

Managing Employee Teleworker Data Overview

The **Maintain Teleworkers** page is used to track the number of telework days and dates approved on employees' telework agreement. This page is used by DHRM to report required teleworking statistics. Only VPA covered (classified) employees with an approved telework agreement are required to be entered on the **Maintain Teleworkers** page. However, Agencies can enter agreement details for other employees including hourly/wage, as optional. If an employee's telework eligibility is not indicated on the **Maintain Teleworkers** page, it is assumed they are not teleworking or are teleworking less than one day per week. The report that DHRM runs for "official" reporting only pulls VPA covered employees.

Before recording the employee's telework status and agreement details, the Agency HR administrator should verify and/or update the following if the employee will be teleworking:

- The **Available for Telework** field = "Yes" on the employee's position
- The **Employee Eligible for Telework?** field = "Employee Eligible for Telework" on the employee's job record. This field is located on the **Employment Information** page

Note: These values are required on the position and in job data in order to save the record on the **Maintain Teleworkers** page.

When adding the employee's telework agreement details to the **Maintain Teleworkers** page, the **Approved Telework Day per Week** field and both the **Start Date** and **End Date** fields are required. If a new telework agreement is authorized before the previous one ended, the previous end date will need to be adjusted so that the agreements are not overlapping before adding the new agreement dates. Adjustments can be made without entering a new row and does not require submitting a helpdesk (VCCC) ticket.

Note: A position can be available for telework, but the employee may be ineligible for telework (e.g. low performance evaluation or a written notice). In cases where the employee was eligible for telework and later deemed ineligible, update the agreement on the **Maintain Teleworkers** page first for the employee, then update the employee as ineligible for telework on their job record on the **Employment Information** page.

Note: Employees who have been approved to work remotely during emergency situations or for stand-by situations will not be tracked on the **Maintain Teleworkers** page.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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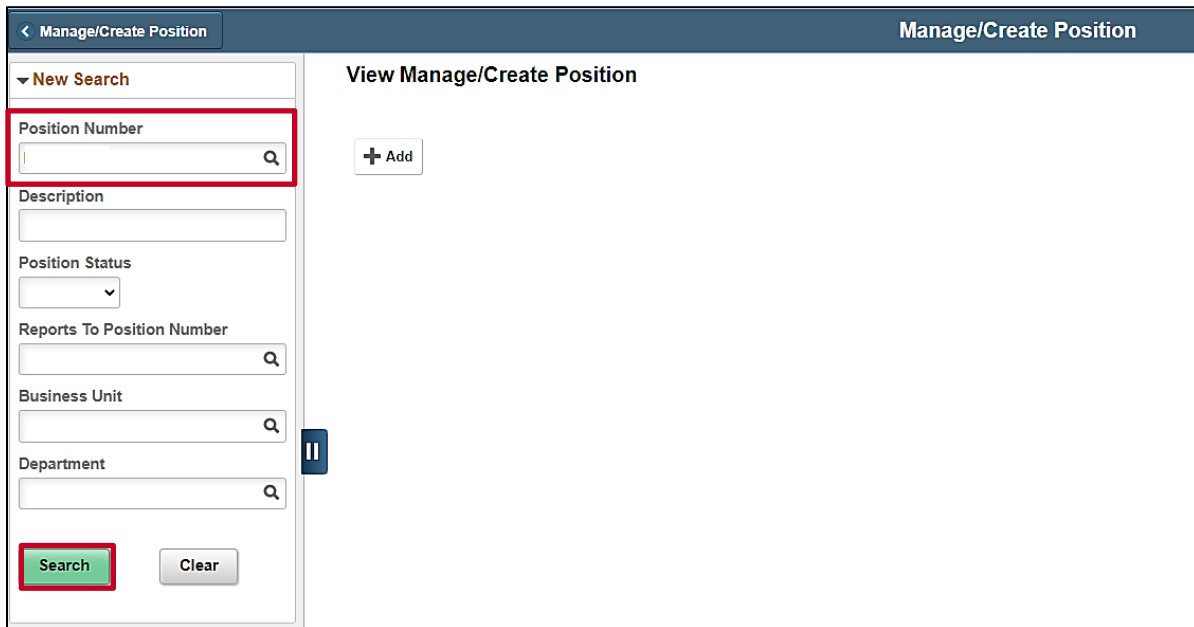
Verifying that the Position is Available for Telework

Prior to adding a Telework Agreement, first verify that the applicable employee's position is available for Telework.

1. Navigate to the **Manage/Create Position** page using the following path:

Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position

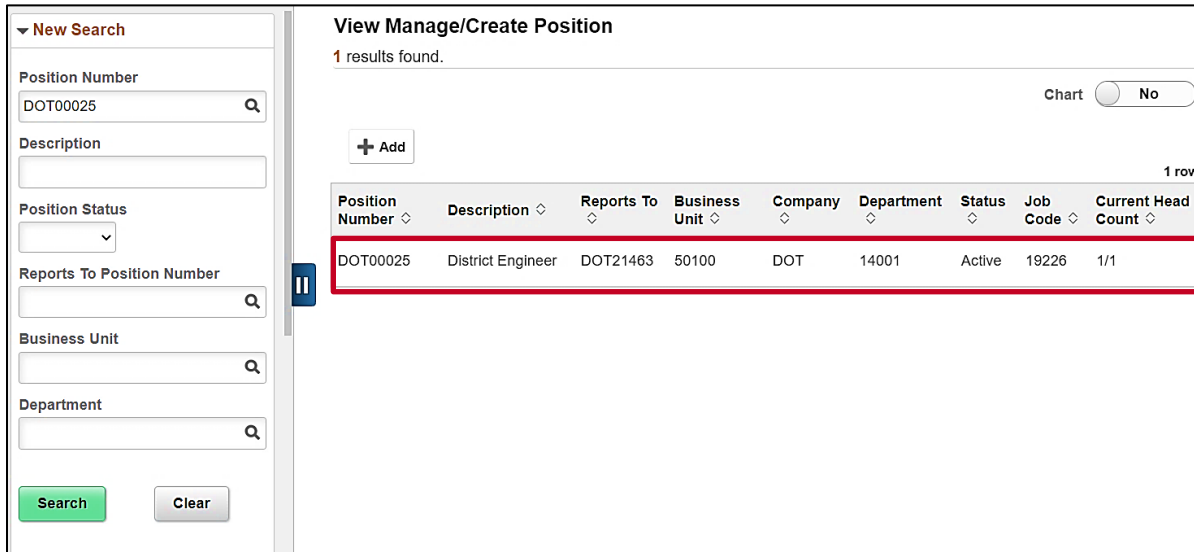
The **View Manage/Create Position** page displays.



2. Enter the applicable employee's Position Number in the **Position Number** field.
3. Click the **Search** button.

HR351_Managing Employee Teleworker Data

The **View Manage/Create Position** page refreshes and the search results display.



View Manage/Create Position
1 results found.

