

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.<icname>.nih.gov

Where <icname> is the letter abbreviation or acronym for your institute.

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**.
3. After logging in, you will need to select a role:
 - Choose **Approver/Admin mode** to approve, review, or edit an application.
 - Choose **Applicant mode for self** to create, update, or view your own application.

In order to switch roles, you will need to log out of Telework and log back in.

Using the Approver Home Page

The **Approver Home Page** is divided into two sections:

- **Announcements** – Custom announcements and messages for approvers in your institute.
- **Pending Your Approval** – Applications and change requests that require action.

Searching for an Application

1. Select the **Application Management** menu and choose **Search Applications**.
2. Select an **Application Type** and fill out the desired search criteria.
3. Click **Search Applications** at the top or bottom.
4. The results are displayed on the **Applications List** page.

Viewing a List of Applications

Select the **Application Management** menu and choose **Applications List**.

- The **Pending Your Approval** tab displays applications that require action.
- The **Applications List** tab displays all applications that are associated with you.
- **Ad Hoc Applications** will have an (A) next to the application number.
- **Medical Applications** will have an (M) next to the application number.

Viewing an Application

Click an application number in the **Pending Your Approval** section on the approver home page or on the **Applications List** to view the application.

An application may have up to five tabs:

- Telework Application
- Home Office Evaluation
- Hardware Inventory
- Approval List
- Change List

Exporting the Applications List to Excel

1. Display the **Applications List** or **Search** for applications and display the results.
2. Click **Export To Excel** at the top of the list.
3. When prompted by the browser, **Open** the file.
4. Excel will open with the information displayed.

NOTE: It may appear as though the Excel file is empty, however, look closely at the sheet tabs at the bottom of the workbook. There are separate sheet tabs for the **Pending Your Approval** and **Applications List** pages.

Viewing the Approval Status of an Application

1. Display an application.
2. Click the **Approval List** tab.
3. The current status of the application in the current approval workflow is displayed.

Making Changes to an Application in Progress

During the approval process, any approver in the workflow may make changes to the forms of an application. Telework Online tracks and records all changes.

If the changes needed are small or minor, it is generally easier for the approver to make changes to the application in progress than to decline the application and force the applicant to go through the entire approval process again.

Approvers CANNOT make changes to applications that have been through the full approval process.

By default, the applicant WILL be notified when changes are made to their application.

1. Display an application.
2. Select one of the application form tabs.
3. Click **Switch To Edit Mode**.
4. Make the desired changes.
5. Click **Submit Changes** at the bottom of the form.
6. A list of changes made is displayed on a new page.
7. Optionally, add **Comments** for each change made to the application. (NOTE: All approvers in the workflow and the applicant CAN view comments.)
8. Click **Submit All Changes**.
9. You are returned to application. Repeat steps 2 through 8 as needed for other forms associated with the application.

Approving a Telework Application

1. On the approver home page, in the **Pending Your Approval** section, under **Telework Applications**, click the application number.
2. Review the information on the application. Please be sure to review all forms associated with the application.
3. On any form tab, scroll to the bottom to find the approval section. The name displayed at the top of this section is customizable for each institute.
4. If you approve the application, select **Yes** from the drop-down menu, otherwise select **No**.
5. If displayed, select a **Start Date** and **End Date** for the application.
6. Optionally, enter any **Comments**. (NOTE: All approvers in the workflow and the applicant can view the **Comments**).
7. Select the check box to confirm that you have reviewed all of the forms.
8. Click **Submit**.
9. Click **OK** to dismiss the dialog box.

Approving an Ad Hoc Telework Request

Check with your Telework Administrator regarding whether this form will be used by applicants at your institute or in your department to request individual ad hoc telework days.

1. On the approver home page, in the **Pending Your Approval** section, under **Ad Hoc Applications**, click the application number.
2. Scroll to the bottom to display the approval section. The section name will vary.
3. If you approve the application, select **Yes**.
4. Optionally, enter any **Comments**.
5. Select the check box to confirm your decision.
6. Click **Submit**.
7. Click **OK** to dismiss the dialog box.

Approving a Medical Telework Request

1. On the approver home page, in the **Pending Your Approval** section, under **Medical Applications**, click the application number.
2. Scroll to the bottom to display the approval section. The name displayed at the top of this section is customizable for each institute.
3. The **Start Date** and **End Date** will be pre-populated from the applicant's request.
4. If you support the application, select **Yes**.
5. Optionally, enter any **Comments**.
6. Select the check box to confirm your decision.
7. Click **Submit**.
8. Click **OK** to dismiss the dialog box.

Approving Changes to an Agreement

If the change is considered **Minor**, only the applicant's supervisor will need to approve the change. If the change is considered **Major**, it will need to go through the full approval workflow.

The definitions of what are considered major and minor changes and how they are processed is configured by the Telework Administrator.

1. On the approver home page, in the **Pending Your Approval** section, under **Telework Application Changes**, click the application number.
2. The application opens with the **Change List** tab displayed.
3. For each change, select an option in the **Change to** column drop-down menu.
4. Optionally, enter any **Comments**.
5. Click **Process Changes** on the left.
6. The **Change List** page displays all approved changes. To select a different view, choose one of the radio buttons at the top of the list.

Approving a Termination Request

A Termination Request submitted by the applicant is treated as a change to the Telework Application.

To approve a Termination Request, follow the instructions for **Approving Changes to an Agreement**.

By default, a Termination Request is treated as a major change, and therefore must go through the entire approval workflow. These settings can be changed by the Telework Administrator.

Approvers cannot initiate termination requests. If you need to terminate an agreement, please contact your Telework Administrator for assistance.

Printing an Application or Agreement

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

1. Use the **Applications List** or **Search** for an application and 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.
5. Select other form tabs and click **Print** as desired.

Getting Help

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