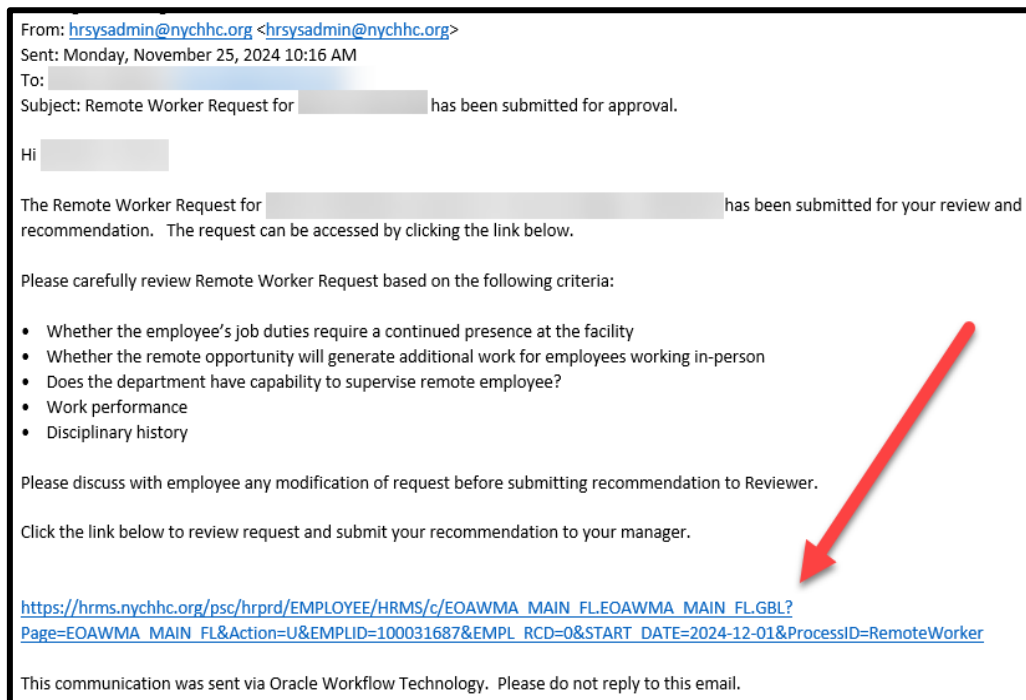# Manager/Reviewer – Submitting Remote Worker Requests

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.
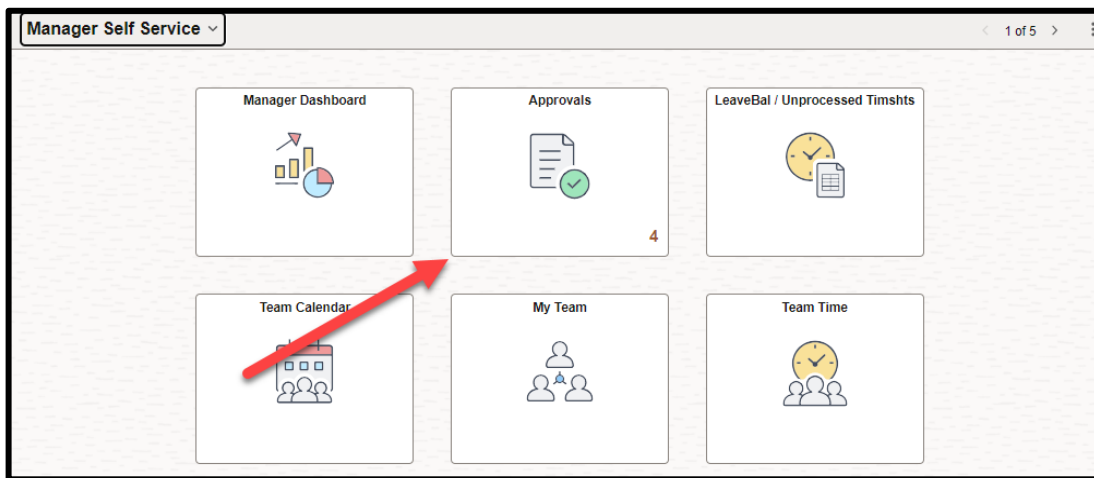

Manager:

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.**

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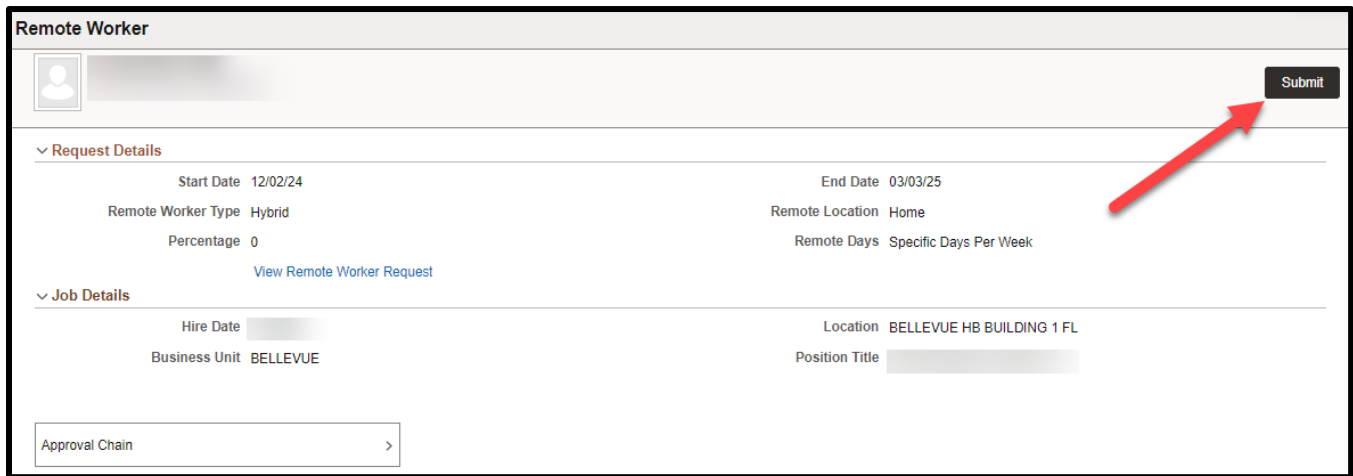
They can also view the approval chain of the request on this page.

