

Logging in to Telework Online

Telework Online can be accessed via your web browser using the custom URL for your institute which is typically in the format:

http://telework.<iname>.nih.gov

Where <iname> is the letter abbreviation or acronym for your institute. Check with your institute for the correct link.

1. Enter your NIH domain user name and password. This is the same information you use to log in to your NIH computer or VPN.
2. Click **Login**.

Creating a New Application

New employees and users of Telework Online will need to complete their Telework application.

1. On the applicant home page, click **Submit a New Application** at the top of the page to begin the telework application process.
2. For more information on filling out the various forms, see the sections later in this guide.

Saving an Application to Complete Later

If you begin the telework application process, but are unable to finish completing the application, you can save your progress and complete the application later.

1. Click **Save Application and Complete Later** located at the bottom of any application page.

Completing a Saved Application

An application that was previously saved and not completed should be completed as soon as possible to begin the approval process.

1. In the **Recent Application** section, click the **Application Number** link to continue an application in progress.

Submitting an Application for Approval

Each form in the Telework application process needs to be submitted to begin the approval process.

1. Click **Submit Application** located at the bottom of the application to begin the approval process.

Viewing an Application or Agreement

You can view your telework application at any point during or after the approval process.

1. From the applicant home page, select a link in the **What Else Can I Do?** section, or select an option on the menu bar and choose **List applications**.
2. In the **Actions** column click the **View** link of the application number.

Renewing an Agreement

Telework Online will notify you via email when it is the appropriate time to renew your telework agreement for the next year.

1. On the applicant home page, click **Renew / Submit Application** at the top of the page. NOTE: if this button is not visible, you are not yet eligible to renew your agreement.
2. The data from the previous Telework Application will appear.
3. Update or change data as needed or submit the application as is.
4. Click **Submit Application**, and proceed with completing the additional forms.
5. The data from the previous **Home Office Evaluation** form and the **Hardware Inventory** form WILL NOT be carried over to the new agreement. Fill out these forms and **Submit** them.

Withdrawing an Application in Progress

During the approval process, but before any approver approves the agreement, you withdraw your application from the approval process.

1. On the applicant home page, in the **Recent Application** section, click **Withdraw Application**.
2. Enter a reason for the withdrawal.
3. If you are unsure about withdrawing, click **Cancel and Return to Home Page**.
4. If you choose to continue with withdrawing the application, click **Withdraw Application**.
5. Click **OK** to confirm the withdrawal.
6. Click **OK** again to acknowledge the withdrawal request.

Terminating an Existing Agreement

After an agreement has been approved, you can request to have your agreement terminated.

This could be for a variety of reasons, but primarily for when you leave the institute.

1. On the applicant home page, in the **Current Active Application** section, click **Request Termination**.
2. Fill in the termination date desired and an explanation for terminating the agreement.
3. If you are unsure about terminating, click **Cancel and Return to Home Page**.
4. To continue with terminating the agreement, click **Submit Application Termination Request**.
5. Click **OK** to confirm the termination. Click **OK** again to acknowledge the termination request.

Making Changes to an Existing Agreement

After an application has been approved, you may find it necessary to make changes to the information on the agreement, such as changes to your personal information, or making changes to your telework schedule. All changes to an agreement will need to be approved.

1. On the applicant home page, in the **Current Active Application** section, click **Edit & Submit Changes**.
2. Make changes to any of the fields on this page.
3. Once you are finished making changes to this page, scroll to the bottom and click **Submit Changes**.
4. Another page will appear listing the changes.
5. On this page enter a reason for making each change in the area identified as **Reason for Change**. If a reason is not entered, an error message will appear.
6. Click the **Home Office Evaluation** form tab if you would like to make changes to the form. Repeat steps 3 through 5 for this form.
7. Click the **Hardware Inventory** form tab if you would like to make changes to the form. Repeat steps 3 through 5 for this form.

Printing an Application or Agreement

You may wish to print a copy of your application or agreement for your personal records. Each form in the application must be printed individually.

1. On the applicant home page, click the number of the current application, or **List** your applications and select an application number to display it.
2. Select one of the application form tabs.
3. Click **Print** in the upper right corner of the form.
4. A printer-friendly version of the form is displayed in a new window.
5. Select a printer and click **Print**. If you have Adobe Acrobat installed, you can create a PDF of the form by selecting the Adobe PDF printer.
6. Select other form tabs and click **Print** as desired.

Email Notifications

Telework Online uses email to notify you when certain events have occurred. These emails and events can be customized for each institute, but in general, you will receive email notifications for the following events:

- When your application has been approved or declined.
- When an approver or administrator has made changes to your application.
- When your application has been submitted for approval.
- When changes to your application have been approved or declined.
- When any form of your telework application has been saved but not submitted for approval.
- When it is time to renew your agreement.
- When your termination request has been approved or declined.

Getting Help

For any further questions or problems, please contact your Telework Administrator or Coordinator.

Telework Application – User Information

Some fields of this section may be pre-populated. Please check this information for accuracy and make corrections as necessary.

