

Do you know ...

Our **Remote Work / Telework request forms** allow employees to submit a request for work-from-home arrangements?

- Employees can include supporting documentation (including photos) to verify their remote full-time or hybrid / part-time work arrangement.
- Forms can link to the HR portal; the appropriate supervisor can receive timely notification of a submission to expedite the review process.
- The digital process eliminates the need for paper documentation and accelerates the approval / rejection decision for telecommuting.

The digital request forms **improve the overall experience and employee satisfaction.**

Form: Example Application

2:25 76%

← Remote Work / Telecommuting...

Manager/Supervisor Name
Jane Smith

Department
Accounting

Years of Service (minimum 5 yrs required)
7

Years in Current Role (minimum of 1 yr required)
5

Proposed Remote Work Days

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday