

## University of South Carolina HCM Manager Self Service Resources Approve Remote Worker Request & Monitor Remote Workers

### How to approve a remote worker request for one of your employees in manager self service:

This job aid outlines how a manager can review and approve one of their employee's requests to become a remote worker (telecommuting).

**Navigation:** Employee Self Service > Manager Self Service > Remote Worker

#### Information

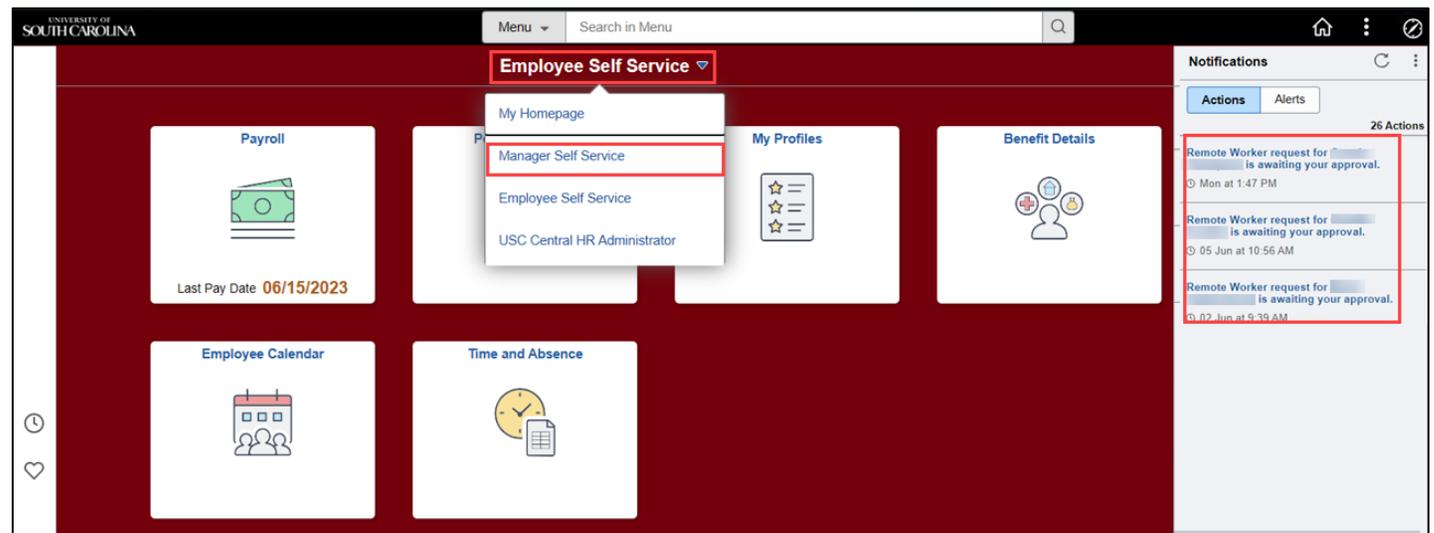
**This automated request and approval process is solely for the formal remote work arrangements (for periods greater than 90 days). No form is required for the periodic or intermittent informal arrangement.**

**Note:** Managers will receive an alert in their Notifications which will take you directly to the Remote Worker request. If accessing the request here, skip to step 4 of this job aid.

**Approving a remote worker request in manager self service:** To approve one of your employee's remote worker request, take the following steps:

1. Click the **Employee Self Service** drop-down menu and select the **Manager Self Service** option.

#### Screenshots





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4. Click the **View Remote Worker Request** link to view the details for the employee's pending request.

Trades Specialist IV

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**Request Details**

Start Date 07/24/23	End Date 07/23/24
Remote Worker Type Hybrid	Remote Location Home
Percentage 0	Remote Days Specific Days Per Week
Workflow Status Submitted	

[View Remote Worker Request](#)

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**Job Details**

Hire Date 11/01/89	Location 1206 Flora St
Business Unit USC Columbia	Position Title Trades Specialist IV
Dept ID 500100	Job Title Trades Specialist IV
Full/Part Time Full-Time	
Empl Record 0	

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**Documents**

Documents >

Approver Comments

Approval Chain >

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5. Review the details of the Remote Worker request.
6. Click the **Equipment Inventory List** link to review the information submitted.
7. Scroll down to view the workflow.
  - a. You as the supervisor are the first approver.
  - b. The second approver is your College/Division or Campus HR Contact.
  - c. The final approval is the Central HR Employee Relations Office.
8. Once you've reviewed all of the information on the page, click the **X** in the top right corner.

