



Telework Application Approval/Denial Instructions for School Principals

October 2020



On-Line Application

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

Important Message: 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 <https://bit.ly/TeleworkHIDOE>.

Getting Started

1. Access the Department's eHR homepage by inputting this web address:

<https://ehr.k12.hi.us/>.

A

B

2. 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.

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

C

eHR Hawaii State Department of Education

Instance: HRPROD3
System Date/Time: 10/01/2020 10:31:48

System Availability
Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)
**Please check System Messages after logging in for additional information on planned system outages.

*Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

We support the latest vendor supported web browser versions unless noted otherwise below:

- [Chrome](#)
- [Firefox](#)
- [Safari](#)

Sign In

• Username

• Password

Reminder: Passwords are case sensitive.
*Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Current DOE Employees:

- Username is your First and Last name (i.e. John Smith) OR the Employee ID number on your DOE ID badge.
- Password is your DOE Internet Password.



Reviewing a Telework Request Using the On-line Application Process

1. Review the information contained in: **“System Messages”** (if applicable). **D**
2. When ready, click the **“Go to Pending Cases”** button. **E**

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

The screenshot displays the eHR system interface for the State of Hawaii Department of Education. The top navigation bar includes the eHR logo, the department name, and system information such as the instance number (1899661), system date/time (10/05/2020 13:28:38), and the user's name (Frederick Murphy). Below the navigation bar, a welcome message reads: "Welcome Frederick Murphy to the DOE Human Resources Management System!". The main content area is divided into two panels. The left panel, titled "System Messages", shows a message dated 6/19/2020: "The Buy/Sell Process opened on June 19, 2020." followed by details about Buys and Sells runs. The right panel, titled "My Worklist", shows a message: "You have 1 pending cases in your worklist" and a button labeled "Go to Pending Cases". Below the worklist, there is a "Shortcuts" section with buttons for "Apply for Jobs" and "Apply for Programs".

D

E



- Click the **"Select"** button next to the appropriate telework request.

F

- Then click: **"Go To Case"**

G

The screenshot shows the eHR system interface for the Hawaii State Department of Education. The top navigation bar includes the department logo, system date/time (10/05/2020 13:28:49), and user information (Logged In: Frederick Murphy). Below the navigation bar, there is a search bar and a table of telework requests. The table has columns for Select, Details, Task Description, Process Case Step Key, Process Case Label, Process Step Status, Location Description, Last Updated By, and Last Update Date. A single row is visible with the following data: 4449568, Telework Request - Millwood, James (216), Pending Submittal, Millwood High (216), Murphy, Frederick, 10/05/2020. The 'Go To Case' button is circled in orange and labeled 'G'. The 'Select' button in the table is circled in orange and labeled 'F'.


Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
Go To Case	Show All Cases	Manage Telework Requests	4449568	Telework Request - Millwood, James (216)	Pending Submittal	Millwood High (216)	Murphy, Frederick	10/05/2020

F



- Click on **“Applicant Fact Sheet”** to review the entire telework application request from the employee.

H

eHR  Hawaii State Department of Education
System Date/Time: 10/05/2020 13:26:57 Module: Processes Home ? Help Logout Logged In: Frederick Murphy

Applicant Transaction: 10001386 Millwood, James - Case: 4449968 Telework Request - Millwood, James (216)

Status: Pending Submittal Save Only Go Comments

Filter By: Person Application Key [] Go

Application Questions Modify Application Date

Select	Details	Person Application Key	App Start Date	Appoint Type	Correspondence Medium	Person Type	Application Status	Task ID
<input checked="" type="radio"/>	Show	806049	10/05/2020	(P1) Regular-Tenured Online		Active Employee/Available	Telework Program Request Application	

Person Actions

Filter By: Request to Fill Key [] Go

Select	Effective Date	Effective Date Seq No	Action	Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	10/05/2020	2	Telework Program Request	Telework Request Pending	10/05/2020	72816	Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	1	Apply for Program Candidacy/Apply for Telework Program		10/05/2020		Approved	4449966	

Employee Notification Comment:

Application Openings Application Details Contact Info

Effective Date: 10/05/2020 00:00:02
App Start Date: 10/05/2020
Application Opening Status: Eligible
Posting Key ID: Telework Program (Finite)

Request to Fill Key: 72816 Application Fact Sheet
Job Group Code: General
Job Category ID: TUNK Telework Program
Decision Authority:

New Application Opening Show Audit Info

Status: Pending Submittal Save Only Go Comments



Approving or Denying the Request

After reviewing the request and making a determination.

