

Manager/Reviewer – Submitting Remote Worker Requests

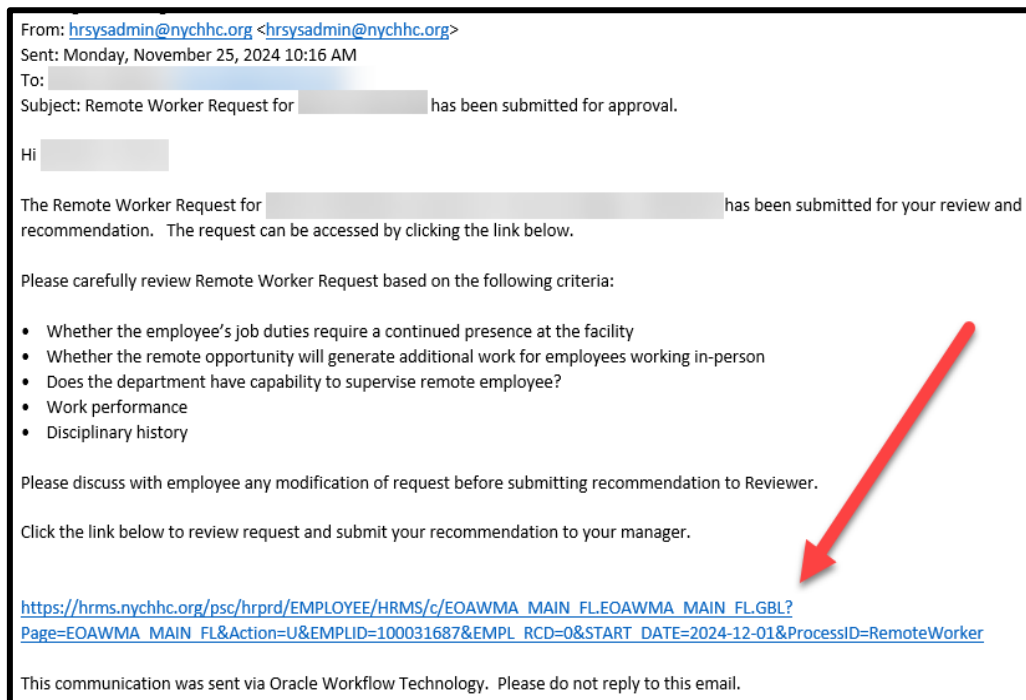
At this time, the Remote Worker Pilot Program is only available to employees in the Management Benefit Fund (Group 11), CWA 1180, DC 37, OSA, and Local 1199. Only those employees will have the Remote Worker tile on the Employee Self Service page in PeopleSoft.

Employees can **only** delete requests in a “**Draft**” status. **Only** requests approved by HR can be deleted.

Remote Worker Request									
Request Details									Add Request
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		>

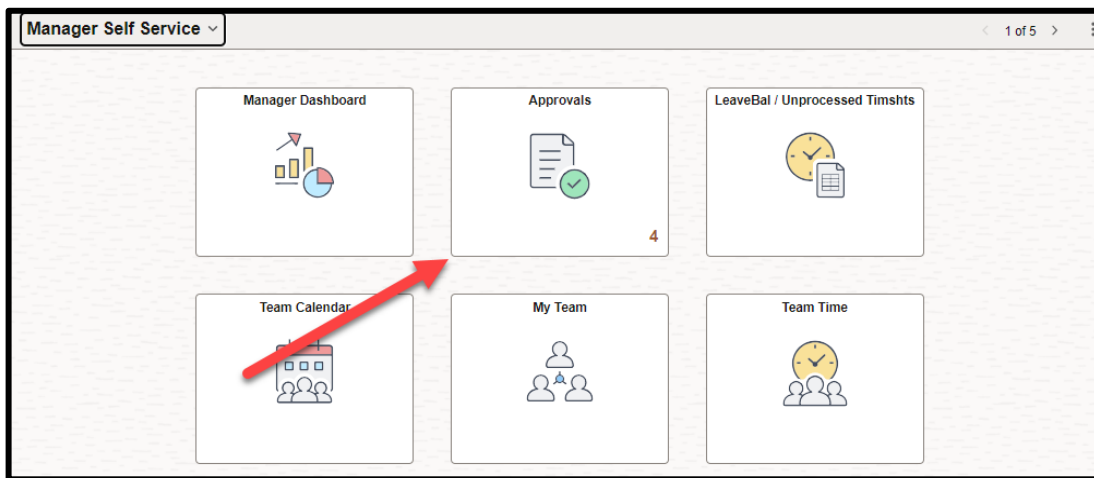
Manager:

When a **Remote Worker Request** is submitted by an employee, the following automated email notification is sent to the Manager’s work email address. The manager can review the **Remote Worker Request** in PeopleSoft HR by clicking the **link** in the email.