Fill out the remaining form fields by entering your **User Information**.

Your **SAC Code** can be found on your pay stub, PMAP, or you can check with your supervisor for the correct code for your department, branch, or office.

If your supervisor is not listed on the **Supervisor** drop-down list, please contact your Telework Coordinator.

Please make sure you are using your official Job Title.

Telework Application – Telework Information

All fields in this section must be completed. Please fill out all answers completely. Missing or inaccurate descriptions and explanations will delay the approval of your application.

If all fields are not completed, an error message will appear notifying you what areas must be completed.

#	Details
1	Describe (as a paragraph or bulleted list) the work tasks you will perform while teleworking. Please reply to this question thoroughly.
2	Describe (as a paragraph or bulleted list) how you will continue to provide optimal customer service while teleworking.
3	Select all options desired for your telework agreement. Most users will select both the Regular and Ad Hoc check boxes. Depending on your selections, additional checkboxes and options that need completing will appear.
4	Enter your starting and ending work times in 12-hour hh:mm format and include AM or PM. Your telework work schedule could potentially be different than your usual tour of duty (check with your supervisor).
5	Check with your supervisor to determine if you are an essential employee for emergencies. If so, select Yes .
6	If you have been appointed a member of the Crisis Response Team (CRT), select Yes .

#	Details
7	If you have an arranged flexible work schedule such as AWS or similar, select Yes and fill out the additional question and information.
8	Select your teleworking location. If your telework location will not be home, select Other and describe the location. Selecting Home will require completed of the Home Office Evaluation form later in the application process.
9	Provide a description such as 8 hours, 24 hours, 2 hours, etc. This is typically the amount of time it would take you to get in to the office. Please provide adequate justification if you require more than 24 hours notice.
10	Check as many items that are applicable. If you select Other , please provide a description.
11	List the applications and systems that you will access via VPN or remotely when you telecommute.
12	If you will need to transport PHYSICAL (not electronic) documents, books, manuals, etc., to and from the office, select Yes . This will trigger three additional questions to be completed.
13	If you require access to sensitive data from your telework location, select Yes and then provide an explanation of how you plan to protect the information.
14	Select the checkboxes to indicate you have previously completed these items. If you have not completed these items, click the links to access.

Telework Application – Terms and Conditions

The items in this section should be completed BEFORE you submit your application for approval.

1. Review the terms and conditions, and then select the check box to accept the terms and conditions of the telework agreement.
2. Click **Submit Application** when the form is completed.
3. If you forget to complete any fields, an error message will appear notifying you which questions must be completed to continue.

Home Office Evaluation Form

If you selected **Home** as your teleworking location in question #8, you will need to fill out this form.

1. Respond to all of the questions by selecting either **Yes, No, or Not Applicable**.
2. Click **Submit Application** when the form is completed.
3. If you forget to complete any fields, an error message will appear notifying you which questions must be completed to continue.

Hardware Inventory Form

All users, regardless of telework location, will need to complete this form.

1. Complete all applicable areas on the form.
2. Click **Submit Application** when the form is completed.

Ad Hoc Telework Request Form

If you selected **Ad Hoc** as one of the options in question #3 of your telework application, you can fill out this form once your application has been approved to request individual ad hoc telework days.

Check with your department or supervisor regarding whether this form will be used by your department or institute to request individual ad hoc telework days.

There may be additional steps required in ITAS for requesting individual ad hoc telework days.

1. On the applicant home page, in the **What Else Can I Do?** section, click **Submit Ad Hoc Request**, or select the **Ad Hoc** option on the menu bar and choose **New application**. (Note: these options will not appear or be available if you did not select the Ad Hoc option on your original telework application.)
2. Fill out all fields, options, and checkboxes as requested.
3. Confirm that the information provided is correct by selecting the check box.
4. Click **Submit Application**.

Medical Telework Request Form

If you selected **Medical** as one of the options in question #3 of your telework application, you can fill out this form once your application has been approved to request medical telework leave.

If your original Telework Agreement DID NOT have the **Medical** option selected, you will need to add it before completing this form. See **Making Changes to an Existing Agreement** for help.

You must select BOTH **Ad Hoc** and **Medical** in question #3 to create a Medical Telework request.

The **Start Date** and **End Date** MUST be within the date range of your current telework agreement.

1. On the applicant home page, in the **What Else Can I Do?** section, click **Submit Medical Request**, or select the **Medical** option on the menu bar and choose **New application**.
2. Fill out all fields, options, and checkboxes as requested.
3. Click **Submit Application**.

Common Terms Used in Telework Online

Applicant

An end user who creates a telework application. Applicants can create applications, make changes, and request a termination.

Approver

Anyone who can approve or decline a telework application and changes (including supervisors and administrators).

Supervisor

The first approver of a telework application in the workflow. Listed on the telework application.

Workflow

The sequence of steps and approvals that a telework application follows.

Agreement

An approved telework application that has completed and is now in force.

Application

The forms associated with applying to telework and before they have been approved.