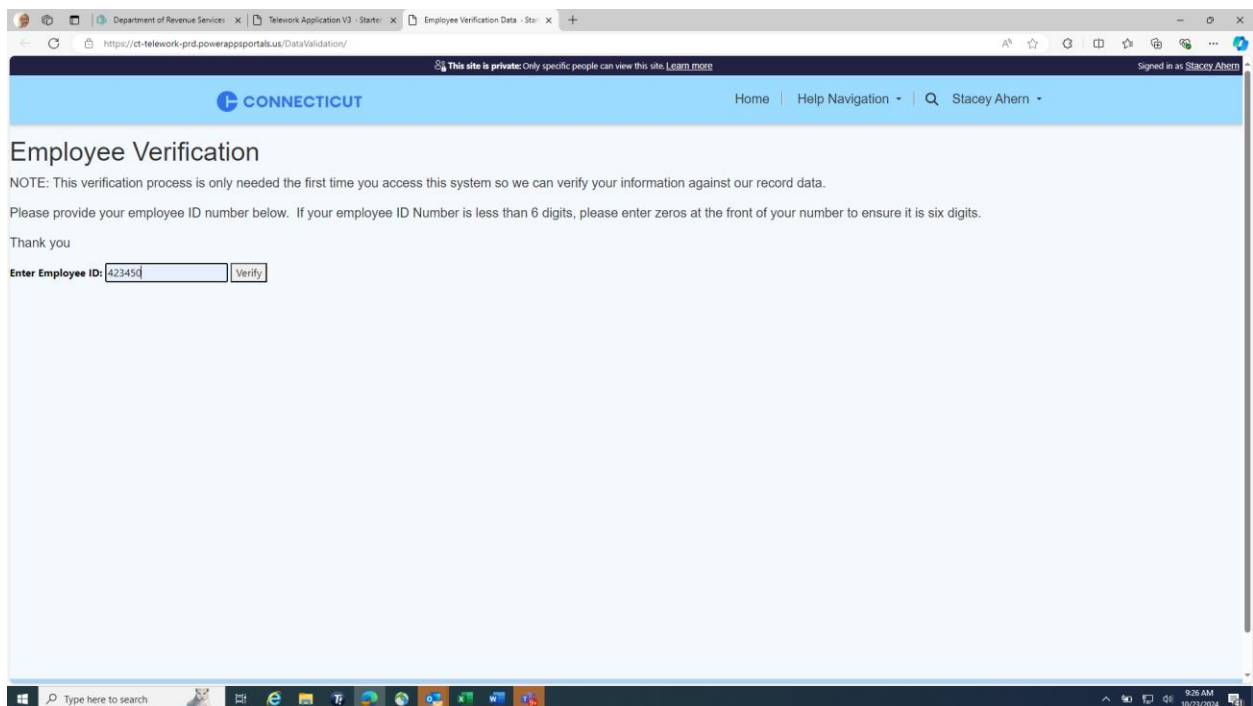# Telework Application System My Approvals

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.

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.
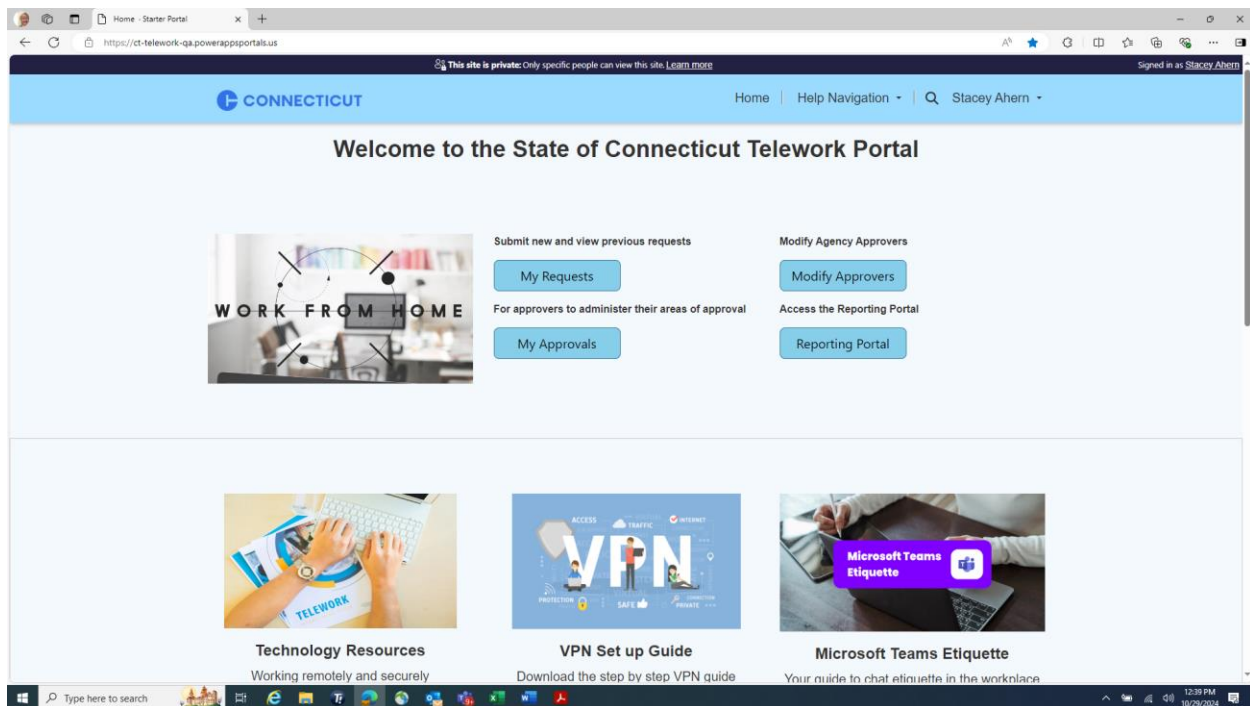
From the "**My Approvals**" function within the Telework Application system.

