

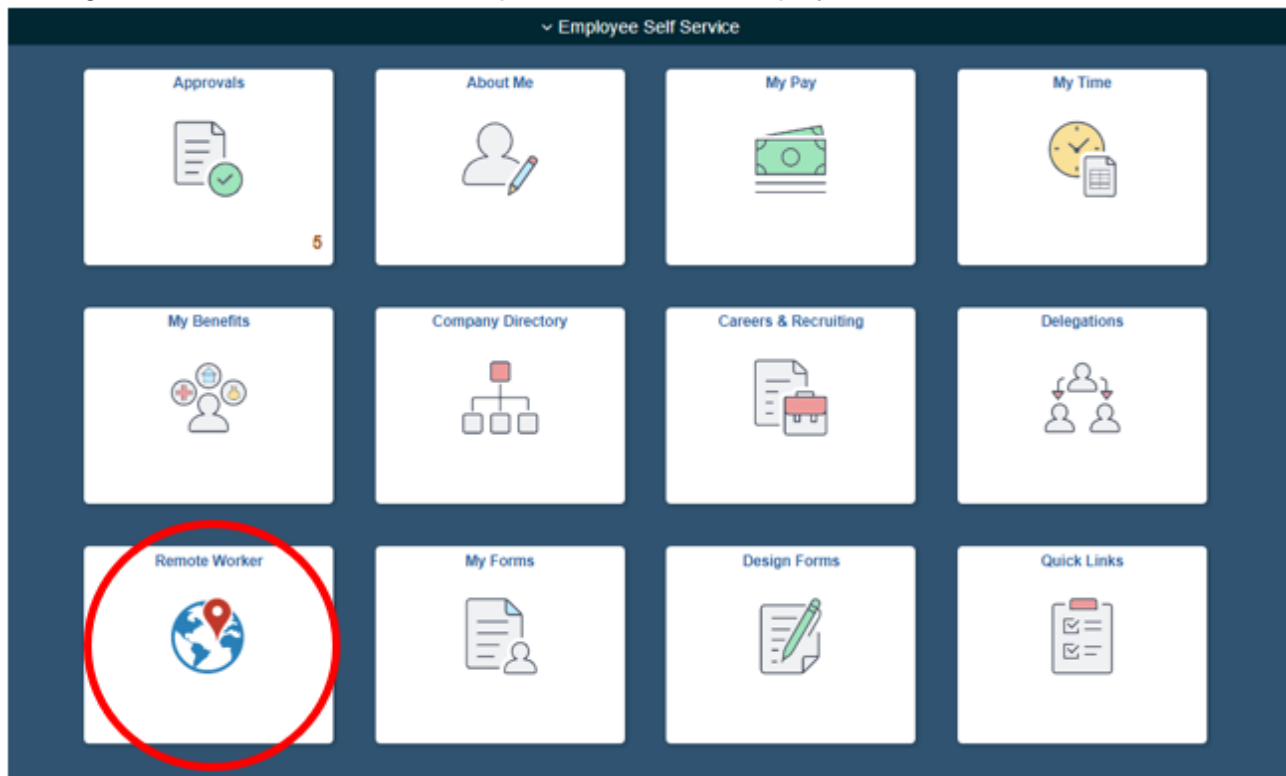
Submitting a Remote Worker Request in myFSCJ

This business process outlines the steps full-time administrative, professional or career employees should follow for submitting a flexible work arrangement request through Employee Self Service in myFSCJ.

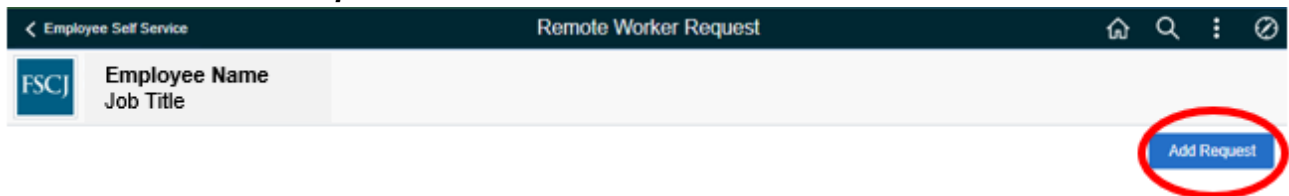
It is important to note that each employee's flexible work arrangement may be unique depending on the needs of the College, department, position, supervisor, and employee.

Employees are encouraged to speak with their supervisor regarding eligibility and review [APM 03-0802 – Telework](#) **prior** to submitting the Remote Worker Request.

Navigation: The Remote Worker Request is located in Employee Self Service > Remote Worker



- From the Employee Self Service menu, click on the **Remote Worker** tile.
 - Click **Add Request**



- Enter July 1, 2023 as the Start Date
- Enter June 30, 2024 as the End Date

A new Remote Worker request should be submitted each fiscal year (July 1 – June 30).

- Select **Hybrid** or **Fully Remote** from the Remote Worker Type drop down.

