CSU Telecommuting Program - Sac State Campus

OnBase User Guide
Submitter Instructions

SACRAMENTO STATE
Employee & Labor Relations

ONBASE TELECOMMUTING AGREEMENT SUBMITTER INSTRUCTIONS

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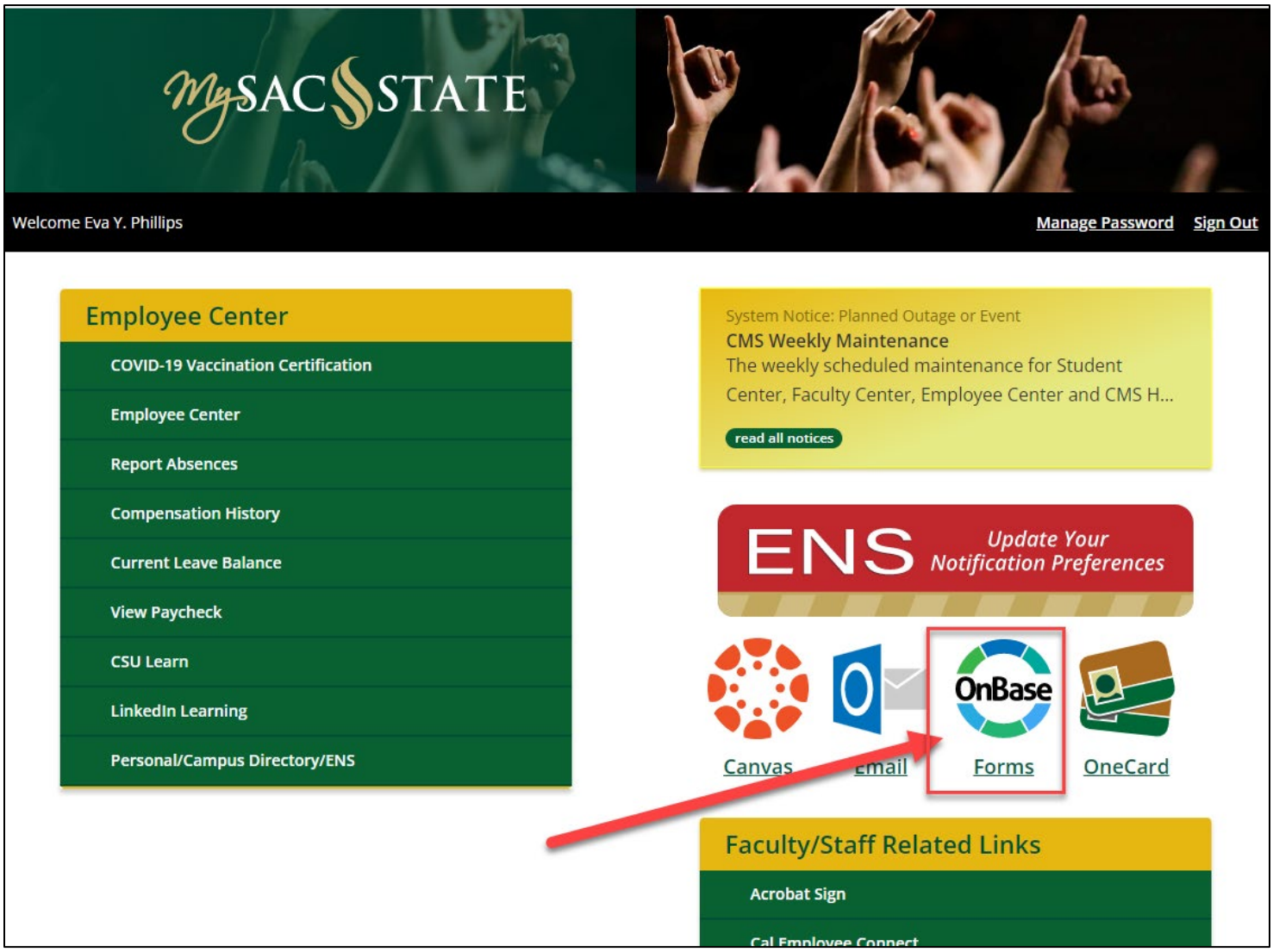
SUBMITTING HR TELECOMMUTING AGREEMENT

