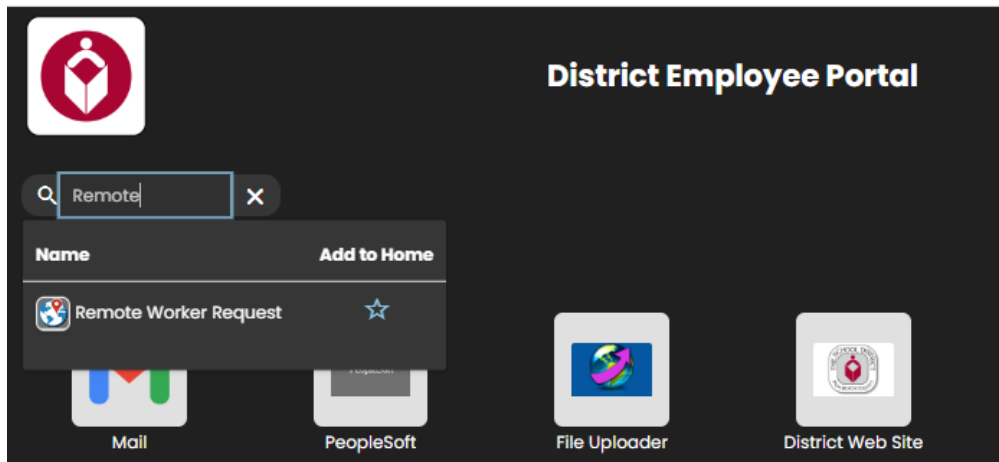


HOW TO SUBMIT A REMOTE WORK REQUEST

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:



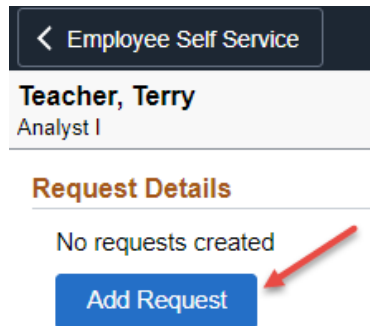
Remote Worker
Request

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](#)



Add Request

*Start Date 



*Remote Worker Type





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

Teacher, Terry
Analyst I

Next >

Guidelines
● Visited

- ✖ **Remote Work Agreement**
 Not Started
- ✖ **Remote Work Safety Agreement**
 Not Started
- ✖ **Workplace Support**
 Not Started
- ✖ **Request Details**
 Not Started

Attachments
 Not Started

Review and Submit
 Not Started

Guidelines

Remote Work Policy 3.77

"Remote Work" is herein defined as a work arrangement whereby pre approved District employees are permitted to perform the normal duties and responsibilities of their positions, through the use of digital platforms, at an alternate work location not owned by the School Board without the need to commute. This policy does not apply to other situations when an employee does work at home without a Remote Work arrangement, such as an employee taking work home at night or on the weekend.

Every District job description has been evaluated for Remote Work eligibility based on its essential functions. Eligibility, however, does not equate to an authority to work remotely. Remote work is a tool available to supervisors to enhance recruitment, retention, and in many cases productivity within their department. Supervisors are not required to offer Remote Work opportunities; but, if they choose to do so, they must do so equitably within their department. Remote Work is a privilege, not an employee right. Remote Work employees must comply with all District rules, policies and procedures, as well as applicable federal and Florida laws.

The employee's "assigned work location" is defined herein as the District-owned or operated office space or location where the employee regularly reports for duty absent a Remote Work arrangement.

Remote Work may take one of two (2) forms: Episodic and/or Remote.

Remote Work means a recurring flexible work schedule wherein work is performed at an alternate work location on a full-or part-time basis. While the employee is not

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.

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID 1111111

Password

Continue **Cancel**

I Agree

Save



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”.

The screenshot shows a web form with a sidebar on the left and a main content area on the right. The sidebar contains a list of sections: Guidelines (Visited), Remote Work Agreement (Complete), Remote Work Safety Agreement (Not Started), Workplace Support (Not Started), Request Details (Not Started), Attachments (Not Started), and Review and Submit (Not Started). The main content area displays the '14. Release Provision' section, which includes a paragraph of text and a bulleted list. Below this is the 'Employee Acknowledgement' section, which contains a long paragraph of text and a checkbox labeled 'I Agree' that is checked. At the bottom of the main content area, there is a 'Signed by:' section with fields for 'User ID' (1111111), 'Name' (Terry Teacher), and 'Date/Time Stamp' (10/25/2023 12:24:44PM). A 'Save' button is located below these fields. At the top right of the form, there are two buttons: '< Previous' and 'Next >'. A red arrow points to the 'Next >' button.

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.

The screenshot shows the same web form as in the previous image, but now the 'Remote Work Safety Agreement' section is highlighted in green and marked as 'In Progress'. The main content area displays a list of safety checklist items, including 'Electrical outlets are grounded with 3-pronged plugs.' and 'Electrical system is adequate for office equipment.' Below the checklist is a paragraph of text and a checkbox labeled 'I Agree' that is checked. A 'Save' button is located below the 'I Agree' checkbox. A 'Verify Identity' pop-up window is overlaid on the form, containing the text 'To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.' and fields for 'User ID' (1111111) and 'Password'. Below the password field are 'Continue' and 'Cancel' buttons. Red callouts with numbers 1 through 4 are placed on the form: 1 points to the 'I Agree' checkbox, 2 points to the 'Save' button, 3 points to the 'Password' field, and 4 points to the 'Continue' button. At the top right of the form, there are two buttons: '< Previous' and 'Next >'. A red arrow points to the 'Next >' button.



