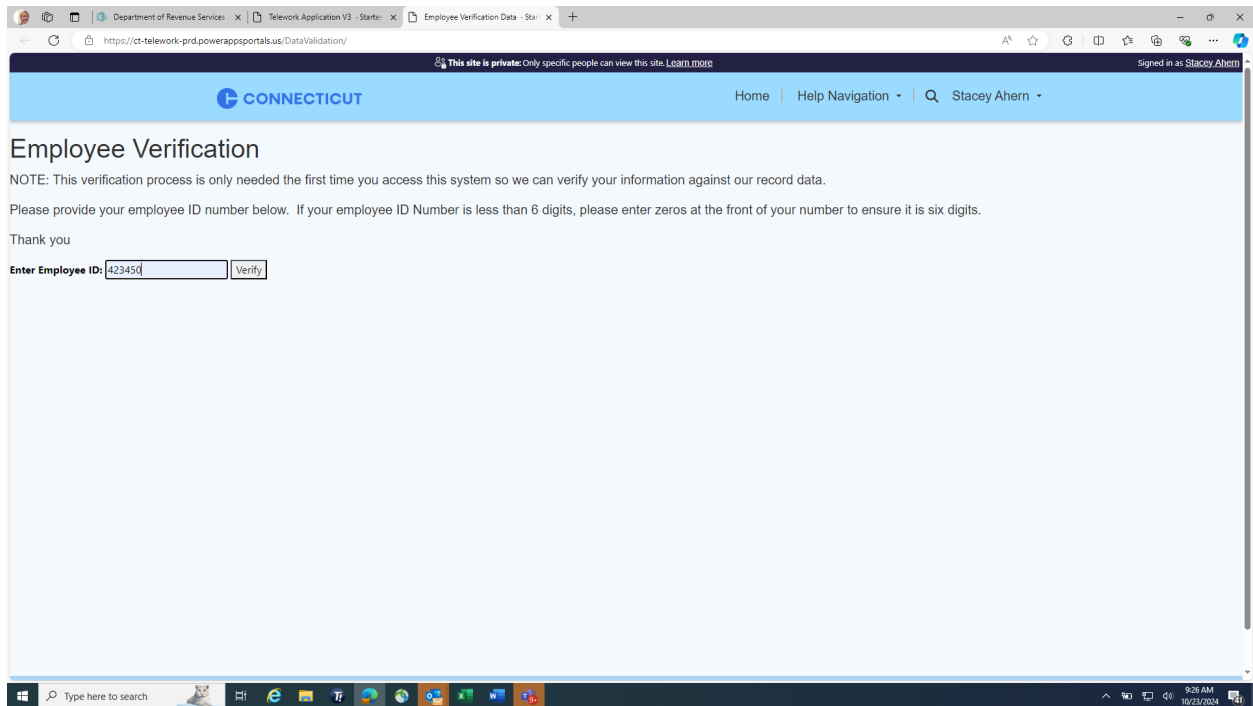


Telework Application System My Approvals

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.