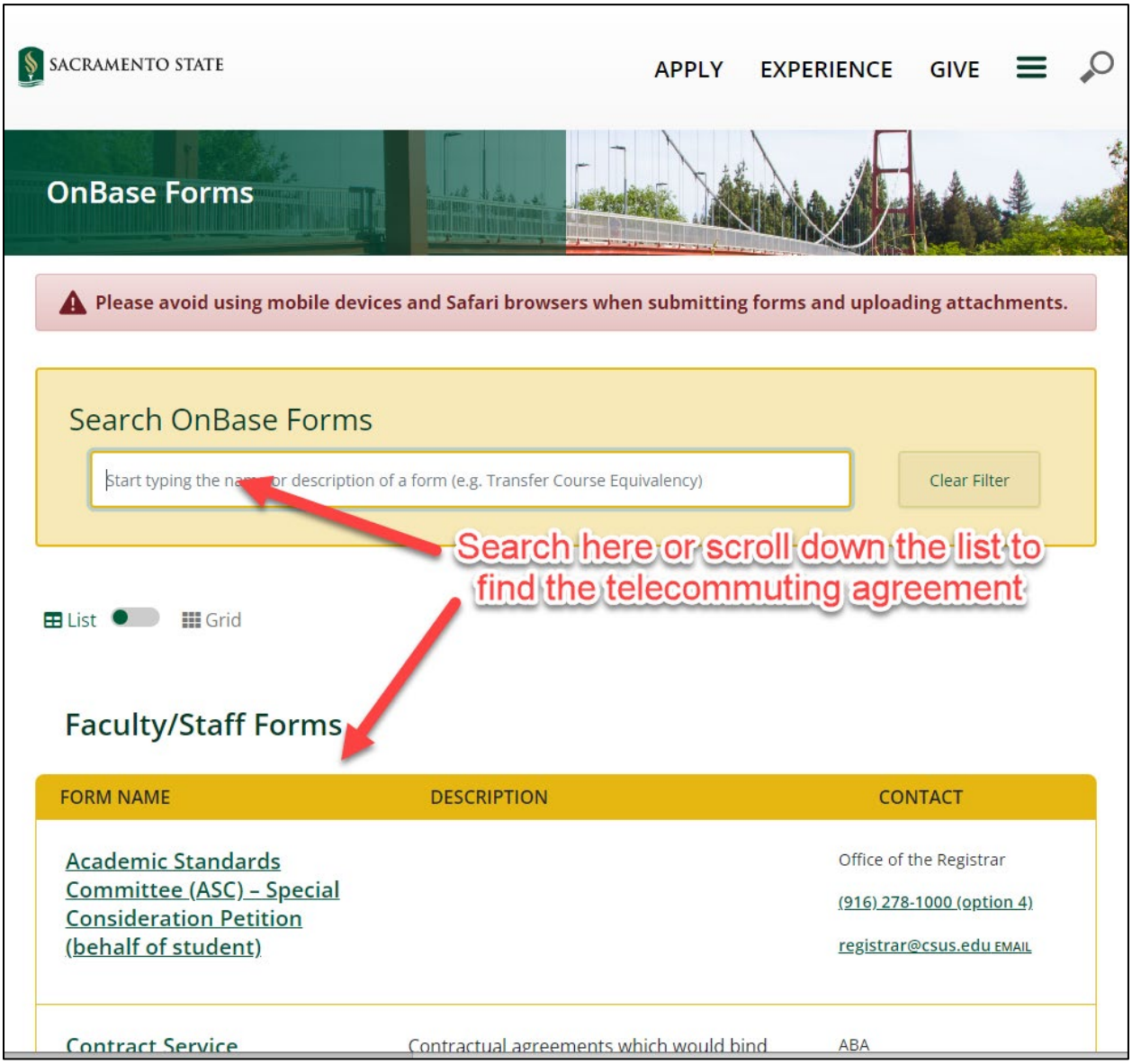
It is highly recommended that you have a copy of the signed HR-Position Description ready to upload and a complete list of duties to perform in work locations. The HR-Position Description must reflect approval by Classification & Compensation and include all required signatures.

To submit a telecommuting agreement, log into MySacState with your SacLink account.

Click the "OnBase Forms" icon.



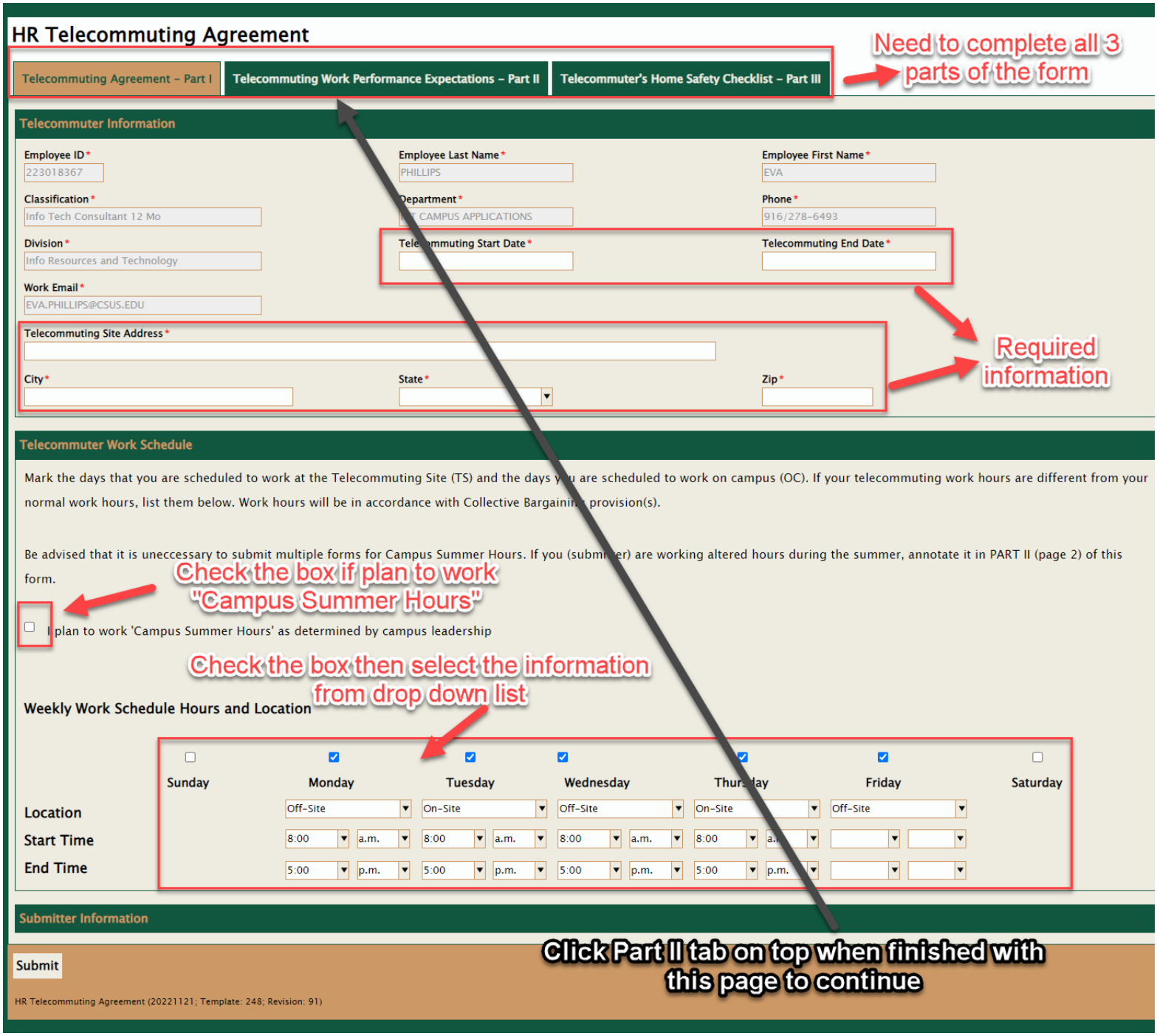
On the OnBase Forms page, you can type in the search bar to search for “telecommuting agreement” or scroll down on the list of available forms and select “HR Telecommuting Agreement.”

