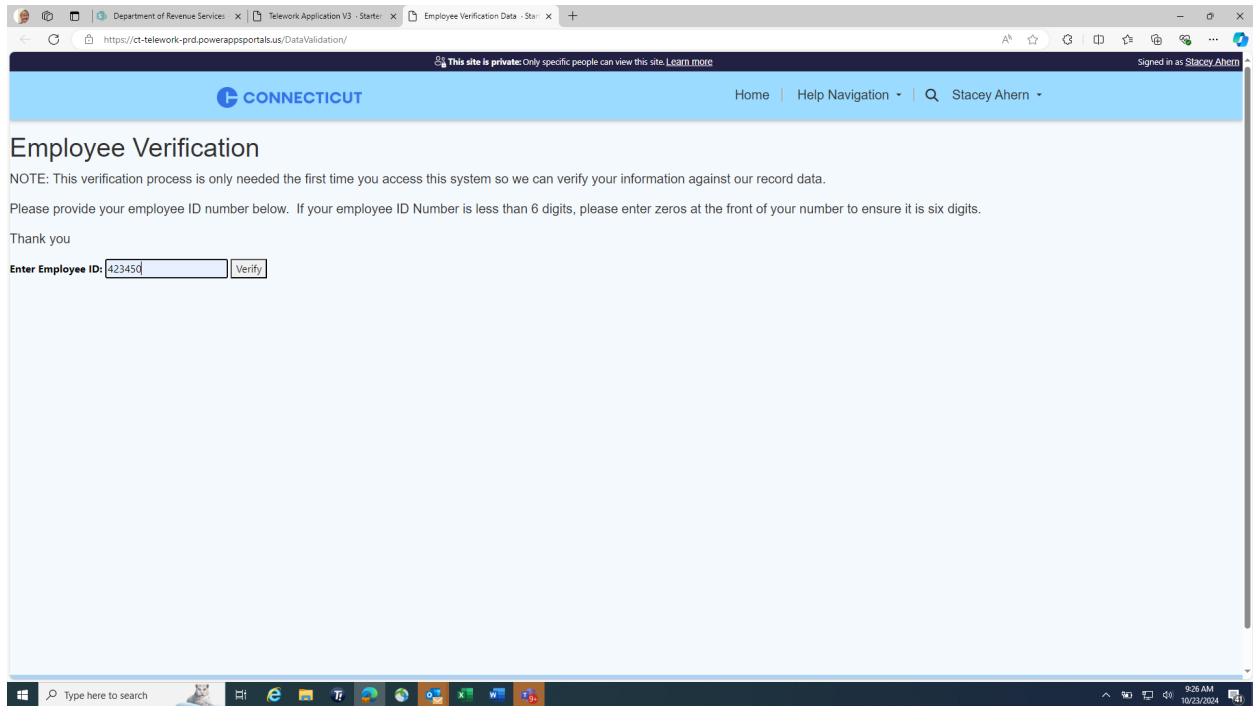


# Telework Application System

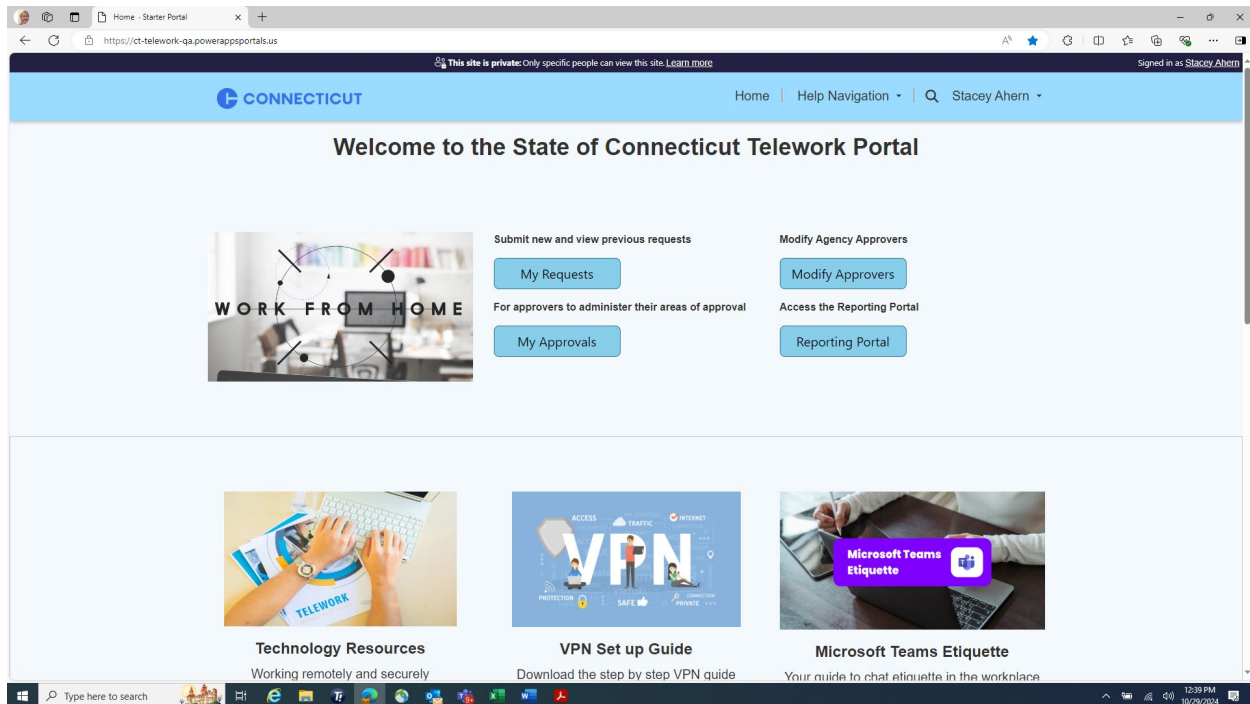
**First time into Telework Application System:** your first time into the Telework Application System you will be prompted to enter your employee id for verification of who you are and connection between Core-CT and O365. Enter your "employee id".

This prompt will only appear once. System will remember who you are going forward.



## Home Page Overview

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 displays the home page of the State of Connecticut Telework Portal. The browser address bar shows the URL <https://ct-telework-ga.powerappsportals.us>. The