PeopleSoft Telecommuting Agreement Process

Tutorial for HEERA Managers

Overview: You would initiate the PeopleSoft digital signing process after you have discussed the divisional telecommuting expectations with the employee and have finalized the employee's telecommuting work schedule.

The form will then be routed to the employee to review the information for accuracy, complete the Telecommuter's Home Safety Checklist and submit their Telecommuting Agreement to the AVP/Dean and then to VP/Provost for review.

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Quick Guide – Submitting an Agreement

- Log into MyCPP. Click on the Employee Center tab. Under the Telecommuting Program – Managers section, click on Manager-initiated Telecommuting Agreement.
- From the list of your direct reports that appears, find the employee for whom you want to initiate a telecommuting agreement. Click on Create Request to open the telecommuting agreement form.
- In the telecommuting agreement form, provide information regarding the employee's telecommuting arrangement.
- Attach the employee's position description.
- After reviewing the information you entered for accuracy, click Submit.

Quick Guide – Correcting an Agreement

- Click on Click Here in the email notification that states your employee has modified their agreement. Alternatively, log in to myCPP → Telecommuting Program - Managers → Telecommuting Agreement History.
- On the Telecommuting Agreement History screen, the employee's form status will show "Returned." Click on View Details to open the agreement.
- Click on View Comments to see any notes employee might have made as to why they sent the form back to you.
- After you have read the comments, click on Cancel to go back to the agreement to make corrections.

Quick Guide –Viewing an Agreement's Status

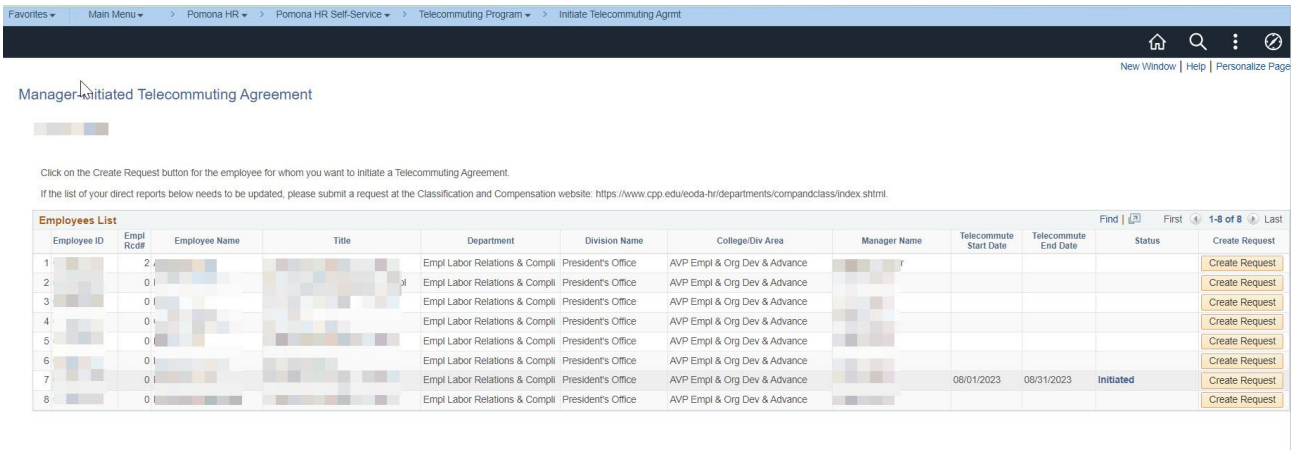
- Log in to myCPP → Telecommuting Program - Managers → Telecommuting Agreement History.
- Click on View Details to see where the form is in the routing process.

