

## PeopleSoft Telecommuting Agreement Process Tutorial for Employees

*Overview: After your HEERA Manager has discussed your telecommuting request, the divisional telecommuting expectations, and your telecommuting work schedule with you, your manager will initiate the Telecommuting Agreement form for you in PeopleSoft.*

*Once the Telecommuting Agreement form has been initiated by your HEERA Manager, you will be notified via email to review the information for accuracy and to complete and submit your Telecommuting Agreement to your AVP/Dean and then to VP/Provost for review.*

### Contents

Quick Guide – Submitting an Agreement.....	2
Quick Guide – Correcting an Agreement .....	2
Quick Guide –Viewing an Agreement’s Status .....	2
Detailed Guide - Submitting an Agreement .....	3
Detailed Guide - Correcting an Agreement.....	10
Detailed Guide – Viewing the Status of an Agreement.....	12

## Quick Guide – Submitting an Agreement

- Click on “click here” in the Outlook email notification that you received after your manager initiated a telecommuting agreement on your behalf. Alternatively, log in to [myCPP](#) → Telecommuting Program → My Telecommuting Agreement. Then, click on View Details to open your telecommuting agreement.
- Review the information that your manager has entered to ensure accuracy. To review your attached position description, click on View Attachment.
- Review the Cal Poly Pomona Telecommuting Program terms and conditions to understand the obligations and duties you’ll undertake upon management approval of your Telecommuting Agreement.
- Perform a safety inspection of your telecommuting worksite to ensure you have a clean, safe, and ergonomically sound workspace that meets each physical/ergonomic condition shown in your Telecommuting Agreement. Complete the Telecommuter’s Home Safety Checklist by checking every box on the list.
- Review the Acknowledgment and Certification statements. Click on “Submit” to indicate your agreement with these statements and to submit your Telecommuting Agreement.

## Quick Guide – Correcting an Agreement

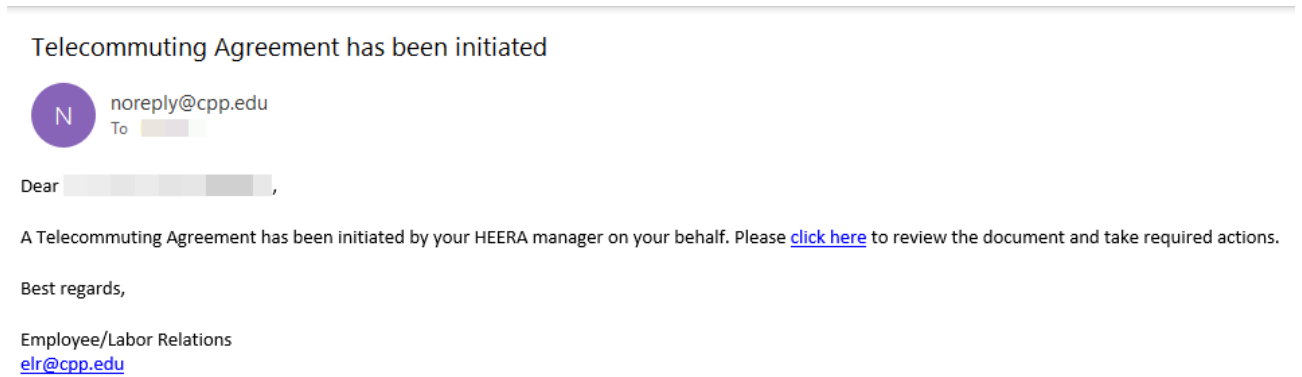
- On your telecommuting agreement form, you can only correct your telecommuting site address and work phone number. If any other correction is needed, you will have to send your form back to your manager to make the correction.
- To send the form back, click on Send Back to Manager. Then, in the Comments pop-up window, briefly describe the requested corrections.