Chart No

Search Filters:

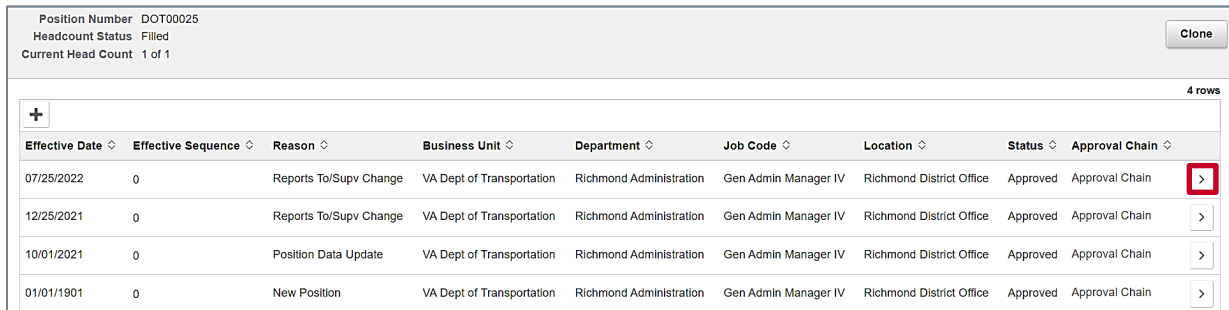
- Position Number: DOT00025
- Description: [Empty]
- Position Status: [Dropdown]
- Reports To Position Number: [Empty]
- Business Unit: [Empty]
- Department: [Empty]

Table:

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
DOT00025	District Engineer	DOT21463	50100	DOT	14001	Active	19226	1/1

- Click anywhere in the corresponding row to select the position.

The **Position Details** page displays.



Position Number: DOT00025
Headcount Status: Filled
Current Head Count: 1 of 1

Table:

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
07/25/2022	0	Reports To/Supv Change	VA Dept of Transportation	Richmond Administration	Gen Admin Manager IV	Richmond District Office	Approved	Approval Chain >
12/25/2021	0	Reports To/Supv Change	VA Dept of Transportation	Richmond Administration	Gen Admin Manager IV	Richmond District Office	Approved	Approval Chain >
10/01/2021	0	Position Data Update	VA Dept of Transportation	Richmond Administration	Gen Admin Manager IV	Richmond District Office	Approved	Approval Chain >
01/01/1901	0	New Position	VA Dept of Transportation	Richmond Administration	Gen Admin Manager IV	Richmond District Office	Approved	Approval Chain >

- Click the **Expand** icon (>) at the end of the row for view only pages of the position.

Note: If there are multiple rows, click the **Expand** icon for the most current effective dated row which is usually the top row.

The **View Position** page displays.

Position Number DOT00025	
Headcount Status Filled	
Current Head Count 1 of 1	
Effective Date 07/25/2022	Review Date
Effective Sequence 0	Position Months 12.00
Reason RTC Reports To/Supv Change	Stmt of Economic Interest Req'd Yes
Approval Status Approved	VPA Covered Yes
Position Information	
Position Status Approved	Max Head Count 1
Status Active	Status Date 09/26/2021
Action Date 07/25/2022	SOC Code / Extension 11-1021
Key Position No	Job Sharing Permitted No
Budgeted Position Yes	Available for Telework Yes
Confidential Position No	EEO-4 Job Category Officials and Administrators
Alternate Work Schedule No	Workers' Comp Code 8810
Job Information	
Assignment 50%	VA Dept of Transportation
	Manager Level

6. Within the **Position Information** section, verify that the **Available for Telework** field displays a value of "Yes".

Note: If this field displays a value of "No" and the position has been approved for telework, return to the **Position Details** page to add a new effective dated row and update the field to "Yes". The effective date of the update should equal the date the position was approved for telework. For more information on updating position data, please see the Job Aid titled **HR351_Managing Position Data**. This Job Aid is located on the Cardinal website in the **Job Aids** under **Learning**.

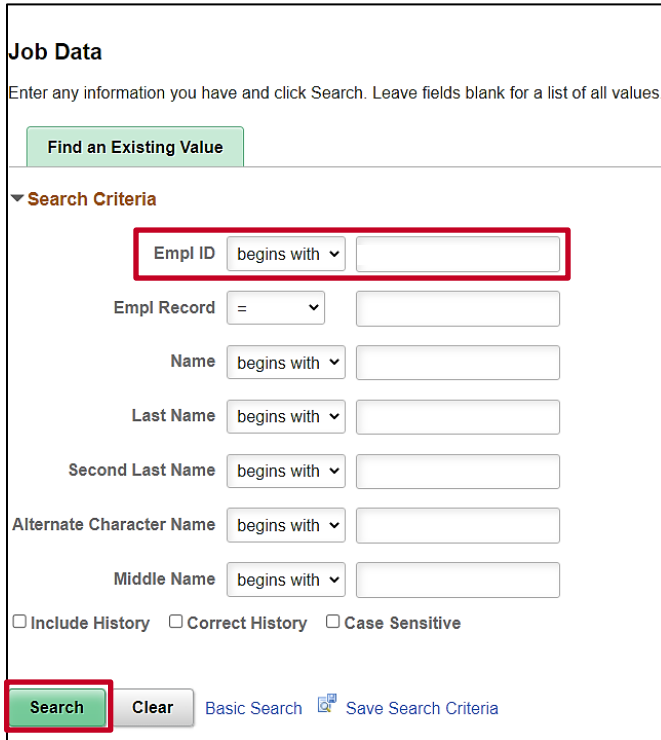
Verifying that the Employee is Eligible for Telework

After verifying that the applicable employee's position is available for Telework, next verify that the employee is eligible for Telework.

