next >>](#)

Slide notes

We are ready to Submit the Telework Request. Select next to continue.

Slide 86 - Slide 86

WEBTA™ Employee Inbox [5] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Pending Approved Denied

Telework Request

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
03/23/2015	03/23/2015			8:00	0:00	Delete

Add New Row

Remarks

Approver:

Comments:

Submit **Cancel**

Slide notes

Slide 87 - Slide 87

WEBTA™ Employee Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Telework request successfully updated

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
Mar 23, 2015	Mar 23, 2015	12:00am	8:00am	8:00	8:00	Delete

[Add New Row](#)

Remarks
Approver Comments:

Activity Log

Action	Date	Name	Comments
Submit	03/20/2015 04:43 PM	DAVIS, BEN	

[Next >>](#)

[Submit](#) [Delete Request](#) [Cancel](#)

Slide notes

Note the message indicating that the request was successfully submitted. The supervisor will receive a message notifying them of the request and upon action from the supervisor, we will receive a notification. If the request is approved, the hours will be added to the timesheet. Let's return to the Main Menu using the Employee tab. Select next to continue.

Slide 88 - Slide 88



Employee

Inbox [6] |
 [Settings](#) |
 [Help](#) |
 [Log Out](#)

Employee Main Menu > Telework Requests >

Telework Request

Pending
Approved
Denied

Telework request successfully updated

Items marked with an asterisk* are required.

Telework Type and Dates

Employee: DAVIS, BEN

* Telework Code: 01 - Telework Home

* Reason: Inclement Weather

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 20, 2015	Mar 20, 2015	8:00am	4:00pm	8:00	8:00	Delete
Mar 23, 2015	Mar 23, 2015	12:00am	8:00am	8:00	8:00	Delete

Add New Row

Remarks

Approver:

Comments:

Activity Log

Action	Date	Name	Comments
Submit	03/20/2015 04:43 PM	DAVIS, BEN	

Submit
Delete Request
Cancel

Slide notes

Slide 89 - Slide 89

The screenshot shows the WEBTA Employee main menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [7]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

A 'Next >>' button is located in the bottom right corner of the menu area.

Slide notes

Let's take a look at the Inbox to see if the Supervisor has approved the request. Select next to continue.

Slide 90 - Slide 90

The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right, there is a navigation bar with 'Inbox [7]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

At the bottom left of the interface, there is a small text string: 10.2.66.121:18030/usdatraining/UserMessage

Slide notes

Slide 91 - Slide 91

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Inbox - Messages for DAVIS, BEN Messages for DAVIS, BEN

Priority	Subject	Sender	Date	Message	Delete
	Telework Request Approved	SYSTEM	Mar 20, 2015 4:44:18 PM	Telework Request approved for DAVIS, BEN by ROBINSON, WILLIAM.	<input type="checkbox"/>
	Telework Request Submitted	SYSTEM	Mar 20, 2015 4:43:59 PM	Telework Request submitted by DAVIS, BEN.	<input type="checkbox"/>
	Telework Agreement Approved	SYSTEM	Mar 20, 2015 4:42:59 PM	Telework Agreement approved for DAVIS, BEN by ROBINSON, WILLIAM.	<input type="checkbox"/>
	Telework Agreement Submitted	SYSTEM	Mar 20, 2015 4:42:48 PM	Telework Agreement submitted by DAVIS, BEN.	<input type="checkbox"/>
	Telework Request Approved	SYSTEM	Mar 20, 2015 3:49:33 PM	Telework Request approved for DAVIS, BEN by ROBINSON, WILLIAM.	<input type="checkbox"/>
	Telework Request Submitted	SYSTEM	Mar 20, 2015 3:49:11 PM	Telework Request submitted by DAVIS, BEN.	<input type="checkbox"/>
	Telework Agreement Approved	SYSTEM	Mar 20, 2015 3:47:21 PM	Telework Agreement approved for DAVIS, BEN by ROBINSON, WILLIAM.	<input type="checkbox"/>
	Telework Agreement Submitted	SYSTEM	Mar 20, 2015 3:46:08 PM	Telework Agreement submitted by DAVIS, BEN.	<input type="checkbox"/>
	Dollar Transaction		Mar 20, 2015	ROBINSON, WILLIAM has approved a dollar transaction request for \$ 25.00 starting on 03/02/2015 for DAVIS,	<input type="checkbox"/>

[Next >>](#)

Slide notes

Here, we can see the message indicating the request has been approved. So let's go back to the Main Menu and verify the hours are on the timesheet. Select next to continue.

