



# **On-Line Application**

The Telework Application for salaried employees that work at a school location has been put online effective October 2020.

<u>Important Message</u>: At this time, there is no on-line application process available for salaried employees that are located at a state or district office location. Instructions to request telework for employees located at non-school locations can be found at <a href="https://bit.ly/TeleworkHIDOE">https://bit.ly/TeleworkHIDOE</a>.

### **Getting Started**

- **1.** Access the Department's eHR homepage by inputting this web address: <a href="https://ehr.k12.hi.us/">https://ehr.k12.hi.us/</a>.
- Log into the Department's eHR website by entering your "User name" and "Password."
   Your "User Name" is your employee ID number. Your "Password" is your DOE Internet password.

**Important Message:** If you do not have a DOE Internet Password or are experiencing log-in difficulties, please contact the IT Help Desk at (808) 564-6000.

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3. After you have entered your user name and password, click the "Login" button.



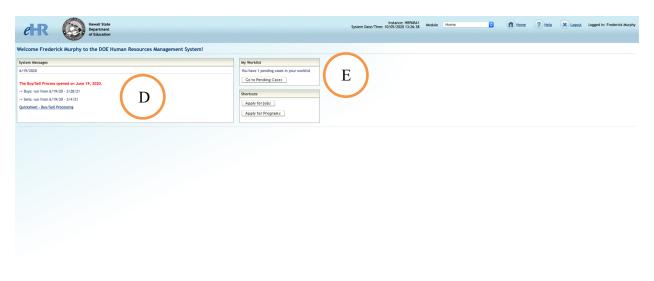


### Reviewing a Telework Request Using the On-line Application Process

1. Review the information contained in: "System Messages" (if applicable). D



**Note:** There will be a message above the "Go to Pending Cases" Button indicating how many pending cases you have if any.





3. Click the "Select" button next to the appropriate telework request.

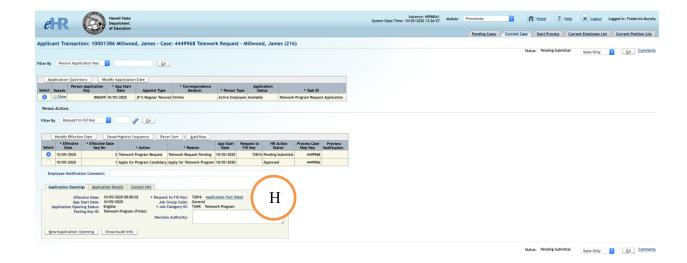
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4. Then click: "Go To Case" G

| Selection | Select



**5.** Click on "Applicant Fact Sheet" to review the entire telework application request from the employee.



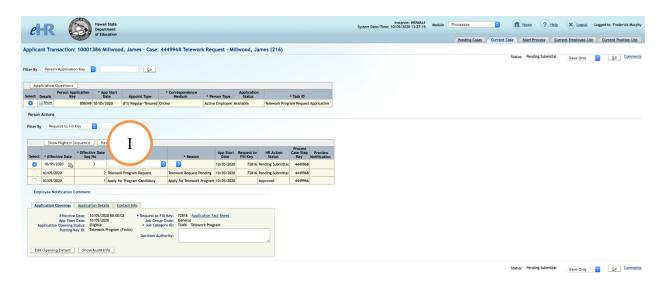


## **Approving or Denying the Request**

After reviewing the request and making a determination.

1. Click the "Add Row" button.





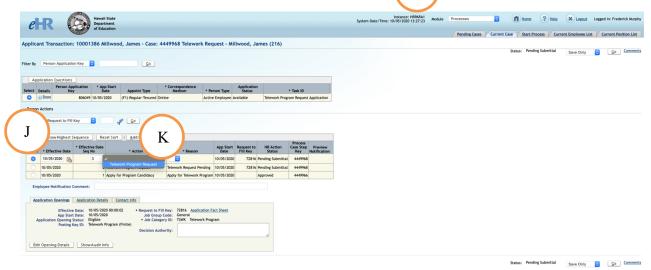


2. View the "Effective Date" of the approval.



Note: It will be populated with the current date.

3. Select "Telework Program Request" under the Action Column.

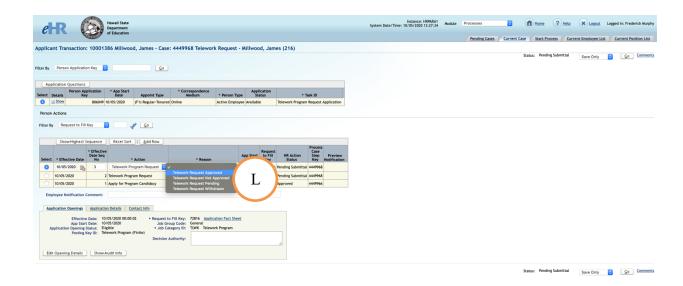




**4.** Select the appropriate reason from the drop-down menu.



- Telework Request Approved
- Telework Request Not Approved
- Telework Request Withdrawn (Use this option if an employee submits a request but no longer is requesting telework)



