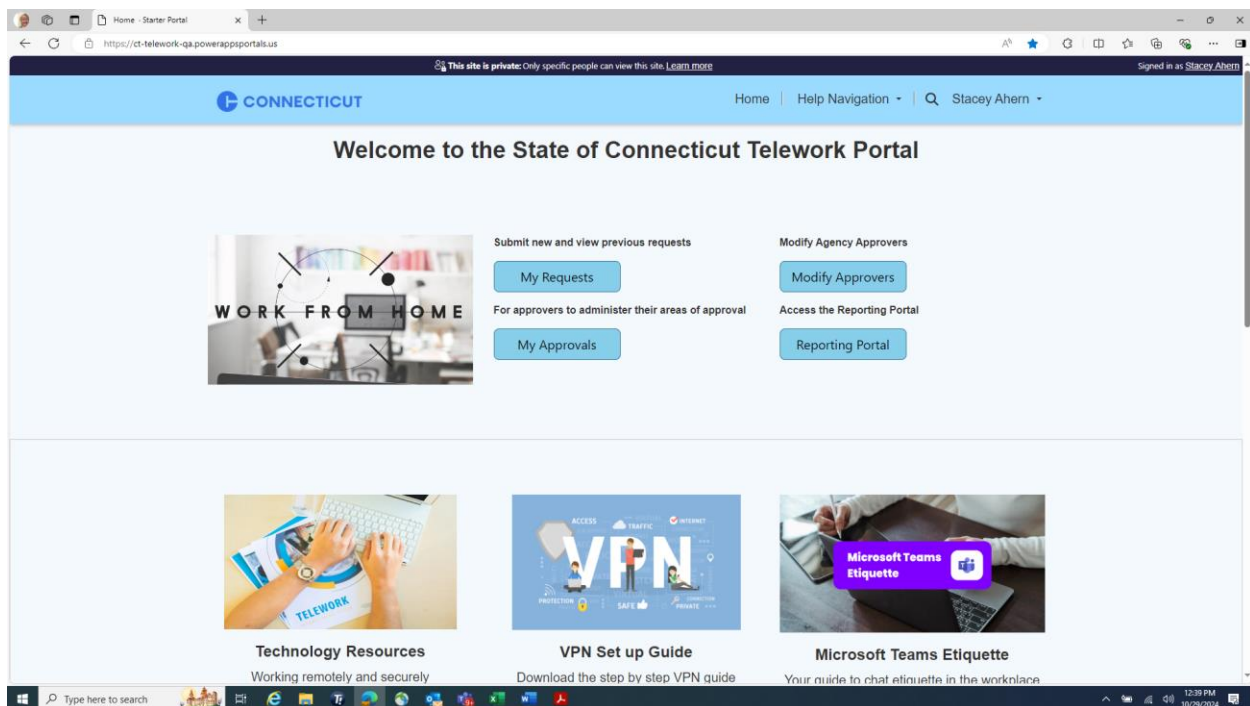


Telework Application System

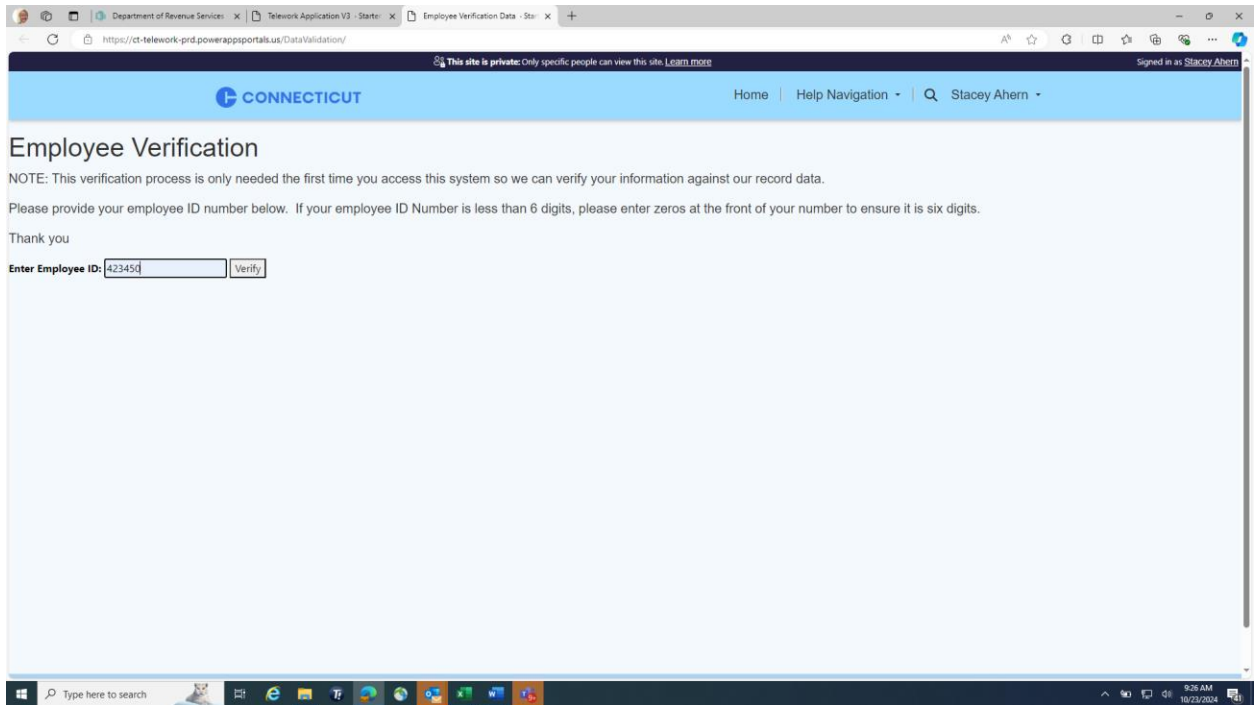
Home Page Overview

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.

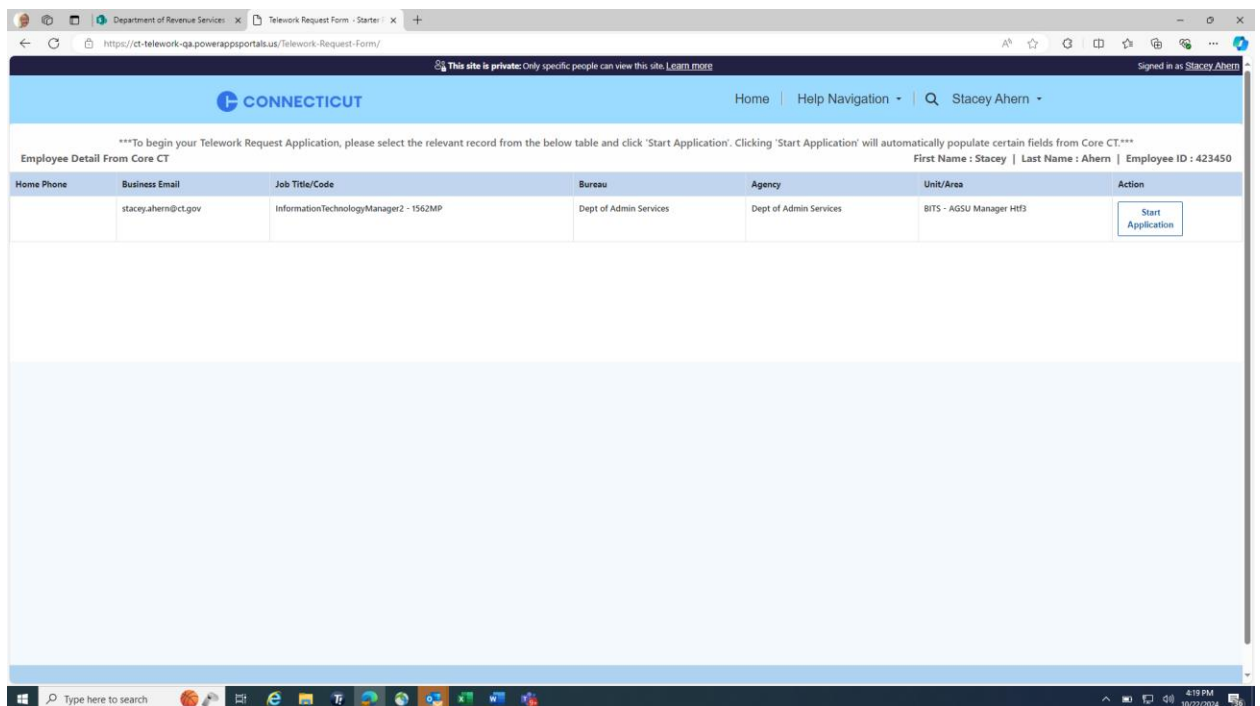


How to Submit a Telework application

1. Select the “My Requests” button.
2. Enter your “employee id”. You will only enter employee id the first time going into the system for the system to verify who you are in Core-CT and 0365.



3. Telework system will populate your Core-CT information into your Telework application. Below is an example.



4. Start your Telework application by selecting the “Start Application” button.

5. Telework system displays an agreement each time you enter a new or revised telework application.
6. You must “Agree” to Telework policy statement or you cannot proceed.