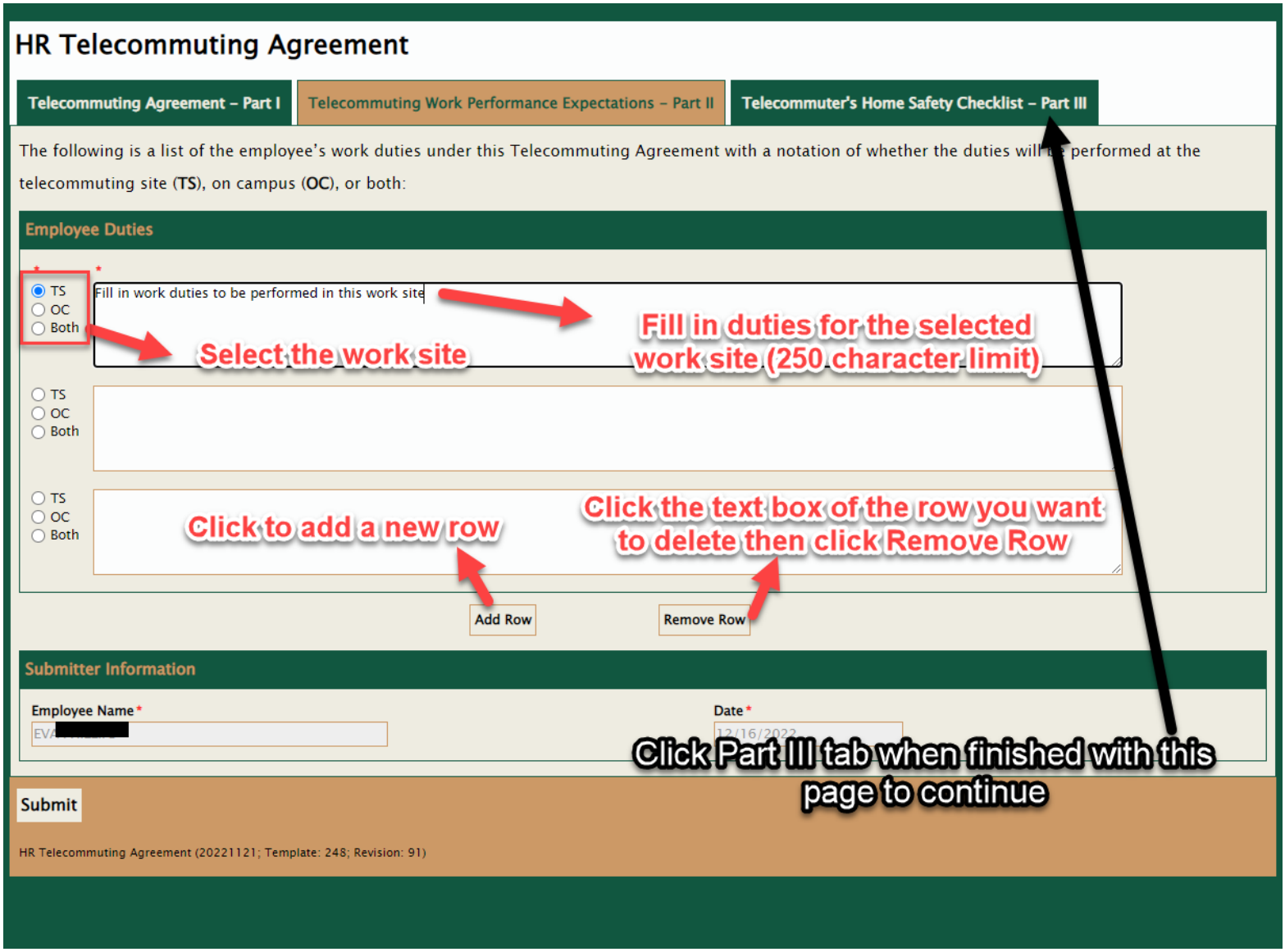


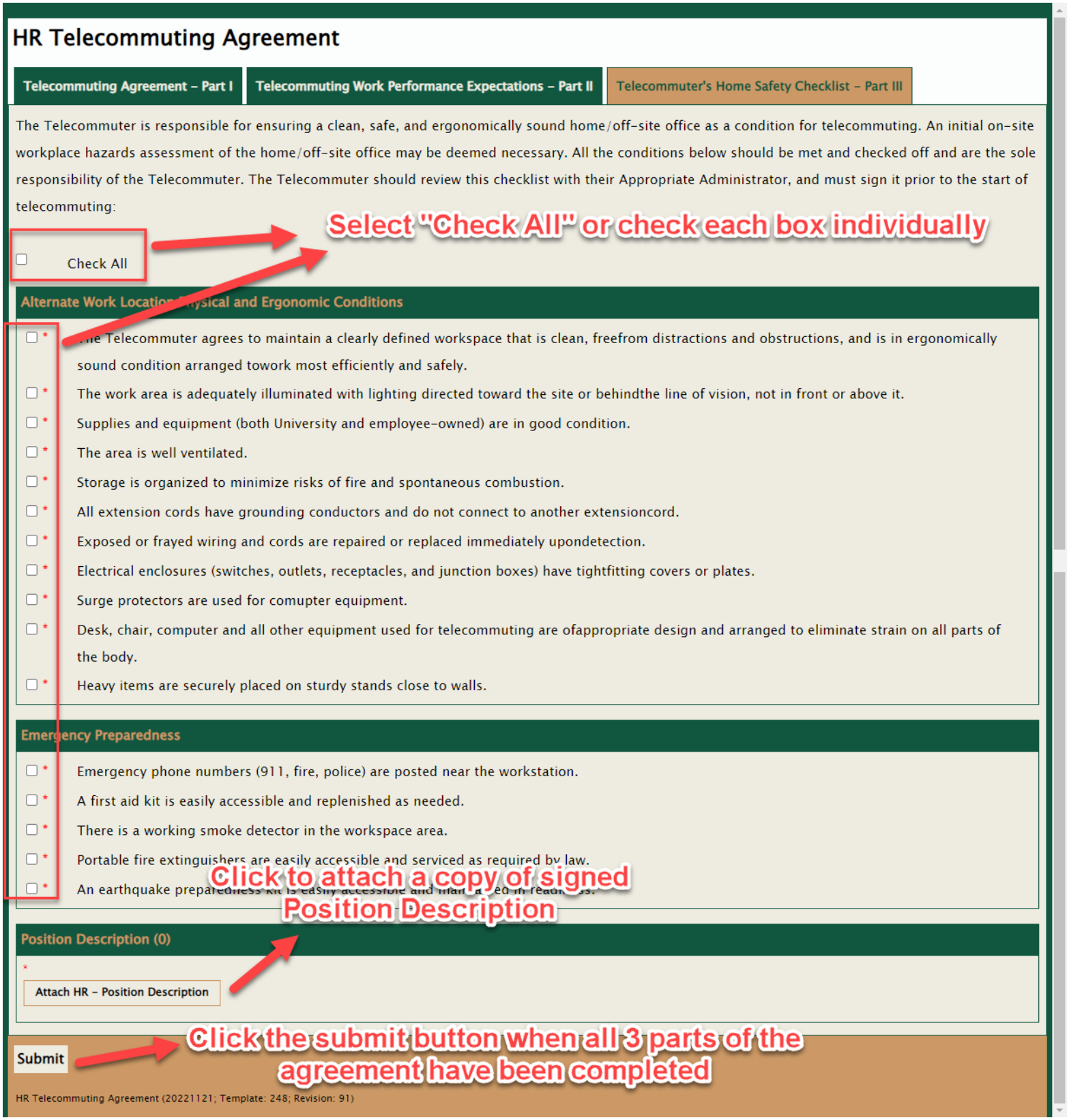
Click on the “HR Telecommuting Agreement” to start.

There are three (3) parts of the agreement. Your employee information should be automatically filled in from the CMS system. Complete Part I of the agreement, then continue to Part II and Part III.

> You are required to complete the fields with * on it. You can only submit the agreement when all three (3) parts of the agreement are completed.


HR Telecommuting Agreement
Telecommuting Agreement – Part I
Telecommuting Work Performance Expectations – Part II
Telecommuter's Home Safety Checklist – Part III
Need to complete all 3 parts of the form
Telecommuter Information
Employee ID *
223018367
Employee Last Name *
PHILLIPS
Employee First Name *
EVA
Classification *
Info Tech Consultant 12 Mo
Department *
IT CAMPUS APPLICATIONS
Phone *
916/278-6493
Division *
Info Resources and Technology
Telecommuting Start Date *
Telecommuting End Date *
Work Email *
EVA.PHILLIPS@CSUS.EDU
Telecommuting Site Address *
City *
State *
Zip *
Required information
Telecommuter Work Schedule
Mark the days that you are scheduled to work at the Telecommuting Site (TS) and the days you are scheduled to work on campus (OC). If your telecommuting work hours are different from your normal work hours, list them below. Work hours will be in accordance with Collective Bargaining provision(s).
Be advised that it is uneccessary to submit multiple forms for Campus Summer Hours. If you (submitter) are working altered hours during the summer, annotate it in PART II (page 2) of this form.
Check the box if plan to work "Campus Summer Hours"
I plan to work 'Campus Summer Hours' as determined by campus leadership
Check the box then select the information from drop down list
Weekly Work Schedule Hours and Location
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Location
Off-Site
On-Site
Off-Site
On-Site
Off-Site
Start Time
8:00
a.m.
8:00
a.m.
8:00
a.m.
8:00
End Time
5:00
p.m.
5:00
p.m.
5:00
p.m.
5:00
Submitter Information
Submit
HR Telecommuting Agreement (20221121; Template: 248; Revision: 91)
Click Part II tab on top when finished with this page to continue


HR Telecommuting Agreement
Telecommuting Agreement – Part I
Telecommuting Work Performance Expectations – Part II
Telecommuter's Home Safety Checklist – Part III
The following is a list of the employee's work duties under this Telecommuting Agreement with a notation of whether the duties will be performed at the telecommuting site (TS), on campus (OC), or both:
Employee Duties
TS
OC
Both
Fill in work duties to be performed in this work site
Select the work site
Fill in duties for the selected work site (250 character limit)
Click to add a new row