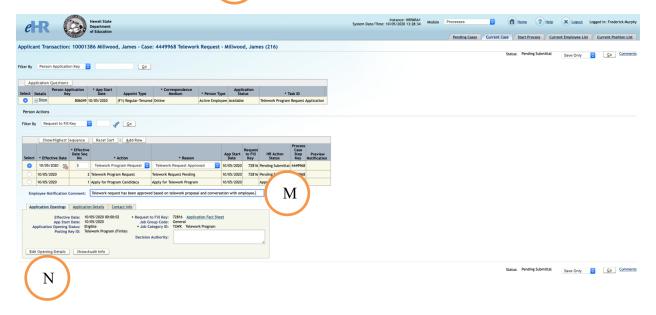


5. Enter a reason in the "Employee Notification Comment" why the request was either approved, not approved, or withdrawn. M

**Note:** Please make sure this comment is appropriate and in a complete sentence. The information from this box will be sent in an auto-generated email to the employee informing them why their request was either approved, not approved, or withdrawn.

6. Click on "Edit Opening Details"







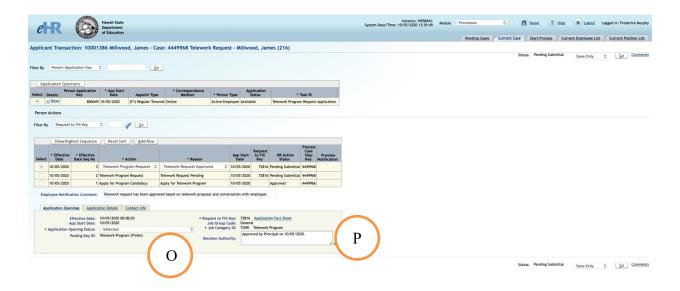
**7.** Ensure **Application Opening Status"** is set to the appropriate value:



Note: You should not have to adjust this because the status is automatically set by the system.

- For "Approved" applications, the status should be set to "Selected"
- For "Not Approved" applications, the status should be set to "Not Selected"
- For "Withdrawn" applications, the status should be set to "Withdrawn"
- 8. Enter a comment in the "Decision Authority" box on who made the final decision on the telework request.

e.g., Approved by Principal on 10/5/2020 or CAS did not approve request via email on 10/5/2020, etc.



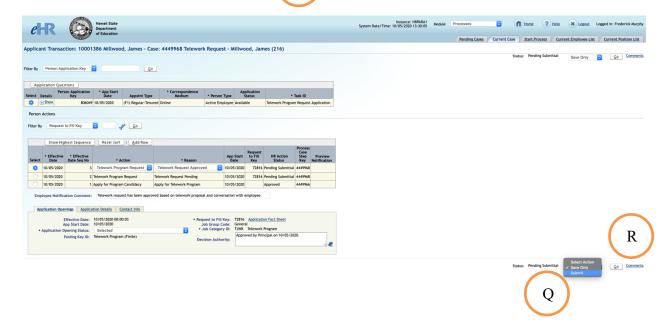


**9.** Select "Submit" from the drop-down menu.



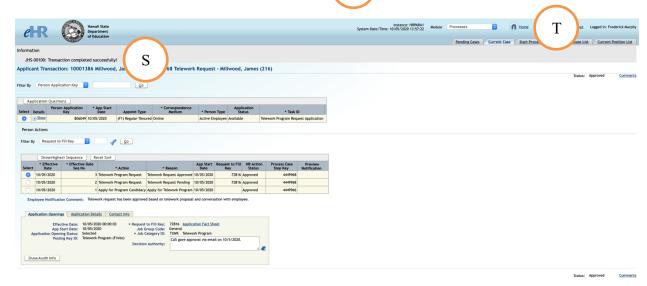
**10.** Then press **"Go"** to finalize the submittal.

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- **12.** Click the **"Home"** button to return to the main page. T



Within 30 minutes of pressing "Go" and finalizing the submittal, an auto-generated email will be sent to the employee (cc: to Principal and CAS), notifying them of the status of their telework application. Sample emails are shown below:

### Sample Approved Telework Request email:



Aloha < Employees Name>,

Your request for telework has been reviewed and <u>has</u> been approved with this notation: *Telework request has been approved based on telework proposal and conversation with employee.* 



Prior to transitioning to your approved telework schedule, please be sure to reference the telework documents and guidelines here.

In accordance with the guidelines, it is important that you submit the following forms to your administrator:

- Attachment C, DOE OTM 990-ATT-C (If applicable)
- Attachment D, DOE OTM 990-ATT-D
- Attachment E, DOE OTM 990-ATT-E
- Attachment G, DOE OTM 990-ATT-G (when requested from your administrator)

Thank You

### Sample Not Approved Telework Request email:



Aloha < Employee Name>,

Your request for telework has been reviewed and has not been approved.

The Department requires your administrator to provide you with a written explanation for the denial of your request. The reason for your denial is: *The duties of the job require the employee to be on campus.* 

Should you have any questions, please see your principal.

Thank You

#### Sample Withdrawn Telework Request email:



Aloha < Employees Name>,

Your request for telework has been withdrawn.

The reason for the withdrawn application is: *The principal received an email on* 10/5/2020 from the employee asking to withdraw their telework application.

Should you have any questions, please see your principal.

Thank You