1. Click the “Add Row” button. **I**

The screenshot displays the eHR system interface for the State of Hawaii Department of Education. The top navigation bar includes the eHR logo, system date/time (10/05/2020 13:27:15), and user information (Logged In: Frederick Murphy). The main content area shows the 'Person Actions' table, which is used for managing employee requests. The table has columns for 'Select', 'Effective Date', 'Seq No', 'Reason', 'App Start Date', 'Request to Fill Key', 'HR Action Status', 'Process Case Step', and 'Previous Notification'. The 'Add Row' button is circled in orange, indicating the next step in the process. Below the table, there are sections for 'Employee Notification Comment', 'Application Openings', and 'Application Details'.

Select	Effective Date	Seq No	Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step	Previous Notification
<input checked="" type="checkbox"/>	10/05/2020	3		10/05/2020	72816	Pending Submittal	4449968	
<input type="checkbox"/>	10/05/2020	2	Telework Program Request	10/05/2020	72816	Pending Submittal	4449968	
<input type="checkbox"/>	10/05/2020	1	Apply for Program Candidacy	10/05/2020		Approved	4449966	

Employee Notification Comment:

Application Openings: Effective Date: 10/05/2020 00:00:02, App Start Date: 10/05/2020, Application Opening Status: Eligible, Posting Key ID: Telework Program (Fintie)

Application Details: Request to Fill Key: 72816, Application Fact Sheet, Job Group Code: General, Job Category ID: TUNK, Telework Program, Decision Authority:



2. View the “Effective Date” of the approval.

J

Note: It will be populated with the current date.

3. Select “Telework Program Request” under the Action Column.

K

Applicant Transaction: 10001386 Millwood, James - Case: 4449968 Telework Request - Millwood, James (216)

Filter By: Person Application Key [] Go

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input type="radio"/>	Show	806049	10/05/2020	(P1) Regular-Tenured Online		Active Employee Available	Telework Program Request Application	

Person Actions

Request to Fill Key [] Go

Show Highest Sequence [] Reset Sort [] & Add

* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
10/05/2020	3	✓		10/05/2020	72816	Pending Submittal	4449968	
10/05/2020		Telework Program Request	Telework Request Pending	10/05/2020	72816	Pending Submittal	4449968	
10/05/2020	1	Apply for Program Candidacy	Apply for Telework Program, 10/05/2020			Approved	4449966	

Employee Notification Comment: []

Application Openings | Application Details | Contact Info

Effective Date: 10/05/2020 00:00:02
App Start Date: 10/05/2020
Application Opening Status: Eligible
Posting Key ID: Telework Program (Finite)

* Request to Fill Key: 72816 Application Fact Sheet
* Job Group Code: General
* Job Category ID: TLWK Telework Program

Decision Authority: []

Edit Opening Details | Show Audit Info

Status: Pending Submittal Save Only [] Go [] Comments



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

L

- 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)

Applicant Transaction: 10001386 Millwood, James - Case: 4449968 Telework Request - Millwood, James (216)

Filter By: Person Application Key [806049] Go

Select	Details	Person Application Key	App Start Date	Appoint Type	Correspondence Medium	Person Type	Application Status	Task ID
<input type="checkbox"/>	Show	806049	10/05/2020	(F1) Regular-Tenured Online	Medium	Active Employee-Available	Telework Program Request Application	

Person Actions

Filter By: Request to Fill Key [] Go

Select	Effective Date	Effective Date Seq No	Action	Reason	App Start	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	10/05/2020	1	Telework Program Request	Telework Request Approved			Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	2	Telework Program Request	Telework Request Not Approved			Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	3	Apply for Program Candidacy	Telework Request Pending			Approved	4449966	
				Telework Request Withdrawn					

Employee Notification Comment:

Application Openings: Application Details Contact Info

Effective Date: 10/05/2020 00:00:02
App Start Date: 10/05/2020
Application Opening Status: Eligible
Posting Key ID: Telework Program (Finite)

Request to Fill Key: 72816 Application Fact Sheet
Job Group Code: General
Job Category ID: TLWK Telework Program

Decision Authority: []

Edit Opening Details Show Audit Info

Status: Pending Submittal Save Only Go Comments



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”** **N**

The screenshot displays the eHR system interface for the Hawaii State Department of Education. The top navigation bar includes the eHR logo, system date/time (10/05/2020 13:28:34), and user information (Logged In: Frederick Murphy). The main content area shows the 'Applicant Transaction: 10001386 Millwood, James - Case: 4449968 Telework Request - Millwood, James (216)'. Below this, there are sections for 'Application Questions', 'Person Actions', and 'Employee Notification Comment'. The 'Employee Notification Comment' field is highlighted with a red circle and contains the text: 'Telework request has been approved based on telework proposal and conversation with employee.' The 'Edit Opening Details' button is also highlighted with a red circle. The bottom of the page shows the status 'Pending Submittal' and a 'Save Only' button.