Detailed Guide - Submitting an Agreement

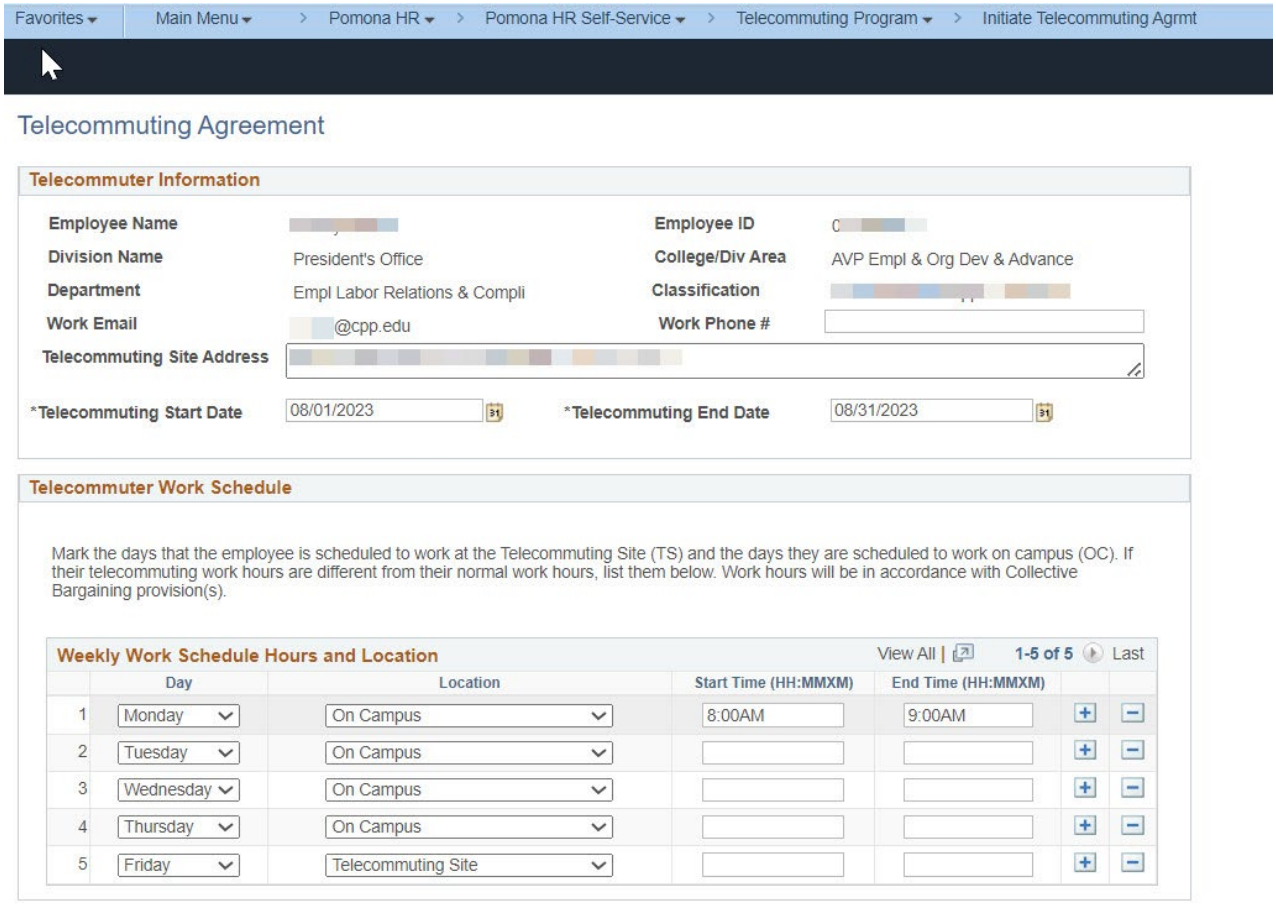
Step 1: Log into MyCPP. Click on the Employee Center tab. Under the Telecommuting Program – Managers section, click on Manager-initiated Telecommuting Agreement.

The list of your direct reports will open. (If this list needs updating, submit a request at the Classification and Compensation department website by clicking on HEERA Manager/Reports to Update.)