Click the text box of the row you want to delete then click Remove Row
Add Row
Remove Row
Submitter Information
Employee Name*
Date*
Click Part III tab when finished with this page to continue
Submit
HR Telecommuting Agreement (20221121; Template: 248; Revision: 91)


HR Telecommuting Agreement
Telecommuting Agreement – Part I
Telecommuting Work Performance Expectations – Part II
Telecommuter's Home Safety Checklist – Part III
The Telecommuter is responsible for ensuring a clean, safe, and ergonomically sound home/off-site office as a condition for telecommuting. An initial on-site workplace hazards assessment of the home/off-site office may be deemed necessary. All the conditions below should be met and checked off and are the sole responsibility of the Telecommuter. The Telecommuter should review this checklist with their Appropriate Administrator, and must sign it prior to the start of telecommuting:
Select "Check All" or check each box individually
Check All
Alternate Work Location Physical and Ergonomic Conditions
The Telecommuter agrees to maintain a clearly defined workspace that is clean, freefrom distractions and obstructions, and is in ergonomically sound condition arranged towork most efficiently and safely.
The work area is adequately illuminated with lighting directed toward the site or behindthe line of vision, not in front or above it.
Supplies and equipment (both University and employee-owned) are in good condition.
The area is well ventilated.
Storage is organized to minimize risks of fire and spontaneous combustion.
All extension cords have grounding conductors and do not connect to another extensioncord.
Exposed or frayed wiring and cords are repaired or replaced immediately upondetection.
Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tightfitting covers or plates.
Surge protectors are used for comupter equipment.
Desk, chair, computer and all other equipment used for telecommuting are ofappropriate design and arranged to eliminate strain on all parts of the body.
Heavy items are securely placed on sturdy stands close to walls.
Emergency Preparedness
Emergency phone numbers (911, fire, police) are posted near the workstation.
A first aid kit is easily accessible and replenished as needed.
There is a working smoke detector in the workspace area.
Portable fire extinguishers are easily accessible and serviced as required by law.
An earthquake prepared
Click to attach a copy of signed Position Description
Position Description (0)
Attach HR – Position Description
Submit
Click the submit button when all 3 parts of the agreement have been completed
HR Telecommuting Agreement (20221121; Template: 248; Revision: 91)

You will receive an email notification once the form is submitted.