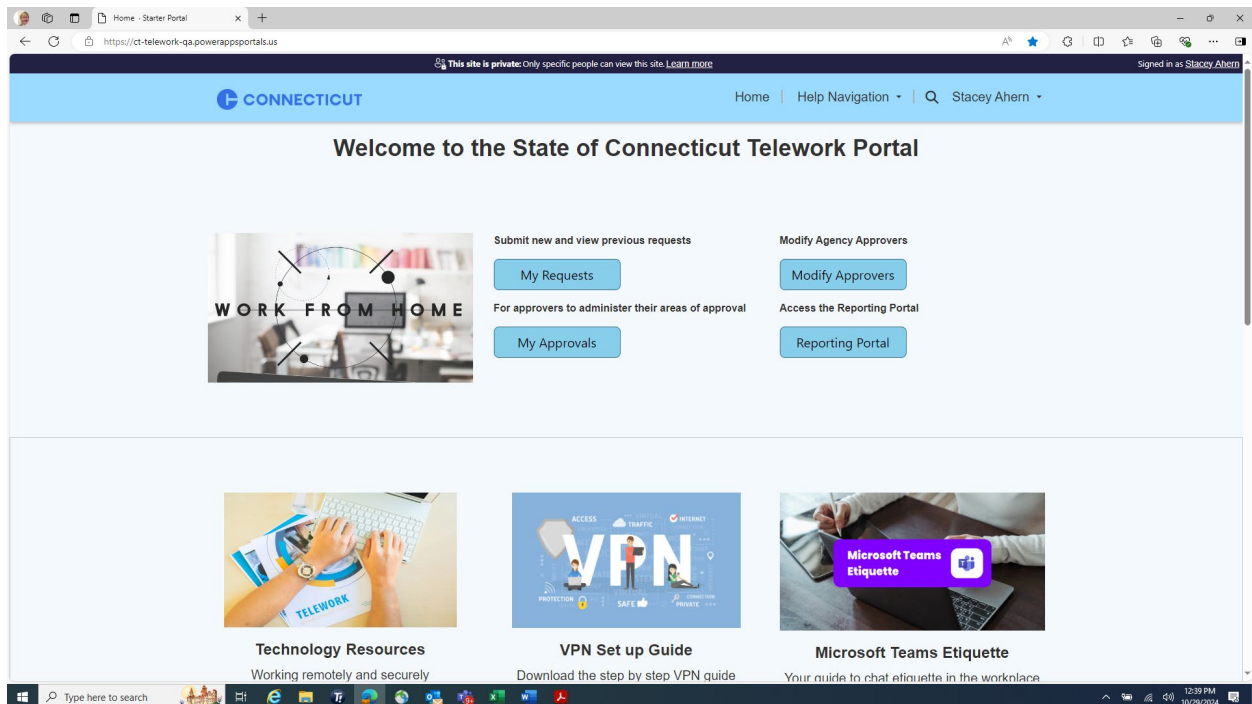


The screenshot shows a web browser window displaying the 'Employee Verification' page. The browser's address bar shows the URL: <https://ct-telework-prd.powerappsportals.us/DataValidation/>. The page header includes the Connecticut logo and navigation links for 'Home', 'Help Navigation', and 'Stacey Ahern'. The main content area is titled 'Employee Verification' and contains the following text: '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 digits, please enter zeros at the front of your number to ensure it is six digits. Thank you'. Below this text is a form with a label 'Enter Employee ID:' followed by a text input field containing '423450' and a 'Verify' button.

Home Page Overview

Please note that you will only see the portals you have access to.

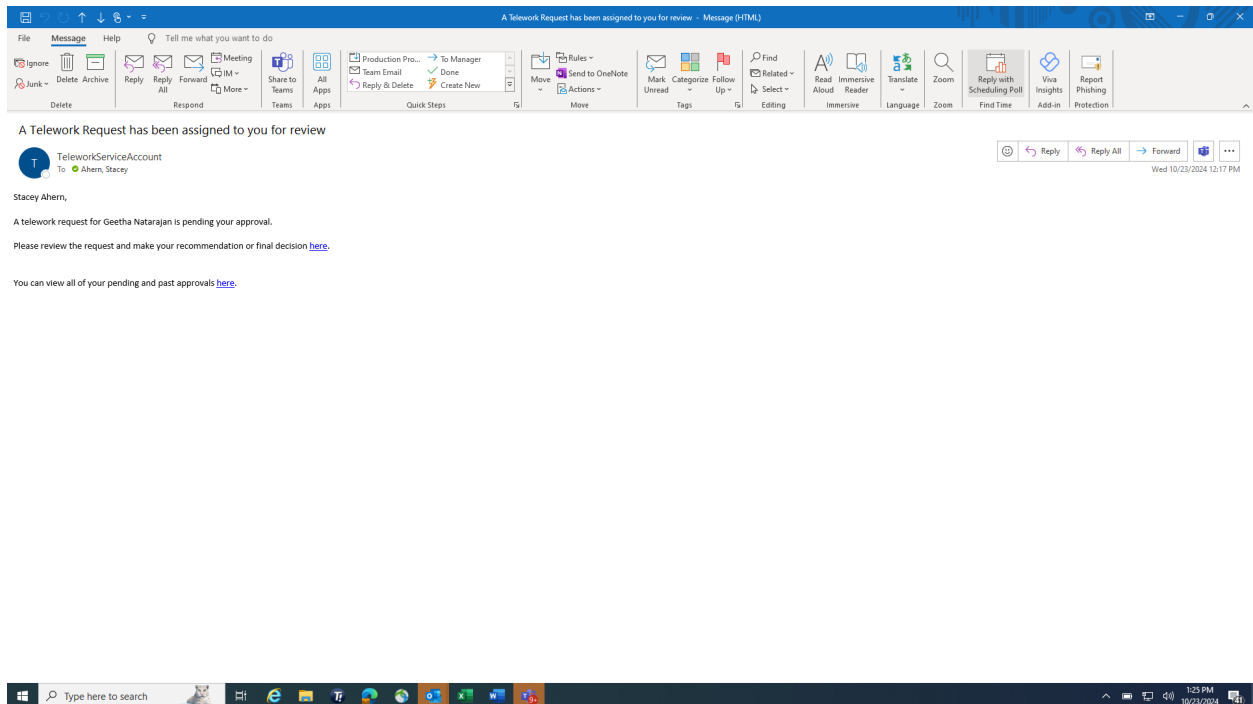
1. **My Requests:** This button will display the form to submit a new Telework Application request.
2. **My Approvals:** This button will display a page with all the employee requests submitted awaiting your approvals or previously approved by you.
3. **Modify Approvers:** This button will allow addition 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.