Manager/Reviewer – Submitting Remote Worker Requests

Managers can also view the **Remote Worker Request** by clicking on the request in the Notifications menu on the homepage of **Employee Self-Service**, or under the **Approvals** tile in **Manager Self-Service**.



Pending Approvals

View By: Type

All		2 rows	
Reported Time	Quantity for Approval 40.00 Hours	Routed	>
Remote Worker	[redacted]	Routed	>

A red arrow points to the 'Remote Worker' row in the table.

Manager/Reviewer – Submitting Remote Worker Requests

Once the manager selects the request, they see the general request and job details of their employee.

To view the specific details of the request, including **remote days**, **remote location**, and **remote work reason** (pilot program), the manager selects **View Remote Worker Request**.

They can also view the approval chain of the request on this page.

Remote Worker

Start Date 12/02/24
Remote Worker Type Hybrid
Percentage 0

End Date 03/03/25
Remote Location Home
Remote Days Specific Days Per Week

[View Remote Worker Request](#)

Hire Date [Redacted]
Business Unit BELLEVUE

Location BELLEVUE HB BUILDING 1 FL
Position Title [Redacted]

Approval Chain >

Remote Worker

Request Details

Hire Date [Redacted]
Position [Redacted]
Location BELLEVUE HB BUILDING 1 FL
Regulatory Region USA
Start Date 12/02/2024

Business Unit BELLEVUE
Department [Redacted]
Job Eligible [Redacted]
Position Eligible [Redacted]
End Date 03/03/2025

Details

Remote Worker Type Hybrid
Remote Work Reason OSA Remote Worker Pilot
Remote Location Home
Address NY USA
Remote Days Specific Days Per Week