CALIFORNIA STATE UNIVERSITY
SACRAMENTO

Hello [redacted],

The HR Telecommuting Agreement submitted for [redacted] on 12/15/2022 at 10:09:58 AM (NEVER RETURNED) has been submitted successfully. It will now be routed for processing. You will receive a confirmation email to let you know when the process is complete.

OnBase Automated System

This message was sent by an automated distribution system. Direct replies will not reach the sender.

SACRAMENTO STATE
Employee & Labor Relations

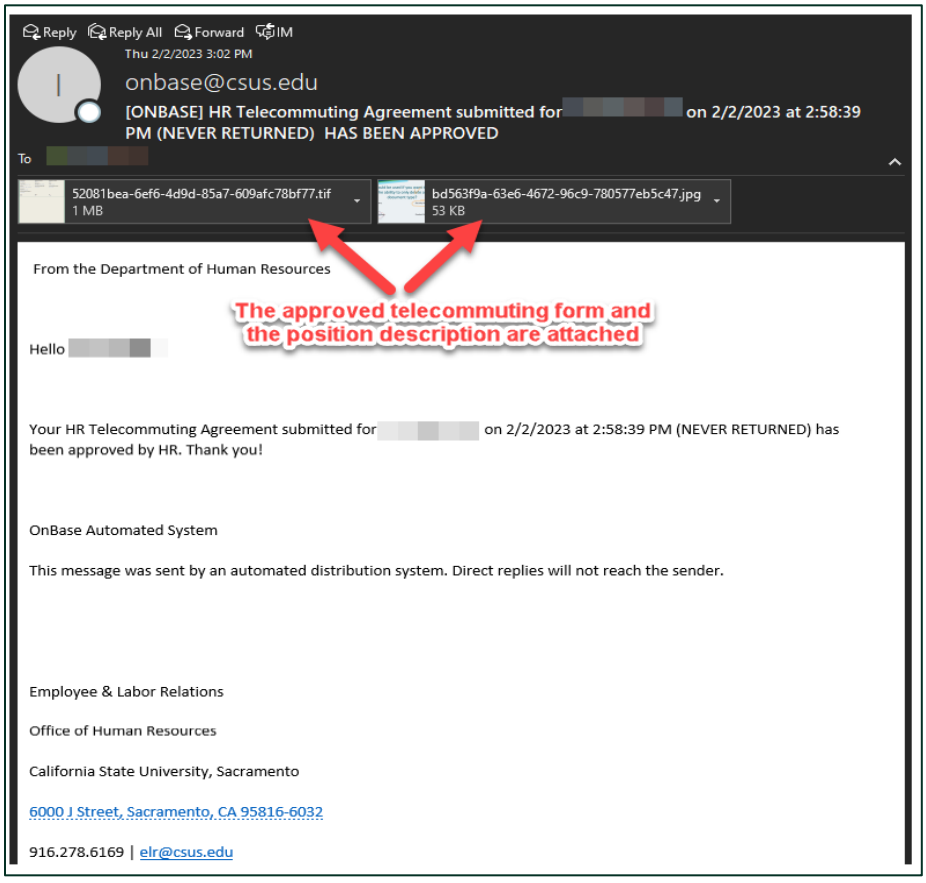
EMPLOYEE & LABOR RELATIONS
Office of Human Resources
California State University, Sacramento
6000 J Street, Sacramento CA 95819-6032
916.278.6169 | elr@csus.edu | ELR Website

CONFIDENTIALITY NOTICE: This e-mail communication and any attachments may contain confidential and privileged information for the use of the designated recipients named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is prohibited. If you have received this communication in error, please notify me immediately by telephone at 916.278.6169 and destroy all copies of this communication and any attachments.

After the Manager/Appropriate Administrator review and the ELR review, you will receive an email notification regarding the results of your HR Telecommuting Agreement.

If the agreement is approved, the email notification will have two (2) attachments. The attachments are your approved HR Telecommuting Agreement and a copy of your Position Description.

You can download the attachments from the email and save them for your recordkeeping.



Reply Reply All Forward IM
Thu 2/2/2023 3:02 PM
onbase@csus.edu
[ONBASE] HR Telecommuting Agreement submitted for [redacted] on 2/2/2023 at 2:58:39 PM (NEVER RETURNED) HAS BEEN APPROVED
To [redacted]

52081bea-6ef6-4d9d-85a7-609afc78bf77.tif 1 MB
bd563f9a-63e6-4672-96c9-780577eb5c47.jpg 53 KB

The approved telecommuting form and the position description are attached

From the Department of Human Resources

Hello [redacted]

Your HR Telecommuting Agreement submitted for [redacted] on 2/2/2023 at 2:58:39 PM (NEVER RETURNED) has been approved by HR. Thank you!

OnBase Automated System

This message was sent by an automated distribution system. Direct replies will not reach the sender.