The screenshot shows the home page of the Connecticut Telework Portal. The page features a blue header with the Connecticut logo and navigation links for Home, Help Navigation, and a search bar for Stacey Ahern. The main content area is titled "Welcome to the State of Connecticut Telework Portal" and includes a "WORK FROM HOME" graphic. Below this, there are two columns of buttons: "My Requests" and "My Approvals" for users, and "Modify Agency Approvers" and "Reporting Portal" for approvers. At the bottom, there are three resource cards: "Technology Resources" (Working remotely and securely), "VPN Set up Guide" (Download the step by step VPN guide), and "Microsoft Teams Etiquette" (Your guide to chat etiquette in the workplace).

From the “**My Approvals**” function within the Telework Application system.

1. Select the “My Approvals” button to go directly into your approval dashboard.
2. You can also access the “My Approvals” dashboard or individual Telework applications from the link within email notifying you that a Telework application was entered. Email notifications example is displayed below.
3. To receive email notifications, you must go into the Telework system to be validated by entering your employee id which will be verified against Core-CT and O365 email. Email notifications will not start until you are validated by this system.



Select the first link to go directly to the application submitted.

Or

Select the 2nd link to go into approval dashboard. This will allow you to view all applications waiting for approval or applications previously approved.

The approval dashboard looks as follows:

The screenshot shows a web browser window displaying the Telework Approval dashboard. The browser's address bar shows the URL: <https://ct-telework-qa.powerappsportals.us/Telework-Approval-Form-V2/>. The page header includes the Connecticut logo and navigation links: Home, Help Navigation, and a search bar for Stacey Ahern. The main content area is titled "Approvals" and is divided into two sections: "Pending: 1" and "Approved: 2".

Pending: 1

ID	First Name	Last Name	Teleworking Address	Work Email	Core Business Hours	Submission Date	Request Type	Approval Status	Options
TWRA-1054	Geetha	Natarajan	1 telework st 100 telework st, hartford, ct 06106 hartford CT 06106	geetha.natarajan@ct.gov	40 hrs/ 5 days	10/23/2024 12:16:45 PM	Routine Telework	Pending Approval	Review Reassign

Approved: 2

ID	First Name	Last Name	Teleworking Address	Work Email	Core Business Hours	Submission Date	Request Type	Approval Status	Options
TWRA-1052	Geetha	Natarajan	1 telework st hartford CT 06106	geetha.natarajan@ct.gov	40 hrs	10/23/2024 11:11:03 AM	Routine Telework	Recommended for Approval with Changes	View
TWRA-1009	Clayton	Hoadley	1 telework ave Windham CT 06280	clayton.hoadley@ct.gov	40 hrs	9/17/2024 11:27:14 AM	Situational Telework	Approved with Changes	View

You can review the telework application or reassign the application to someone else to approve without approving first.

To reassign the telework application pending select the “**Reassign**” button.

To review the telework application pending select the “**Review**” button.

Review:

The telework application displays details of telework schedule for week 1 and week 2. See screen print below.

