

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:

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





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page click the Approvals the			Ма	nager Self Service ⊽	< 2 of 4 >	
 In the Pending Approvals page find the Remote Work request and click the arrow the far right of that row. Or you can filter by clicking the 	1		Monitor Employee Onboarding 0.00 0.00 Not Started In Progress		Approvals	
Remote Worker option on t left side menu.	2	© ♡	Tasks for Employee Offboarding	Status of Remote Worker	Remote Worker Dashboard	
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4.	Click the View Remote	and the second second			
	Worker Request link to view	Trades Specialist IV			Approve Deny Pushback
	the details for the employee's				
	pending request				
		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		
		✓ 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		
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		➡ Documents			
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		Approver Comments			
		Approval Chain	>		

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



- 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				×
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Trades Specialist IV						
Request Details						
Hire Date	11/01/1989		Business Unit			
Position	1206 Elora St		Department	MAINTENANCE SERVICES		
Regulatory Region	USA					
Start Date	07/24/2023		End Date	07/23/2024		
Details						
	Remote Worker Type	Hybrid				
	Remote Work Reason	Campus/Division/Department Plan				
	Remote Location	Home				
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- 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.

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HCM Manager Self Service Resources
Approve Remote Worker Request & Monitor Remote Workers

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11.	Upon cl	licking the Approve
	button	you are again
	prompt	ed to add any
	comme	nts applicable to the
	approva	al. Enter your
	comme	nts or leave the field
	blank a	nd 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.

You are about to approve this request.	
Approver Comments	
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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.

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





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.

- 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.

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information for the Remote Worker request and allows you to view the attached documents.	information for the Remote Worker request and allows you to view the attached documents.	6. This page shows all			
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Navigate back to your Manager Self		Ma	nager Self Service 🗢		
Remote Worker Dashboard tile. 17. Click the Remote Worker Dashboard tile.		Monitor Employee Onboarding 0.00 0.00 Not Started In Progress	Manager Dashboard	Approvals	
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.		Tasks for Employee Offboarding	Status of Remote Worker	Remote Worker Dashboard	
Data presented in this dashboard lists employees as either: • Fully remote • Hybrid • Onsite		Team Calendar	My Team	Time and Absence Workcenter	
Managers can filter information on the page by several fields including Supervisor, Department, Remote Worker Type, and Remote Location.	 < Manager Self Service Open in Kibana [™] > Search [™] >	Regulatory Region Select	Remote Worker Dashboard	KQL Image: Constraint of the second	A Image: Constraint of the second
18. Scroll down the page to review the graphs.	Select Remote Worker Type Help Fully Remote: Employee will be 100 percent remote. Hybrid: Employee will work part-time remote and part-time in Onsite: Employee is working full time in office.	the office.	Select	v	
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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