Step 2: To open the telecommuting agreement form for an employee, click on Create Request in the employee's row.

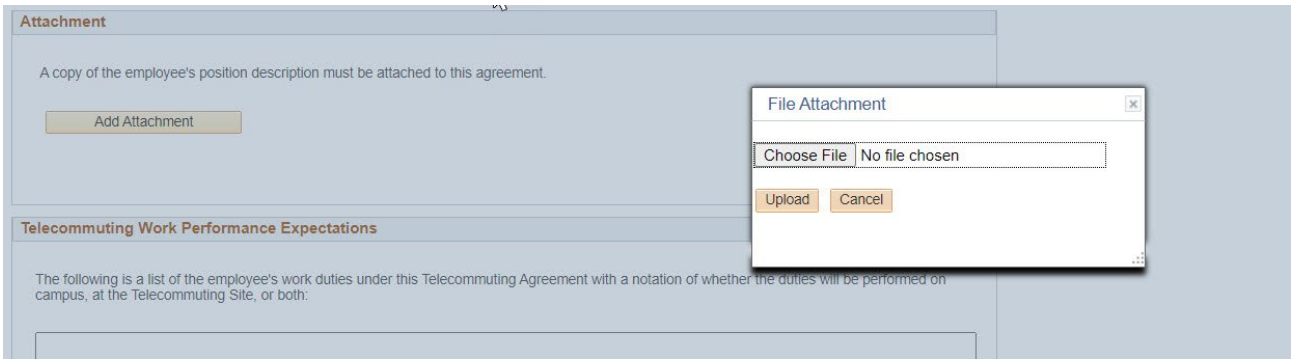


Step 3: Fill in the employee's work phone number, telecommuting site address, weekly work schedule and location, and the agreement start and end dates.



Step 4: Attach the employee's position description. Click on Add Attachment.

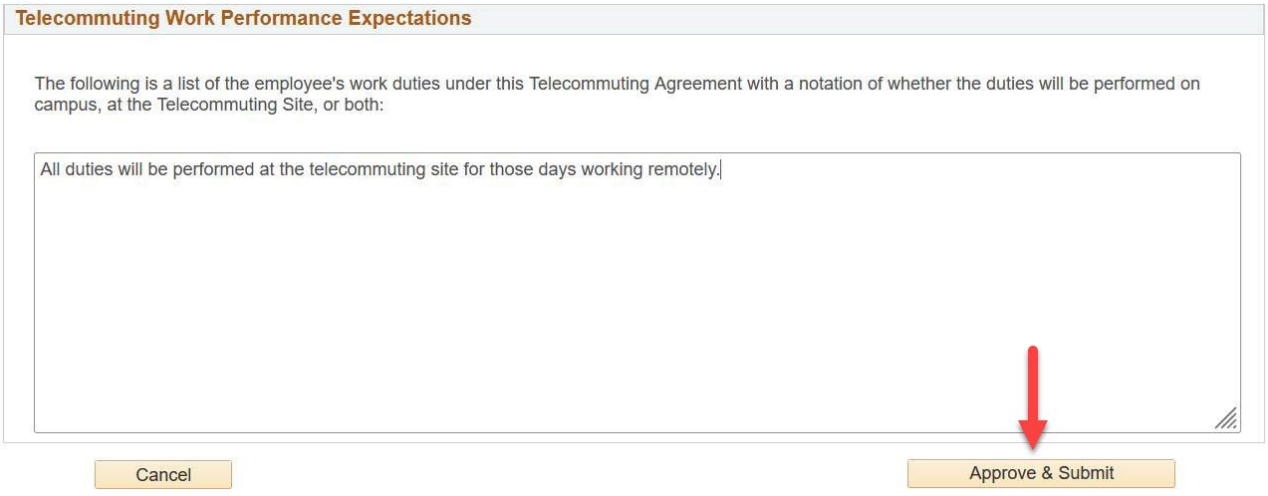
In the File Attachment pop up window, click Choose File. Locate and choose the file, then click on Upload.



