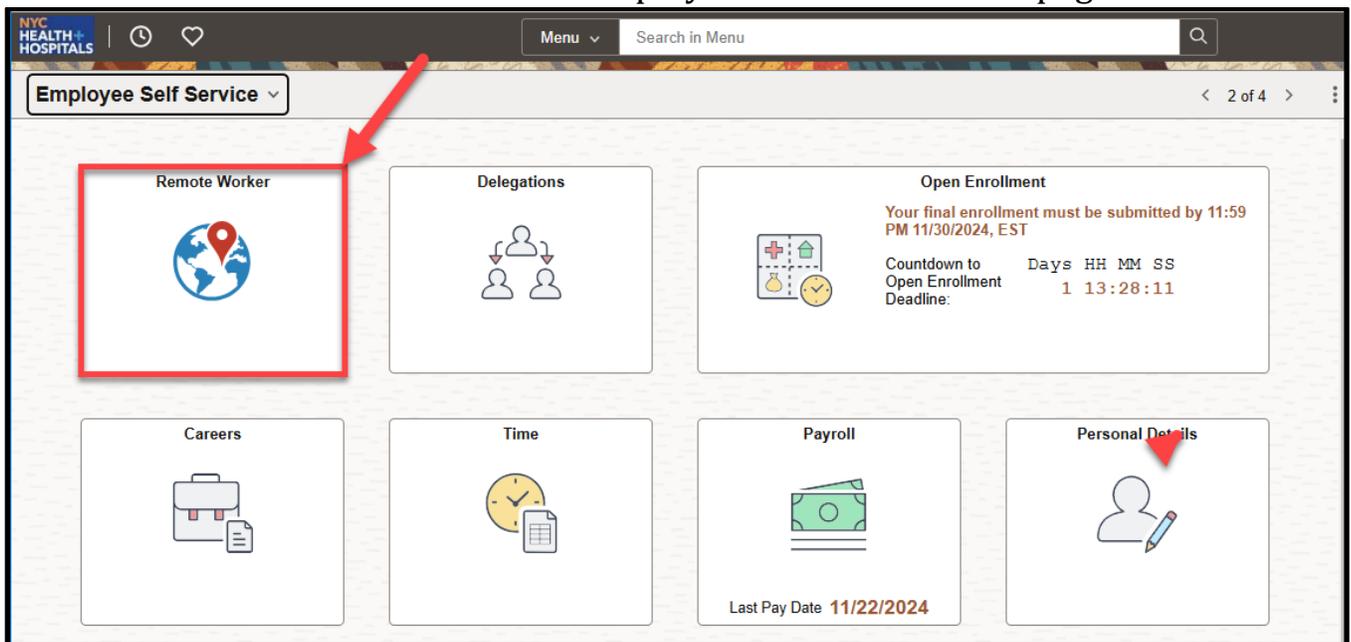


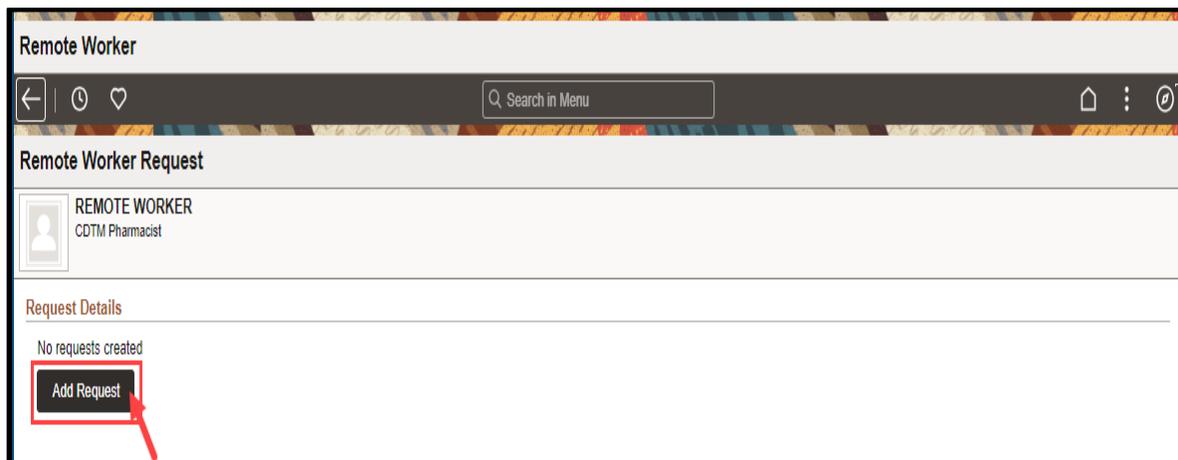
Employee – Request for Remote Worker

At this time, the Remote Worker Pilot Program is only available to employees in the Management Benefit Fund (Group 11), CWA 1180, DC 37, OSA, and Local 1199. If you belong to any of these, you are eligible to participate in the program and will have the Remote Worker tile available on the Employee Self Service page in PeopleSoft.

1. Select the “Remote Worker” tile on the Employee Self Service home page:



2. Click on the “Add Request” button



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3. Enter “Start Date” of Remote Work by clicking on the calendar icon.
Enter “End Date” of Remote Work by clicking on the calendar icon.
Enter “Remote Worker Type” by clicking on the drop-down arrow.
Select “Next” button on the upper right-hand corner

The screenshot shows a mobile application interface for adding a remote work request. At the top, there is a search bar and navigation icons. Below that, the title 'Add Remote Work Request' is displayed. A user profile section shows 'REMOTE WORKER' and 'CDTM Pharmacist'. A 'Next' button is located in the top right corner. The main form area is titled 'Add Request' and contains three input fields: '*Start Date' with the value '02/29/2024', 'End Date' with the value '09/01/2024', and '*Remote Worker Type' with the value 'Hybrid'. Red boxes and arrows highlight the calendar icons for the start and end dates, the drop-down arrow for the worker type, and the 'Next' button.

Remote Worker Type Definitions:

Fully Remote means you are working entirely from home or another location, without the need to come into the office.

Hybrid combines both in-office and remote work. Employees are expected to work in the office for certain days and can work remotely for the rest of the week.

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4. Read the Remote Worker Pilot – Employee Acknowledgement on the Guidelines tab
Click the “Next” button on the top right-hand corner to proceed. You can also click on the tabs on the left-hand side

The screenshot shows a web browser window titled "Remote Worker Request". The user is identified as "REMOTE WORKER CDTM Pharmacist". The form has a sidebar on the left with four tabs: "Guidelines" (marked as "Visited"), "Acknowledgement" (marked with a red asterisk and "Not Started"), "Request Details" (marked as "Not Started"), and "Review and Submit" (marked as "Not Started"). The main content area displays the "Remote Work Pilot - Employee Acknowledgement" section, which includes the NYC Health + Hospitals logo and a list of seven terms and conditions. At the top right of the form, there are three buttons: "Exit and Continue Later", "Next >" (highlighted with a red box and a red arrow), and "Submit".

