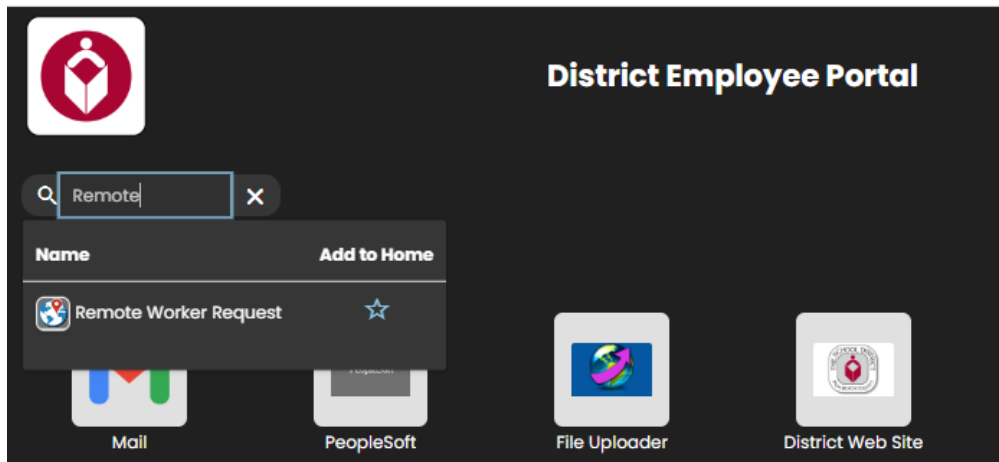# HOW TO SUBMIT A
REMOTE WORK REQUEST

1. Log in to the District Employee Portal:

2. Once you log in, you can access the Remote Worker Request page in one of two ways:

   - Search for and Click on the Remote Worker Request tile on the District Employee Portal:

   OR

   - Click on the PeopleSoft tile. Next, in the top left corner of PeopleSoft you should see My Homepage. Click there to bring up a dropdown menu and then select Employee Self Service. Here you can click the Remote Worker Request tile.

3. You will now be taken to the Remote Worker Request page. Click on Add Request:

   - Note: if you have multiple jobs, you will first need to select which job you are completing the request for through the dropdown menu on this page.
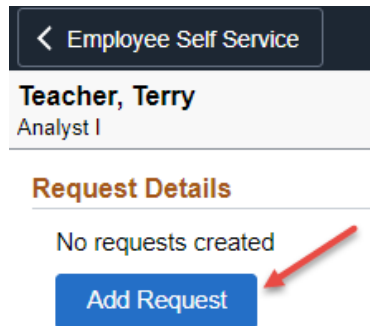
4. You will now be taken to the Add Remote Work Request page. In the Add Request section, enter your desired Start Date and Remote Worker Type. Then click Next:

Add Remote Work Request

Teacher, Terry
Analyst I

Prior to submitting your request for a Remote Work Agreement, please obtain your Supervisor's consent, review the School Board Remote Work Policy 3.77 and the Remote Work Manual.

Please choose from the following Remote Worker Types:

Episodic - remote work which is performed at an alternate work location for a limited duration of time or intermittently generally due to specific tasks or sporadic issues.

Remote - a flexible working schedule wherein work is performed at an alternate work location on a full- or part-time basis, which may be for an extended duration of time.

Next

③

Add Request

①

*Start Date   MM/DD/YYYY

*Remote Worker Type   ②

5. You will now be taken to the Remote Worker Request activity guide. Read through the Guidelines step and then click Next:

6. You will be taken to the Remote Work Agreement step on the list. Read through the Remote Work Agreement. After reading through the agreement, on the bottom page, check the box next to I Agree and then click Save. A small window titled Verify Identity will pop up asking you to enter your password in order to sign the agreement. Enter your password and then click Continue.

7. You will now see a "Signed by" section appear at the bottom of the Agreement. Click Next to move on to the next section. This step will now show as "Complete".

8. You will be taken to the Remote Work Safety Agreement step on the list. Read through the Alternate Work Location Safety Checklist. After reading through the agreement, on the bottom page, check the box next to I Agree and then click Save. A small window titled Verify Identity will pop up asking you to enter your password in order to sign the agreement. Enter your password and then click Continue.