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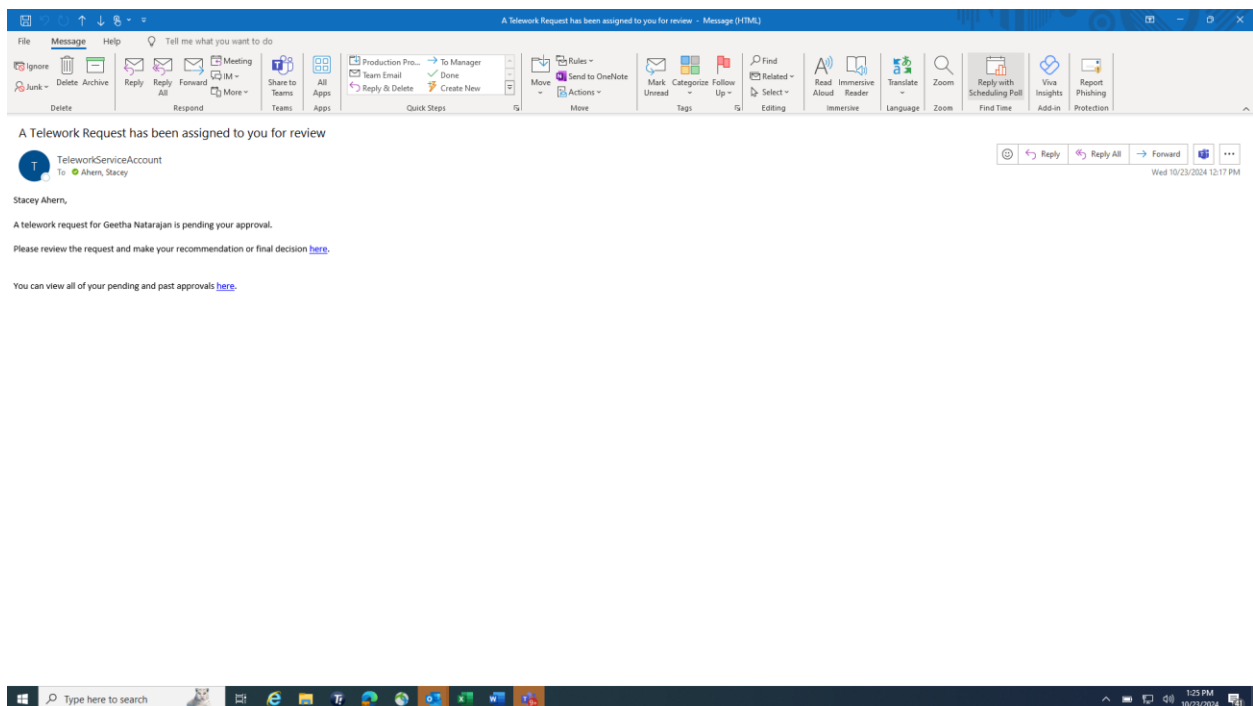
Select the first link to go directly to the application submitted.

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:

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.

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.

Questions or Issues

Please send any questions or issues to email.

TeleworkAppSupport@ct.gov