## Quick Guide –Viewing an Agreement’s Status

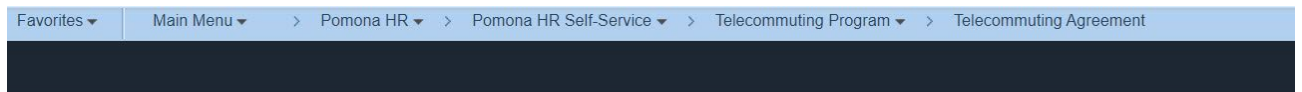
- Log in to [myCPP](#) → Telecommuting Program → My Telecommuting Agreement.
- Click on View Details to see where the form is in the routing process.

## Detailed Guide - Submitting an Agreement

**Step 1:** To open the Telecommuting Agreement that your manager has initiated on your behalf, click on “click here” in the email notification that you received.






Alternatively, log in to [myCPP](#) → Telecommuting Program → My Telecommuting Agreement. Then, click on View Details.



### Telecommuting Agreement



Click on the View Details button to review and complete your Telecommuting Agreement.

Telecommuting Agreement Details					Find   	First 	1 of 1 	Last
	Start Date	End Date	Created Datetime	Status	View Details			
1	08/01/2023	08/31/2023	08/01/23 3:18PM	Initiated	<a href="#">View Details</a>			



**Step 2:** Review the Cal Poly Pomona Telecommuting Program terms and conditions to understand the duties and obligations you'll undertake upon approval of your Telecommuting Agreement. Then, click Next.

Favorites ▾ Main Menu ▾ > Pomona HR ▾ > Pomona HR Self-Service ▾ > Telecommuting Program ▾ > Telecommuting Agreement

---

## CAL POLY POMONA TELECOMMUTING PROGRAM

I. Introduction

A. California State University ("CSU") supports telecommuting when the campus determines that telecommuting is operationally feasible and is in its best interest. Such instances for telecommuting work arrangements may be considered when there are opportunities for improved operational performance, or as part of a disaster recovery or emergency plan. CSU recognizes that with current technology, it is possible for some employees to perform a variety of duties and job functions from their residences or other equipped sites ("Telecommuting Site"). This Telecommuting Program is designed for the campus's immediate use. Any changes to the program may require notice to the appropriate union(s) and an opportunity to meet and confer on impacts within the scope of representation.

B. CSU recognizes that telecommuting is only feasible for those job duties that can be performed away from campus. In that regard, most telecommuting agreements are voluntary and can be implemented only in instances in which a Department's Appropriate Administrator has determined that the nature of the job duties of a particular position can be performed successfully outside the traditional office setting without an undue impact on campus operations and the CSU's educational mission. Appropriate Administrators and Departments should carefully review the advantages and disadvantages before offering a telecommuting agreement.

C. Employees who are authorized to telecommute must submit a telecommuting agreement. The telecommuting agreement should identify, in advance, what assignments or tasks are appropriate to be performed at the telecommuting site. The employee should understand the expectations and essentials for participating in a successful telecommuting program. Participating employees shall only telecommute from within the State of California unless specifically authorized by the President and permitted by CSU policy.

D. Participation in the campus Telecommuting Program does not alter the rights or benefits provided under the employee's collective bargaining agreement ("CBA") between the California State University and the employees' unions.

E. The University recognizes the significant value of in-person on-site engagement. Accordingly, telecommuting may be full time or part time as determined by the appropriate administrator. Even full-time telecommuting assignments likely will include some on-site obligations. Participating employees will normally be provided 48 hours' notice of return to campus for an on-site obligation except by mutual agreement or in case of unavoidable circumstances.


F. Telecommuting agreements under this program are at the sole discretion of the campus and may be changed or revoked in accordance with this program.

G. Except as expressly set out below for Emergency Business Needs, telecommuting arrangements do not create any additional obligations upon the campus to provide equipment or workspace to the telecommuting employee. Those obligations are based upon the on-site status of the employee only.

...

Marital Status  
Physical description  
Other

**By submitting this Agreement, I acknowledge that I have received, read, and understood the CPP Telecommuting Policy. Furthermore, I agree to abide by the CPP Telecommuting Policy and this Agreement.**

Cancel Next 

**Step 3:** Perform the safety inspection of your telecommuting worksite to ensure you have a clean, safe, and ergonomically sound workspace that meets each physical/ergonomic condition shown in your Telecommuting Agreement. Then, complete the Telecommuter's Home Safety Checklist.

