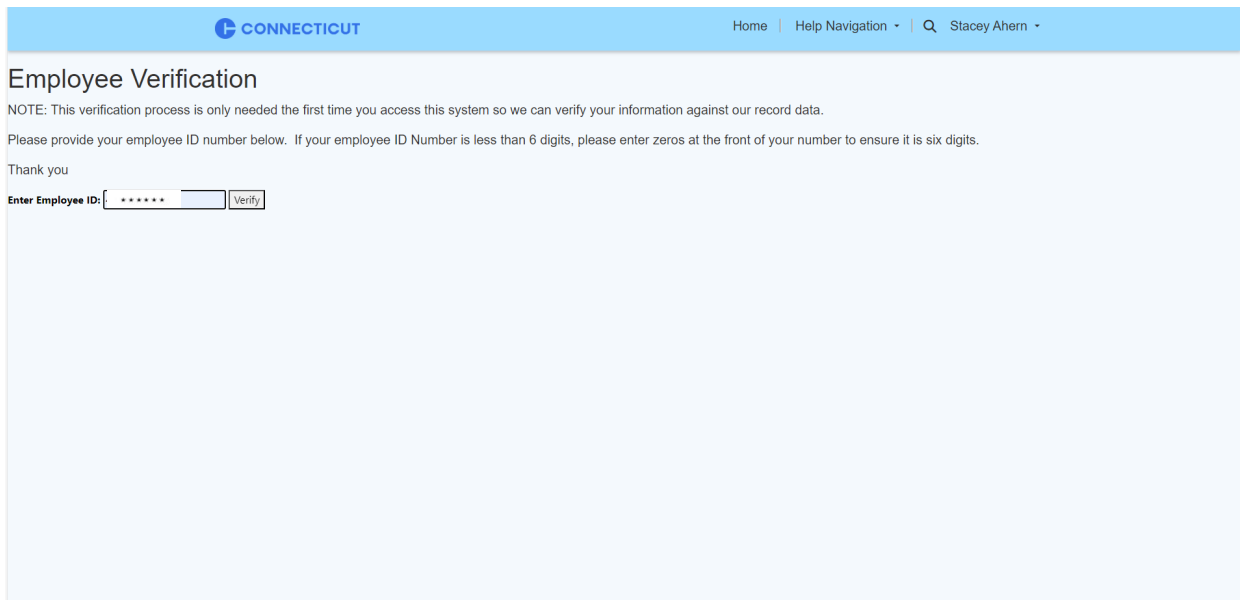


Telework Application System

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".

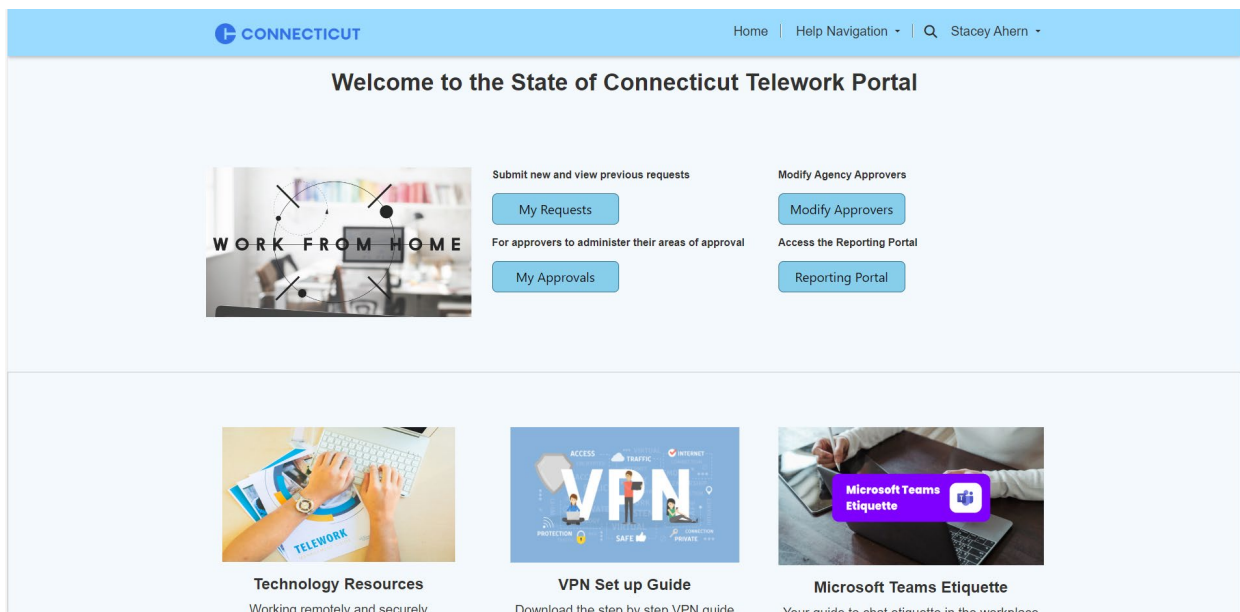
This prompt will only appear once. System will remember who you are going forward.