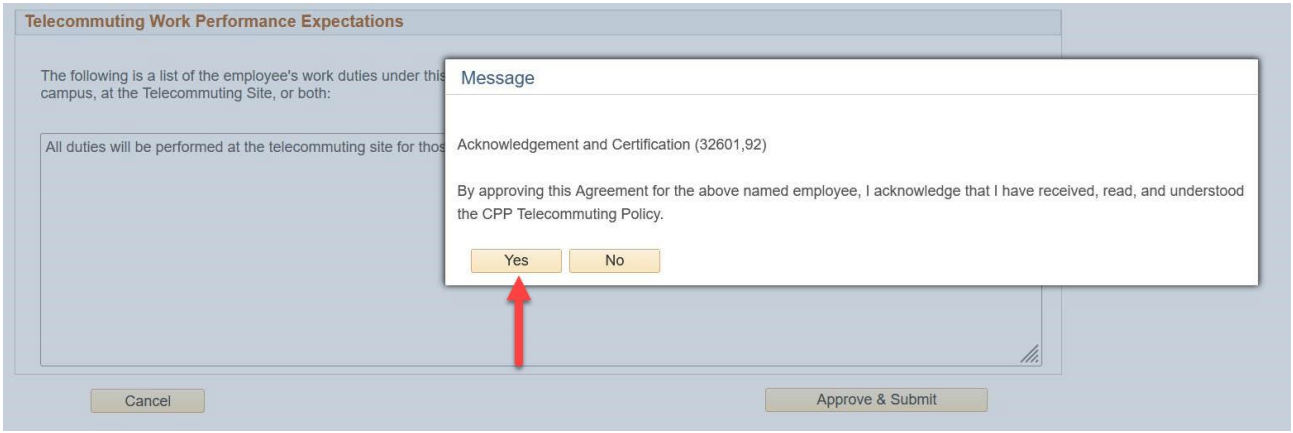
After uploading the file, you can click on View Attachment to doublecheck that the uploaded file is what you want. If it is the wrong file, click on Delete Attachment. Then repeat Step 4.

Step 5: In the Telecommuting Work Performance Expectations section, indicate which of the employee's job duties will be performed on campus, at the telecommuting site or both. See example below.

Then, click on Approve & Submit.



Step 6: In the pop-up window, click Yes to acknowledge that you have read and understood the CPP Telecommuting Policy and to send the agreement to the next level of management for review.



Step 7: After you submit the form, you'll receive an email confirmation and the status of the employee's agreement will change from blank to "Initiated" in the Manager-initiated Telecommuting Agreement and the Telecommuting Agreement History tabs in PeopleSoft.

Telecommuting Agreement has been initiated

N noreply@cpp.edu
To [redacted]