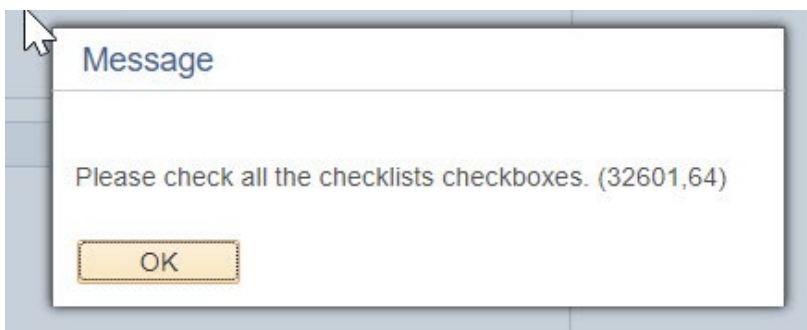
TELECOMMUTER'S HOME SAFETY CHECKLIST

The Telecommuter is responsible for ensuring a clean, safe, and ergonomically sound home/off-site office as a condition for telecommuting. An initial on-site workplace hazards assessment of the home/off-site office may be deemed necessary. All the conditions below should be met and checked off and are the sole responsibility of the Telecommuter. The Telecommuter should review this checklist with their Appropriate Administrator, and must sign it prior to the start of telecommuting:

**Alternate Work Location Physical and Ergonomic Conditions**

- The Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition arranged to work most efficiently and safely.
- The work area is adequately illuminated with lighting directed toward the site or behind the line of vision, not in front or above it.
- Supplies and equipment (both University and employee-owned) are in good condition.
- The area is well ventilated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have grounding conductors and do not connect to another extension cord.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight fitting covers or plates.
- Surge protectors are used for computer equipment.
- Desk, chair, computer, and all other equipment used for telecommuting are of appropriate design and arranged to eliminate strain on all parts of the body.
- Heavy items are securely placed on sturdy stands close to walls.

You must check every box on the checklist or you will see this message:



After reviewing the statement that you certify your telecommuting worksite meets all safety conditions, click on Next.

#### Acknowledgement and Certification

By checking each box above and submitting this Agreement, I certify that all safety conditions are met.

Cancel

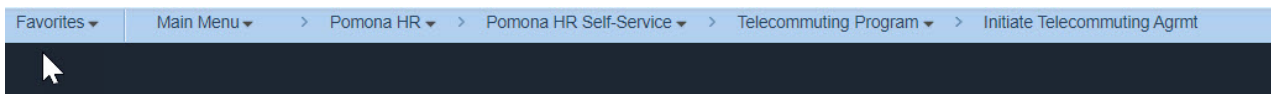
Next



**Step 4:** Review the following information on your Telecommuting Agreement for accuracy:

- Employee's Information
- Telecommuter Work Schedule
- Position Description
- Telecommuting Work Performance Expectations

**Note:** You will only be able to correct your work phone number and telecommuting site address. If there are mistakes in any other section of your Telecommuting Agreement, follow the steps in the Correcting an Agreement section of this tutorial to request your manager to make the corrections.



### Telecommuting Agreement

Telecommuter Information			
Employee Name		Employee ID	
Division Name	President's Office	College/Div Area	AVP Empl & Org Dev & Advance
Department	Empl Labor Relations & Compli	Classification	
Work Email	@cpp.edu	Work Phone #	
Telecommuting Site Address			
*Telecommuting Start Date	08/01/2023	*Telecommuting End Date	08/31/2023

### Attachment

A copy of the employee's position description must be attached to this agreement.

**Attached File** JobDescr.docx

View Attachment



### Telecommuter Work Schedule

Mark the days that the employee is scheduled to work at the Telecommuting Site (TS) and the days they are scheduled to work on campus (OC). If their telecommuting work hours are different from their normal work hours, list them below. Work hours will be in accordance with Collective Bargaining provision(s).

