

INSTRUCTIONS FOR SUBMITTING THE TELECOMMUTING REQUEST FORM

Please Note – If approval is granted, it is granted for work to be performed in the state where the employee currently resides. If the employee moves to another state, such as from Virginia to NC, a new request must be submitted.

If issues are encountered throughout any segment of this process, please contact Information Services and submit a Heat Ticket.

Step # 1 - EMPLOYEE

- Employee discusses the ability to perform work at home with their manager. IF the employee's manager approves, the manager should inform their director via e-mail (outside of the electronic process) and **employee** should complete the electronic telecommuting request form.
- Employee goes to KDnet/Forms/Human Resources
 - Select Telecommuting Request Form, log in using network login (*if prompted*) and enter the following information:
 - Employee #
 - Last 4 of their SS#
 - Normal physical work location
 - If the address that auto-displays is incorrect – please do the following:
 - Check the box indicating that address as displayed is incorrect
 - Enter a corrected address in the available text entry box
 - Employee **must** then update API using the Self-Service Portal
 - Select either Full or Part-Time Telecommuting
 - Expected amount of telecommuting time, if prompted
 - The reason and type of work to be performed at home
 - Accept the terms and acknowledgment to follow CHKDHS policies
 - Hit submit

Director and VP Approvers - When opening Onbase for the first time on your computer, you may need to adjust the panels in the application to have the most optimal viewing experience. You will only have to do this one time. Please see the 'Adjusting Panels in Onbase Application' document that follows these instructions.

Step # 2 - DIRECTOR

Once employee submits the request, the employee's director will receive an e-mail notifying them there is a telecommuting form to approve.

- Director opens the e-mail on their computer, reviews the accompanying instructions, and clicks the link to the form to approve and submit to the next approver.

Step # 3 – VP

Once the director approves the request, the director's VP will receive an e-mail notifying them there is a telecommuting form to approve.

- VP opens the e-mail on their computer, reviews the accompanying instructions and clicks the link to the form to approve and submit to next approver.

Final Steps & Approval Confirmation

After the VP approves the request, the electronic form is forwarded to Information Services and then Finance for final approvals. IF approved, e-mails will automatically be sent to the employee, the approvers and Human Resources notifying them the employee has been approved to perform work at home.

Denials

- If at any point during the process an approver declines the request, the request will be stopped and e-mails will be sent to the employee and everyone else who approved the request prior to the declining approver letting them know the request has been denied.

DIRECTORS AND VPs

See next page for instructions on how to resize your screen panels in Onbase to achieve a better view of the documents.

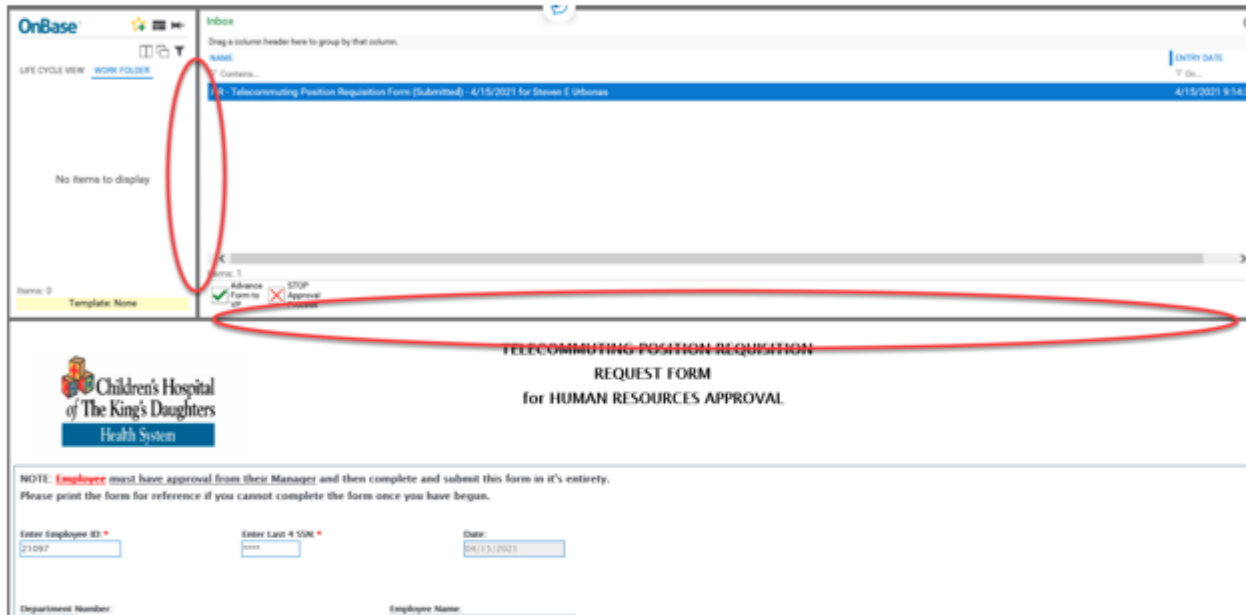
Instructions for Directors and VPS – [Adjusting Panels in Onbase Application](#)

Adjustments can be made when you access the first request to review and approve.

Resizing the Navigation Panel and Document Search Results List

You can resize sections of the Navigation Panel and Document Search Results list by dragging the borders between the sections. You can perform the following actions:

- To resize the Navigation Panel and Document Search Results list, click and drag the handles between elements to the preferred width or height.



- Once you are satisfied with your Navigation Panel sizing, click the 'Pin' icon in the upper left frame to save your size selections. This is a one-time event, as the setting will be remembered for next time.