1. Navigate to the **Job Data** page using the following path:

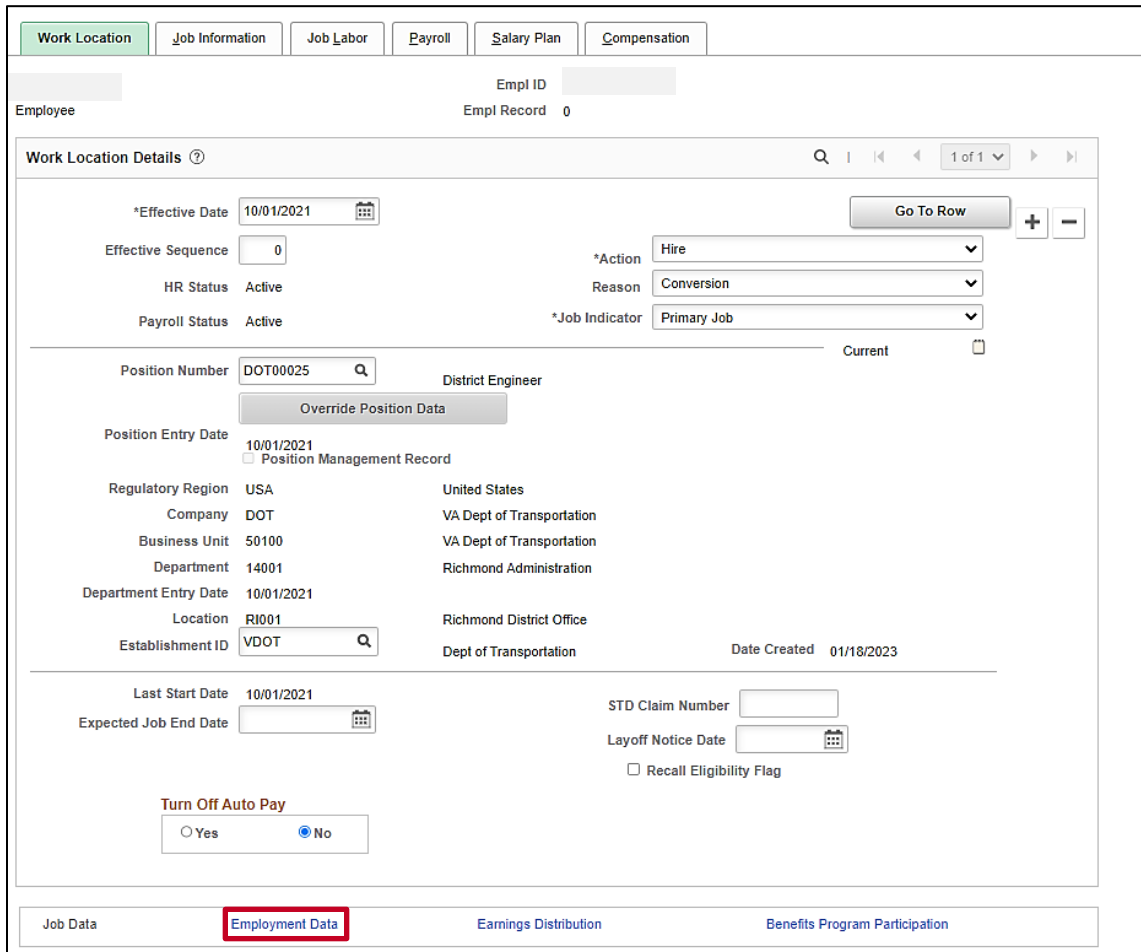
Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.



2. Enter the applicable employee's Employee ID in the **Empl ID** field.
3. Click the **Search** button.

The **Job Data** page displays with the **Work Location** tab displayed by default.



The screenshot displays the 'Work Location Details' page. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is active. Below the tabs, there are fields for 'Employee' (redacted), 'Empl ID' (redacted), and 'Empl Record' (0). The main section is titled 'Work Location Details' and contains several fields and sections:

- Effective Date:** 10/01/2021
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- *Action:** Hire
- Reason:** Conversion
- *Job Indicator:** Primary Job
- Position Number:** DOT00025 (District Engineer)
- Position Entry Date:** 10/01/2021
- Regulatory Region:** USA (United States)
- Company:** DOT (VA Dept of Transportation)
- Business Unit:** 50100 (VA Dept of Transportation)
- Department:** 14001 (Richmond Administration)
- Department Entry Date:** 10/01/2021
- Location:** RI001 (Richmond District Office)
- Establishment ID:** VDOT (Dept of Transportation)
- Date Created:** 01/18/2023
- Last Start Date:** 10/01/2021
- Expected Job End Date:** (empty)
- STD Claim Number:** (empty)
- Layoff Notice Date:** (empty)
- Recall Eligibility Flag:**
- Turn Off Auto Pay:** Yes No

At the bottom of the page, there are four links: 'Job Data', 'Employment Data' (highlighted with a red box), 'Earnings Distribution', and 'Benefits Program Participation'.

4. Scroll to the bottom of the page as needed and click the **Employment Data** link.

The **Employment Information** page displays.

Employment Information

Employee
Empl ID

Empl Record 0

Organizational Instance ?

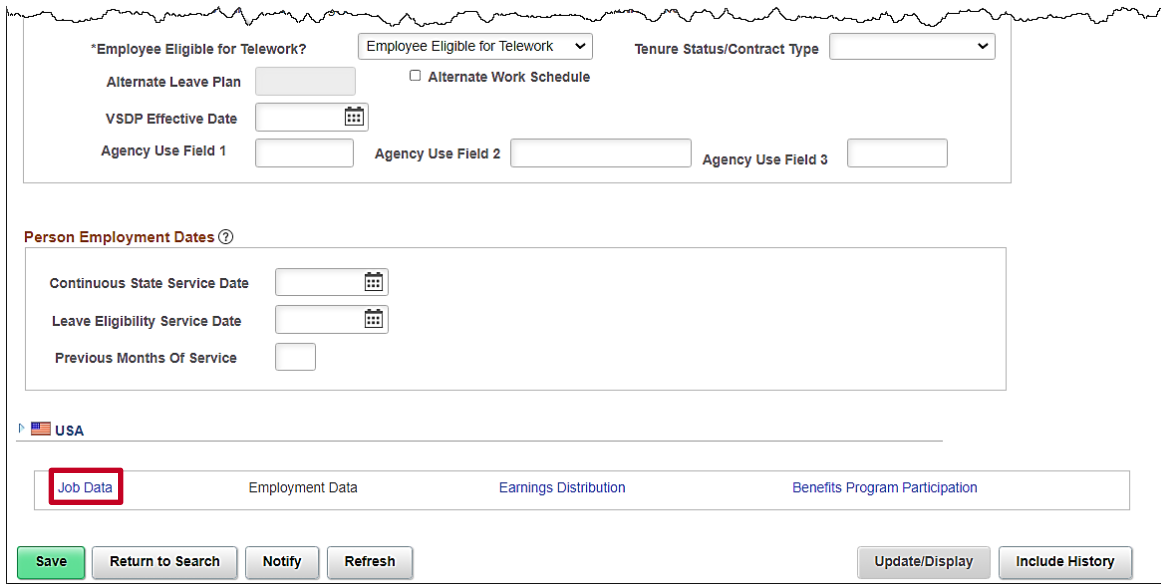
Organizational Instance Rcd	0	Original Start Date	10/01/2021	<input type="checkbox"/> Override
Last Start Date	10/01/2021	First Start Date	10/01/2021	
Termination Date		Years	Months	Days
Org Instance Service Date	10/01/2021	<input type="checkbox"/> Override	↻	1 3 24

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	10/01/2021	First Assignment Start	10/01/2021	
Assignment End Date				
Home/Host Classification	Home	Years	Months	Days
Company Seniority Date		<input type="checkbox"/> Override	↻	0 0 0
Benefits Service Date	10/01/2021	<input type="checkbox"/> Override	↻	1 3 24
Seniority Pay Calc Date	10/01/2021	<input type="checkbox"/> Override	↻	1 3 24
Probation Date	10/01/2022 <input type="text"/>			
Professional Experience Date	<input type="text"/>	Last Verification Date	<input type="text"/>	
Business Title	District Engineer	Position Phone		
*Employee Eligible for Telework?	Employee Eligible for Telework <input type="text"/>	Tenure Status/Contract Type	<input type="text"/>	
Alternate Leave Plan	<input type="text"/>	<input type="checkbox"/> Alternate Work Schedule		
VSPR Effect Date	<input type="text"/>			