The screenshot shows the 'Employee Verification' page. At the top is a blue header with the 'CONNECTICUT' logo on the left and navigation links 'Home', 'Help Navigation', and a search bar with 'Stacey Ahern' on the right. The main content area has a title 'Employee Verification' followed by a note: 'NOTE: This verification process is only needed the first time you access this system so we can verify your information against our record data.' Below this is a instruction: '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.' A 'Thank you' message is also present. At the bottom, there is a label 'Enter Employee ID:' followed by a text input field containing six asterisks and a 'Verify' button.

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.



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.

CONNECTICUT						
Home Help Navigation Stacey Ahern						
<p>***To begin your Telework Request Application, please select the relevant record from the below table and click 'Start Application'. Clicking 'Start Application' will automatically populate certain fields from Core CT.***</p> <p>Employee Detail From Core CT</p>						
Home Phone	Business Email	Job Title/Code	Bureau	Agency	Unit/Area	Action
	stacey.ahern@ct.gov	InformationTechnologyManager2 - 1562MP	Dept of Admin Services	Dept of Admin Services	BITS - AGSU Manager HH3	Start Application

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.

CONNECTICUT Home | Help Navigation | Stacey Ahern

In order to proceed to the Telework application you MUST agree to the statement below.

By completing the telework application I am acknowledging that I am requesting to telework pursuant to state policy and the final Telework Agreement. I will continue to perform the required duties of my position. Schedules shall be reviewed and approved by the employing Agency based on agency operating needs and the telework policy. If there are competing requests over a particular telework schedule, the determination of a particular schedule shall be resolved on the basis of state seniority.

By completing this telework form, I further acknowledge that I have read that agreement.

Visit [here](#) for the full telework agreement.

AGREE

DISAGREE

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.

CONNECTICUT Home | Help Navigation | Stacey Ahern

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 *

Work Email *

First Name *

Last Name *

Agency & Work Information

Select Your Agency *

Select the Bureau you work in *

Select the unit or area you work within Bureau if applicable

Select Your Job Title *

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 2nd 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

Telework Details

Type of Request *

Select

Is this telework application consistent with your current telework schedule? *

☐ No ☒ Yes

Are you currently in an initial working test period? *

☒ No ☐ Yes

Week 1 Schedule

Please select the days you are requesting to telework week 1

Week 1 - Friday (day after pay day) *

Select

Select

Full Day in Office

Full Telework Day

Half Day in Office

I don't work this day due to an AWS

Week 1 - Wednesday *

Select

Week 1 - Thursday *

Select

Core Business Days/Hours

Are you in your first year (365 days) of employment with the State? *

☒ No ☐ Yes

Are you currently in a promotional working test period? *

☒ No ☐ Yes

Week 2 Schedule

Please select the days you are requesting to telework week 2

Week2 - Friday *

Select

Week 2 - Monday *

Select

Week 2 - Tuesday *

Select

Week 2 - Wednesday *

Select

Week 2 - Thursday *

Select

Submit

13. Select Submit to send the request to your supervisor or approver identified within the system.

14. You will receive an email confirming your 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