Weekly Work Schedule Hours and Location					View All	1-5 of 5	Last
	Day	Location	Start Time (HH:MMXM)	End Time (HH:MMXM)			
1	Monday	On Campus	8:00AM	9:00AM	+	-	
2	Tuesday	On Campus			+	-	
3	Wednesday	On Campus			+	-	
4	Thursday	On Campus			+	-	
5	Friday	Telecommuting Site			+	-	

### Telecommuting Work Performance Expectations

The following is a list of the employee's work duties under this Telecommuting Agreement with a notation of whether the duties will be performed on campus, at the Telecommuting Site, or both:

All duties will be performed at the telecommuting site for those days working remotely.

**Step 5:** Review the statement indicating your agreement to abide by the terms of the CPP Telecommuting Policy and your Telecommuting Agreement. Then click on "Submit" to submit your Telecommuting Agreement.

**By submitting this Agreement, I acknowledge that I have received, read, and understood the CPP Telecommuting Policy. Furthermore, I agree to abide by the CPP Telecommuting Policy and this Agreement.**

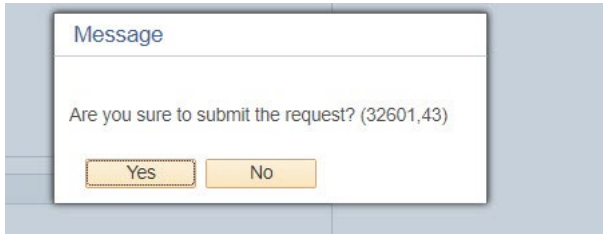
Cancel

Send Back to Manager

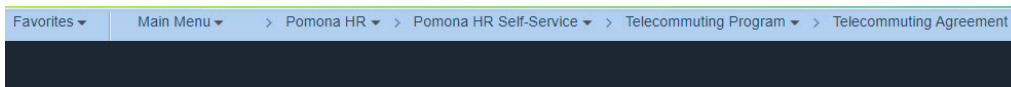
Submit



Click on Yes in the pop-up window if you're ready to submit the form. Otherwise, click on No. You will lose all information you entered if you click on No.



**Step 6:** After you submit the form, you'll see the message below.



Telecommuting Agreement Confirmation

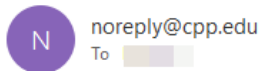


Your request has been submitted successfully.

You will also receive an email confirmation like the one below.

---

Telecommuting Agreement has been submitted



Dear [redacted],

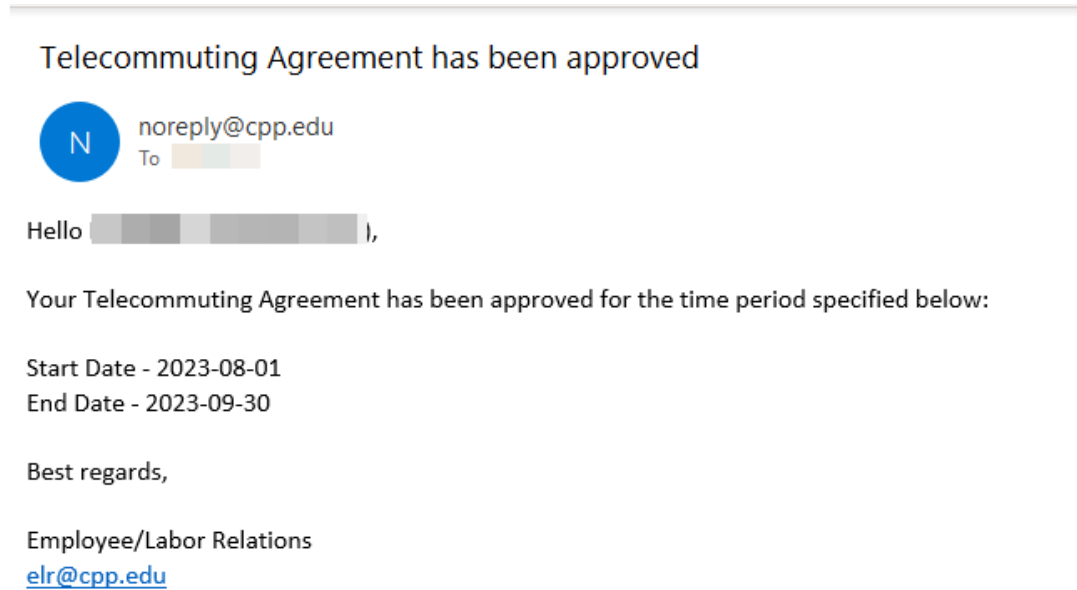
Your Telecommuting Agreement has been submitted. You will be notified once the Agreement is approved.