Remote Worker ✕

Trades Specialist IV

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**Request Details**

Hire Date 11/01/1989	Business Unit USC Columbia
Position Trades Specialist IV	Department MAINTENANCE SERVICES
Location 1206 Flora St	
Regulatory Region USA	
Start Date 07/24/2023	End Date 07/23/2024

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**Details**

Remote Worker Type Hybrid	
Remote Work Reason Campus/Division/Department Plan	
Remote Location Home	
Address SC USA	
Remote Days Specific Days Per Week	

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**Select Days**

Mon

Tue

Wed

Thur

Fri

Sat

Sun

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**Documents**

Document Name	Description	Attached By	Attached
Equipment_inventory_list1.xlsx	Equipment_inventory_list1.xlsx		06/12/23 03:44:09 PM

Remote Worker ✕

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**Approvals**

Remote Worker Approval
Pending

Pending

Manager Approval
>

Not Routed

Multiple Approvers  
HR College/Division Approval
>

Not Routed

Multiple Approvers  
Central ER Approval
>

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9. **Optional** – If you wish to enter comments regarding your approval, denial, or pushback of this request, click in the **Approver Comments** field and type the applicable information.

10. Click the applicable button in the top right corner:

- a. **Approve** – You approve the remote worker request as submitted.
- b. **Deny** – You do not approve this request and will not approve with changes. Choosing this option ends the request permanently, no changes can be made.
- c. **Pushback** – Use this option if edits are needed to the submission before approval can be granted.

Trades Specialist IV

Approve
Deny
Pushback

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**Request Details**

Start Date 07/24/23	End Date 07/23/24
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[View Remote Worker Request](#)

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**Job Details**

Hire Date 11/01/89	Location 1206 Flora St
Business Unit USC Columbia	Position Title Trades Specialist IV
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Empl Record 0	

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Documents >

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11. Upon clicking the **Approve** button you are again prompted to add any comments applicable to the approval. Enter your comments or leave the field blank and click the **Submit** button.

- d. You will receive a success banner at the top of the screen. Note this banner only appears for a few moments following the approval.
- e. The action is now pending approval with the College/Division or Campus HR team.

Congratulations! You have successfully approved a **Remote Worker** request.



Cancel **Approve** Submit

You are about to approve this request.

Approver Comments



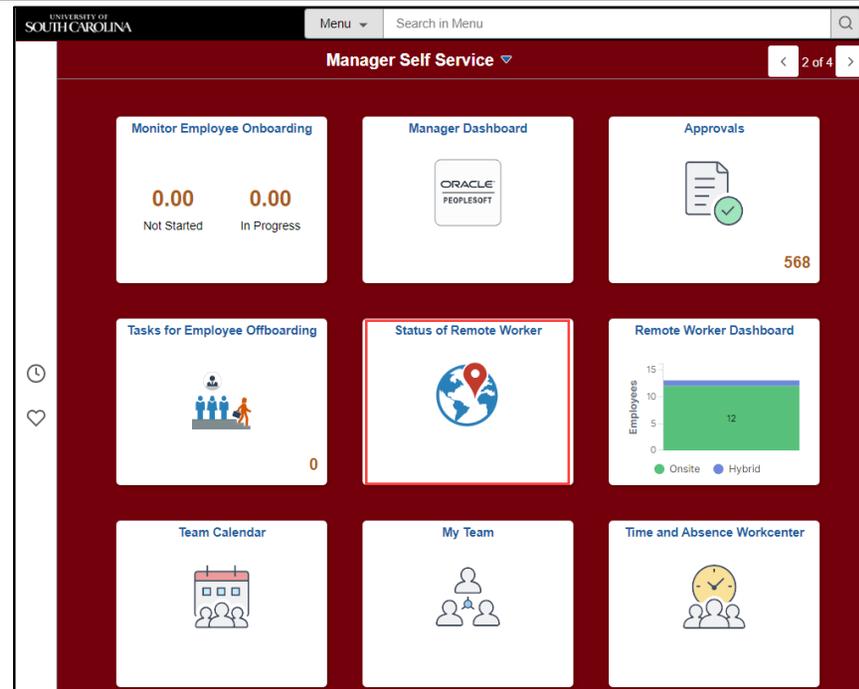
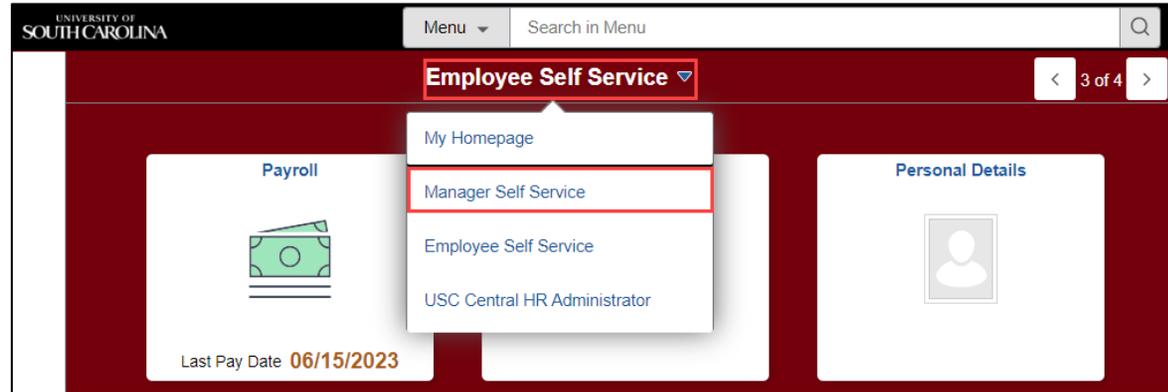
**You have approved the request.**

