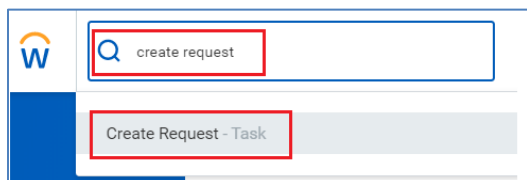


## How to Submit a Remote Work Request in Workday

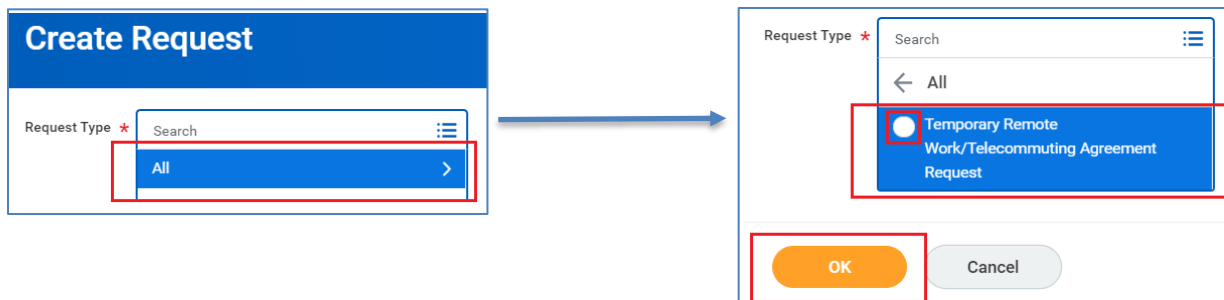
- During the public health emergency, Montclair State employees may request to establish remote working arrangements in order to work remotely. The decision to establish a remote working arrangement will be made by the supervisor in consultation with the employee, and with the ultimate approval of their Dean or Vice President. All recommendations and approvals of remote working arrangements will be based on the needs of the University and the unit. Not all job roles can be performed remotely and thus may not be eligible.
- The employee and supervisor must document: the job responsibilities and duties to be performed, the reporting relationship and frequency of reporting, and the beginning and end dates. Remote working arrangement requests must be initiated by the employee and approved by their supervisor and Dean/Vice President. All approved remote working arrangements will be forwarded to Vice President for Human Resources, and, in the case of academic affairs employees, to the Provost. A remote working arrangement may be established for up to three weeks and may be extended or modified by submitting another remote working arrangement request using Workday for approval. All remote working arrangements are subject to amendment or termination at any time.

**Step 1:** Type “Create Request” in the search bar and select the “Create Request- Task”



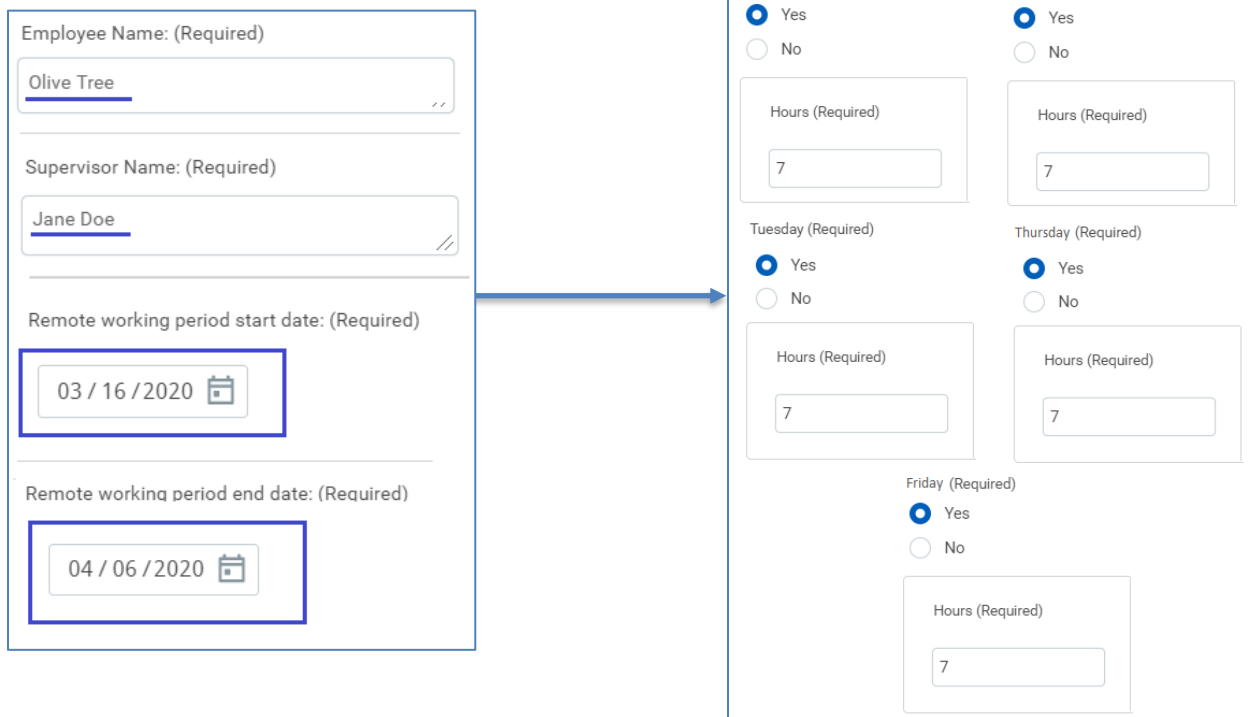
The screenshot shows the Workday search bar with the text 'create request' entered. Below the search bar, the option 'Create Request - Task' is highlighted in a blue box.