Remote Worker Request

REMOTE WORKER
CDTM Pharmacist

Exit and Continue Later Next > Submit

Guidelines
● Visited

* **Acknowledgement**
○ Not Started

Request Details
○ Not Started

Review and Submit
○ Not Started

Guidelines
NYC
HEALTH+
HOSPITALS

Remote Work Pilot - Employee Acknowledgement

I hereby acknowledge the following terms and conditions of my participation in the Remote Work Pilot:

1. I will abide by all New York City Health + Hospitals ("NYC H+H" or "H+H") Operating Procedures, rules, and regulations while working remotely.
2. I will abide by all time and leave rules, including overtime and timekeeping procedures. I will remain responsible for the accurate coding of my timesheets, including proper coding of all remote hours worked.
3. I will be available to work during my scheduled work tour and must maintain regular contact with my colleagues, supervisors and/or subordinates as I would if reporting to my primary, on-site work location.
4. If a meeting or work emergency requires my physical presence, I will receive notice from my supervisor as soon as practicable and am required to report as requested.
5. My remote work location meets all requirements applicable to my primary work location, including:
 - a. Is a safe environment, free of distractions and obstructions;
 - b. Having sufficient and reliable power and Internet access capability so that I am able to effectively perform my duties;
 - c. Having locked and/or secure storage for NYC H+H files and data to prevent both damage and unauthorized access to HIPAA protected information or other information as required by law;
 - d. Having appropriate ergonomic equipment, furnished and maintained by me, in good working condition.
6. I understand that I am responsible for all costs, upkeep and maintenance related to my remote work location.
7. If I am assigned technology resources by NYC H+H, I am required to maintain their security and good working condition. Such resources include, but are not limited to computers, tablets, mobile telephones and data storage devices. HH 2992 (Aug 24) 2 of 2

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5. Check off the “I Agree” box on the Acknowledgment page.
Click on the “Next” button on the top right-hand corner.