## University of South Carolina HCM Manager Self Service Resources Approve Remote Worker Request & Monitor Remote Workers

After you've approved an individual Remote Worker request (steps 1-11 above), you may want to see comprehensive information about remote workers on your team.

Navigate to **Manage Self-Service** homepage to access the **Status of Remote Worker** and **Remote Worker Dashboard** tiles.

12. Click the **Employee Self Service** drop-down menu and select the **Manager Self Service** option.
  
13. Click the **Status of Remote Worker** tile.



## University of South Carolina HCM Manager Self Service Resources Approve Remote Worker Request & Monitor Remote Workers

The **Status of Remote Worker** page allows managers to see the remote worker type and details for all of their direct and indirect reports.

Direct reports appear by name and indirect reports are accessible by link (highlighted in the screenshot to the right).

If you have a lot of direct or indirect reports you can utilize the search function at the top of the page (highlighted in the screenshot to the right). Note the search works by name, title, email or USC ID.

14. Click the > icon on an employee to view their remote status.
15. The Request Details page gives key information such as start and end-dates, remote worker type, and status. To view the full Remote Worker request click the > icon.

▼ Find Team Member

Team Member

Select Employees 4 rows

	<b>Job Title</b> Senior HR Generalist	<b>Department</b> HR OPERATIONS AND SERVICES ADM	<b>Type</b> Employee	<input type="button" value="&gt;"/>
	<b>Job Title</b> HR Service Team Manager	<b>Department</b> HR OPERATIONS AND SERVICES ADM	<b>Type</b> Employee	<input type="button" value="&gt;"/>
<b>4 Directs</b>				
	<b>Job Title</b> Human Resources Trainer	<b>Department</b> SERVICE CENTER	<b>Type</b> Employee	<input type="button" value="&gt;"/>
	<b>Job Title</b> HR Service Team Manager	<b>Department</b> HR OPERATIONS AND SERVICES ADM	<b>Type</b> Employee	<input type="button" value="&gt;"/>
<b>5 Directs</b>				

Human Resource Manager II

**Request Details** 1 row

Start Date	End Date	Remote Worker Type	Remote Work Reason	Remote Location	Status	Requestor
07/03/2023	07/02/2024	Hybrid	Campus/Division/Department	Home	Approved	<input type="button" value="&gt;"/>

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16. This page shows all information for the Remote Worker request and allows you to view the attached documents.

 Human Resource Manager II

**Request Details**

Hire Date 12/04/2017	Business Unit USC Columbia
Position Senior HR Generalist	Department HR OPERATIONS AND SERVICES ADM
Location 1600 Hampton Street	
Regulatory Region USA	
Start Date 07/03/2023	End Date 07/02/2024

**Details**

Remote Worker Type Hybrid
Remote Work Reason Campus/Division/Department
Remote Location Home
Address SC USA
Remote Days Specific Days Per Week

**Select Days**

Mon

Tue

Wed

Thur

Fri

Sat

Sun

**Documents**

Document Name	Description	Attached By	Attached
Equipment_inventory_list1.xlsx	Equipment_inventory_list1.xlsx		06/23/23 01:48:30 PM

## University of South Carolina HCM Manager Self Service Resources Approve Remote Worker Request & Monitor Remote Workers

Navigate back to your Manager Self Service homepage to access the **Remote Worker Dashboard** tile.