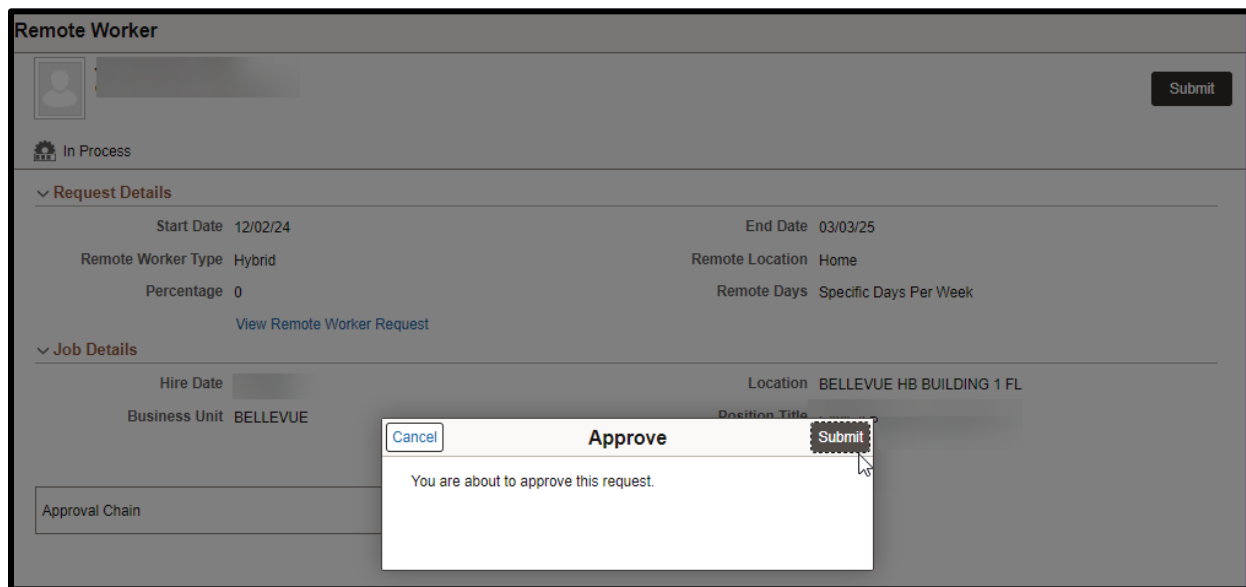# Manager/Reviewer – Submitting Remote Worker Requests

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)

*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.

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.

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

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.

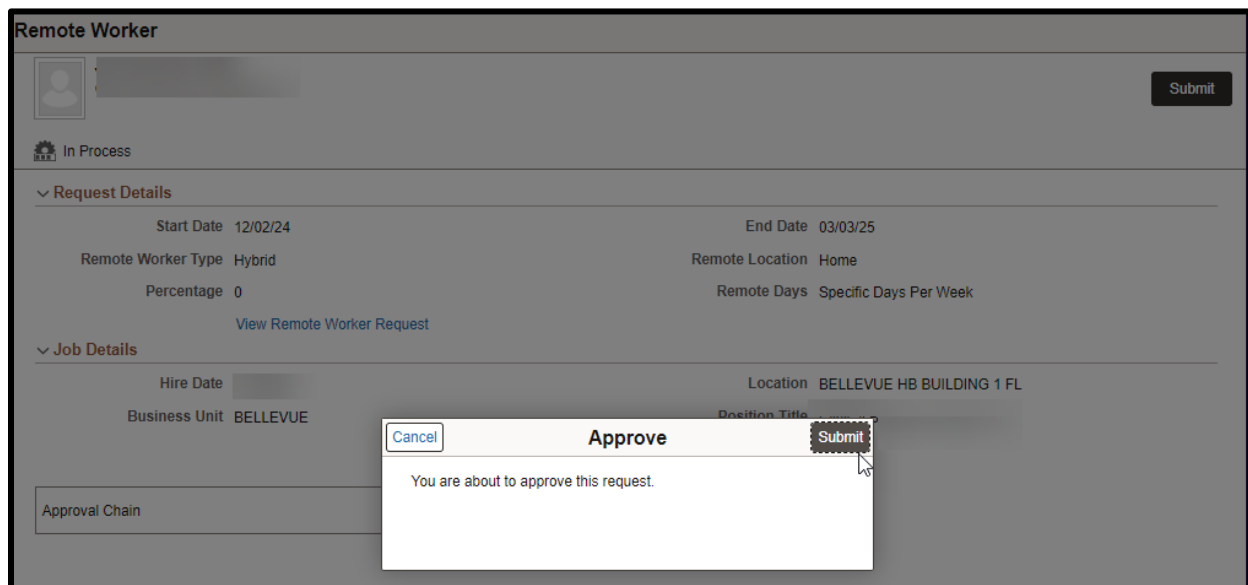# Manager/Reviewer – Submitting Remote Worker Requests

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.

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.