Employee & Labor Relations

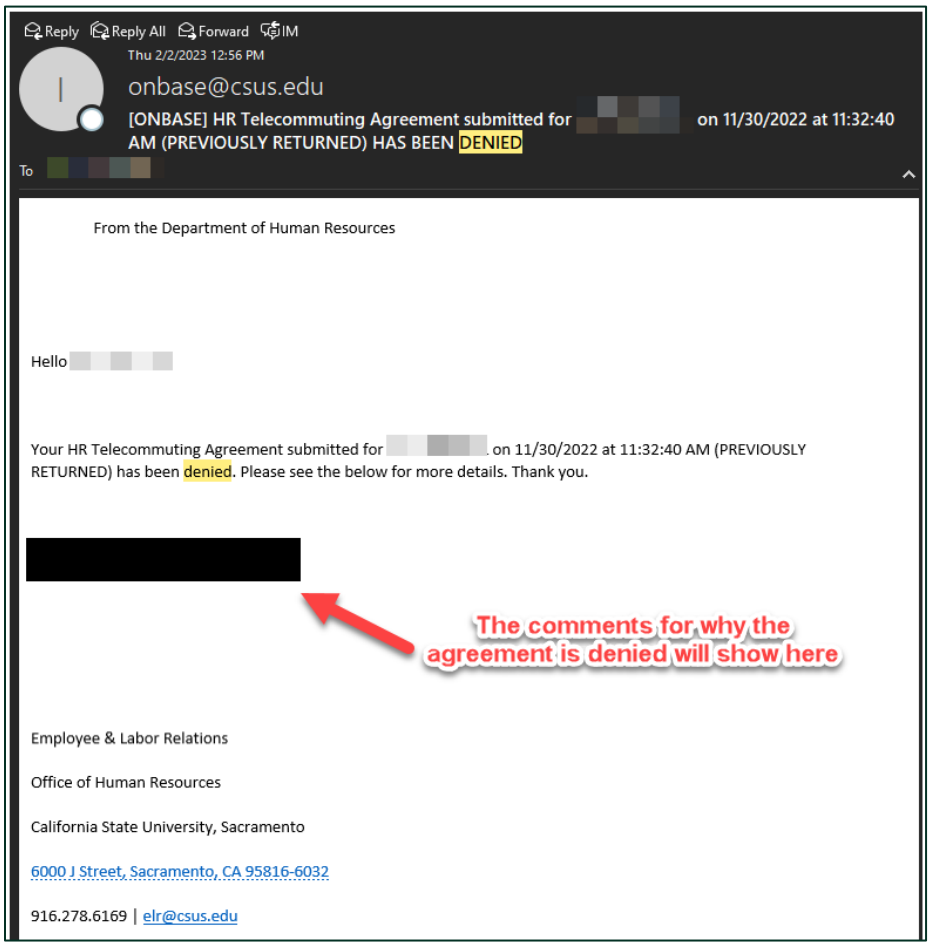
Office of Human Resources

California State University, Sacramento

6000 J Street, Sacramento, CA 95816-6032

916.278.6169 | elr@csus.edu

If the agreement is denied, the email notification will show the comments for why the agreement is denied.



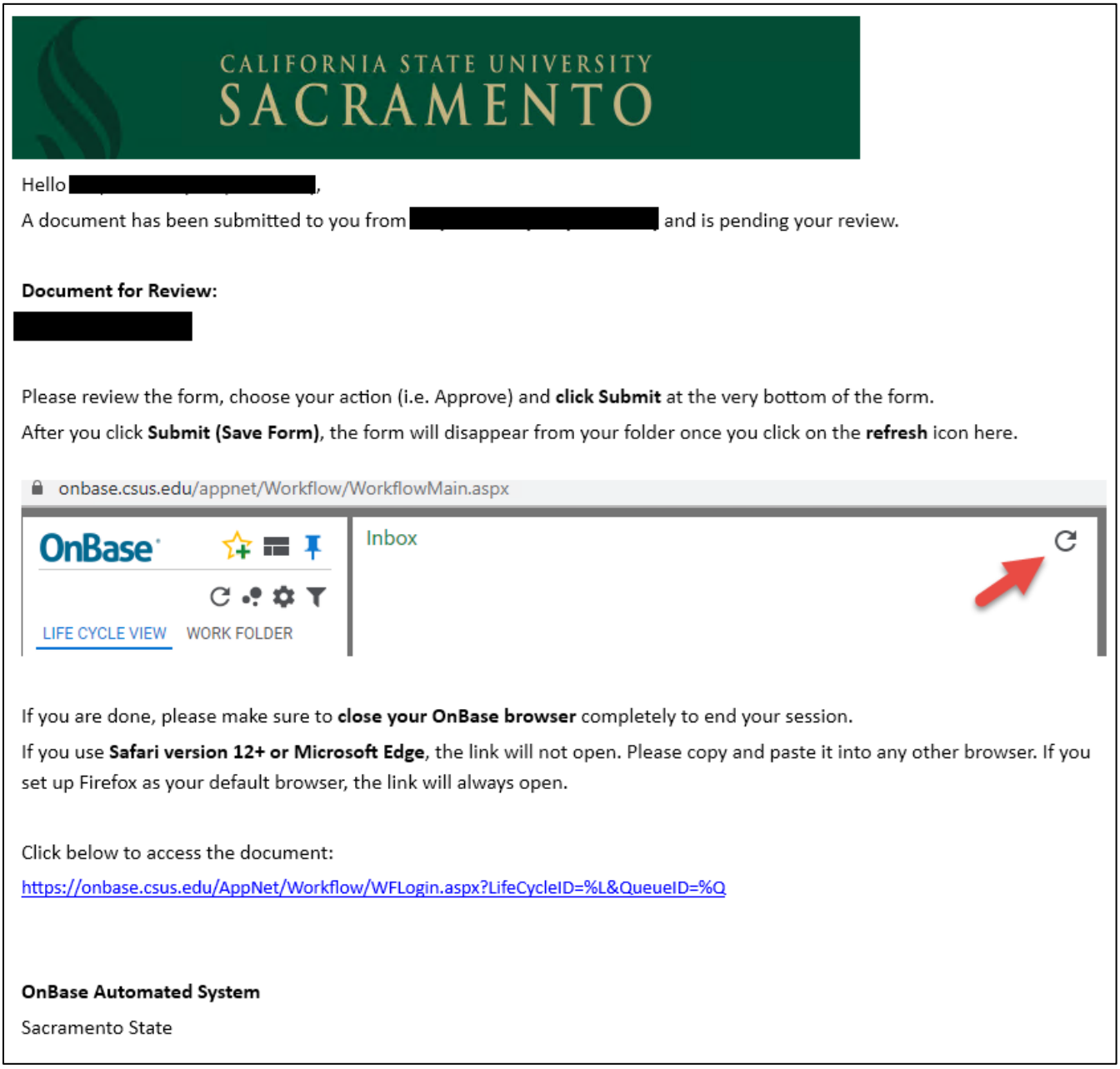
If modifications are needed for your submitted agreement, your Manager/Appropriate Administrator or ELR staff could return the original submitted agreement back to you for modification. Please see the Resubmit Returned Agreement section for instructions.