page header includes the Connecticut logo, navigation links for Home and Help Navigation, and a search bar for Stacey Ahern. The main heading reads "Welcome to the State of Connecticut Telework Portal".

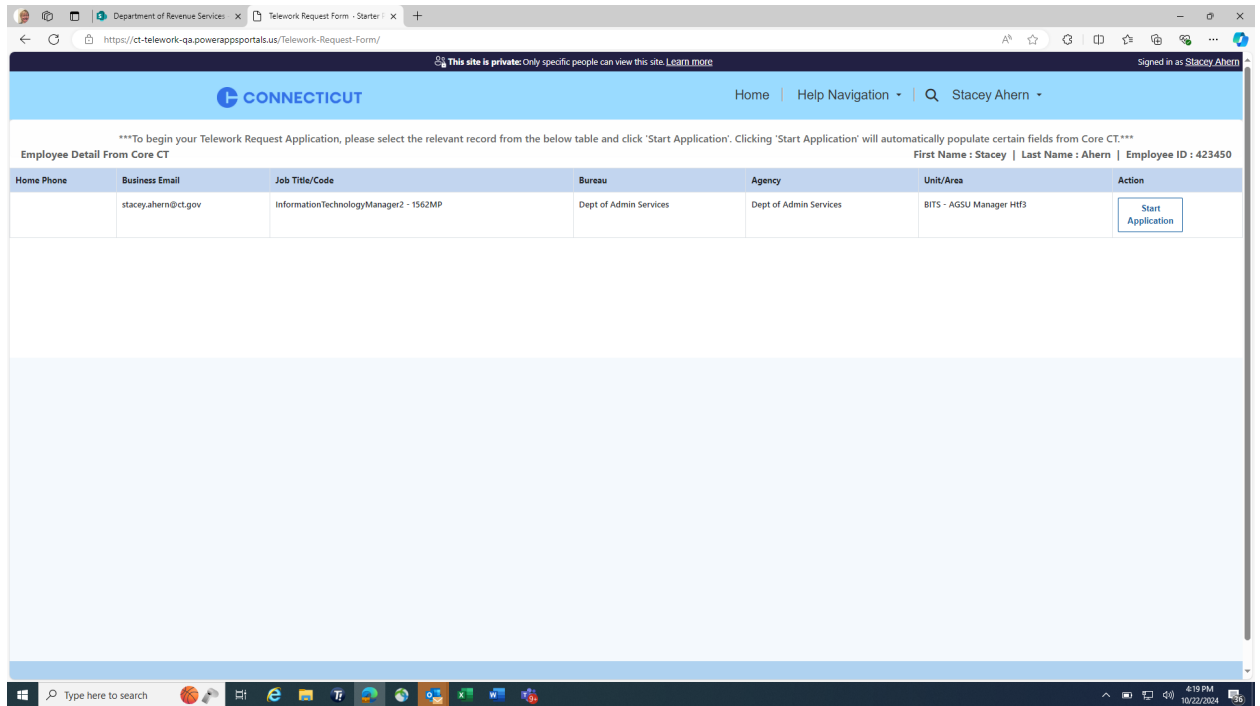
The central content area features a "WORK FROM HOME" graphic on the left. To its right, under the heading "Submit new and view previous requests", are buttons for "My Requests" and "My Approvals". Further right, under "Modify Agency Approvers", are buttons for "Modify Approvers" and "Reporting Portal". A note below the "My Approvals" button states "For approvers to administer their areas of approval".