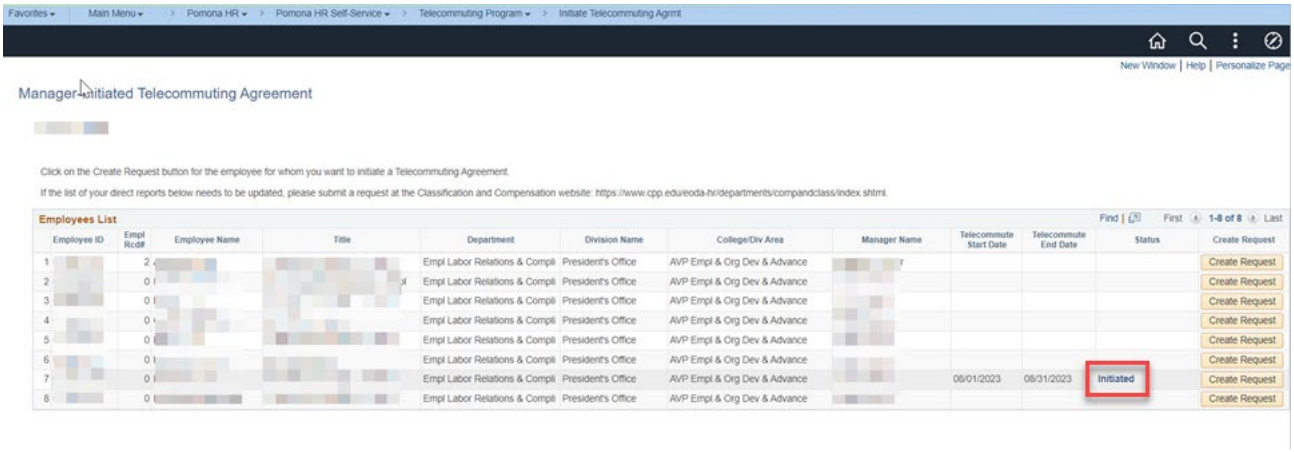
Dear [redacted],

A Telecommuting Agreement has been initiated by you for the following employee:

Employee - [redacted]
Job Title - [redacted]
Department - [redacted]

Best regards,

Employee/Labor Relations
elr@cpp.edu

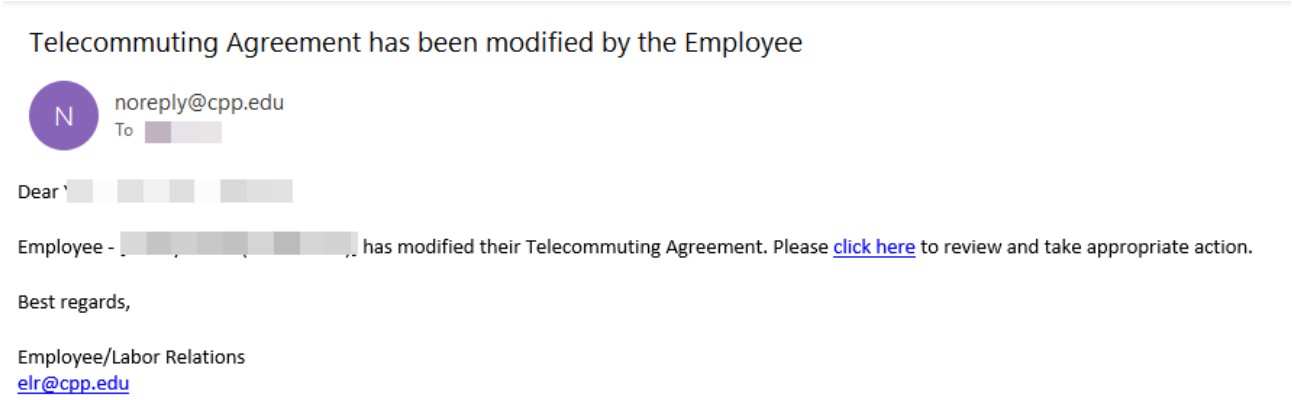


Detailed Guide - Correcting an Agreement

After you submit the agreement, the employee will be able to review and complete their agreement.

Other than the telecommuting site address and work phone number, the employee cannot correct any mistake you might have made. Thus, the employee will send the agreement form back to you for corrections and updates.

Step A: You will receive an email notification when the employee sends the form back to you for corrections and/or updates.



Telecommuting Agreement has been modified by the Employee

N noreply@cpp.edu
To [redacted]

Dear [redacted]