The screenshot shows a web browser window with the URL <https://ct-telework-qa.powerappsportals.us/Agreement-Signoff/?tp=1&id=62641ab3-6713-ef11-9f89-001d8033002&dept=Dece43a9-4c14-ef11-9f89-001d80b03423>. The page header includes the Connecticut logo and navigation links for Home, Help Navigation, and a search bar. The main content area features a green rounded rectangle containing the following text:

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.

To the right of the green box are two blue buttons: "AGREE" and "DISAGREE". The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system clock in the bottom right corner indicates 4:22 PM on 10/22/2024.

7. You enter the “Semi-Annual Telework Application Request Form” where you can review your pre-populated information from Core-CT within your Telework application.
8. 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.

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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 HTF3 - DAS064437

Select Your Job Title *
InformationTechnologyManager2 - 1562MP

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

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

Teleworking Address

Address line 1 where you work from during telework hours *

Address line 2 where you work from during telework hours

9. Enter your Telework address (mandatory fields are designated with an *).

10. Enter your 2nd Telework address if allowed and applicable.

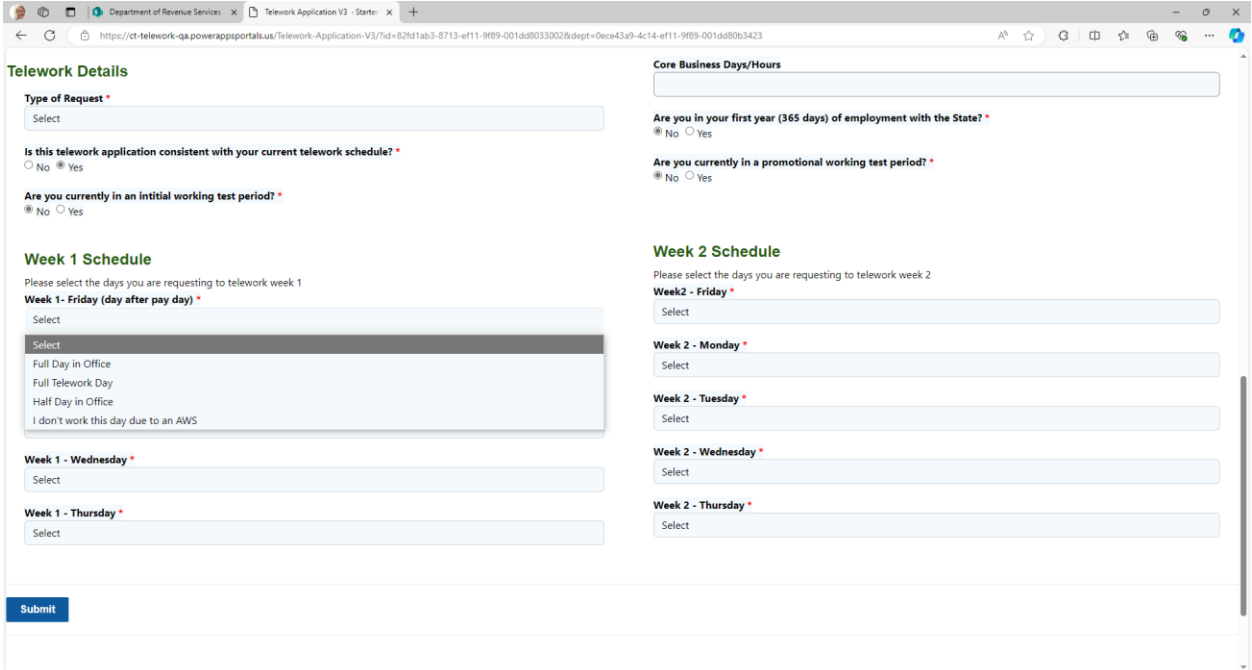
11. Select the type of Telework Application you are requesting.

- Routine Telework
- Situational
- New Hire

12. Select the answers to the following 4 questions (system defaults to most common however, you should change answer if your answer is different).

- Is this telework application consistent with your current telework schedule? (yes or no).
- Are you currently in an initial working test period? (yes or no).
- Are you in your first year (365 days) of employment with the State? (yes or no).
- Are you currently in a promotional working test period? (yes or no).

