



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

October 8, 2020

TO: Deputy Superintendent  
Complex Area Superintendents  
Principals  
Personnel Regional Officers

FROM: *for* Dr. Christina M. Kishimoto *Christina Kishimoto*  
Superintendent

SUBJECT: **Telework Program Online Application for Salaried School Level Personnel**

The Hawaii Department of Education has developed a new online application to better assist salaried school level personnel with requests for telework. This online application will be available starting October 8, 2020, and is currently only available for salaried personnel at school level locations. This online application for school based personnel will only replace the current telework forms (DOE OTM 990-ATT-A and DOE OTM 990-ATT-B). All other related forms are still required to be filled out as appropriate.

Online telework requests submitted by the employee will appear as a "Pending Case" in eHR for both the principal and the complex area superintendent (CAS). The CAS may delegate approval authority to the principal for requests received at their school. If the CAS has delegated the decision-making authority to the principal, then the principal may review and approve/deny the request in eHR.

Attached are Quick Sheets on how to review requests and make determinations within the eHR system.

Personnel regional officers will have view only access to all requests for their assigned district and may assist if there are questions or concerns.

CMK:cac  
Attachment

c: Office of Talent Management