



To approve Termination of Alternate Work Schedule Form follow these breadcrumbs:

- Main Menu**
- HCM Systems**
- Enterprise Components**
- Forms**
- Approve/Review a Form**

Approval/Review a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Sequence Number = []

Form begins with ▼ TERM_AWS [🔍]

Subject begins with []

Priority = []

Due Date = [] [31]

Document Key String begins with []

Approval Status = []

Case Sensitive

Search Clear Basic Search [] Save Search Criteria

The Approval/Review a Form page will populate.

Select the magnifying glass to look for the appropriate form type (**Terminate AWS**).

Click on Terminate AWS and the Form name will automatically fill in.

Select **Search**.

Search Results

View All First 1-4 of 4 Last

| Sequence Number | Portal Label | Subject | Priority | Due Date | Document Key String | Approval Status |
|-----------------|---------------|---------|--------------------|----------|---------------------|-----------------|
| 8360 | Terminate AWS | | 3-Standard (blank) | (blank) | (blank) | Approved |
| 8361 | Terminate AWS | | 3-Standard (blank) | (blank) | (blank) | Approved |
| 8362 | Terminate AWS | | 3-Standard (blank) | (blank) | (blank) | Approved |
| 8363 | Terminate AWS | | 3-Standard (blank) | (blank) | (blank) | Pending |

You will retrieve a list of Terminate AWS forms. Select the appropriate Terminate AWS Form to approve.

The Subject line will contain the employee name. Click on the **Sequence Number** or the employee name to open the form that is pending approval.

Seq Nbr 8363

Terminate AWS

Subj [Redacted] - Maryland Judicial Center - Terminate AWS

[Go to Form](#)

Approval Action

Comment

Approve

Deny

Save Comment

Review/Edit Approvers

▼ **Terminate AWS: 8363:Pending**

[Request Information](#)
[Start New Path](#)

1

Pending

Multiple Approvers
Admin Official



Not Routed

Multiple Approvers
Payroll Administrator



Upon clicking the Sequence Number or employee name you will be taken to the **Terminate AWS** form.

Select **Go to Form** to view the details of the AWS termination.

Form

Form Instructions Attachments

Seq Nbr 8363 **Terminate AWS**

*Subject [redacted] - Maryland Judicial Center - Terminate AWS

Status Pending

*Employee ID [redacted]

Name [redacted]

*Effective date of Schedule Termination 02/13/2018

*New Standard Schedule STD_800430_HH

*Reason for AWS Termination Example- Employee needed to be back on regular schedule for office coverage and business needs.

The details of the **Terminate AWS** for the employee will appear for your review.

Click **OK** to get back to the approval screen.

More Information

[Empty box for more information]

OK Cancel

Seq Nbr 8363 **Terminate AWS**

Subject [Redacted] - Maryland Judicial Center - Terminate AWS

Go to Form

Approval Action

Comment

Approve Deny Save Comment

Seq Nbr 8363 **Terminate AWS**

Subject [Redacted] - Maryland Judicial Center - Terminate AWS

Go to Form

Review/Edit Approvers

▼ **Terminate AWS: 8363:Pending**

1

Approved
✓ Admin Official
01/25/18 - 2:08 PM

→

Pending
🕒 Multiple Approvers
Payroll Administrator

You can select **Approve or Deny** as appropriate.

Approval will route onto **Payroll** for the final approval to terminate the AWS for the employee.

NOTE: The effective date of Termination of AWS will always be on a Tuesday, resulting in the New Standard Schedule being effective for the employee the next day (Wednesday).

Employee My HR page will show the new expiration date and countdown after the final approval of the Terminate AWS by Payroll.

My Telework Agreement

| Start Date | End Date | Days to Expiration |
|------------|------------|--------------------|
| 2018-01-31 | 2018-07-31 | 171 |

My Alternative Work Schedule

| Start Date | End Date | Schedule | Days to Expiration |
|------------|------------|--------------|--------------------|
| 2018-05-23 | 2018-04-10 | AWS_600430_F | 59 |

Employee Self Service Links



Timesheet
Report your time and task details for a day, week, or time period.



Absence Balances
Review leave balances.



Absence Request
View or add your absence requests.

Manager Dashboard will also show the new expiration date and countdown after the final approval of the Terminate AWS by Payroll.

Manager Dashboard

Manager Self-Service Links

| | | |
|---|---|--|
| New Position Request | Position Change Request | Probation Report |
| Separation Request | Accident Report | Disciplinary Action Request |
| Maintain Teleworkers | View Employee Personal Info | Create Performance Documents |
| Current Performance Documents | HR Worklist | Employee Leave History |

EEs with Telework Agreements

| ID | Name | Start Date | End Date | Days/Week | Days/Month | Days to Expiration |
|----|------|------------|------------|-----------|------------|--------------------|
| | | 2018-01-31 | 2018-07-31 | 1 | 4 | 171 |

Employees with AWS

| ID | Name | Start Date | End Date | Schedule | Days to Expiration |
|----|------|------------|------------|--------------|--------------------|
| | | 2018-05-23 | 2018-04-10 | AWS_600430_F | 59 |