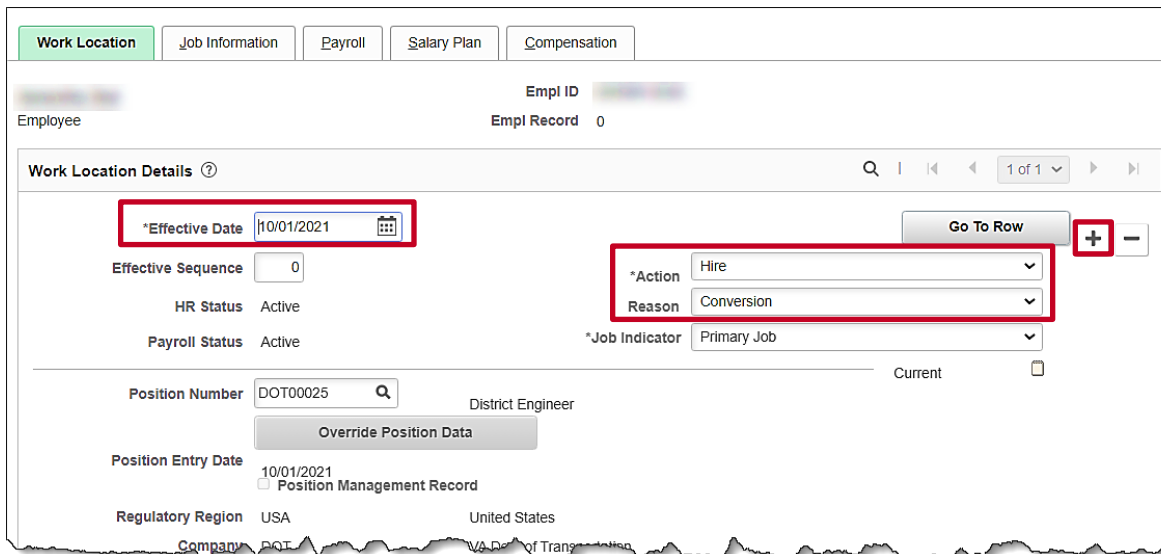
5. Within the **Organizational Assignment Data** section, verify that the **Employee Eligible for Telework?** field displays a value of “Employee Eligible for Telework”. If this is correct, this process is complete. If it is not correct, proceed to Step 6.



The screenshot shows the 'Employee Eligible for Teleworker?' section with various input fields. Below this is the 'Person Employment Dates' section with date pickers for 'Continuous State Service Date', 'Leave Eligibility Service Date', and a text field for 'Previous Months Of Service'. At the bottom, there is a navigation bar with tabs: 'Job Data' (highlighted with a red box), 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. Below the tabs are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

6. Scroll down to the bottom of the page as needed and click the **Job Data** link to return to the **Work Location** tab.

The **Work Location** tab redisplay.



The screenshot shows the 'Work Location Details' form. The 'Effective Date' field is highlighted with a red box and contains the date 10/01/2021. To its right is a 'Go To Row' button with a red box around the '+' icon. Below these are dropdown menus for '*Action' (set to 'Hire'), 'Reason' (set to 'Conversion'), and '*Job Indicator' (set to 'Primary Job'). Other fields include 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Position Number' (DOT00025), 'Position Entry Date' (10/01/2021), and 'Regulatory Region' (USA).

7. Click the **Add a New Row** icon (+) to add a new effective dated row to the job record.
8. Click the **Effective Date Calendar** icon and select the applicable effective date. The effective date of the new row should equal the date the employee became eligible for telework.
9. Click the **Action** dropdown button and select “Data Change”.
10. Click the **Reason** dropdown button and select “Data Change”.

Business Unit 50100	VA Dept of Transportation
Department 14001	Richmond Administration
Department Entry Date 10/01/2021	
Location RI001	Richmond District Office
Establishment ID <input type="text" value="VDOT"/>	Dept of Transportation
	Date Created 01/25/2023

Last Start Date 10/01/2021	STD Claim Number <input type="text"/>
Expected Job End Date <input type="text"/>	Layoff Notice Date <input type="text"/>
	<input type="checkbox"/> Recall Eligibility Flag

Turn Off Auto Pay

 Yes No

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh

- Scroll down to the bottom of the page as needed and click the **Employment Data** link. The **Employment Data** tab displays.

Benefits Service Date 10/01/2021	<input type="checkbox"/> Override		1	3	24
Seniority Pay Calc Date 10/01/2022	<input type="checkbox"/> Override		1	3	24
Probation Date <input type="text"/>					
Professional Experience Date <input type="text"/>		Last Verification Date <input type="text"/>			
Business Title District Engineer		Position Phone			
*Employee Eligible for Telework?	Employee Eligible for Telework	Tenure Status/Contract Type	<input type="text"/>		
Alternate Leave Plan <input type="text"/>	<input type="checkbox"/> Alternate Work Schedule				
VSDP Effective Date <input type="text"/>					
Agency Use Field 1 <input type="text"/>	Agency Use Field 2 <input type="text"/>	Agency Use Field 3 <input type="text"/>			

Person Employment Dates ?

Continuous State Service Date

Leave Eligibility Service Date

Previous Months Of Service

USA

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Save
Return to Search
Notify
Refresh
Update/Display
Include History

- Click the ***Employee Eligible for Telework?** dropdown button and select “Employee Eligible for Telework”.
- Click the **Save** button.

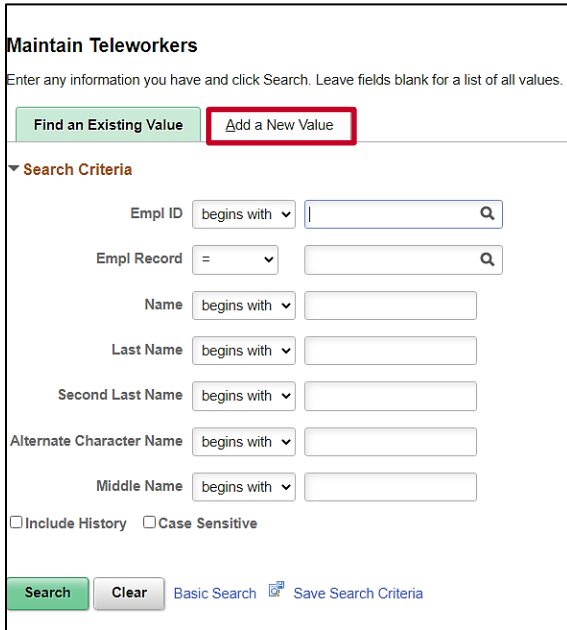
Adding a New Telework Agreement

Utilize the instructions in this section to add a Telework Agreement when one has not existed previously for the employee.

1. Navigate to the **Maintain Teleworkers** page using the following path:

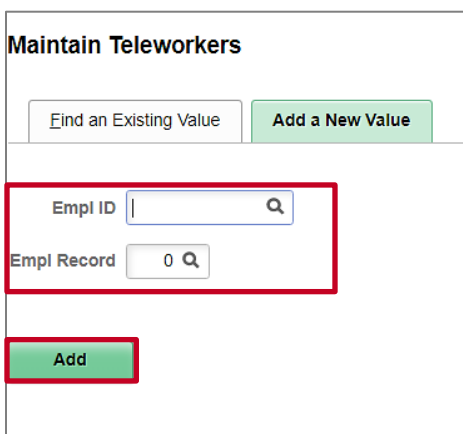
Navigator > Workforce Administration > Job Information > Maintain Teleworkers

The **Maintain Teleworkers** page displays.