17. Click the **Remote Worker Dashboard** tile.

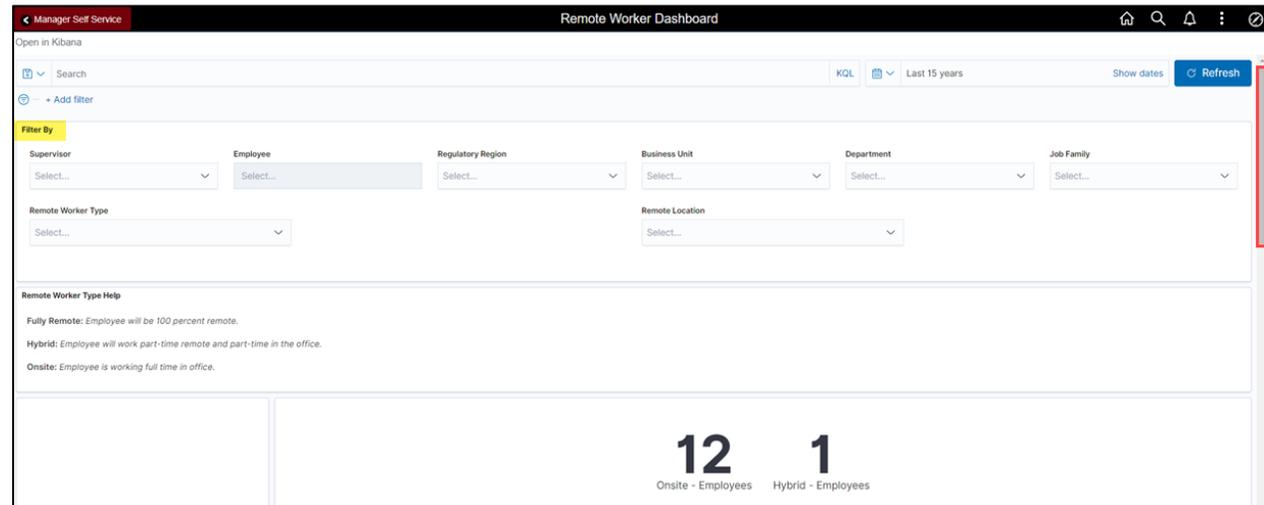
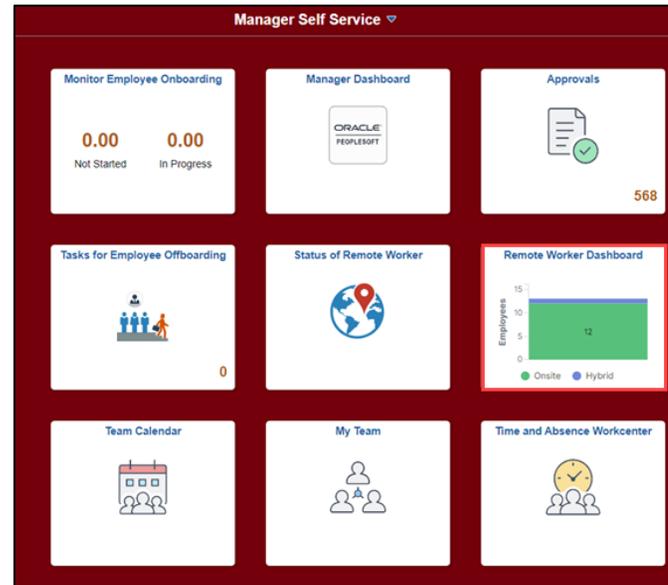
The **Remote Worker Dashboard** presents easy to digest graphics on different aspects of remote work. Managers can view this information for their direct and indirect reports.

Data presented in this dashboard lists employees as either:

- Fully remote
- Hybrid
- Onsite

Managers can filter information on the page by several fields including Supervisor, Department, Remote Worker Type, and Remote Location.