There are two (2) possible types of HR Telecommuting Agreement showing in the email notification:

- NEVER RETURNED – a newly submitted agreement that was not previously returned to the submitter by their Manager/Appropriate Administrator.
- PREVIOUSLY RETURNED – a resubmitted agreement that was previously returned to the submitter by their Manager/Appropriate Administrator for modification.

STEPS FOR MANAGER/APPROPRIATE ADMINISTRATOR REVIEW

An email notification will be sent to the Manager/Appropriate Administrator when a telecommuting agreement is submitted.



CALIFORNIA STATE UNIVERSITY
SACRAMENTO

Hello [redacted],

A document has been submitted to you from [redacted] and is pending your review.

Document for Review:

[redacted]

Please review the form, choose your action (i.e. Approve) and **click Submit** at the very bottom of the form.

After you click **Submit (Save Form)**, the form will disappear from your folder once you click on the **refresh** icon here.

If you are done, please make sure to **close your OnBase browser** completely to end your session.

If you use **Safari version 12+ or Microsoft Edge**, the link will not open. Please copy and paste it into any other browser. If you set up Firefox as your default browser, the link will always open.

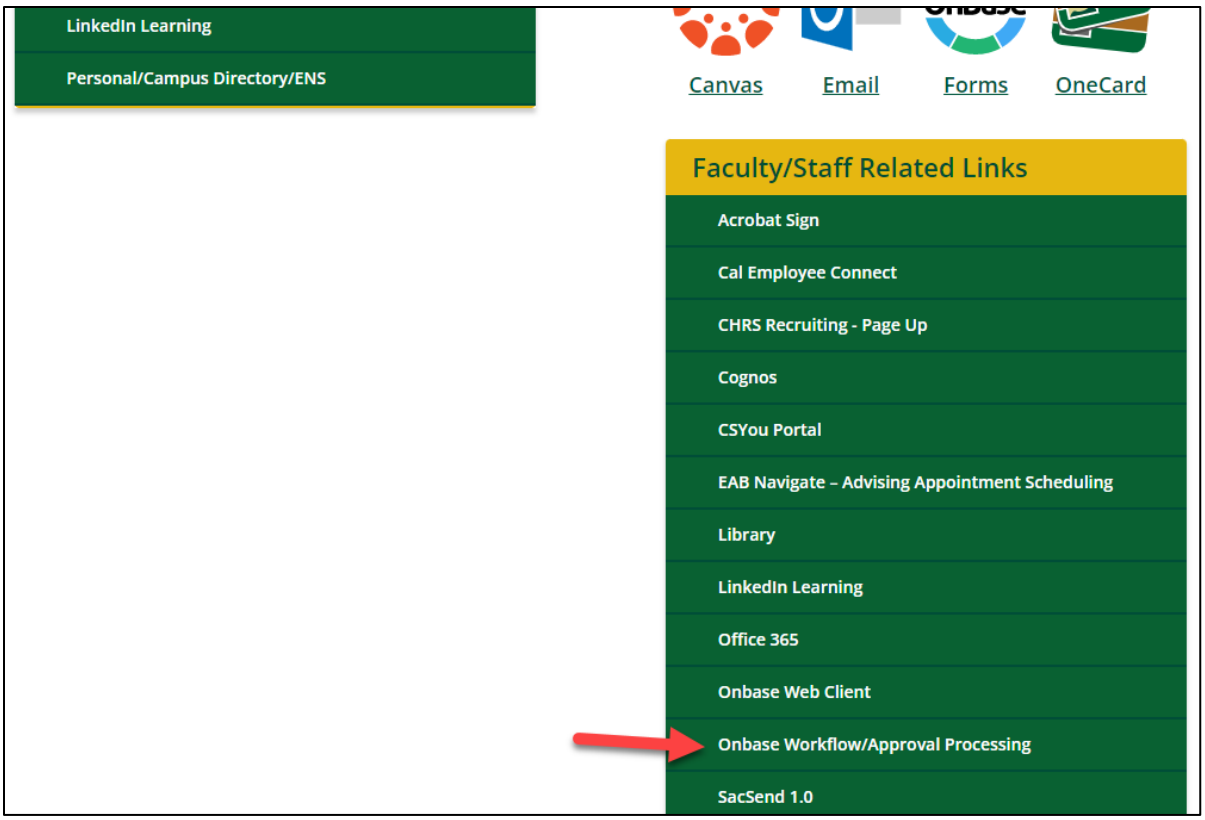
Click below to access the document:

https://onbase.csus.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=%L&QueueID=%Q

OnBase Automated System

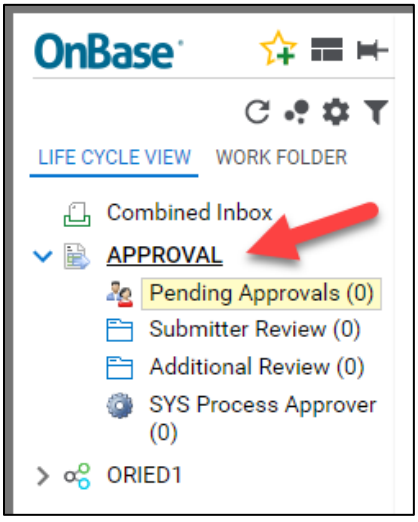
Sacramento State

Manager/Appropriate Administrator can click on the link in the email notification to access the workflow in OnBase or log into MySacState then click “OnBase Workflow/Approval Processing” link under the Faculty/Staff Related Links. This will take you to the OnBase Web Client.



Once in OnBase Client, you will be directed to the "Pending Approvals" folder under "APPROVAL" workflow. The number next to the "Pending Approvals" folder shows the number of documents waiting for your review.