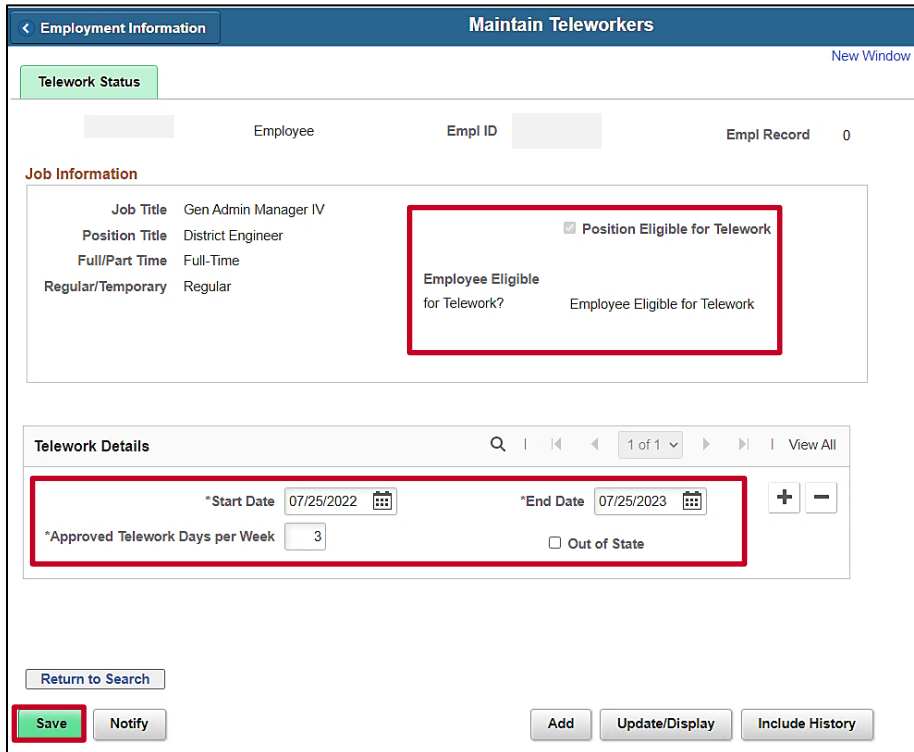
2. Click the **Add a New Value** tab.

The **Add a New Value** tab displays.



3. Enter the applicable employee's Employee ID in the **Empl ID** field.
4. Enter the Employee Record number in the **Empl Record** field.
5. Click the **Add** button.

The **Maintain Teleworkers** page displays for the applicable employee.



The screenshot shows the 'Maintain Teleworkers' page. At the top, there's a navigation bar with 'Employment Information' and 'Maintain Teleworkers'. Below that, there's a 'Telework Status' section with a 'New Window' link. The main content area is divided into 'Job Information' and 'Telework Details'. In 'Job Information', the 'Position Eligible for Telework' checkbox is checked, and the 'Employee Eligible for Telework?' field displays 'Employee Eligible for Telework'. In 'Telework Details', the '*Start Date' is 07/25/2022, '*End Date' is 07/25/2023, and '*Approved Telework Days per Week' is 3. There are also buttons for 'Return to Search', 'Save', 'Notify', 'Add', 'Update/Display', and 'Include History'.

6. Validate that the **Position Eligible for Telework** checkbox option is selected.
7. Validate that the **Employee is Eligible for Telework?** field displays a value of “Employee Eligible for Telework”.

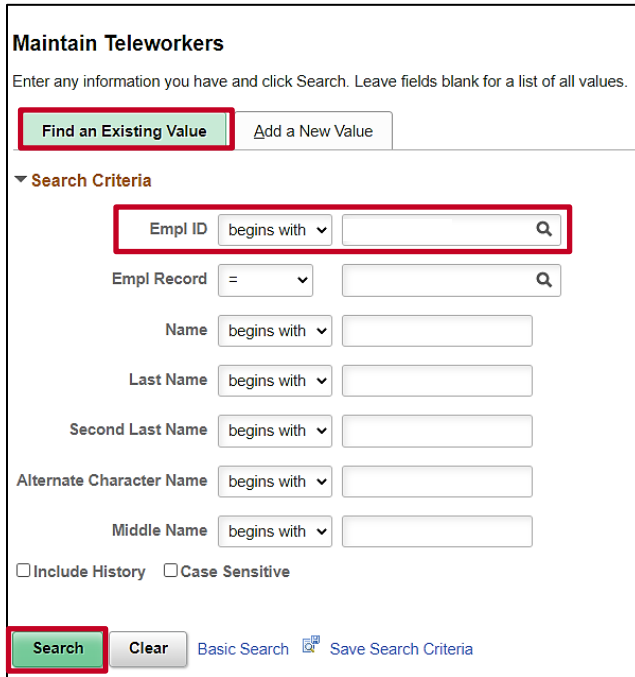
Note: If either of the fields above are ineligible, do not proceed with adding the agreement details. Return to the appropriate section in this Job Aid to verify and update the position record or employee job data.

8. Click the **Start Date Calendar** icon and select the date that the employee is approved to begin teleworking as indicated on the telework agreement. This field must be completed to save the agreement.
9. Click the **End Date Calendar** icon and select the date the telework agreement will end. This field must be completed to save the agreement.
10. Enter the number of days the employee will be teleworking per week in the **Approved Telework Days per Week** field as indicated on the agreement. The field only allows values of “1” through “5”. This field must be completed to save the agreement.
11. If the employee has out of state residency and requires a telework agreement, select the **Out of State** checkbox option. Otherwise, do not select this checkbox option.
12. Click the **Save** button.

Updating an Active Telework Agreement

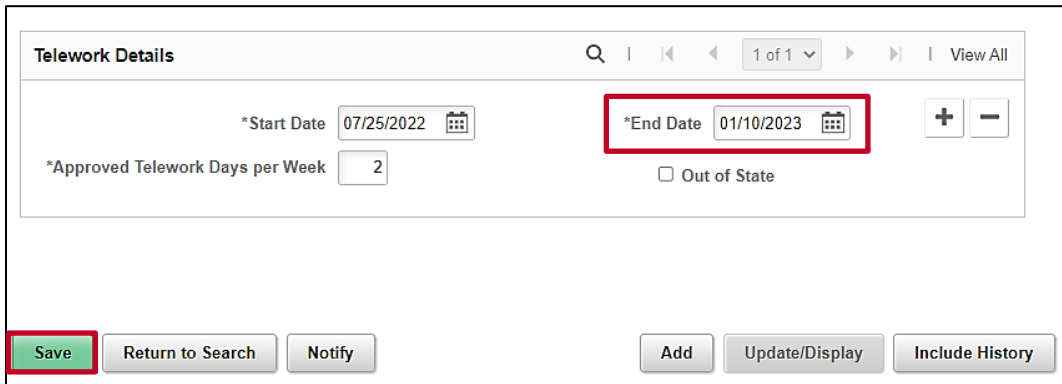
1. Navigate to the **Maintain Teleworkers** page using the following path:
Navigator > Workforce Administration > Job Information > Maintain Teleworkers

The **Maintain Teleworkers Search** page displays.