Best regards,

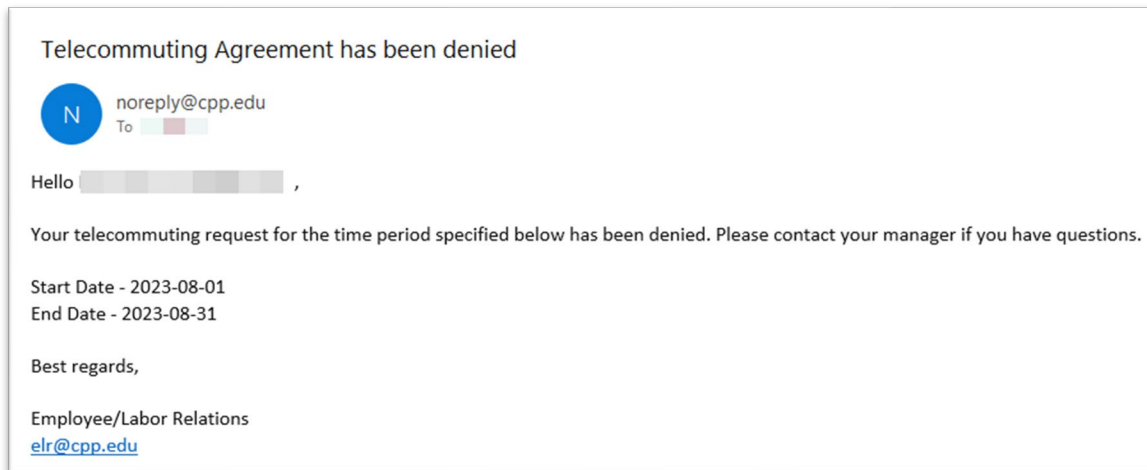
Employee/Labor Relations  
[elr@cpp.edu](mailto:elr@cpp.edu)



**Step 7:** Once management approvals have been obtained, you will receive an email notification like the one below.



If management approvals were not obtained, you will receive an email notification like the one below.



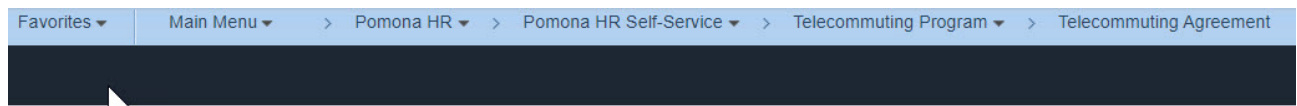
## Detailed Guide - Correcting an Agreement

Other than the telecommuting site address and work phone number, which you can change, for any other corrections/updates that need to be made to the Telecommuting Agreement, send your Telecommuting Agreement back to your manager.

**Step A:** At the end of the Telecommuting Agreement form, click on Send Back to Manager. Then, click on Yes in the pop-up window.