Select	Effective Date	Effective Date Seq No	Action	Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	10/05/2020	3	Telework Program Request	Telework Request Approved	10/05/2020	72816	Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	2	Telework Program Request	Telework Request Pending	10/05/2020	72816	Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	1	Apply for Program Candidacy	Apply for Telework Program	10/05/2020				

Employee Notification Comment: Telework request has been approved based on telework proposal and conversation with employee.

Application Openings: Application Details Contact Info

Effective Date: 10/05/2020 00:00:02
App Start Date: 10/05/2020
Application Opening Status: Eligible
Posting Key ID: Telework Program (Finite)

Request to Fill Key: 72816 Application Fact Sheet
Job Group Code: General
Job Category ID: TLWK Telework Program
Decision Authority:

Edit Opening Details Show Audit Info


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.



Hawaii State
Department
of Education

System Date/Time: 10/05/2020 11:29:49

Instance: HRPARAI

Processes

Home

?

Title

Logout

Logged In: Frederick Murphy

Pending Cases

Current Case

Start Process

Current Employee List

Current Position List

Applicant Transaction: 10001386 Millwood, James - Case: 4449968 Telework Request - Millwood, James (216)

Status: Pending Submittal

Save Only

Go

Comments

Filter By Person Application Key

Go

Application Questions

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input type="radio"/>	Show	806649	10/05/2020	(F1) Regular-Tenured Online		Active Employee	Available	Telework Program Request Application

Person Actions

Filter By Request to Fill Key

Go

Show Highest Sequence

Reset Sort

Add Row

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input type="radio"/>	10/05/2020	3	Telework Program Request	Telework Request Approved	10/05/2020	72816	Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	2	Telework Program Request	Telework Request Pending	10/05/2020	72816	Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	1	Apply for Program Candidacy	Apply for Telework Program	10/05/2020		Approved	4449966	

Employee Notification Comment:

Telework request has been approved based on telework proposal and conversation with employee.

Application Openings

Application Details

Contact Info

Effective Date: 10/05/2020 00:00:03

App Start Date: 10/05/2020

Application Opening Status: Selected

Posting Key ID: Telework Program (F1)ite)

* Request to Fill Key: 72816

Job Group Code: General

* Job Category ID: TUNK Telework Program

Decision Authority: Approved by Principal on 10/05/2020.

Application Fact Sheet

O

P



9. Select “Submit” from the drop-down menu.

Q

10. Then press “Go” to finalize the submittal.

R

eHR Hawaii State Department of Education
System Date/Time: 10/05/2020 13:30:05 Module: Processes Home ? Help Logout Logged In: Frederick Murphy

Applicant Transaction: 10001386 Millwood, James - Case: 4449968 Telework Request - Millwood, James (216)

Status: Pending Submittal Save Only Go Comments

Filter By: Person Application Key [] Go

Select	Details	Person Application Key	* App Start Date	* Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	Show	806049	10/05/2020	(P1) Regular-Tenured Online		Active Employee/Available	Telework Program Request Application	

Person Actions

Filter By: Request to Fill Key [] Go

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Seq Key	Preview Notification
<input checked="" type="radio"/>	10/05/2020	3	Telework Program Request	Telework Request Approved	10/05/2020	72816	Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	2	Telework Program Request	Telework Request Pending	10/05/2020	72816	Pending Submittal	4449968	
<input type="radio"/>	10/05/2020	1	Apply for Program Candidacy	Apply for Telework Program	10/05/2020		Approved	4449966	

Employee Notification Comment: Telework request has been approved based on telework proposal and conversation with employee.

Application Openings Application Details Contact Info

Effective Date: 10/05/2020 00:00:03
App Start Date: 10/05/2020
Application Opening Status: Selected
Posting Key ID: Telework Program (Print)

* Request to Fill Key: 72816 Application Fact Sheet
Job Group Code: General
Job Category ID: TWRK Telework Program
Decision Authority: Approved by Principal on 10/05/2020.

Status: Pending Submittal Select Action Save Only Submit Go Comments

R

Q



11. After pressing the “Go” button, a screen will appear that says “Transaction Completed Successfully” **S**

12. Click the “Home” button to return to the main page. **T**

The screenshot shows the eHR system interface. At the top, there is a navigation bar with the eHR logo, the State of Hawaii Department of Education name, and a user login section. Below the navigation bar, a message bar displays "JHS-00100: Transaction completed successfully!". The main content area shows a list of application questions with columns for Select, Details, Person Application Key, App Start Date, Appoint Type, Correspondence Medium, Person Type, Application Status, and Task ID. A table below this lists application questions with their effective dates, actions, reasons, and status. At the bottom, there is a section for Application Openings with details like Effective Date, App Start Date, and Application Opening Status.

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 has 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