Department of Revenue Services | Employee Verification Data - Stacey Ahern | Telework Approval Form V2 - Stacey Ahern | Telework Approval Details V2 - Stacey Ahern

https://ct-telework-qa.powerappsportals.us/Telework-Approval-Details-V2/?id=62402e38-5a91-ef11-ac21-001d8037de8

This site is private: Only specific people can view this site. [Learn more](#)

Signed in as: Stacey Ahern

CONNECTICUT Home | Help Navigation | Stacey Ahern

Back

Telework Approval Details

Telework Requested By Geetha Natarajan

[Click here to View Request and Prior Approvals](#)

Modify Requested Schedule

Requested Week 1 Schedule

Week 1 - Friday
Full Telework Day

Week 1 - Monday
Full Telework Day

Week 1 - Tuesday
Full Day in Office

Week 1 - Wednesday
Full Telework Day

Week 1 - Thursday
Full Telework Day

Requested Week 2 Schedule

Week 2 - Friday
Full Telework Day

Week 2 - Monday
Full Telework Day

Week 2 - Tuesday
Full Day in Office

Week 2 - Wednesday
Full Telework Day

Week 2 - Thursday
Full Telework Day

Notes

Please check final approval if you're final approver or select the next approver

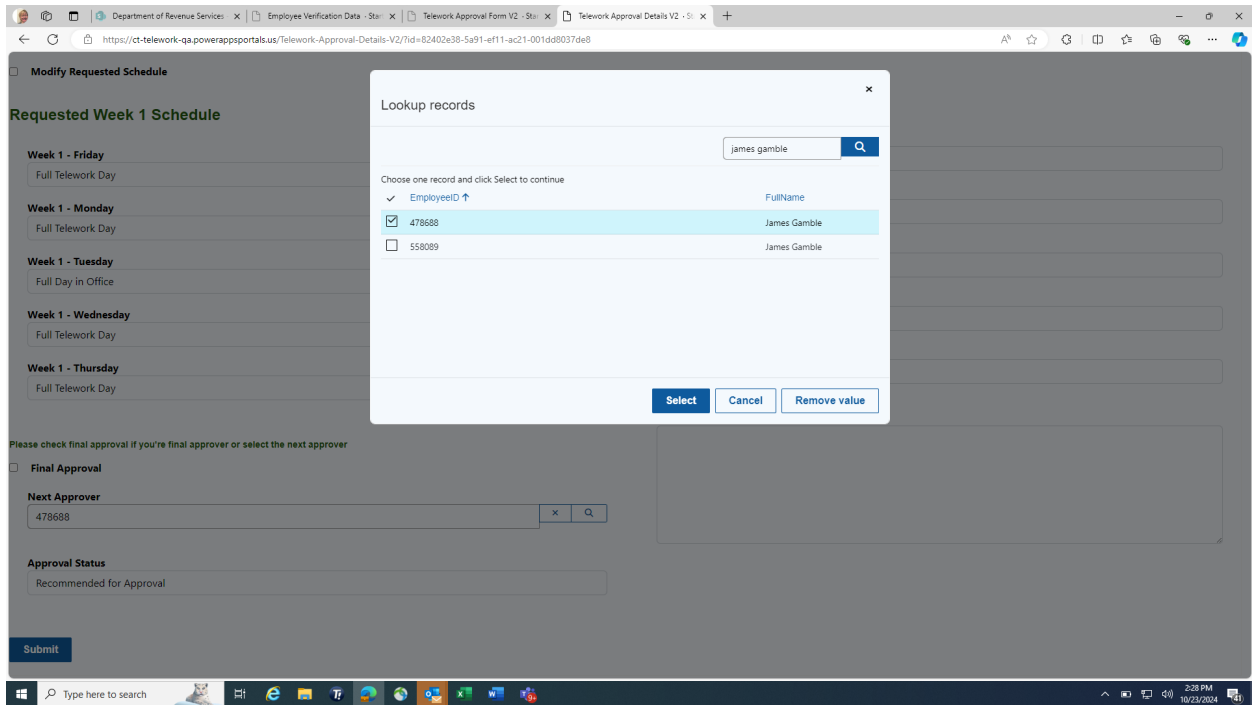
Type here to search | 2:04 PM 10/23/2024

Modify

You can select “Modify Requested schedule” to change the schedule selected. See screen print above. Selecting this button will allow you to change the schedule day by day before approving or assigning to someone else.