2. Enter the applicable employee's Employee ID in the **Empl ID** field.
3. Enter the Employee Record in the **Empl Record**.
4. Click the **Search** button.

The **Maintain Teleworkers** page displays the employee's existing telework record.



Telework Details | 1 of 1 | View All

*Start Date: 07/25/2022 | *End Date: 01/10/2023 | + -

*Approved Telework Days per Week: 2 | Out of State

Save | Return to Search | Notify | Add | Update/Display | Include History

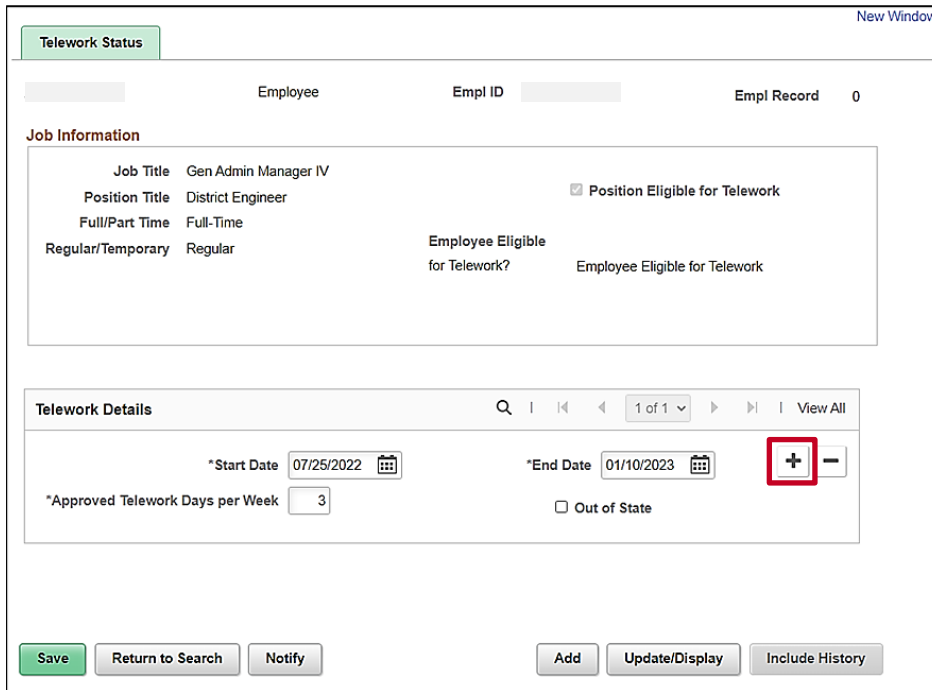
5. Click the **End Date Calendar** icon and select the applicable date (one day prior to the new agreement start date).

Note: Telework agreement dates cannot overlap. Update the existing agreement End Date to the day before the new agreement start date.

6. Click the **Save** button.

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The **Maintain Telework** page refreshes with the updated end date.



The screenshot shows the 'Telework Status' page. At the top, there are fields for 'Employee', 'Empl ID', and 'Empl Record' (0). Below this is the 'Job Information' section with the following details:

- Job Title: Gen Admin Manager IV
- Position Title: District Engineer
- Full/Part Time: Full-Time
- Regular/Temporary: Regular
- Employee Eligible for Telework? (checkbox checked): Position Eligible for Telework
- Employee Eligible for Telework? (checkbox checked): Employee Eligible for Telework

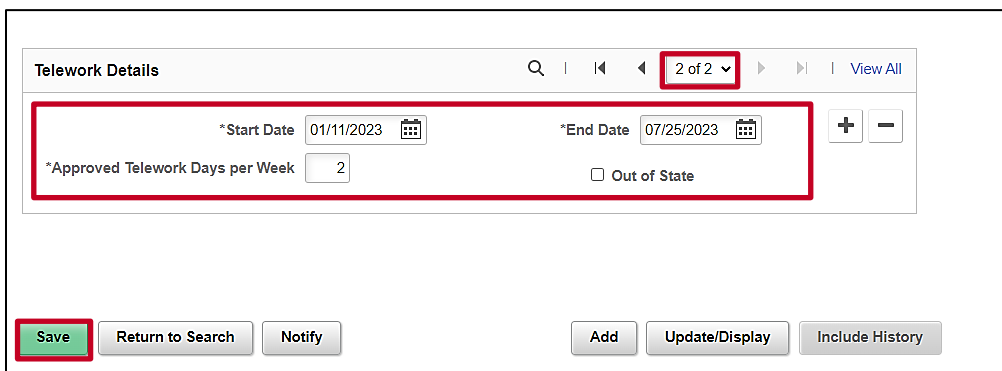
The 'Telework Details' section shows a table with one row. The row count is '1 of 1'. The details for this row are:

- *Start Date: 07/25/2022
- *End Date: 01/10/2023
- *Approved Telework Days per Week: 3
- Out of State: (checkbox unchecked)

At the bottom of the 'Telework Details' section, there are '+ -' buttons. The '+' button is highlighted with a red box. Below the form are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include History'.

- Click the **Add a New Row** icon (+) within the **Telework Details** section.

The **Maintain Teleworkers** page refreshes and a new row displays in the **Telework Details** section.



The screenshot shows the 'Telework Details' page after a new row has been added. The row count is now '2 of 2'. The details for the new row are:

- *Start Date: 01/11/2023
- *End Date: 07/25/2023
- *Approved Telework Days per Week: 2
- Out of State: (checkbox unchecked)

The 'Save' button at the bottom left is highlighted with a red box. The '2 of 2' row count is also highlighted with a red box. The '+ -' buttons are visible to the right of the table.

Note: When the new row displays, the row count increments by 1 and the information from the previous row is copied.

- Click the **Start Date Calendar** icon and select the date the employee is approved to begin teleworking as indicated on the new telework agreement. This is required in order to update the telework agreement.
- Click the **End Date Calendar** icon and select the date the telework agreement will end as indicated on the new telework agreement. This is also required in order to update the telework agreement.

HR351_Managing Employee Teleworker Data

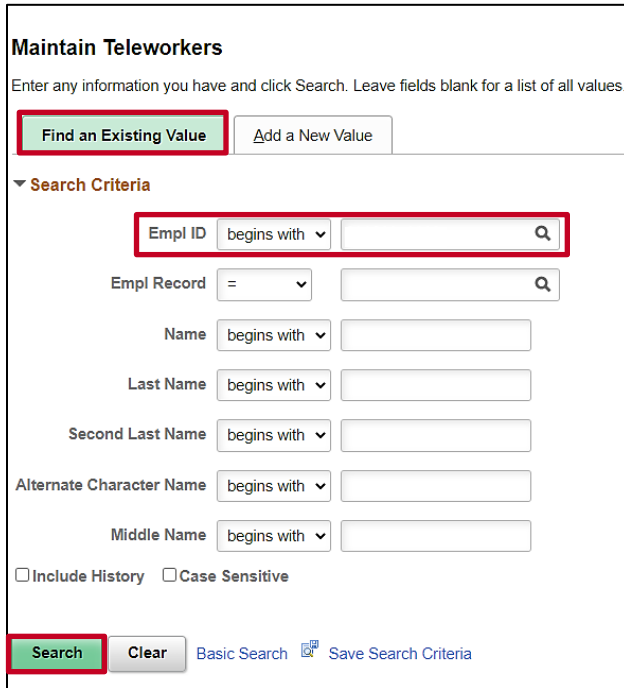
10. Enter the number of days the employee will be teleworking per week in the **Approved Telework Days per Week** field per the new agreement. The field only allows values of “1” through “5”. This field must be completed to save the agreement.
11. If the employee has out of state residency and requires a telework agreement, select the **Out of State** checkbox option. Otherwise, do not select this checkbox option.
12. Click the **Save** button.