The screenshot displays a web form with two main sections: 'Attachment' and 'Telecommuting Work Performance Expectations'. The 'Attachment' section includes a note: 'A copy of the employee's position description must be attached to this agreement.' Below this, an attached file is listed as 'PD\_-\_PosNo\_00001334\_-\_20160511.pdf' with a 'View Attachment' button. The 'Telecommuting Work Performance Expectations' section contains the text: 'The following is a list of the employee's work duties under this Telecommuting campus, at the Telecommuting Site, or both:' followed by 'TEST TEST'. A 'Message' pop-up window is overlaid on the bottom right, containing the question 'Are you sure you want to send the form back to your Manager? (32601,44)' and two buttons: 'Yes' and 'No'. A large red arrow points downwards towards the 'Send Back to Manager' button located at the bottom of the form. Other buttons at the bottom include 'Cancel', 'View Comments', and 'Next'.

**Step B:** In the Comments box, briefly describe the corrections you are requesting your manager to make. Then, click Ok.



Add comments to explain why you are sending the form back.

**Comments**

Please correct my work schedule as we discussed.

Cancel

OK

**Step C:** Your manager will receive an email notification of the returned Agreement.

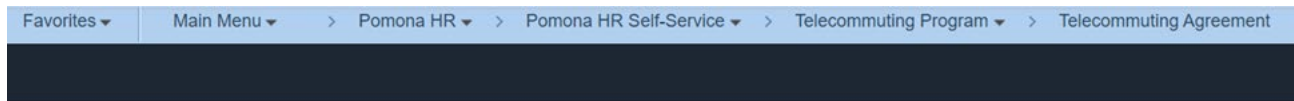
Once your manager corrects the Agreement and submits it again, you will receive an email notification that a Telecommuting Agreement has been initiated by your manager. See Step 1 in the Detailed Guide – Submitting an Agreement section of this tutorial.

To review and submit the Agreement, see the Detailed Guide – Submitting an Agreement section of this tutorial.

## Detailed Guide – Viewing the Status of an Agreement

**Step a:** To view the status of any Telecommuting Agreement that has been initiated by your manager on your behalf, log in to [myCPP](#) → Telecommuting Program → My Telecommuting Agreement.

If no agreement has been initiated for you, you will see this message:

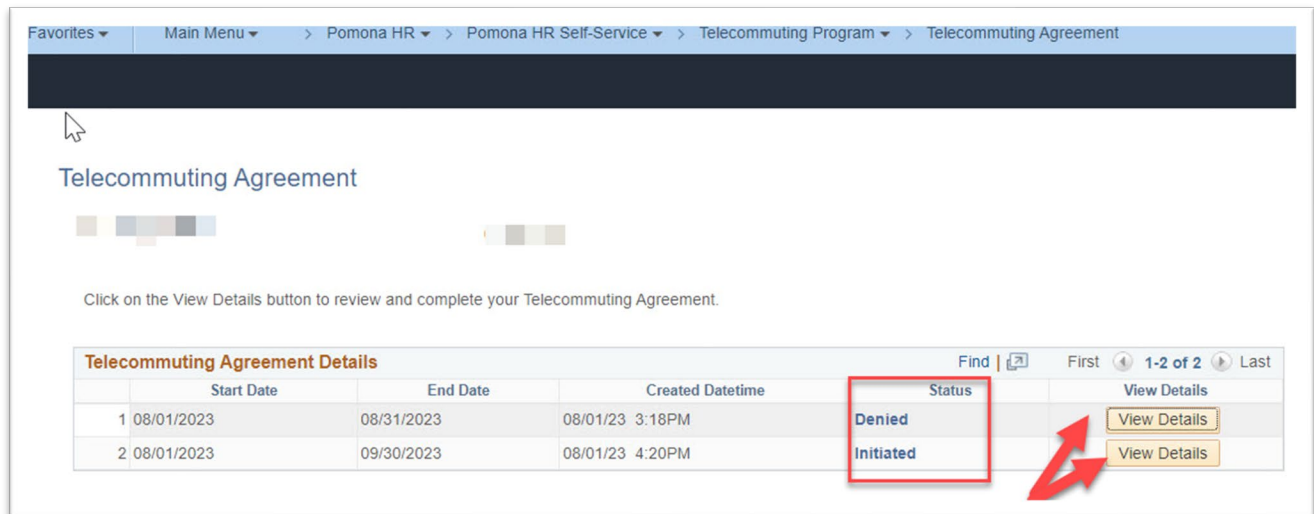


### Telecommuting Agreement



No Telecommuting Agreement was found.