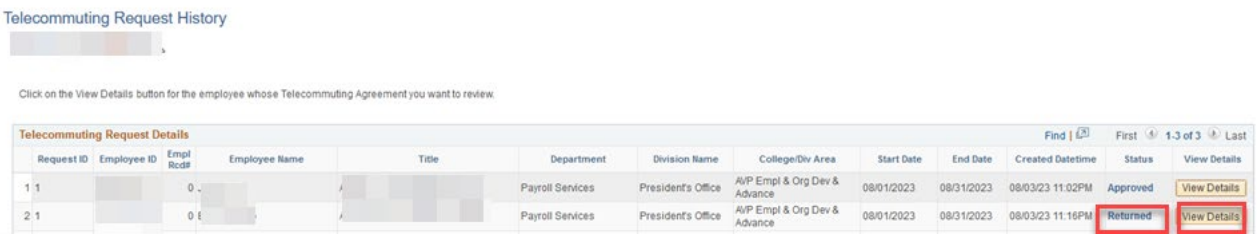
Employee - [redacted] has modified their Telecommuting Agreement. Please click here to review and take appropriate action.

Best regards,

Employee/Labor Relations
elr@cpp.edu

Click on "click here" in the email to go to the Telecommuting Agreement History tab in PeopleSoft. Alternatively, log in to myCPP → Telecommuting Program - Managers → Telecommuting Agreement History.

Step B: On the Telecommuting Agreement History screen, the employee's form status will show "Returned." Click on View Details to open the agreement.



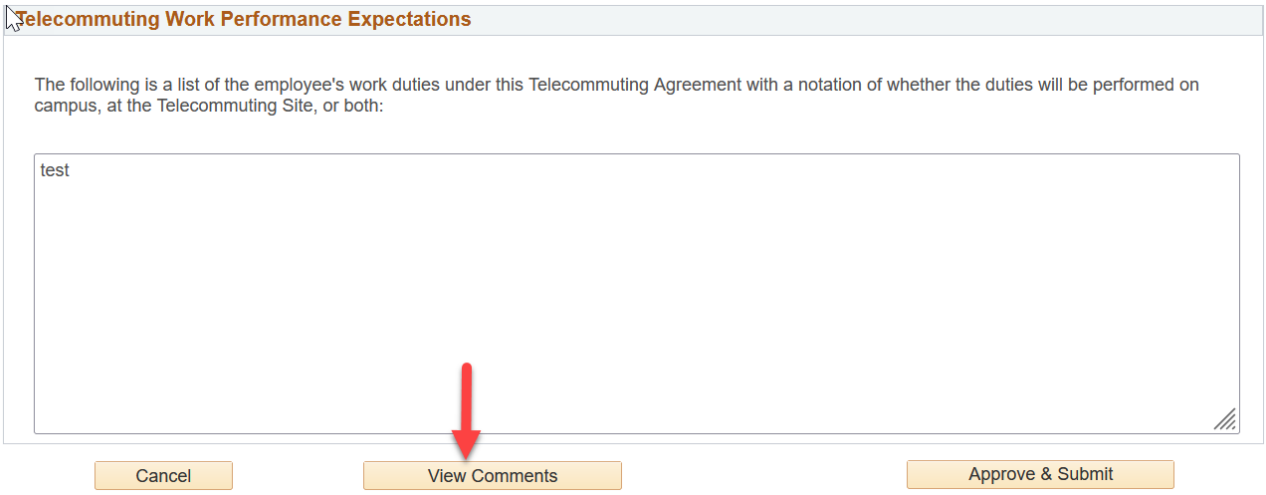
Telecommuting Request History [redacted]

Click on the View Details button for the employee whose Telecommuting Agreement you want to review.

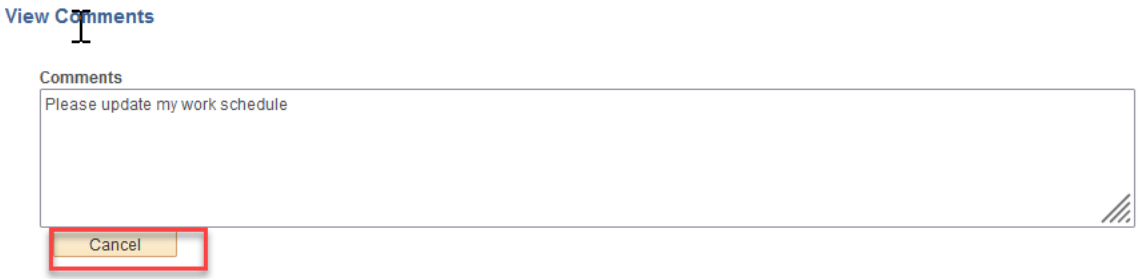
Telecommuting Request Details — Find | First 1-3 of 3 Last