- **Fully Remote** should be used only if an employee is not required to report in-person and/or on-campus. All other requests should use **Hybrid**.

- Click **Next**

The screenshot shows the 'Add Remote Work Request' form. At the top, there is a header with the FSCJ logo and the text 'Employee Name' and 'Job Title'. Below this, there is a section titled 'Add Request' with a red underline. The form contains several input fields: '*Start Date' with the value '07/01/2023', 'End Date' with the value '06/30/2024', and '*Remote Worker Type' with a dropdown menu set to 'Hybrid'. A blue 'Next' button is located in the top right corner of the form area and is circled in red.

- After reviewing information regarding Flexible Work Arrangements click **Next**
 - More information can be found on the [Telework](#) website regarding Flexible Work Arrangements.
- **Check the box** to acknowledge receipt, understanding, and agreement to the Telework policy.
 - Click **Next**
- Enter Request Details:
 - a) Remote Worker Type will populate based on your previous input of either **Fully Remote** or **Hybrid**.
 - b) Select one of the following **Remote Work Reasons** from the drop down based on the geographic location of your flexible work assignment location.
 - i. Telework (NE FL: Baker, Clay, Ducal, Nassau, St. Johns)
 - ii. Telework (Other than NE FL Counties Listed)
 - iii. Fully Remote (FSCJ Service or Surrounding Area)
 - iv. Fully Remote (Outside FSCJ Geographic Service Area)
 - c) Select **Home** from the **Remote Location** drop down. Your home address will populate automatically.
 - i. **NOTE:** If the populated address is incorrect, the employee will need to exit the Remote Worker Request in order to update their home address in the **About Me** tile in Employee Self Service.
 - d) **Hybrid** requests only: **Enter the Percentage** for the amount of time that will be spent teleworking.
 - i. This should be based on the 40-hour work schedule;
For example: An employee whose work schedule is 8 hours per day, 5 days per week that plans to telework 2 days per week should enter 40%.
 - e) Select **Specific Days per Week** from the Remote Days drop down.
 - f) Click on the appropriate day(s) of the week you will telework.
 - g) Click **Next**.

The screenshot shows the 'Remote Worker Request' form. The left sidebar contains a progress indicator with the following steps: Guidelines (Visited), Acknowledgement (Complete), Request Details (Visited), Attachments (Not Started), Workplace Support (Not Started), and Review and Submit (Not Started). The main content area is titled 'Request Details' and includes the following information: Start Date: 07/01/2023, End Date: 06/30/2024. Under the 'Details' section, there are dropdown menus for 'Remote Worker Type' (Hybrid), 'Remote Work Reason' (Telework (NE FL: Baker, Clay, Duval, Nassau, St Johns)), and 'Remote Location' (Home). There is a text input field for 'Address' which is redacted with a black box. Below that is a 'Percentage' input field set to 40.00 and a 'Remote Days' dropdown menu set to 'Specific Days Per Week'. A 'Select Days' section shows a calendar grid with 'Tue' and 'Thu' selected. At the top right, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in red.

- Employees who work a modified telework assignment during the Summer 36-hour work schedule should click **Add Note** in order to document any changes to the percentage and/or specific days of the week of their flexible work arrangement during this time of the year.
 - Once the note has been entered, Click **Done**, then click **Next**.
- If a note is not applicable, click **Next**.

The screenshot shows the 'Remote Worker Request' form at the 'Attachments' step. The left sidebar shows 'Request Details' as 'Complete' and 'Attachments' as 'Visited'. The main content area is titled 'Attachments' and includes an 'Add Document' section with the text 'No Document has been attached'. There are two buttons: 'Add Attachment' and 'Add Note', with the 'Add Note' button circled in red. Below this is a modal window titled 'Note' with a 'Cancel' button on the left and a 'Done' button on the right, both circled in red. The modal contains a '*Description' field with the text 'Telework during 36-hour work schedule' and a '*Note Text' field with the text 'Percentage = 50% Specific Days: Monday and Tuesday'. At the bottom right of the modal, it says '6045 characters remaining'.

- Click **Submit** after you have reviewed your request.

✕ Exit
Remote Worker Request
⋮

Employee Name

Job Title

← Previous
Submit

Guidelines

- Visted
- ★ Acknowledgement
- Complete
- Request Details**
- Complete
- Attachments**
- Complete
- Workplace Support
- Not Started
- Review and Submit**
- Visted

Review and Submit

Start Date 07/01/2023 End Date 06/30/2024

Details

Remote Worker Type Hybrid

Remote Work Reason Telework (NE FL: Baker, Clay, Duval, Nassau, St Johns)

Remote Location Home

Address [REDACTED]

Percentage 40.00

Remote Days Specific Days Per Week

Select Days

Mon

Tue

Wed

Thur

Fri

Sat

Sun

Documents

Document Name	Description	Attached By	Attached
Note	Telework during 35-hour work schedule	Marisa Smith	04/18/23 04:51:51 PM

After being submitted, the request will be routed to your supervisor and subsequent approvers up to and including the VP level.