**Step 2:** Select “All”, followed by “Temporary Remote Work/Telecommuting Agreement Request” and click “OK”



The first screenshot shows the 'Create Request' form with 'All' selected in the 'Request Type' dropdown. The second screenshot shows the expanded dropdown menu with 'Temporary Remote Work/Telecommuting Agreement Request' selected. The 'OK' button is highlighted in a blue box.

**Step 3:** A questionnaire will prompt requiring: your name, your supervisor’s name, time frame of request, the days & hours requested to work remotely, job duties/responsibilities, objectives, frequency of reporting, and any additional comments (examples below)



The first screenshot shows the questionnaire form with fields for 'Employee Name: (Required)' (Olive Tree), 'Supervisor Name: (Required)' (Jane Doe), 'Remote working period start date: (Required)' (03 / 16 / 2020), and 'Remote working period end date: (Required)' (04 / 06 / 2020). The second screenshot shows the days and hours section with 'Yes' selected for Monday, Tuesday, Wednesday, Thursday, and Friday, and '7' entered for the hours for each day.

#### Step 4: Once the questionnaire is completed, click “Submit”

List the job responsibilities/duties the employee will perform during the remote working period. (Required)

SAMPLE:

- Support planning and coordination of a program and its activities
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media, etc.

List of the Objectives the employees will achieve during the remote working period. (Required)

SAMPLE:

- Ensure all email communications are answered in a timely manner
- Send out weekly and/or bi-weekly updates to my team(s)
- Maintain budget/expense transactions in University's system

Employee will report to the Supervisor/Alternate Supervisor by email or voice call a minimum of \_\_\_\_\_ (for example, twice a day). (Required)

Email at the beginning and end of each day. Voice calls will be made on an as needed basis.

Additional Comments:

Submit

Save for Later


Cancel

#### Approval Workflow:

Employee Submits → Supervisor Reviews and Approves/Denies → Vice President or Dean Approves/Denies → HR Reviews for Completion

#### How to View the Status of Your Request:

Type “My Requests” and select the “My Request- Report”. Then, view the “Status” section on the grid.



My Requests - Report

### My Requests

Actions

| Request  | Type  | Description | Status      | Resolution | Initiation Date            |
|--|---|-------------|-------------|------------|----------------------------|
| Request : Temporary Remote Work/Telecommuting Agreement Request : Olive Tree | Temporary Remote Work/Telecommuting Agreement Request |             | In Progress |            | 03/15/2020 03:26:58.623 PM |

#### How to Cancel Your Request:

With your mouse, hover over the “Request” until 3 dots appear. Click “Request” and “Cancel”. Then, enter a comment and click “Submit”.

1 item

| Request  | Type  |
|--|---|
| Request : Temporary Remote Work/Telecommuting Agreement Request : Olive Tree | Temporary Remote Work/Telecommuting Agreement Request |

Request

Cancel

Entered in Error

Process History

Olive Tree

Request - Step Completed

- 1 hour ago

Jane Doe

Approval by Manager - Awaiting Action

- Due 03/17/2020

Submit

Cancel