



Telework Instructions

1. Search: **Request Flexible Work Arrangement.**
2. **All employees:** Select type.
 - a. **Employees requesting telework** select **Hybrid-Remote** in the **Type** field.
 - b. **Employees requesting full-time in office** select **Full Time In-Office** in the **Type** field and select **Submit**. This will auto complete and bypass the agreement and approval process.

Request Flexible Work Arrangement [redacted] ⋮

When prompted for days of the week, be sure to [select the days you will be working outside of the office.](#)

Start Date * 11/09/2023 📅

Proposed End Date MM/DD/YYYY 📅

Position * 090017380001 Accounts Payable Technician [redacted]

Details

Type *

[redacted] enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

3. **All teleworking employees:** Select the days of the week to work outside of the office and select **Submit**.

Details

Type *

Days of the Week

4. **All teleworking employees:** Review/accept agreement task in inbox.

5. **All teleworking employees:** The request will route to your immediate supervisor for approval.
6. **Supervisor w/teleworking employee:** Review telework task and approve/send back.
7. **All teleworking employees:** Upon approval, a To Do step will route to your inbox. Select the **Change My Home Contact Information** task.

Complete To Do Flex Work Home Contact Information Change ☰ ☰ PDF

For Flexible Work Arrangement > Hybrid-Remote (06/20/2024)

Overall Process Request Flexible Work Arrangement: ██████████

Overall Status Successfully Completed

Instructions Please update the your home address by marking the primary address with the usage 'Works from Home'. This will allow other users of the Oklahoma systems know that you sometimes work in locations other than the listed office.

[Change My Home Contact Inform...](#)

enter your comment

8. **All teleworking employees:** Once you complete your Home Contact Change, select the **Submit** button to clear the To Do task from your inbox.

[Submit](#) [Save for Later](#) [Close](#)