Telework Application System

First time into Telework Application System: your first time into the Telework Application System you will be prompted to enter your employee id for verification of who you are and connection between Core-CT and O365. Enter your "employee id".

This prompt will only appear once. System will remember who you are going forward.

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Employee Verification			
NOTE: This verification process is only needed the first time you access this system so we can	verify your information against our record data.		
Please provide your employee ID number below. If your employee ID Number is less than 6 dig	gits, please enter zeros at the front of your number to ensure it is six digits.		
Thank you			
Enter Employee ID: 423450 Verify			
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Home Page Overview

- 1. **My Requests:** This button will display the form to submit a new Telework Application request.
- 2. **My Approvals:** This button will display a page with all the employee requests submitted awaiting your approvals or previously approved by you.
- 3. **Modify Approvers:** This button will allow addition of approvers for those Telework Applicants who do not have a supervisor or PCN/supervisor listed in Core-CT.
- 4. **Reporting Portal:** This function will allow creating individual and group reports for Telework applications.



How to Submit a Telework application

- 1. Select the "My Requests" button.
- 2. Telework system will populate your Core-CT information into your Telework application. Below is an example.

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nployee Deta	***To begin your Telewor il From Core CT	k Request Application, please select the relevant record fi	rom the below table and click 'Start Applica	tion'. Clicking 'Start Application' will	automatically populate certain fields fro First Name : Stacey Last Name	m Core CT.*** • : Ahern Employee ID : 42
te Phone	Business Email	Job Title/Code	Bureau	Agency	Unit/Area	Action
	stacey.ahem@ct.gov	InformationTechnologyManager2 + 1562MP	Dept of Admin Services	Dept of Admin Services	BITS - AGSU Manager Htfl	Start Application

- 3. Start your Telework application by selecting the "Start Application" button.
- 4. Telework system displays an agreement each time you enter a new or revised telework application.
- 5. You must "Agree" to Telework policy statement or you cannot proceed.

In order to proceed to the Telework application you <u>MUST</u> agree to the statement below. By completing the telework application I am acknowledging that I am requesting to telework pursuant to state policy and the final Telework Agreement. I will continue to perform the required duties of my position. Schedules shall be reviewed				
 and approved by the employing Agency based on agency operating needs and the telework policy. If there are competing requests over a particular telework schedule, the determination of a particular schedule shall be resolved on the basis of state seniority. By completing this telework form, I further acknowledge that I have read that agreement. Visit here for the full telework agreement. 	AGREE	E		

- 6. You enter the "Semi-Annual Telework Application Request Form" where you can review your pre-populated information from Core-CT within your Telework application.
- 7. If Telework application does not have correct information, please select the search button which will display all allowable selections and select corrected information. Below is an example.

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se remember to click the "Submit" button at the bottom of the page aff	er making your changes. ***				
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- 8. Enter your Telework address (mandatory fields are designated with an *).
- 9. Enter your 2nd Telework address if allowed and applicable.
- 10. Select the type of Telework Application you are requesting.
 - a. Routine Telework
 - b. Situational
 - c. New Hire

- 11. Select the answers to the following 4 questions (system defaults to most common however, you should change answer if your answer is different).
 - a. Is this telework application consistent with your current telework schedule? (yes or no).
 - b. Are you currently in an initial working test period? (yes or no).
 - c. Are you in your first year (365 days) of employment with the State? (yes or no).
 - d. Are you currently in a promotional working test period? (yes or no).
- 12. In Week 1 and Week 2 schedule for each day select
 - a. Full Day in office
 - b. Full Telework Day
 - c. Half Day in Office
 - d. I don't work this day due to an AWS

	Core Business Days/Hours
Type of Request *	
Select	Are you in your first year (365 days) of employment with the State? *
is this telework application consistent with your current telework schedule? " \odot $_{NO}$ \circledast $_{Yes}$	■ NO ○ Yes Are you currently in a promotional working test period? * ₩ NO ○ Yes
Are you currently in an intitial working test period? * ® No 🤍 Yes	
Week 1 Schedule	Week 2 Schedule
Please select the days you are requesting to telework week 1	Please select the days you are requesting to telework week 2 Week2 - Friday *
Week 1- Friday (day after pay day) * Select	Select
Select	Week 2 - Monday *
Full Day in Office	Select
Full Telework Day	
Half Day in Office	Week 2 - Tuesday *
I don't work this day due to an AWS	Select
Week 1 - Wednesday *	Week 2 - Wednesday *
Select	Select
Week 1 - Thursday	Week 2 - Thursday *
	Select

- 14.Select Submit to send the request to your supervisor or approver identified within the system.
- 15.You will receive an email confirming you application was submitted.
- 16.You can view your application and the approver in the system through the link provided or using your dashboard.
- 17.You approver will receive an email notifying that you submitted a request.

Note: All fields with an asterisk (*) are required.

Questions or Issues

Please send any questions or issues to email.

TeleworkAppSupport@ct.gov