

CSU Telecommuting Program

Workflow

AT SACRAMENTO STATE

1

Employee & Manager discuss: service levels, program requirements (should include detailed breakdown of duties in PD), timelines, etc.

2

Manager drafts and presents an Operational Plan to leadership [should be approved by VP/Dean]

3

If VP/Dean approves, Manager gives the Employee the go-ahead to submit the Agreement Form via OnBase process (PD must be attached)

4

Form is routed to Manager for review - remember: Manager's signature means that they have obtained approval from their leadership - up to their VP/Dean

5

Form is routed to HR/ELR for review - ELR Analyst will include comments if denying a request; Employees & Managers will be informed of decision