18. Scroll down the page to review the graphs.

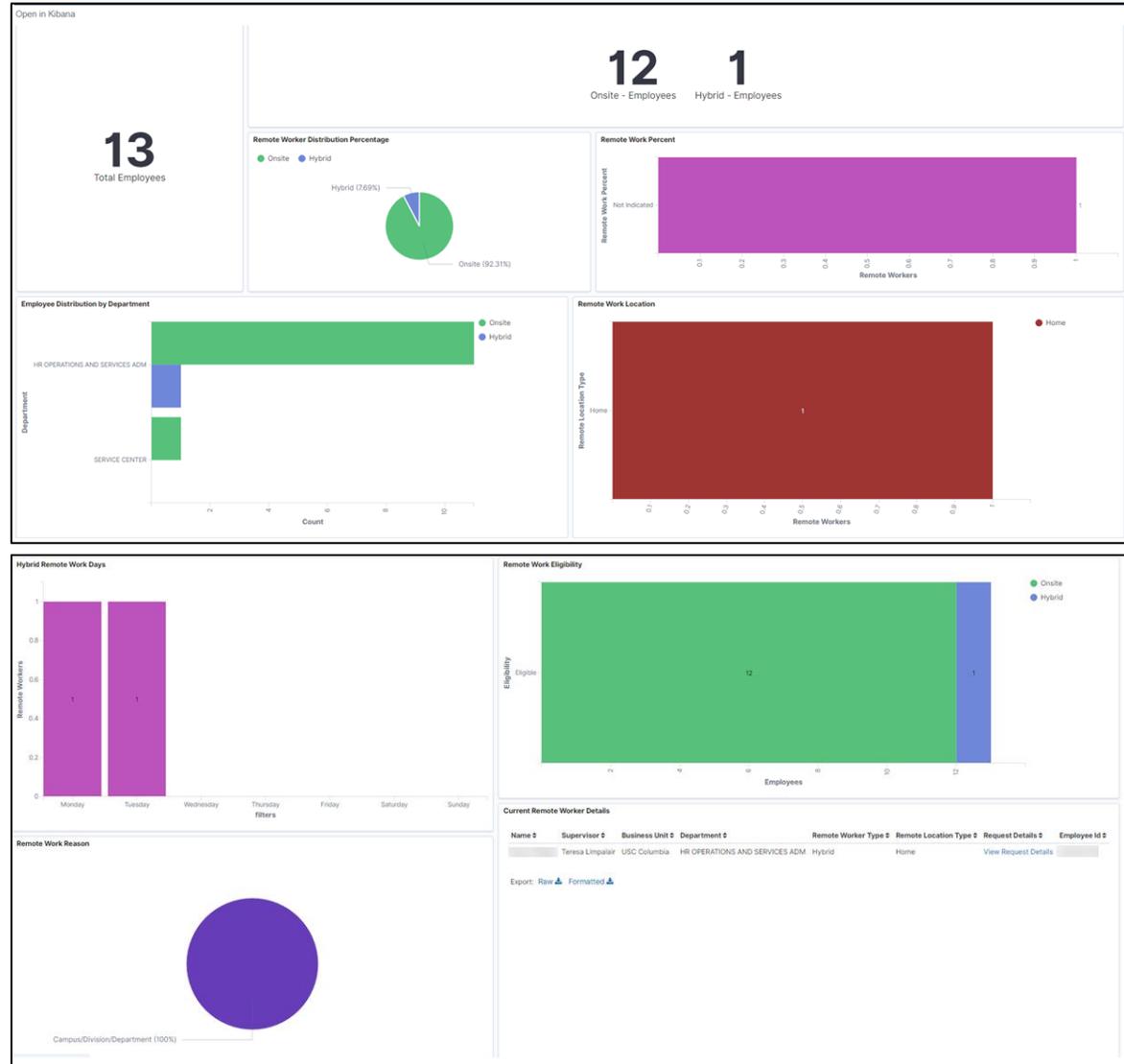


## University of South Carolina HCM Manager Self Service Resources Approve Remote Worker Request & Monitor Remote Workers

19. There are eight different graphs that appear on this page and two tiles that show details.

Data presented includes:

- Remote worker distribution percentage
- Remote work percent
- Employee distribution by department
- Remote work location
- Hybrid remote work days
- Remote work eligibility
- Remote work reason
- Current remote worker details
- Remote request history
- Request history details



## University of South Carolina HCM Manager Self Service Resources Approve Remote Worker Request & Monitor Remote Workers

The two details tiles within the Dashboard allow managers to export data for further review. This section also links the Remote Worker Request details.

Congratulations! You have successfully monitored remote worker information for your team.