Select Days

Mon Tue Wed Thur
Fri Sat Sun

Approvals

Remote Worker Approval Pending

Pending
Remote Worker By Posn Mgmt >

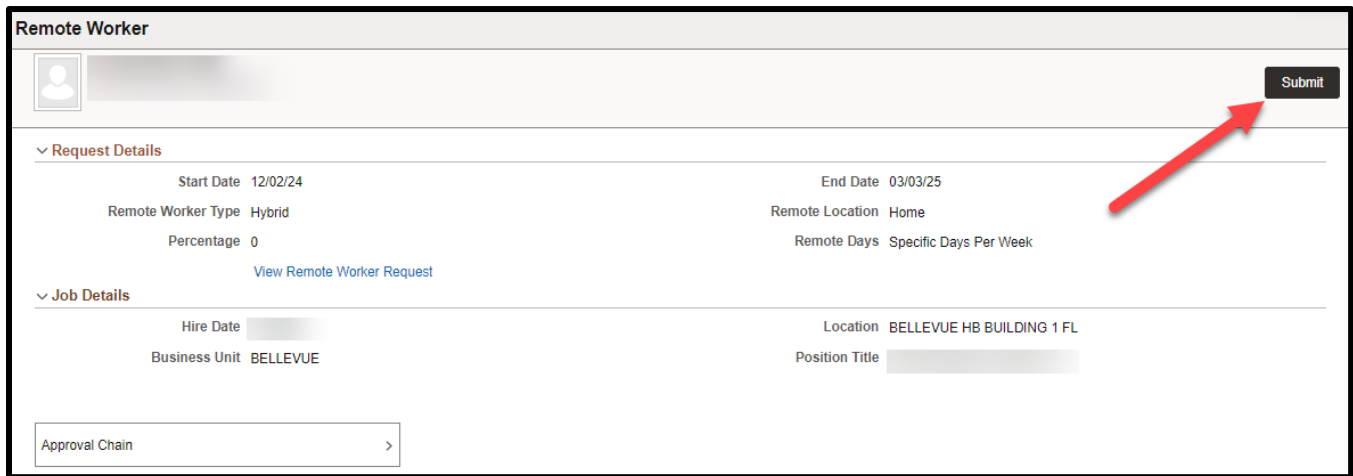
Not Routed
Remote Worker By Posn Mgmt >

Manager/Reviewer – Submitting Remote Worker Requests

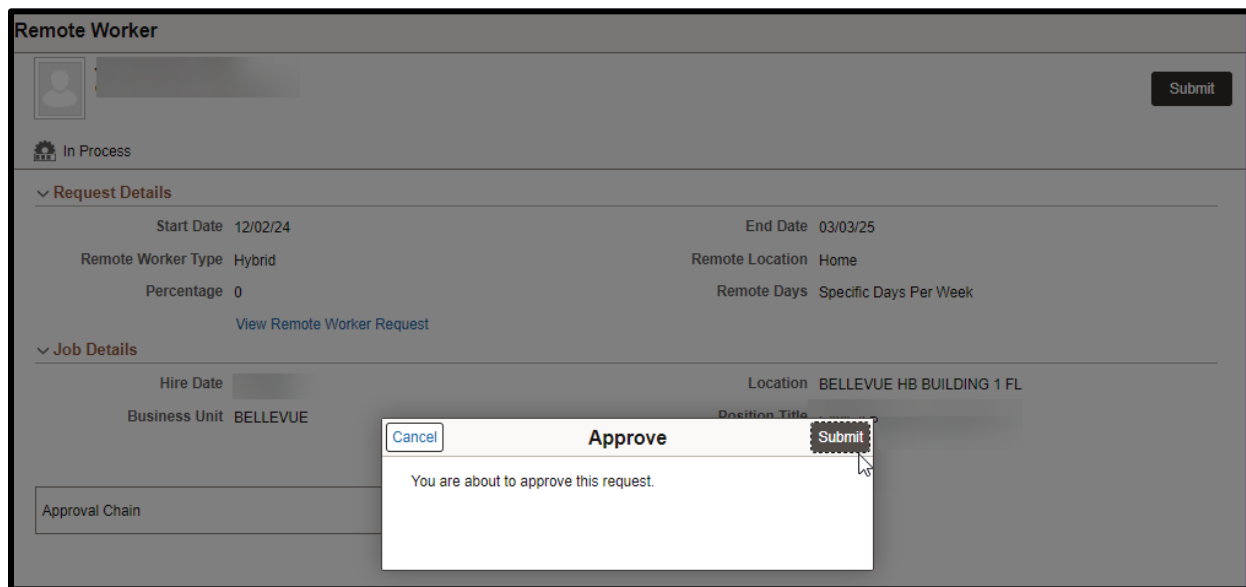
After carefully reviewing the **Remote Worker Request** based on the provided criteria, the manager submits the request by clicking on the **Submit** button.

A dialogue box will appear prompting the manager to **Submit*** the submission.

The manager selects **Submit** to send **Remote Worker Request** to the **Reviewer** (the manager's manager)



The screenshot shows the 'Remote Worker' form interface. At the top right, there is a 'Submit' button. A red arrow points from the bottom right towards this button. The form is divided into sections: 'Request Details' and 'Job Details'. Under 'Request Details', fields include Start Date (12/02/24), End Date (03/03/25), Remote Worker Type (Hybrid), Remote Location (Home), Percentage (0), and Remote Days (Specific Days Per Week). Under 'Job Details', fields include Hire Date, Business Unit (BELLEVUE), Location (BELLEVUE HB BUILDING 1 FL), and Position Title. An 'Approval Chain' dropdown is visible at the bottom left.



This screenshot shows the same 'Remote Worker' form, but with an 'Approve' dialog box overlaid in the center. The dialog box has a title bar that says 'Approve' and contains the text 'You are about to approve this request.' It has 'Cancel' and 'Submit' buttons. The background form is dimmed, showing the same details as the previous screenshot, including the 'Submit' button at the top right.

**Please note that while the system may show that the remote work 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.*

Manager/Reviewer – Submitting Remote Worker Requests

Reviewer:

When a **Remote Worker Request** is submitted by the employee’s manager, the following automated email notification is sent to the Reviewer’s work email address.

The Reviewer can review the **Remote Worker Request** in PeopleSoft HR by clicking the **link** in the email.

From: [hrcsysadmin@nychhc.org](mailto:hrsysadmin@nychhc.org) <hrcsysadmin@nychhc.org>
Sent: Monday, November 25, 2024 10:16 AM
To: [REDACTED]
Subject: Remote Worker Request for [REDACTED] has been submitted for approval.

Hi [REDACTED]

The Remote Worker Request for [REDACTED] has been submitted for your review and recommendation. The request can be accessed by clicking the link below.

Please carefully review Remote Worker Request based on the following criteria:


- Whether the employee’s job duties require a continued presence at the facility
- Whether the remote opportunity will generate additional work for employees working in-person
- Does the department have capability to supervise remote employee?
- Work performance
- Disciplinary history

Please discuss with employee any modification of request before submitting recommendation to Reviewer.