Slide 92 - Slide 92

Priority	Subject	Sender	Date	Message	Delete
	Telework Request Approved	SYSTEM	Mar 20, 2015 4:44:18 PM	Telework Request approved for DAVIS, BEN by ROBINSON, WILLIAM.	<input type="checkbox"/>
	Telework Request Submitted	SYSTEM	Mar 20, 2015 4:43:59 PM	Telework Request submitted by DAVIS, BEN.	<input type="checkbox"/>
	Telework Agreement Approved	SYSTEM	Mar 20, 2015 4:42:59 PM	Telework Agreement approved for DAVIS, BEN by ROBINSON, WILLIAM.	<input type="checkbox"/>
	Telework Agreement Submitted	SYSTEM	Mar 20, 2015 4:42:48 PM	Telework Agreement submitted by DAVIS, BEN.	<input type="checkbox"/>
	Telework Request Approved	SYSTEM	Mar 20, 2015 3:49:33 PM	Telework Request approved for DAVIS, BEN by ROBINSON, WILLIAM.	<input type="checkbox"/>
	Telework Request Submitted	SYSTEM	Mar 20, 2015 3:49:11 PM	Telework Request submitted by DAVIS, BEN.	<input type="checkbox"/>
	Telework Agreement Approved	SYSTEM	Mar 20, 2015 3:47:21 PM	Telework Agreement approved for DAVIS, BEN by ROBINSON, WILLIAM.	<input type="checkbox"/>
	Telework Agreement Submitted	SYSTEM	Mar 20, 2015 3:46:08 PM	Telework Agreement submitted by DAVIS, BEN.	<input type="checkbox"/>
	Dollar Transaction		Mar 20, 2015	ROBINSON, WILLIAM has approved a dollar transaction request for \$ 25.00 starting on 03/02/2015 for DAVIS,	<input type="checkbox"/>

Slide notes

Slide 93 - Slide 93

The screenshot displays the WEBTA Employee main menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are navigation links: 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Employee Main Menu' and contains several categorized lists of links:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

Slide notes

Slide 94 - Slide 94

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Time**
 - Timesheet** (highlighted with a red border)
 - Timesheet Summary
 - Processed Timesheets
 - Leave Requests
 - Premium Pay Requests
 - Dollar Transaction Requests
 - Leave Balances
 - Schedule
- Accounting**
 - Accounts
- Schedule**
 - Schedule Assignment
 - Shifts
 - Schedule Templates
- Messages**
 - Send Message To Timekeeper
 - Send Message To Supervisor
- Leave Transfer Program**
 - Leave Donations
- Emergency Contacts**
 - My Contacts
- Reports**
 - Reports
- Telework**
 - Telework Requests
 - Telework Agreements
- Continuation of Pay (COP)**
 - COP Events

Slide notes

Slide 95 - Slide 95

WEBTA™ Employee Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Timesheet Unvalidated Validated Certified Sent

Employee: Davis, Ben **Timesheet Type:** Regular
Pay Period: 05 - 2015 : Mar 08, 2015-Mar 21, 2015 * S **Select Pay Period** **Status:** Unvalidated

Work Time

	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
Time In														
Time Out														
Meal Time														
Transaction	Account													
X 01 - Regular Base Pay	Select Account													
X 01 - Telework Home	Select Account													
Work Time Total														8:00

Leave Time

	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
Absence Start														
Absence End														
Transaction	Account													
Leave Time Total														
Daily Total														8:00

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00

Next >>

Slide notes

We can see that the Telework entry has been added to the Timesheet. We would still need to add an account, as with other timesheet entries. Let's return to the Main Menu by selecting the Employee tab. Select next to continue.

Slide 96 - Slide 96

Employee

Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Employee: Davis, Ben

Pay Period: 05 - 2015 : Mar 08, 2015-Mar 21, 2015 * S Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Unvalidated Validated Certified Sent ▶

	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
+ Time In														
Time Out														
Meal Time														

Transaction	Account	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
X 01 - Regular Base Pay	Select Account													
X 01 - Telework Home	Select Account													8:00
Work Time Total														8:00

Leave Time

Transaction	Account	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
+ Absence Start														
Absence End														

Transaction	Account	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
+ Leave Time Total														
Daily Total														8:00

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00

Slide notes

Slide 97 - Slide 97

The screenshot displays the WEBTA Employee main menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are navigation links: 'Inbox [7] | Settings | Help | Log Out'. The main content area is titled 'Employee Main Menu' and contains several categorized lists of links:

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 - Dollar Transaction Requests
 - Leave Balances
 - Schedule
- Accounting**
 - Accounts
- Schedule**
 - Schedule Assignment
 - Shifts
 - Schedule Templates
- Messages**
 - Send Message To Timekeeper
 - Send Message To Supervisor
- Leave Transfer Program**
 - Leave Donations
- Emergency Contacts**
 - My Contacts
- Reports**
 - Reports
- Telework**
 - Telework Requests
 - Telework Agreements
- Continuation of Pay (COP)**
 - COP Events

Slide notes

Slide 98 - Slide 98



Slide notes

Slide 99 - Finish



Slide notes

You have completed this lesson. To continue, select the Finish button.