Updating an Employee to Ineligible for Telework

1. Navigate to the **Maintain Telework** page using the following path:

Navigator > Workforce Administration > Job Information > Maintain Teleworkers

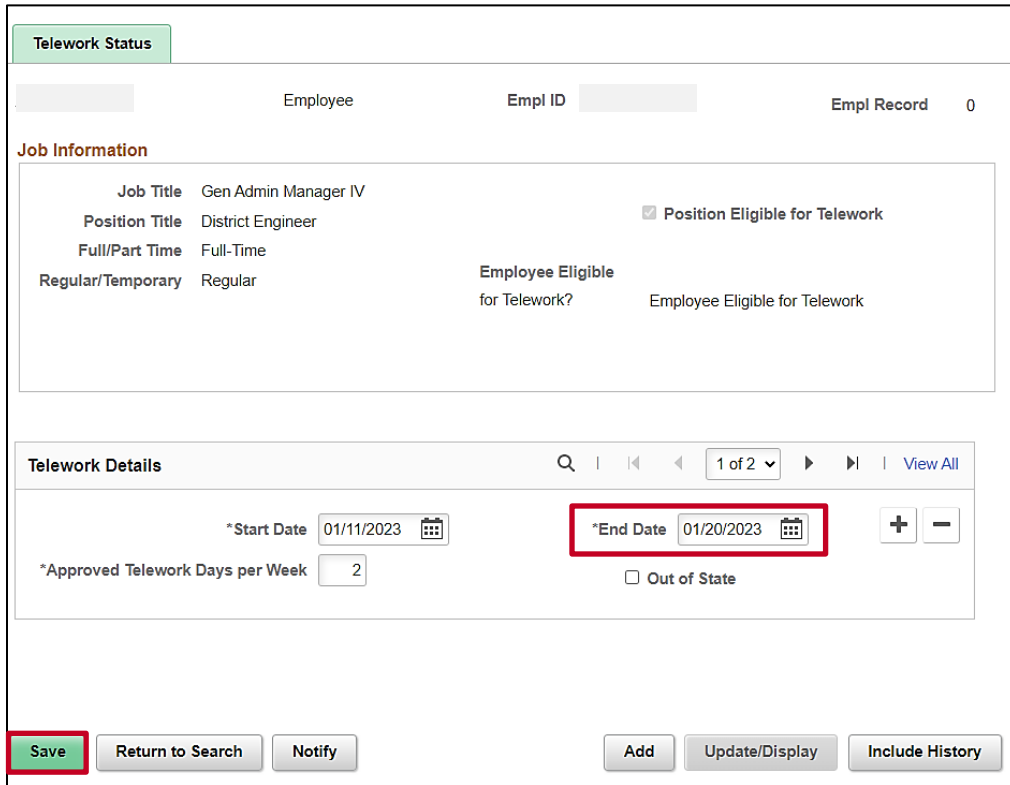
The **Maintain Teleworkers** search page displays.



2. Enter the applicable employee's Employee ID in the **Empl ID** field.

3. Click the **Search** button.

The **Maintain Teleworkers** page displays.



Telework Status

Employee Empl ID Empl Record 0

Job Information

Job Title	Gen Admin Manager IV	<input checked="" type="checkbox"/> Position Eligible for Telework
Position Title	District Engineer	
Full/Part Time	Full-Time	
Regular/Temporary	Regular	Employee Eligible for Telework? Employee Eligible for Telework

Telework Details 1 of 2 View All

*Start Date 01/11/2023 *End Date 01/20/2023 + -

*Approved Telework Days per Week 2 Out of State

Save Return to Search Notify Add Update/Display Include History

4. Click the **End Date Calendar** icon and select the date that the employee became ineligible for telework.
5. Click **Save** button.
6. Navigate to the **Job Data** page using the following path:
Navigator > Workforce Administration > Job Information > Job Data

The **Job Data** search page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼


Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

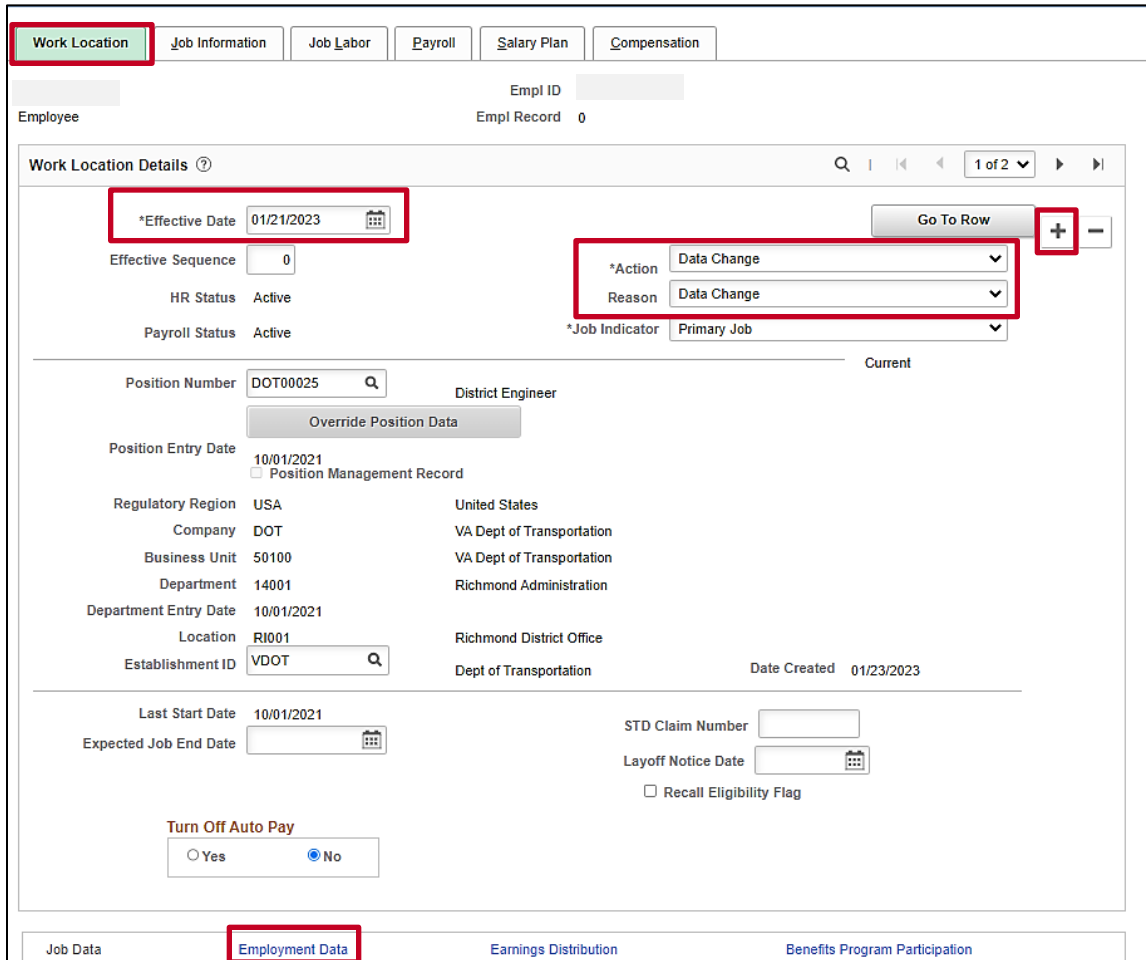
Middle Name begins with ▼

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

7. Enter the applicable employee's Employee ID in the **Empl ID** field.
8. Click the **Search** button.

The **Job Data** page displays with the **Work Location** tab displayed by default.