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”.

Navigation: < Previous | Next >

Guidelines
● Visited

★ **Remote Work Agreement**
● Complete

★ **Remote Work Safety Agreement**
● Complete

★ **Workplace Support**
○ Not Started

★ **Request Details**
○ Not Started

Attachments
○ Not Started

Review and Submit
○ Not Started

Workstation Ergonomics

- Office furniture and equipment are ergonomically correct.
- Chair is sturdy and adjustable with a backrest and casters appropriate for the floor surface.
- Monitor is 20-24 inches from the eyes and the top of the screen is slightly below eye level.
- Desk is a suitable height (29 inches recommended).
- Keyboard is in line with the wrist and forearm position.

Other Safety/Security Measures

- Files and data are secure.
- Materials and equipment are in a secure place that can be protected from damage or misuse.

I attest to the accuracy of the responses and my understanding of each of the items above and that I exercised due diligence in providing accurate answers to the checklist questions.

I Agree

Signed by:

User ID 1111111 | Name Terry Teacher

Date/Time Stamp 10/25/2023 12:29:04PM

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”.

Navigation: < Previous | Next >

Guidelines
● Visited

★ **Remote Work Agreement**
● Complete

★ **Remote Work Safety Agreement**
● Complete

★ **Workplace Support**
● In Progress

★ **Request Details**
○ Not Started

Attachments
○ Not Started

Review and Submit
○ Not Started

Workplace Support

Please complete the Remote Work Agreement Checklist (based on Form 2292)

*1. SDPBC may provide the Employee with the following equipment (check all that apply):

- Computer
- Laptop
- Printer
- Cell Phone
- Other

Other explained:

N/A

*2. The Employee is responsible for providing the following equipment for his/her home office (check all that apply):

- Computer
- High Speed Internet Access
- Printer
- Telephone
- ...



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.

| | |
|--|--|
| <p>Guidelines ● Visited</p> <p>✘ Remote Work Agreement ✔ Complete</p> <p>✘ Remote Work Safety Agreement ✔ Complete</p> <p>✘ Workplace Support ✔ Complete</p> <p>✘ Request Details ● In Progress</p> <p>Attachments ○ Not Started</p> <p>Review and Submit ○ Not Started</p> | <p>Request Details</p> <p>Start Date 01/01/2024</p> <p>Details</p> <p>*Remote Worker Type <input type="text" value="Remote"/></p> <p>*Remote Location <input type="text"/></p> <p>Remote Days <input type="text"/></p> |
|--|--|

12. For the Remote Location dropdown menu, you will be given two options: Home or Workplace

- If you select Home, your home address will automatically populate:

Request Details

Start Date 01/01/2024

Details

*Remote Worker Type

*Remote Location

Address 1234 Main Street
West Palm Beach, FL 33406

Remote Days

- 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.

Request Details

Start Date 01/01/2024

Details

*Remote Worker Type

*Remote Location

Location Name

Address

Remote Days

Lookup

Search for: Location Name

Search Criteria

▼ Search Results

Only the first 300 results can be displayed.

300 rows

| Location Code | Description |
|---------------|--------------------------------|
| 0000 | Palm Beach School District |
| 0005 | Adult Virtual Academy |
| 0011 | Hidden Oaks K-8 |
| 0012 | Hope-Centennial Elementary Sch |
| 0014 | Palm Beach Military Academy |
| 0021 | L C Swain Middle |



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 Location

Address 1234 Main Street
West Palm Beach, FL 33406

Remote Days

Average Days/Month

- 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 Location

Address 1234 Main Street
West Palm Beach, FL 33406

Remote Days

Average Days/Week

- 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 Location

Address 1234 Main Street
West Palm Beach, FL 33406

Remote Days

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”.

Request Details

Start Date 01/01/2024

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 2

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”.

Attachments

Add Document

No Document has been attached.

Add Attachment Add Note



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.

Remote Worker Request

Teacher, Terry
Analyst I

< Previous Submit

Guidelines
● Visited

* **Remote Work Agreement**
● Complete

* **Remote Work Safety Agreement**
● Complete

* **Workplace Support**
● Complete

* **Request Details**
● Complete

Attachments
● Visited

Review and Submit
● Visited

Review and Submit

Start Date 01/01/2024

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 2.0

Documents

No Document has been attached.

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

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 2.0

Documents

Are you sure you want to submit this request?

Yes No



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

The screenshot shows a web interface titled "Remote Worker Confirmation". At the top, there is a green banner with a checkmark icon and the text "Request has been submitted successfully". Below this, the user's name "Teacher, Terry" and role "Analyst I" are displayed. The main content area is titled "Remote Worker Approval" and shows a "Pending" status. It lists two approval steps: "Remote Approval Dept-ADMIN" which is "Pending" and assigned to "John Smith" (PB_RemoteWorkerByPosnSuper), and "Not Routed" which is assigned to "Debra Johnson" (PB_RemoteWorkerByPosnSuper). A link "Go to Remote Worker Requests" is located below the approval list.

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

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

1 row

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 approves 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 x

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