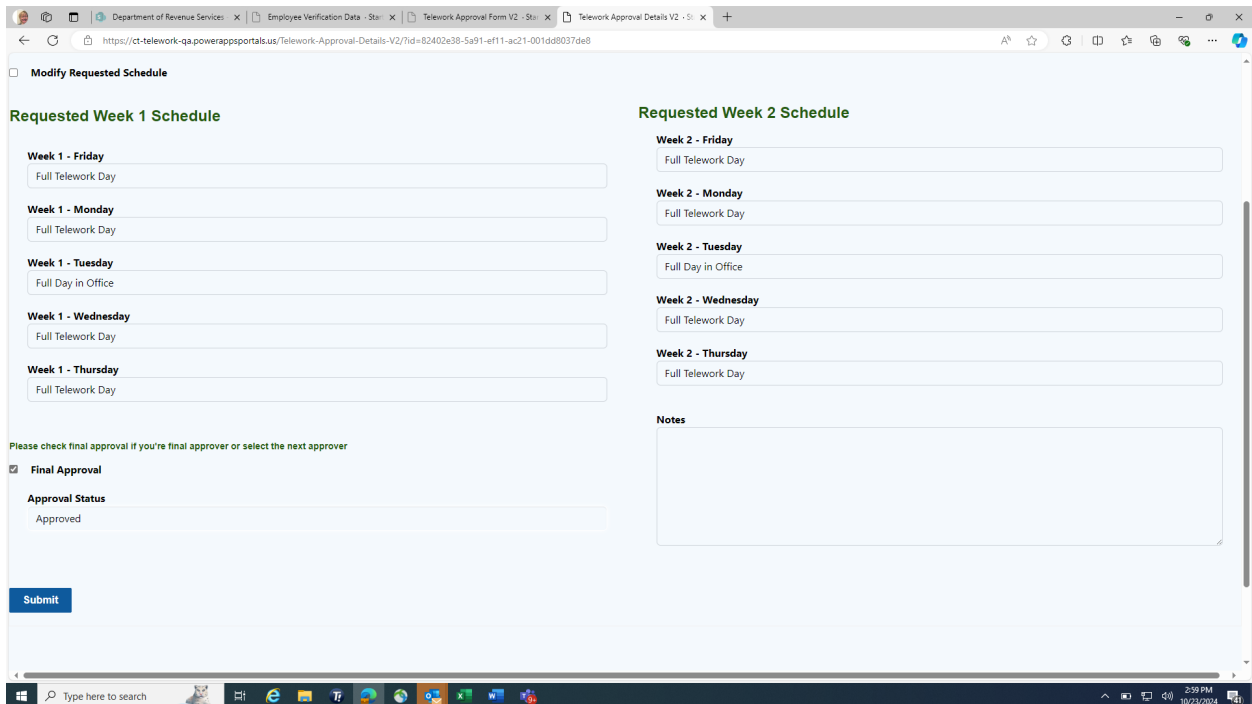
Reassign

To Reassign the telework application to someone else, select the search icon and type in the full name of person or *name to get a drop down of the individuals. Select the person you want to reassign to and select “Select” button. Thereafter, click the approval status and either select recommended for approval or recommended for denial before sending.



Final approval Option

To make yourself the final approver of the telework application, select the final approval icon, select approved or denied for approval status and hit the submit button.



After you have processing pending telework applications, your approval dashboard may look like below. Notice the various Approval status.

The screenshot shows a web browser window displaying the Connecticut Telework Approval Dashboard. The page title is "Approvals" and it shows "Pending: 0" and "Approved: 3". The dashboard is signed in as "Stacey Ahern". The table below lists three approved telework requests with columns for ID, First Name, Last Name, Teleworking Address, Work Email, Core Business Hours, Submission Date, Request Type, Approval Status, and Options.

ID	First Name	Last Name	Teleworking Address	Work Email	Core Business Hours	Submission Date	Request Type	Approval Status	Options
TWRA-1054	Geetha	Natarajan	1 telework st 100 telework st, hartford, ct 06106 hartford CT 06106	geetha.natarajan@ct.gov	40 hrs/ 5 days	10/23/2024 12:16:45 PM	Routine Telework	Approved	View
TWRA-1052	Geetha	Natarajan	1 telework st hartford CT 06106	geetha.natarajan@ct.gov	40 hrs	10/23/2024 11:10:03 AM	Routine Telework	Recommended for Approval with Changes	View
TWRA-1009	Clayton	Hoadley	1 telework ave Windham CT 06280	clayton.hoadley@ct.gov	40 hrs	9/17/2024 11:27:14 AM	Situational Telework	Approved with Changes	View

Questions or Issues

Please send any questions or issues via email to - TeleworkAppSupport@ct.gov