The bottom section contains 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).

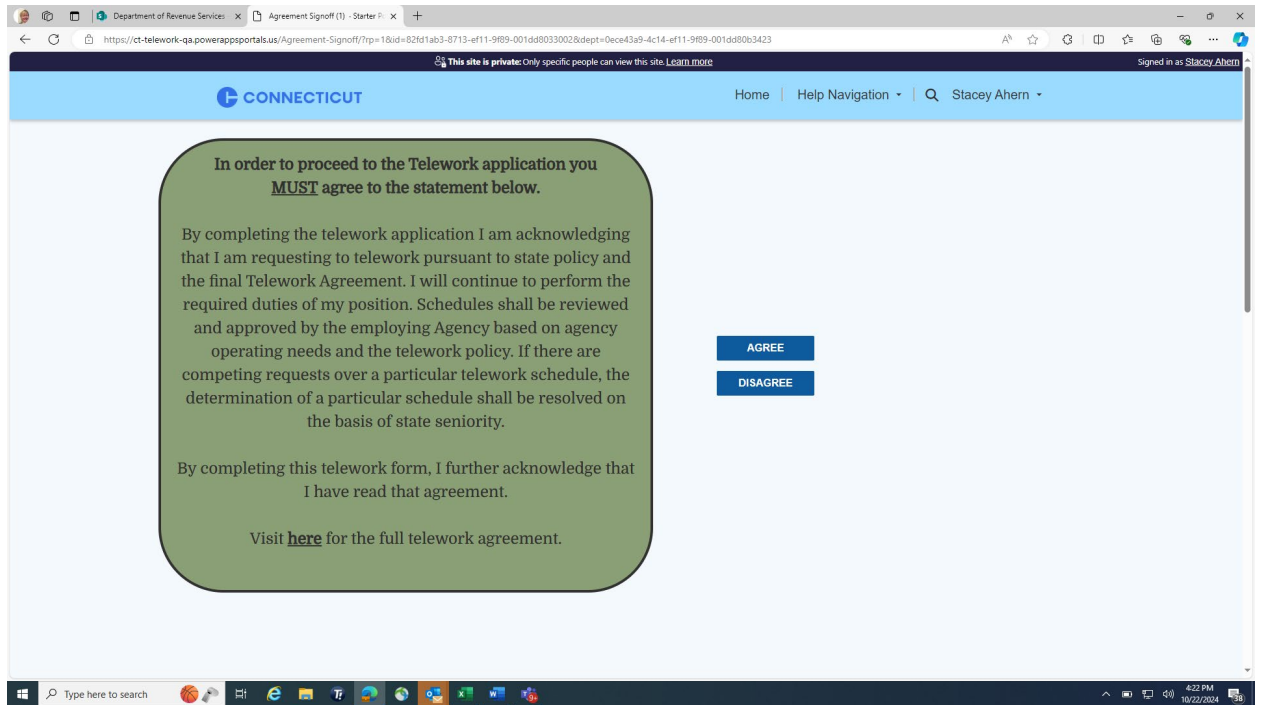
The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 12:39 PM on 10/29/2024.

## How to Submit a Telework application

1. Select the “My Requests” button.
2. Telework system will populate your Core-CT information into your Telework application. Below is an example.



