

## Managers and Administrative Heads- Approve Termination of Telework

The screenshot shows the Main Menu navigation structure. The path to 'Terminate Telework Agreement' is highlighted with a red box:

- Main Menu
- Manager Self Service
- Time Management
- Manage Schedules
- Terminate Telework Agreement

Other visible menu items include: Company Directory, Manager Dashboard, Talent Summary, Org Chart Viewer, Insights, Self Service, Recruiting, Workforce Administration, Compensation, Job and Personal Information, Compensation and Stock, Learning and Development, Approve Time and Exception, Report Time, View Time, Employee Expiring Licenses, My Expiration Dates, Assign Work Schedule, Manage Schedules, and Terminate AWS.

Managers and Administrative Heads, use these breadcrumbs to navigate to create a Terminate Telework Agreement:

**Main Menu**

**HCM Systems**

**Manager Self Service**

**Time Management**

**Manage Schedules**

**Terminate Telework Agreement**

### Search/Fill a Form

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

Find an Existing Value **Add a New Value**

▼ Search Criteria

Sequence Number = [ ] [ ]

Subject begins with [ ] [ ]

Document Key String begins with [ ] [ ]

Priority = [ ] [ ]

Due Date = [ ] [ ] 31

Approval Status = [ ] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Upon selecting **Terminate Telework Agreement**, the Search/Fill a Form will open.

Select **Add a New Value**.

Form Instructions Attachments

**Terminate Telework Agreement**

\*Subject

Status Initial

\*Employee ID

\*Name

\*Term Date

\*Reason for Termination

More Information

1. Enter the **Employee ID** or select the magnifying glass to pull up the list of employees that report directly to you.
2. The employee name will automatically populate along with the subject line.
3. Enter the **Term Date**. Select the search glass to pull up a list of dates. **(Always will be a Tuesday, end of pay Period)**.
4. Enter **Reason for Termination** of Telework – Employee needed in office for business needs, office coverage, etc.
5. **More Information** – if applicable provide reason why terminating telework agreement.
6. Select **Save**.

## Managers and Administrative Heads- Approve Termination of Telework

Form Instructions Attachments

Seq Nbr 8365 **Terminate Telework Agreement**

\*Subject [redacted] - Maryland Judicial Center - Terminate teleworker agreement

Status Initial

\*Employee ID [redacted]

\*Name [redacted]

\*Term Date 01/30/2018

\*Reason for Termination for business needs, needed in the office for coverage.

More Information

After selecting Save, scroll to the top of the page where you can either **Preview Approval or Submit.**

Upon submission for approval you will see the Pending approval path.

# Managers and Administrative Heads- Approve Termination of Telework

## Terminate Telework Agreement

Subject [Redacted] Maryland Judicial Center - Terminate teleworker agreement

### Review/Edit Approvers



OK

Form | Instructions | Attachments

Seq Nbr 8365

## Terminate Telework Agreement

\*Subject [Redacted] - Maryland Judicial Center - Terminate teleworker agreement

Status Pending

Approver Status | Cancel Approval

\*Employee ID [Redacted]

\*Name [Redacted]

\*Term Date 01/30/2018

\*Reason for Termination for business needs, needed in the office for coverage.

More Information

Save

After viewing the approval path, select **OK** to get back to the Terminate Telework Form.

You will now see **Approver Status or Cancel Approval**.

Select **Save**.

The Manager portion is complete. You can select your Home button to get back to your main screen in Connect.