The screenshot displays the 'H+H Remote Worker Request' interface. At the top, the user is identified as 'REMOTE WORKER' and 'CDTM Pharmacist'. The progress bar on the left indicates the current step is 'Acknowledgement' (In Progress). The main content area shows the 'Acknowledgement' section with a checked 'I Agree' checkbox. The top right navigation includes 'Cancel', '< Previous', 'Next >', and 'Submit' buttons. Red arrows highlight the 'I Agree' checkbox and the 'Next >' button.

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6. The *Remote Worker Type* will default from the first page, however you can change it by clicking on the on the drop-down menu.
- Select *Remote Work Reason* by clicking on the drop-down menu. The *Reason* is your union or non-union (Group 11) affiliation to your job.
 - Select *Remote Location* by clicking on the drop-down menu.
 - *Home** will default the home address listed in PeopleSoft.
 - *Other* will allow you to enter another address location.

**If the Home Address listed is incorrect, you can go to the Employee Self Service home page, click on the Personal Details tile, then Addresses and update your Home Address.*

- Select Specific Remote days by clicking on the drop-down menu.
- Select which days you will be working remote.
- Select “Next” on the top right-hand corner to continue.

Employee – Request for Remote Worker

7. Review your request.

The screenshot shows the 'Remote Worker Request' form. The user is identified as 'REMOTE WORKER CDTM Pharmacist'. The form has a sidebar with sections: 'Guidelines' (Visited), 'Acknowledgement' (Complete), 'Request Details' (Complete), and 'Review and Submit' (Visited). The main content area is titled 'Review and Submit' and shows 'Start Date 2/29/2024' and 'End Date 09/01/2024'. Under 'Details', it lists: 'Remote Worker Type Hybrid', 'Remote Work Reason DC37 Remote Worker Pilot', 'Remote Location Home', and 'Address 35-33 83rd ST APT E-8 Jackson Heights, NY 11372 UNITED STATES'. Below this is a 'Select Days' section with buttons for Mon, Tue, Wed, Thur, Fri, Sat, and Sun. At the top right, there are buttons for 'Exit and Continue Later', '< Previous', and 'Submit'. A red arrow points to the 'Submit' button.

8. Submit your request by selecting “Yes”

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to submit this request?'. Below the text are two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button. Below the dialog box, the address 'Address JACKSON HEIGHTS, NY 11372 UNITED STATES' is partially visible.

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If you do not wish to submit your request, or you started the request in error, you may exit the request page, and delete the **“Draft”** request in the Remote Worker Tile. Requests that are submitted can **only** be deleted by an HR administrator.

Remote Worker Request

Request Details

Start Date	End Date	Remote Worker Type	Remote Work Reason	Remote Location	Status	Requestor	Approval Chain	Delete
01/01/2026	03/01/2026	Hybrid	Group 11 Remote Worker	Home	Approved		Approval Chain	 >
07/01/2025	08/31/2025	Hybrid			Draft		Approval Chain	 >
11/25/2024	12/25/2024	Fully Remote	Group 11 Remote Worker	Home	Approved		Approval Chain	 >

3 rows

- Once your request is successfully submitted, it will require your manager’s **review and submission*** to begin the process.

The “Go to Remote Worker Requests” link will allow you to view your request.