3. Start your Telework application by selecting the “Start Application” button.
4. Telework system displays an agreement each time you enter a new or revised telework application.
5. You must “Agree” to Telework policy statement or you cannot proceed.



6. You enter the “Semi-Annual Telework Application Request Form” where you can review your pre-populated information from Core-CT within your Telework application.
7. If Telework application does not have correct information, please select the search button which will display all allowable selections and select corrected information. Below is an example.

Department of Revenue Services | Telework Application V3 - Starter

https://ct-telework-qa.powerappsportals.us/Telework-Application-V3/?id=82fd1ab3-8713-ef11-9f89-001dd8033002&dept=0cece43a9-4c14-ef11-9f89-001dd80b3423

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

CONNECTICUT

Home | Help Navigation | Stacey Ahern

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## Semi-Annual Telework Application Request Form

Telework Period beginning July 12, 2024 through January 09, 2025

\*\*\* Please remember to click the "Submit" button at the bottom of the page after making your changes. \*\*\*

### Personal Information

Employee ID \*  
423450

Work Email \*  
stacey.ahern@ct.gov

First Name \*  
Stacey

Last Name \*  
Ahern

### Agency & Work Information

Select Your Agency \*  
DAS

Select the Bureau you work in \*  
Dept of Admin Services - DAS23000

Select the unit or area you work within Bureau if applicable \*  
BITS - AGSU Manager HT3 - DAS064437

Select Your Job Title \*  
InformationTechnology/Manager2 - 1562MP

Select the unit or area you work within Bureau if applicable Launch lookup modal

bargaining unit, if any, you are part of? \*

### Teleworking Address

Address line 1 where you work from during telework hours \*

Address line 2 where you work from during telework hours

8. Enter your Telework address (mandatory fields are designated with an \*).
9. Enter your 2<sup>nd</sup> Telework address if allowed and applicable.
10. Select the type of Telework Application you are requesting.
  - a. Routine Telework
  - b. Situational
  - c. New Hire
11. Select the answers to the following 4 questions (system defaults to most common however, you should change answer if your answer is different).
  - a. Is this telework application consistent with your current telework schedule? (yes or no).
  - b. Are you currently in an initial working test period? (yes or no).
  - c. Are you in your first year (365 days) of employment with the State? (yes or no).
  - d. Are you currently in a promotional working test period? (yes or no).

12. In Week 1 and Week 2 schedule for each day select
  - a. Full Day in office
  - b. Full Telework Day
  - c. Half Day in Office
  - d. I don't work this day due to an AWS

The screenshot shows a web browser window with the URL <https://ct-telework-qa.powerappsportals.us/Telework-Application-V3/?id=82f1ab3-8713-ef11-9f89-001d89033002&dept=0ece43a9-4c14-ef11-9f89-001d890b3423>. The page title is 'Telework Application V3 - Starter'. The form contains the following sections:

- Telework Details**
  - Type of Request \* (Dropdown menu)
  - Is this telework application consistent with your current telework schedule? \* (Radio buttons: No, Yes)
  - Are you currently in an initial working test period? \* (Radio buttons: No, Yes)
- Core Business Days/Hours** (Text input field)
- Are you in your first year (365 days) of employment with the State? \* (Radio buttons: No, Yes)
- Are you currently in a promotional working test period? \* (Radio buttons: No, Yes)
- Week 1 Schedule**
  - Please select the days you are requesting to telework week 1
  - Week 1 - Friday (day after pay day) \* (Dropdown menu)
  - Week 1 - Wednesday \* (Text input field)
  - Week 1 - Thursday \* (Text input field)
- Week 2 Schedule**
  - Please select the days you are requesting to telework week 2
  - Week 2 - Friday \* (Text input field)
  - Week 2 - Monday \* (Text input field)
  - Week 2 - Tuesday \* (Text input field)
  - Week 2 - Wednesday \* (Text input field)
  - Week 2 - Thursday \* (Text input field)

A blue 'Submit' button is located at the bottom left of the form.

13. Select Submit to send the request to your supervisor or approver identified within the system.
14. You will receive an email confirming you application was submitted.
15. You can view your application and the approver in the system through the link provided or using your dashboard.
16. Your approver will receive an email notifying that you submitted a request.

**Note:** All fields with an asterisk (\*) are required.

## **Questions or Issues**

Please send any questions or issues via email to [TeleworkAppSupport@ct.gov](mailto:TeleworkAppSupport@ct.gov)