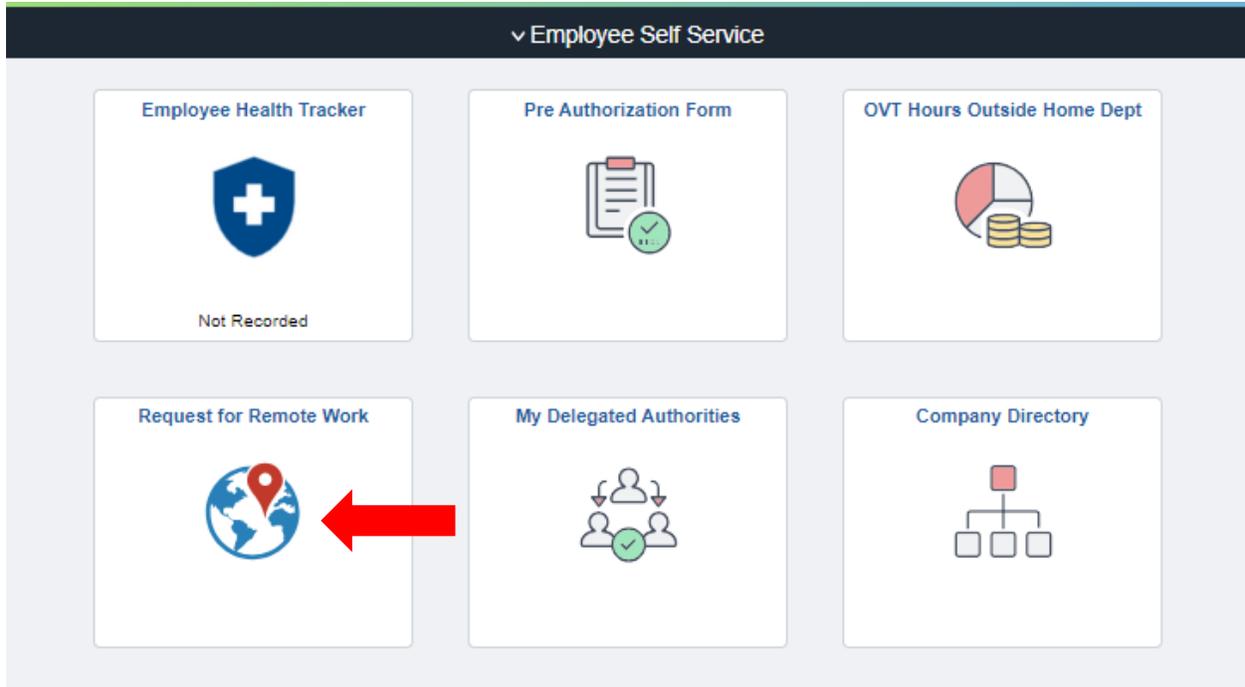




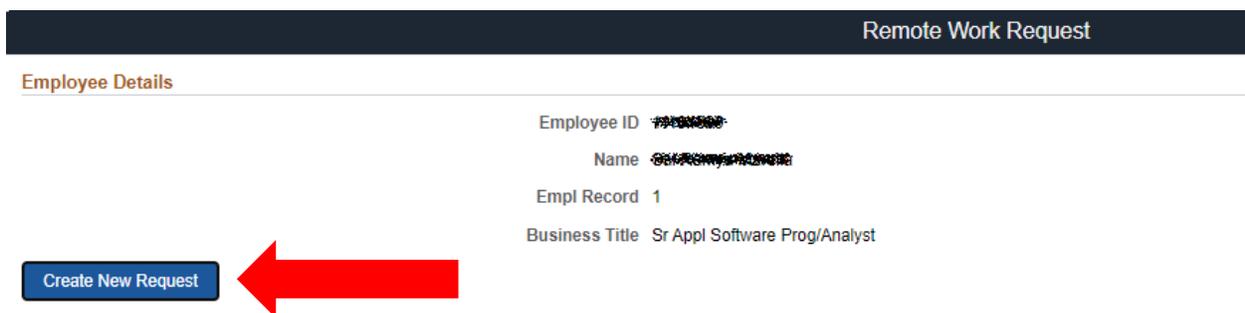
How to Request Remote Work Hours

E-FORM AP7900 REMOTE WORK

Step 1: Go to Employee Self service in HCM and choose **Request for remote work** tile (as show in below screenshot)



Step 2: Once you selected the tile, Remote work Request will appear, click on **Create New Request** text box.





How to Request Remote Work Hours

Step 3: The Remote work Request page will show up on the screen.

< Remote Work Request Remote Work Request

Instructions

1. Provide a valid Remote Work Phone number
2. Remote work duration should not exceed more than a Year
3. In case Remote Work Location is other than your home address, select Remote work location as "Other" and add an Address
4. Add a weekly work schedule by providing work/off day, work location, Begin and End time
5. Provide valid Time Format to Enter the Begin Date and End Date
Time Format: AM/PM must be in upper case, AND use of ":" for minutes (e.g., 8A, 5P, 9:30AM, 4PM, 5:30PM)
6. Read and agree to terms and conditions of the document "VIEW AP7900"

Employee Details

Employee ID
Empl Record 1
Name
Business Title Sr Appl Software Prog/Analyst
Supervisor
Email ID
Remote Work Phone
Location District Office

Request Details

Start Date
End Date
Remote Worker Type
Remote Work Location Home
Address

4. Employee will enter the **remote work phone number**

5. Employee details will populated as per information in the database.

6. Employee will enter the date/s applicable for the remote requested hours .

7. Employee selects the remote work type either Hybrid or Fully remote.

8. Employee selects the remote work location.

=> If employee choose Home as remote work location, Address will auto populated.

=> if employee choose other as remote work location, Then employee needs to enter the respective details.



How to Request Remote Work Hours

Day	Off Day?	Work Location	Begin Time	End Time
1 MON	<input type="radio"/> Work	Office	<input type="text" value="8A"/>	<input type="text" value="5P"/>
2 TUE	<input type="radio"/> Work	Office	<input type="text" value="8A"/>	<input type="text" value="5P"/>
3 WED	<input type="radio"/> Work	Remote	<input type="text" value="8A"/>	<input type="text" value="5P"/>
4 THU	<input type="radio"/> Work	Remote	<input type="text" value="8A"/>	<input type="text" value="5P"/>
5 FRI	<input type="radio"/> Work	Remote	<input type="text" value="8A"/>	<input type="text" value="5P"/>
6 SAT	<input checked="" type="radio"/> Off			
7 SUN	<input checked="" type="radio"/> Off			

Employee Acceptance

I have read and understand this Agreement, understand its provisions and, agree to be bound by this agreement.
I have met with my supervisor and discussed my role and responsibilities for Remote Work.

[VIEW AP7900](#)

No

9. Employee click on "WORK" button if it is not "OFF" Day then employee provides the work location (i.e; Office or Remote) with respective hours in **specific format** mentioned in the instructions at top left corner of the page highlighted in red.

10. Employee will need to accept the attestation that information entered are valid and true by changing the default from "No" to "Yes".

11. Employee will click on "Submit" button when ready to request the Remote work hours.

12. Manager will receive email notification to approve time.