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

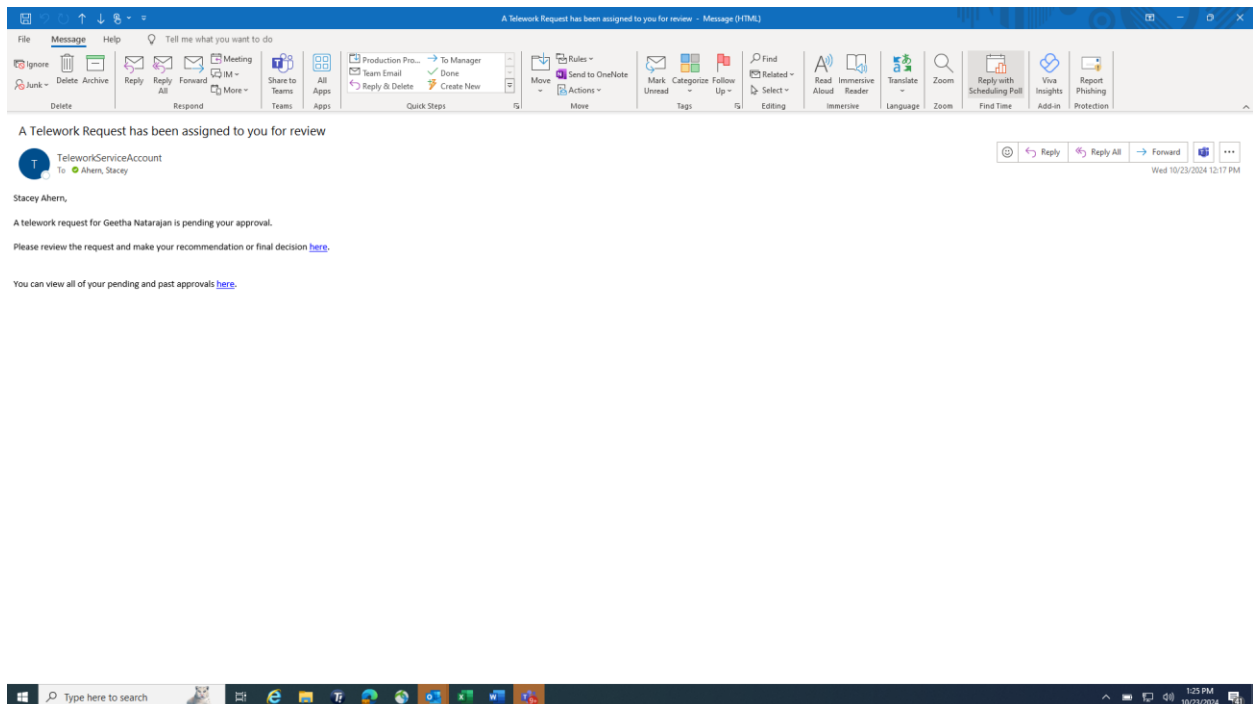
14. 

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

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

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

1. Select the “Approvals” button to go directly into your approval dashboard.
2. You can also access the “Approvals” dashboard or individual Telework applications from the link within email notifying you that a Telework application was entered. See email below..



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 application previously approved.

The approval dashboard looks as follows:

Department of Revenue Services | Employee Verification Data - Sta | Telework Approval Form V2 - Sta | Telework Approval Form V2 - Sta | +

https://ct-telework-qa.powerappsportals.us/Telework-Approval-Form-V2/

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

Signed in as Stacey Ahern

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Approvals

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 |

Type here to search

1:27 PM 10/23/2024

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.

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Home | Help Navigation | Stacey Ahern

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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

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.

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

https://ct-telework-qa.powerappsportals.us/Telework-Approval-Details-V2/?id=62402e38-5a91-e11-ac21-001dd8037de8

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

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

☐ **Final Approval**

Next Approver
478688

Approval Status
Recommended for Approval

Submit

Lookup records

Search: james gamble

Choose one record and click Select to continue

| EmployeeID | FullName |
|--|--------------|
| <input checked="" type="checkbox"/> 478688 | James Gamble |
| <input type="checkbox"/> 558089 | James Gamble |

Select **Cancel** **Remove value**

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.

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

https://ct-telework-qa.powerappsportals.us/Telework-Approval-Details-V2/?id=62402e38-5a91-e111-ac21-001d8037de8

☐ 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

☒ Final Approval

Approval Status
Approved

Submit

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

Department of Revenue Services | Employee Verification Data - Stacy | Telework Approval Form V2 - Stacy | Telework Approval Form V2 - Stacy

https://ct-telework-qa.powerappsportals.us/Telework-Approval-Form-V2/

This site is private: Only specific people can view this site. Learn more

Signed in as Stacy Ahern

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Approvals

Pending: 0

Approved: 3

| 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 11:11:03 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 |

Questions or Issues

Please send any questions or issues to email.

TeleworkAppSupport@ct.gov