Remote Worker Confirmation

✓ Request has been submitted successfully

REMOTE WORKER
CDTM Pharmacist

By PosMgmt

Remote Worker Approval Pending

Remote Worker By PosMgmt

 Pending

[KAYLA JORDAN KELLY](#)
Remote Worker By Posn Mgmt >

 Not Routed

[KATHRYN MARIE WERNER](#)
Remote Worker By Posn Mgmt >

 Not Routed

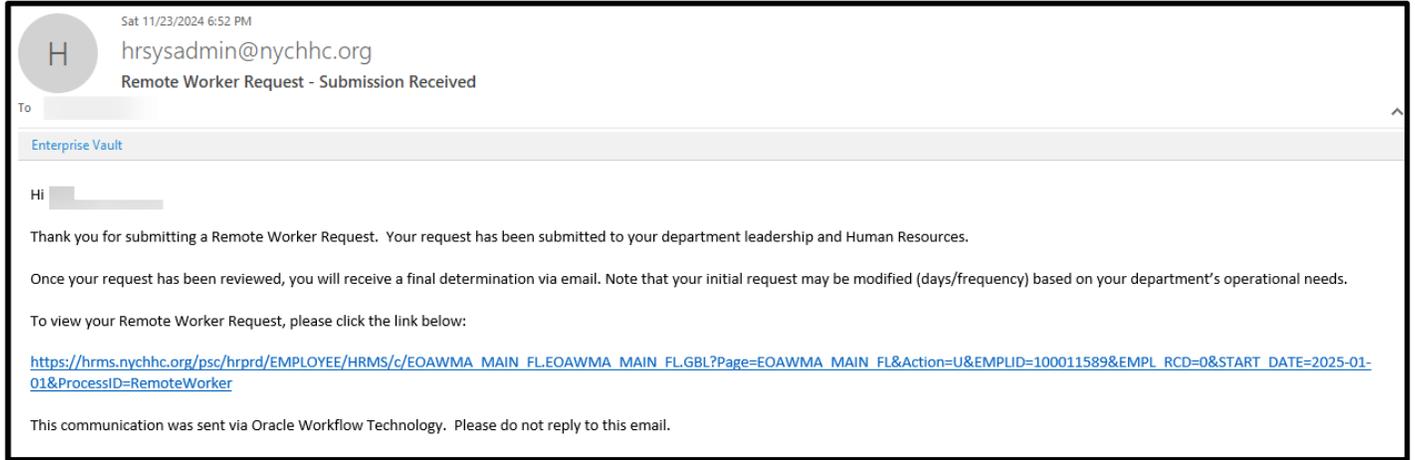
Multiple Approvers
HR Lead approvers >

[Go to Remote Worker Requests](#)

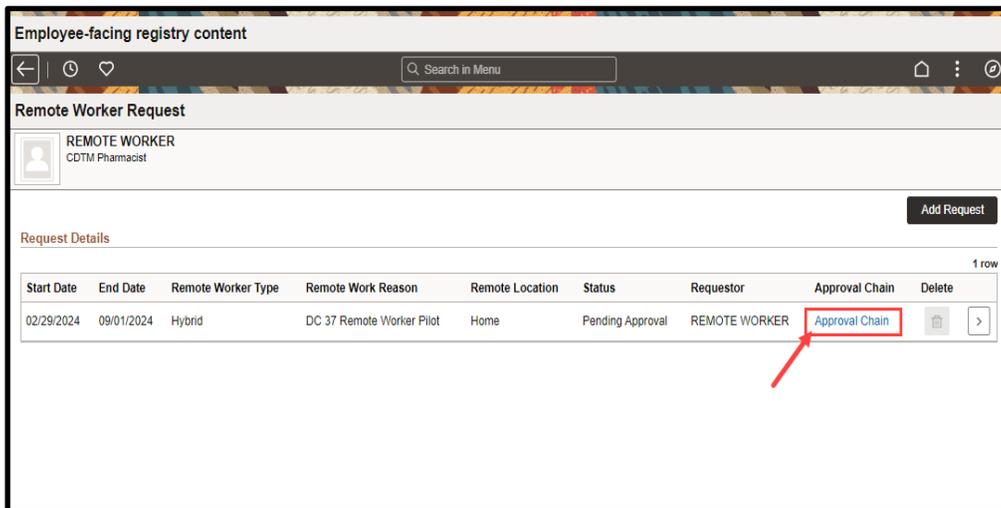
****Please note that while the system may show that the Remote Worker request is approved, it has only been submitted to the next person in the approval chain. Final approval and determination of Remote Worker requests are made by Human Resources, with input from those involved in the approval process.***

Employee – Request for Remote Worker

You will receive the following email acknowledging your Remote Worker request.



10. You can view your Remote Worker Request at any time by clicking on the Remote Worker tile.
You can view the Status of your request on this page or click on the “Approval Chain”* link to see where it is in the approval process.



****Please note that while the system may show that the Remote Worker request is approved by the Manager and Reviewer, it has only been submitted in the approval chain. Final approval and determination of Remote Worker requests are made by Human Resources, with input from the Manager and Reviewer.***