



Miami-Dade County

Maintaining Teleworkers - DPRs

Version 1.0

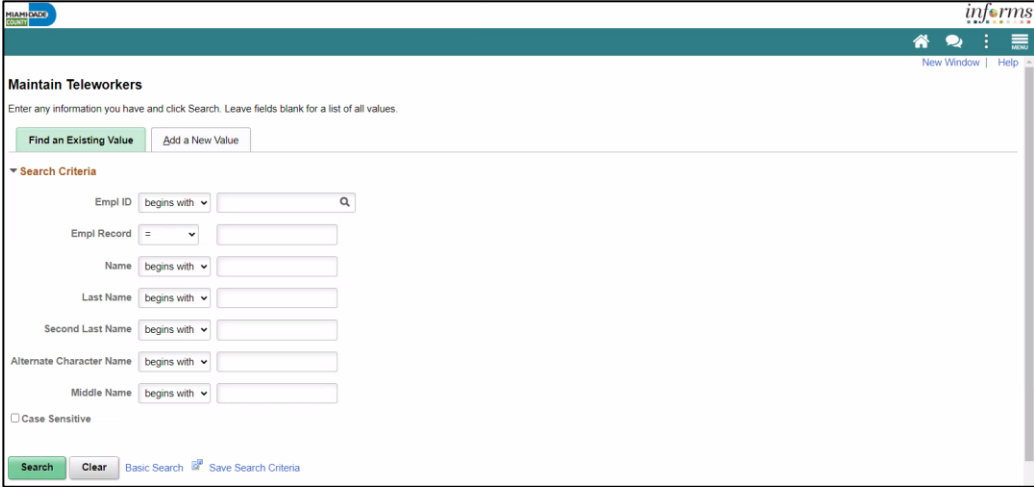
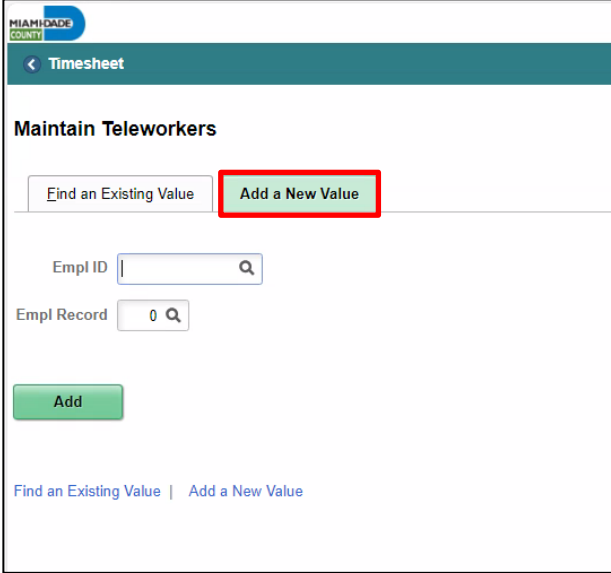
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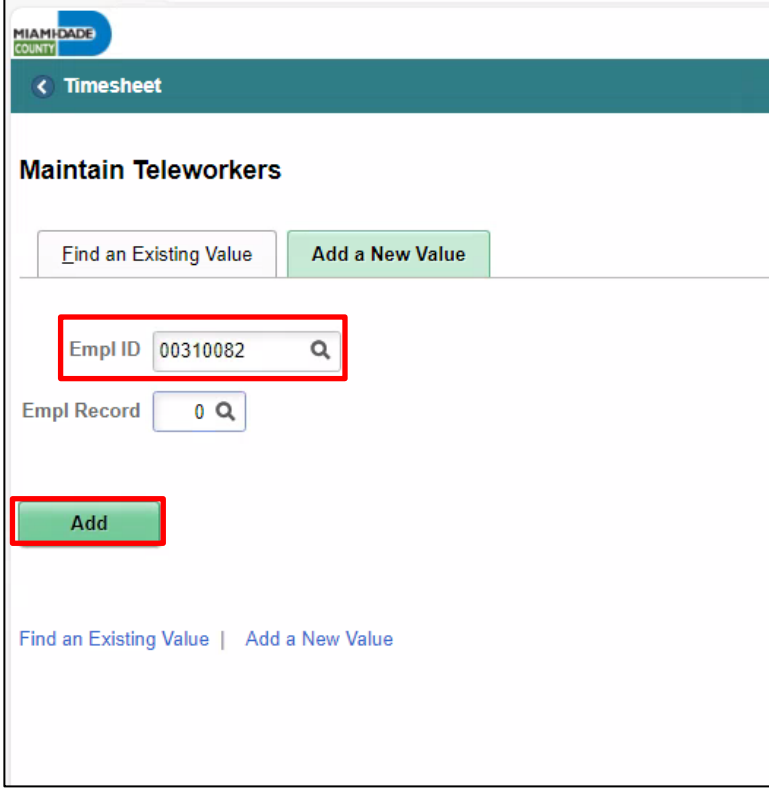
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PURPOSE