	Request ID	Employee ID	Empl Rcd#	Employee Name	Title	Department	Division Name	College/Div Area	Start Date	End Date	Created Datetime	Status	View Details
1	1	[redacted]	0	[redacted]	[redacted]	Payroll Services	President's Office	AVP Empl & Org Dev & Advance	08/01/2023	08/31/2023	08/03/23 11:02PM	Approved	View Details
2	1	[redacted]	0	[redacted]	[redacted]	Payroll Services	President's Office	AVP Empl & Org Dev & Advance	08/01/2023	08/31/2023	08/03/23 11:16PM	Returned	View Details

Step C: Click on View Comments to see any notes the employee might have made as to why they sent the form back to you.



The employee's comments will be displayed.



After viewing the employee's comments, click on Cancel to go back to the agreement to make your corrections.

If the employee made no comments, you should discuss any needed corrections with the employee outside of the PeopleSoft process before repeating Steps A and B.

Step D: After making your corrections or after viewing and agreeing with the employee's corrections, click on Approve & Submit to submit the form.

Detailed Guide – Viewing the Status of an Agreement

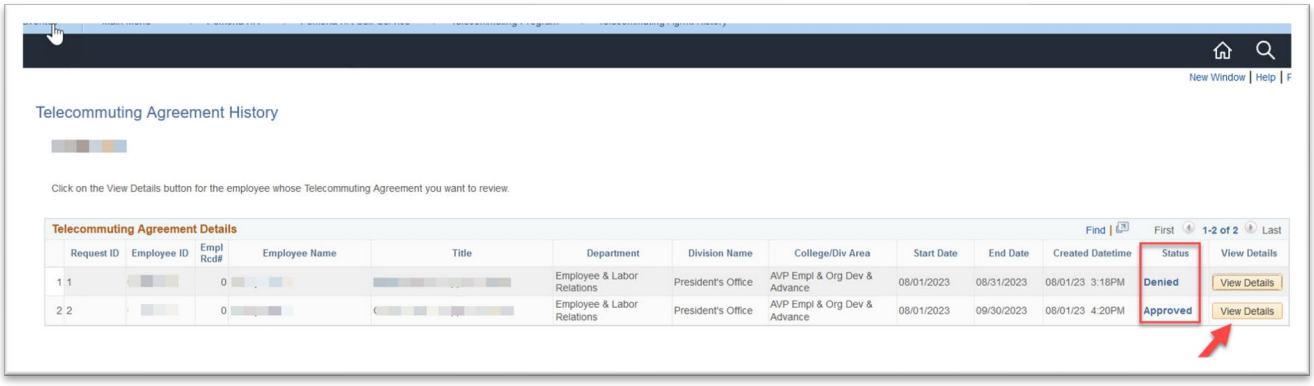
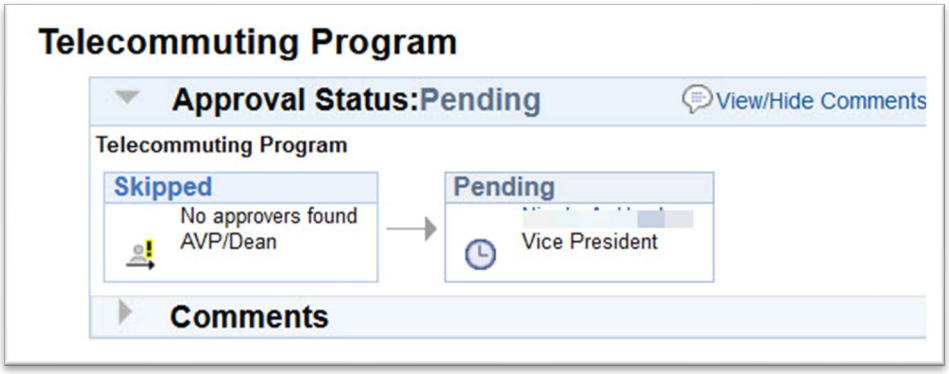
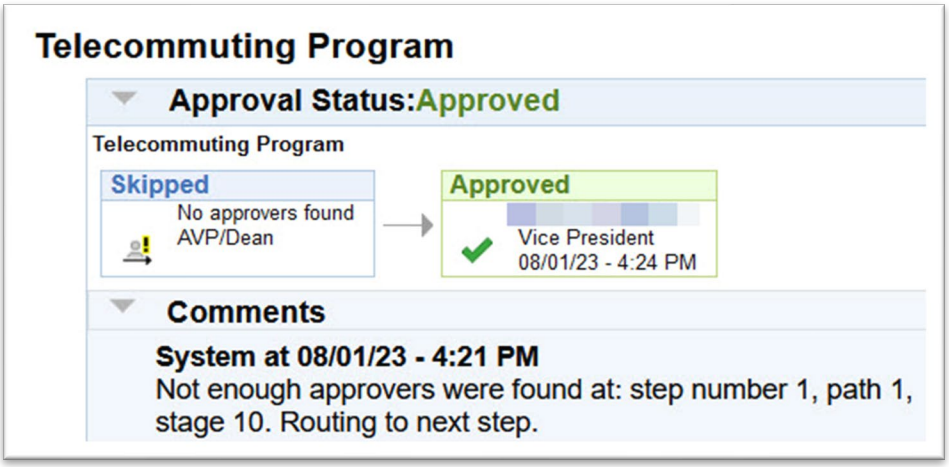
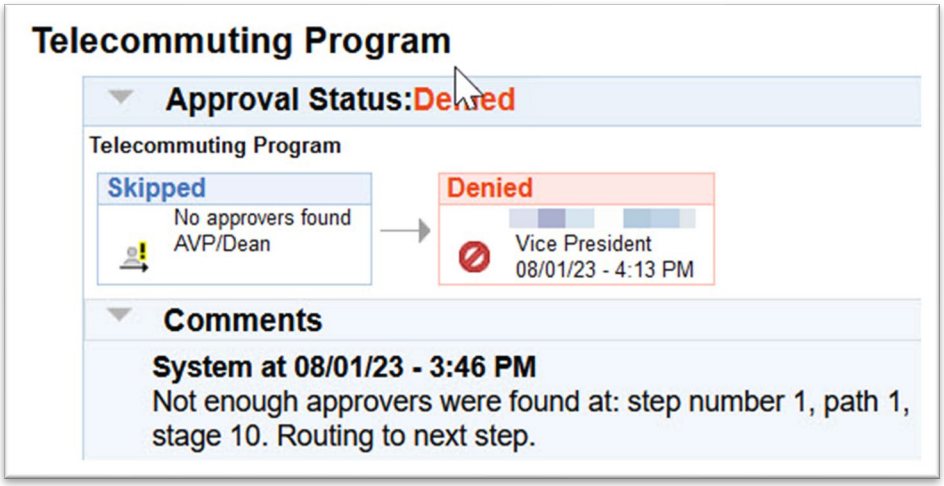
You can view the status of any agreement after you have initiated it.

Step a: Log in to myCPP → Telecommuting Program - Managers → Telecommuting Agreement History.

The list of form statuses that you'll see as the form goes through the PeopleSoft process are as follows:

Status	What this means
(blank)	HEERA manager has not submitted the form on employee's behalf.
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 level of management approval has been obtained.
Returned	Employee has returned the form to the HEERA manager for correction.
Approved	The last level of 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.)