Click the link below to review request and submit your recommendation to your manager.

https://hrms.nychhc.org/psc/hrprd/EMPLOYEE/HRMS/c/EOAWMA_MAIN_FL.EOAWMA_MAIN_FL.GBL?Page=EOAWMA_MAIN_FL&Action=U&EMPLID=100031687&EMPL_RCD=0&START_DATE=2024-12-01&ProcessID=RemoteWorker

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.



Reviewers can also view the **Remote Worker Request** by clicking on the request in the Notifications menu on the homepage of **Employee Self-Service**, or under the **Approvals** tile in **Manager Self-Service**.

Manager/Reviewer – Submitting Remote Worker Requests

The screenshot shows the 'Employee Self Service' dashboard. On the right side, there is a 'Notifications' panel with a tab for 'Alerts'. A notification is displayed: 'Remote Worker request for [redacted] is awaiting your approval.' with a timestamp of '3 minutes ago'. A red arrow points from the 'Remote Worker' tile on the dashboard to this notification.

The screenshot shows the 'Manager Self Service' dashboard. It features several tiles: 'Manager Dashboard', 'Approvals' (with a count of 4), 'LeaveBal / Unprocessed Timshts', 'Team Calendar', 'My Team', and 'Team Time'. A red arrow points from the 'Approvals' tile towards the bottom of the page.

Pending Approvals

View By: Type

Type	Count
All	2
Remote Worker	1
Reported Time	1

All		2 rows
Reported Time	Quantity for Approval 40.00 Hours	Routed >
Remote Worker		Routed >

A red arrow points from the 'Remote Worker' row in the table to the 'Remote Worker' tile in the table above.

Manager/Reviewer – Submitting Remote Worker Requests

Once the reviewer selects the request, they see the general request and job details of the employee.

To view the specific details of the request, including **remote days**, **remote location**, and **remote work reason** (pilot program), the manager selects **View Remote Worker Request**.

They can also view the approval chain of the request on this page.

Remote Worker

Request Details

- Start Date 12/02/24
- Remote Worker Type Hybrid
- Percentage 0
- End Date 03/03/25
- Remote Location Home
- Remote Days Specific Days Per Week

[View Remote Worker Request](#)

Job Details

- Hire Date
- Business Unit BELLEVUE
- Location BELLEVUE HB BUILDING 1 FL
- Position Title

Approval Chain >

Remote Worker

Request Details

- Hire Date
- Position
- Location BELLEVUE HB BUILDING 1 FL
- Regulatory Region USA
- Start Date 12/02/2024
- Business Unit BELLEVUE
- Department
- Job Eligible
- Position Eligible
- End Date 03/03/2025

Details

- Remote Worker Type Hybrid
- Remote Work Reason OSA Remote Worker Pilot
- Remote Location Home
- Address NY USA
- Remote Days Specific Days Per Week

Select Days

Approvals

Remote Worker Approval Pending

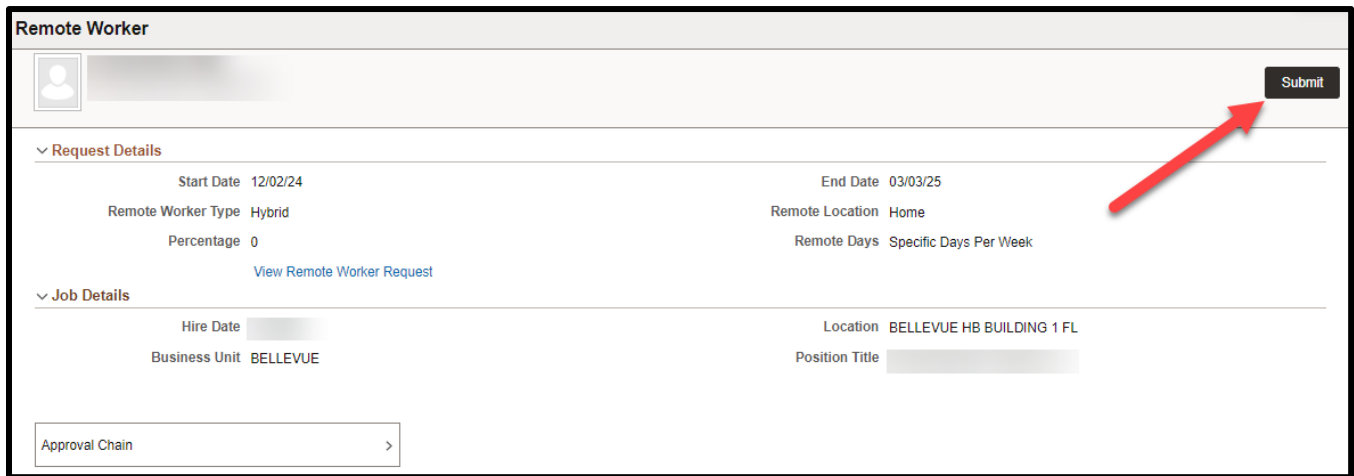
Status	Action
Pending	Remote Worker By Posn Mgmt >
Not Routed	Remote Worker By Posn Mgmt >