This document explains the process of creating and maintaining teleworkers within the INFORMS system. The targeted audience for this document is DPRs.

MAINTAINING TELEWORKERS

Steps	Action
1.	<p>Navigation: Menu > Navigator > Human Capital Management (HCM) > Workforce Administration > Job Information > Maintain Teleworkers</p> 
2.	<p>Select Add New Value.</p> 
3.	<p>Input Employee ID and select Add.</p>

	 <p>The screenshot shows the 'Maintain Teleworkers' page. At the top, there is a header for 'MIAMI-DADE COUNTY' and a navigation link for 'Timesheet'. Below this, the title 'Maintain Teleworkers' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A search input field is highlighted with a red box, containing 'Empl ID 00310082' and a search icon. Below it, another search input field shows 'Empl Record 0' with a search icon. A green 'Add' button is also highlighted with a red box. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>
4.	<p>Under Telework Status tab, input the Start Date, End Date (if applicable), Recurring Days/Week, and Average Days/Months for Telework Details.</p> <p>Note: If telework assignment is due to disability arrangements, the DPR can select the Disability Arrangement; temporary disability or permanent disability.</p>

Maintain Teleworkers

Telework Status | Location | Agreement

Finley Abercrombie Employee Empl ID 00310082 Empl Record 0

Job Information

Job Title: Police Officer
Position Title: POLICE OFFICER
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Eligible for Telework
 Position Eligible for Telework

Telework Details

*Start Date [calendar icon] End Date [calendar icon]

*Recurring Days/Week [dropdown]
*Average Days/Month [dropdown]

Disability Arrangements

Not Related to Disability
 Accommodates a permanent disability
 Accommodates a temporary disability

Save Notify Add Include History

5. Under the **Location** tab, DPRs can input the **Worksite** and work **Location** of the employee.

Note: If home is selected, the location is defaulted to the employee’s address.

Maintain Teleworkers

Telework Status | Location | Agreement

Finley Abercrombie Employee ID 00310082 Empl Record 0

Telework Data

Start Date 10/23/2023 End Date

Telework Location

Worksite [dropdown] *Location [search icon]

Country USA United States
Address [Edit Address]

Save Notify Add Include History

6. Under the **Agreement** tab, select the **Equipment/Service Costs**, **Telework Agreement**, and **Telework Agreement Status**.

Maintain Teleworkers

Finley Abercrombie Employee Empl ID 00310082 Empl Record 0

Start Date 10/23/2023 End Date

Equipment/Services Costs

- No associated equipment/service costs incurred
- Organization provides/purchases all equipment/services
- Teleworker purchases all equipment/services
- Costs are shared or negotiated between organization and teleworker
- Other

Telework Agreement

Telework Agreement is in place Agreement Date

Telework Agreement Status

*Status	*Status Date	Reason

7. Select the **Save** button.

Maintain Teleworkers

Start Date 10/23/2023 End Date

Equipment/Services Costs

- No associated equipment/service costs incurred
- Organization provides/purchases all equipment/services
- Teleworker purchases all equipment/services
- Costs are shared or negotiated between organization and teleworker
- Other

Telework Agreement

Telework Agreement is in place Agreement Date 10/23/2023

Telework Agreement Status

*Status	*Status Date	Reason
1 Approved	10/03/2023	

Save Notify Add Include History