Once your manager has initiated a Telecommuting Agreement for you, the Agreement appears in the Telecommuting Agreement tab in Peoplesoft.



Click on the View Details button to review and complete your Telecommuting Agreement.

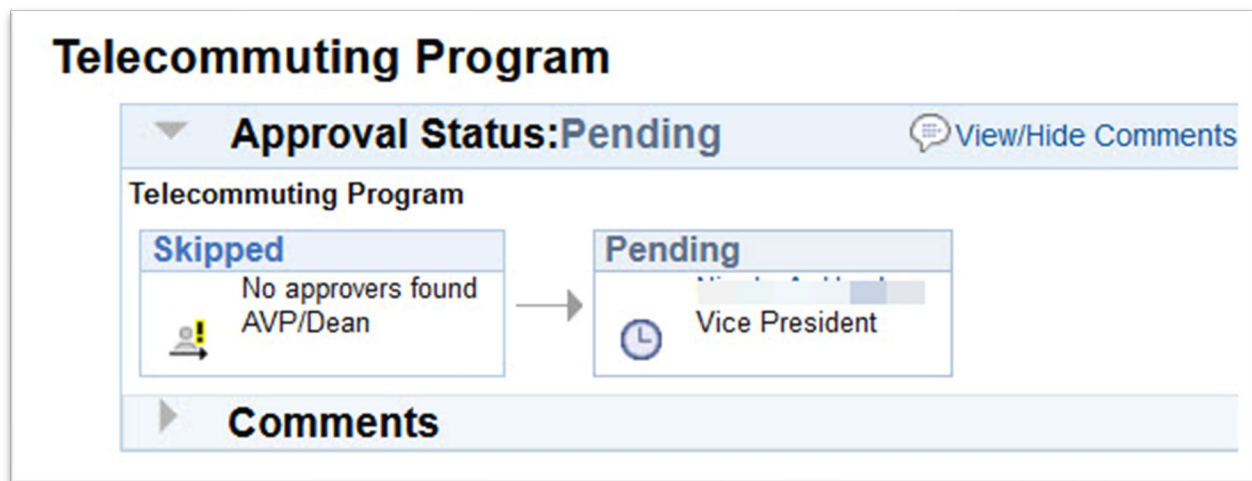
Telecommuting Agreement Details					Find   🔍	First	1-2 of 2	Last
	Start Date	End Date	Created Datetime	Status				
1	08/01/2023	08/31/2023	08/01/23 3:18PM	Denied				View Details
2	08/01/2023	09/30/2023	08/01/23 4:20PM	Initiated				View Details

Look at the Status column. The list of form statuses that you'll see as the form goes through the PeopleSoft process are as follows:

Status	What this means
Initiated	HEERA manager has submitted the form on employee's behalf.
Approval Pending	Employee has completed and signed the form. This status will appear until the last management approval has been obtained.
Returned	Employee has returned the form to the HEERA manager for correction.
Approved	The last management approval has been obtained.
Denied	Management approval has been denied.

**Step b:** Click on View Details to see where the form is in the routing process.

Sample status details. (Note, since this employee reports directly to a vice president, the dean/AVP's approval step is skipped.)



## Telecommuting Program

Approval Status: **Approved**

Telecommuting Program

**Skipped**  
No approvers found  
AVP/Dean

→

**Approved**  
Vice President  
08/01/23 - 4:24 PM

Comments

**System at 08/01/23 - 4:21 PM**  
Not enough approvers were found at: step number 1, path 1, stage 10. Routing to next step.

## Telecommuting Program

Approval Status: **Denied**

Telecommuting Program

**Skipped**  
No approvers found  
AVP/Dean

→

**Denied**  
Vice President  
08/01/23 - 4:13 PM

Comments

**System at 08/01/23 - 3:46 PM**  
Not enough approvers were found at: step number 1, path 1, stage 10. Routing to next step.