Manager/Reviewer – Submitting Remote Worker Requests

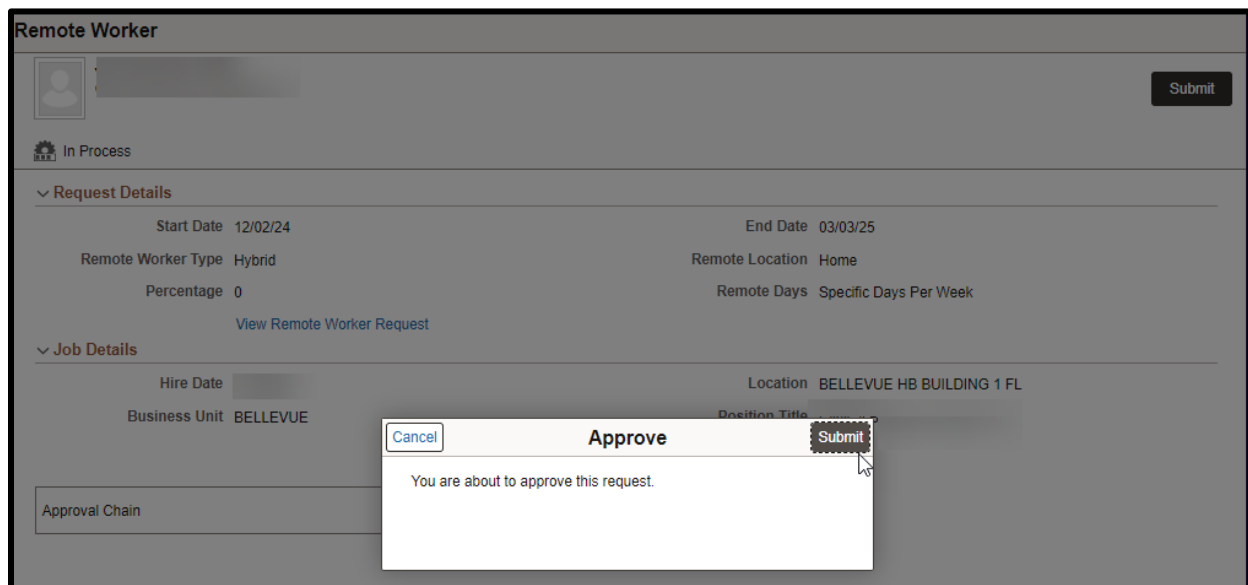
After carefully reviewing the **Remote Worker Request** based on the provided criteria, the reviewer submits the request by clicking on the **Submit** button.

A dialogue box will appear prompting the reviewer to **approve*** the submission.

The reviewer selects **Submit** to send **Remote Worker Request** to HR, the final step in the approval chain.



The screenshot shows the 'Remote Worker' form interface. At the top right, there is a 'Submit' button. A red arrow points to this button. Below the header, there are sections for 'Request Details' and 'Job Details'. The 'Request Details' section includes fields for Start Date (12/02/24), End Date (03/03/25), Remote Worker Type (Hybrid), Remote Location (Home), Percentage (0), and Remote Days (Specific Days Per Week). The 'Job Details' section includes Hire Date, Business Unit (BELLEVUE), Location (BELLEVUE HB BUILDING 1 FL), and Position Title. At the bottom left, there is an 'Approval Chain' dropdown menu.



This screenshot shows the same 'Remote Worker' form as above, but with an 'Approve' dialog box open in the foreground. The dialog box has a title bar that says 'Approve' and contains the text 'You are about to approve this request.' It has 'Cancel' and 'Submit' buttons. The 'Submit' button in the dialog is highlighted with a mouse cursor. The background form is dimmed.

**Please note that while the system may show that the remote work 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.*