9. You will now see a "Signed by" section appear at the bottom of the Agreement. Click Next to move on to the next section. This step will now show as "Complete".

10. You will now be taken to the Workplace Support step on the list. Complete all three of the questions based on what you have discussed with your supervisor. After you finish answering the questions, click Save Answers. Then click Next. This step will now show as "Complete".

11. You will now be taken to the Request Details step on the list. Please note, you can only access this section after you have completed the steps before it. The Start Date and Remote Worker Type carries over from what you entered on the Add Remote Work Request page in the Add Request section. You can modify the Remote Worker Type on this screen.

12. For the Remote Location dropdown menu, you will be given two options: Home or Workplace
    - If you select Home, you home address will automatically populate:

    - If you select Workplace, another field titled Location Name will show up. Click the magnifying glass in that field in order to select a district location. A small window titled Lookup will pop up for you take your selection.

13. For the Remote Days dropdown menu, you will be given three options: Average Days Per Month, Average Days Per Week, Specific Days Per Week

- If you select Average Days Per Month, another field titled Average Days/Month will show up. In that field, enter in the average number of days per month you will be remote at your specified location.

Details

*Remote Worker Type	Remote
*Remote Location	Home
Address	1234 Main Street West Palm Beach, FL 33406
Remote Days	Average Days Per Month
Average Days/Month	4

- If you select Average Days Per Week, another field titled Average Days/Week will show up. In that field, enter in the average number of days per week you will be remote at your specified location.

Details

*Remote Worker Type	Remote
*Remote Location	Home
Address	1234 Main Street West Palm Beach, FL 33406
Remote Days	Average Days Per Week
Average Days/Week	1

- If you select Specific Days Per Week, a section titled Select Days will appear. In that section, click which days of the week you will be remote at your specified location.

Details

*Remote Worker Type	Remote
*Remote Location	Home
Address	1234 Main Street West Palm Beach, FL 33406
Remote Days	Specific Days Per Week

Select Days

(Mon) (Tue) (Wed) (Thur)

(Fri) (Sat) (Sun)

14. After you fill out your Request Details, click Next. A green bar at the top of the page will appear notifying you that you have saved the page. Click Next again. This step will now show as "Complete".

15. You will now be taken to the Attachments step on the list. If you need to add any attachments based on what you have discussed with your supervisor, you can do so here. After you finish adding any attachments, click Next. This step will now show as "Complete". If you did not attach anything, this step will show as "Visited".

16. You will now be taken to the Review and Submit step. Verify that all of the information on the Review page is accurate and make any changes within the steps as necessary. Once you finish, click on the Submit button.

17. A small window will pop up asking "Are you sure you want to submit this request?" click Yes.

18. You will now be taken to the Remote Worker Confirmation page. Here you will see the approval chain for the workflow of your request

19. If you click the link Go to Remote Worker Requests, you will be taken back to the Remote Worker Request page. Here you will see all requests you have entered (pending, approved, and/or denied). You may only have one pending request per job.

Request Details

1 row

Start Date	Remote Worker Type	Remote Location	Status	Requestor	Approval Chain	Delete	
01/01/2024	Remote	Home	Pending Approval	Teacher, Terry	Approval Chain	🗑	>

20. If you click on the [>] button, you can view your request. If you have a request in a Draft status, you can edit/complete the request here. A Draft status will happen if you exit the request process without submitting it.
    - If you mistakenly created a request and it is still a Draft status, you can click on the trashcan button to delete it.
    - If you mistakenly submitted a request and it is pending approvals, you will need to notify your supervisor (approver) so they can deny the request.
21. If you click on the Approval Chain link, you will see whose queue the request is in or you can view any comments an approver has made.
22. After you submit, the first person in the approval chain will receive an email notifying them of your request and ask them to take action. After the first person approves, the workflow will continue up the approval chain in the same manner (email sent to next approver) until all approvers have completed their action.

23. After the final approver approvers your request, you will receive an email letting you know that your request has been approved.

Remote Worker Request for Teacher, Terry has been approved. Inbox ×

terry.teacher@palmbeachschools.org
to me ▾

Hi,

The Remote Worker Request for Teacher, Terry, 1111111 has been approved.

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

↩ Reply   ↪ Forward