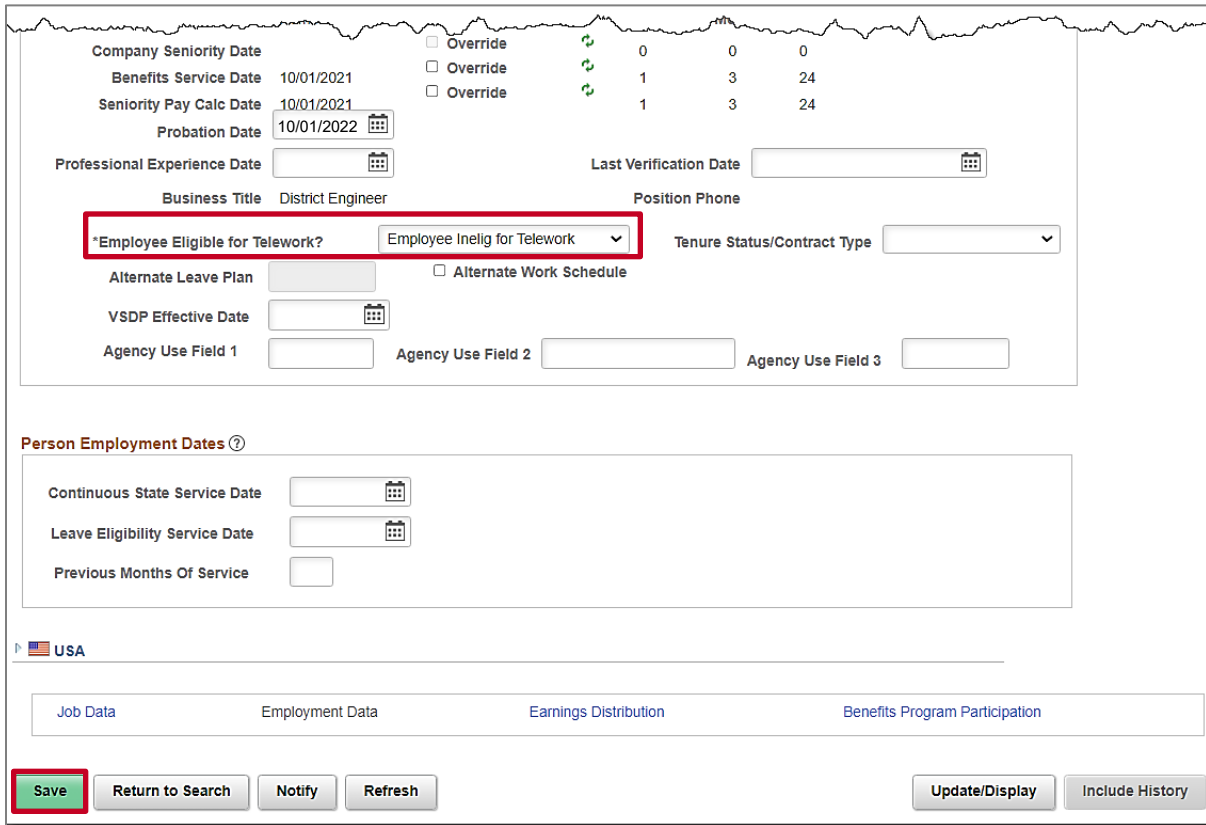
The screenshot displays the 'Work Location Details' page. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is selected. Below the tabs, there are fields for 'Empl ID' and 'Empl Record 0'. The main section is titled 'Work Location Details' and contains several fields and sections:

- *Effective Date:** 01/21/2023 (with a calendar icon)
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- *Action:** Data Change (dropdown)
- Reason:** Data Change (dropdown)
- *Job Indicator:** Primary Job (dropdown)
- Go To Row:** + -
- Position Number:** DOT00025 (with a search icon) - District Engineer
- Override Position Data:** (button)
- Position Entry Date:** 10/01/2021 (with a checkbox for 'Position Management Record')
- Regulatory Region:** USA - United States
- Company:** DOT - VA Dept of Transportation
- Business Unit:** 50100 - VA Dept of Transportation
- Department:** 14001 - Richmond Administration
- Department Entry Date:** 10/01/2021
- Location:** RI001 - Richmond District Office
- Establishment ID:** VDOT (with a search icon) - Dept of Transportation
- Date Created:** 01/23/2023
- Last Start Date:** 10/01/2021
- Expected Job End Date:** (with a calendar icon)
- STD Claim Number:** (text field)
- Layoff Notice Date:** (with a calendar icon)
- Recall Eligibility Flag:**
- Turn Off Auto Pay:** Yes No

At the bottom of the page, there are links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. The 'Employment Data' link is highlighted with a red box.

9. Click the **Add a New Row** icon (+).
10. Click the **Effective Date Calendar** icon and select the date that the employee became ineligible for telework.
11. Click the **Action** dropdown button and select "Data Change".
12. Click the **Reason** dropdown button and select "Data Change".
13. Scroll down to the bottom of the page as needed and click the **Employment Data** link.

The **Employment Data** page displays.



Company Seniority Date Override 0 0 0
Benefits Service Date 10/01/2021 Override 1 3 24
Seniority Pay Calc Date 10/01/2021 Override 1 3 24
Probation Date 10/01/2022
Professional Experience Date
Last Verification Date
Business Title District Engineer Position Phone
***Employee Eligible for Telework?** Employee Inelig for Telework Tenure Status/Contract Type
Alternate Leave Plan Alternate Work Schedule
VSDP Effective Date
Agency Use Field 1 Agency Use Field 2 Agency Use Field 3

Person Employment Dates

Continuous State Service Date
Leave Eligibility Service Date
Previous Months Of Service

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History

14. Click the **Employee Eligible for Telework?** dropdown button and select “Employee Inelig for Telework”.

15. Click the **Save** button.

Employee Eligible for Telework? Values and Descriptions

Telework Eligibility Status	When to Use
Employee Eligible for Telework	Required when an employee is eligible to telework.
Employee Inelig for Telework	Required if the employee is Not eligible for telework.
Mobile Worker	Select if the employee works a clear majority of their planned schedule in the “field”. A Telework agreement is Not required and cannot be entered.