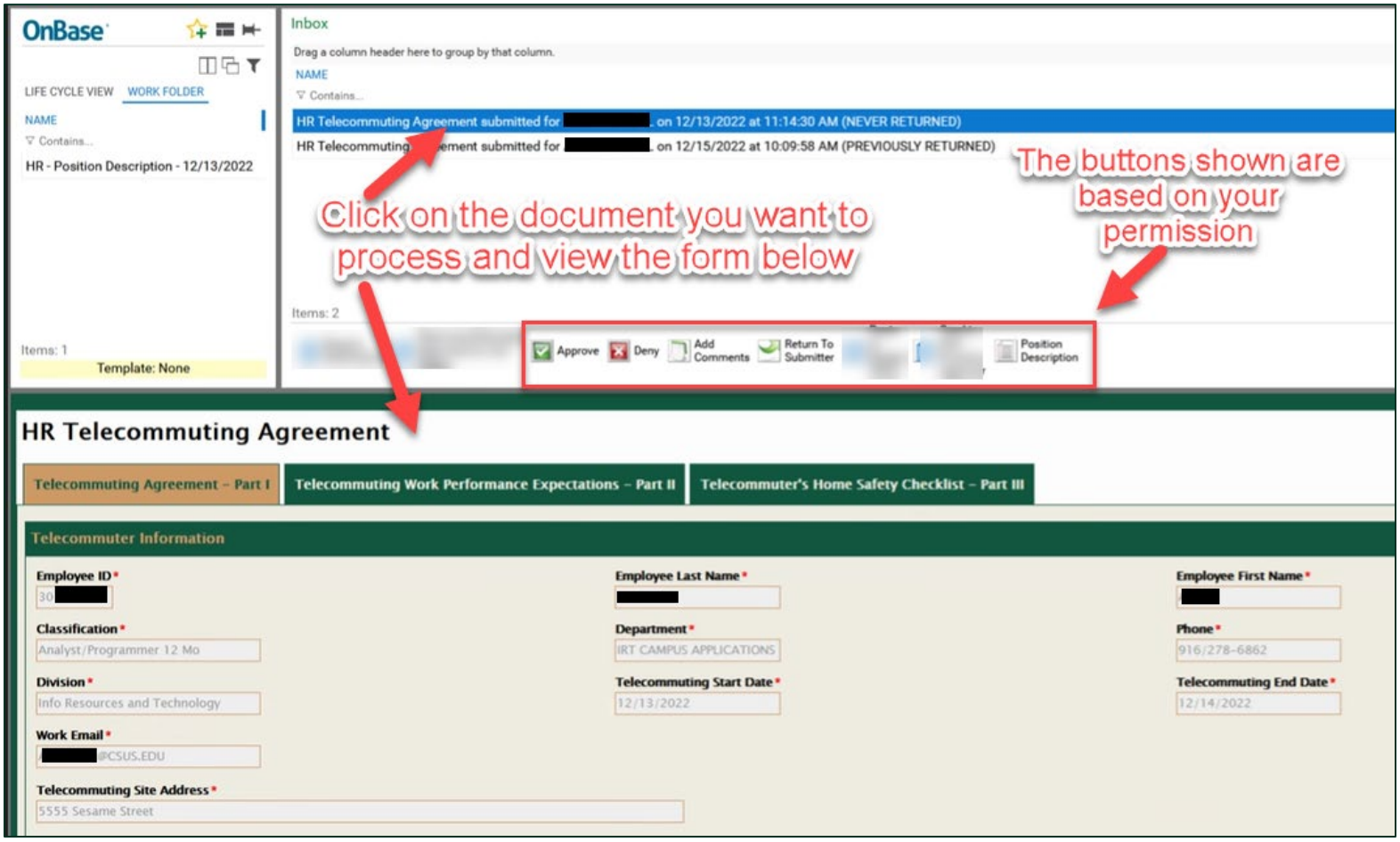
If the folder is not highlighted, click on the "Pending Approvals" to see the list of documents.



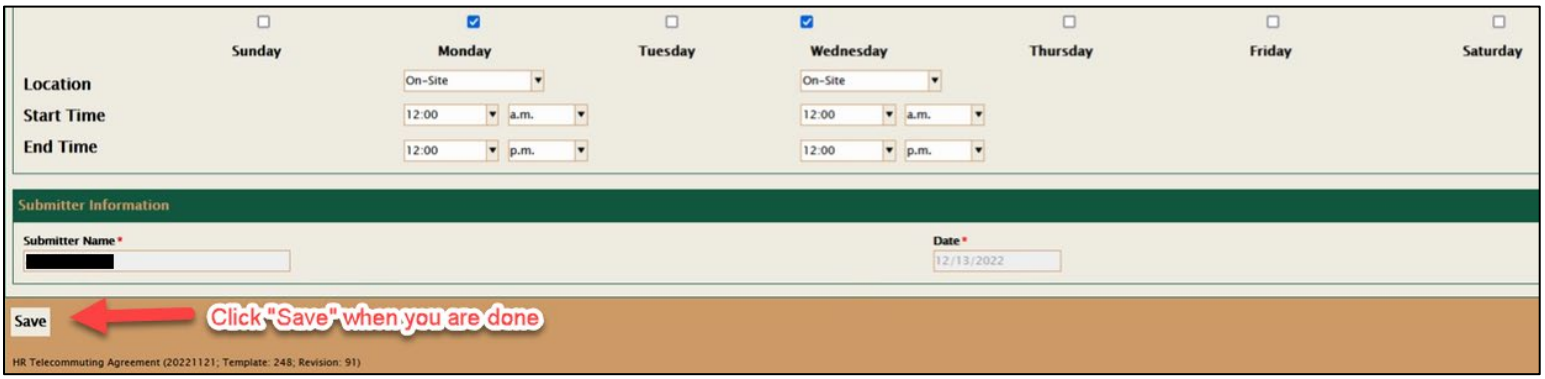
In the Inbox window on the right, click on the document you want to process.

The Inbox will show two (2) types of HR Telecommuting Agreement:

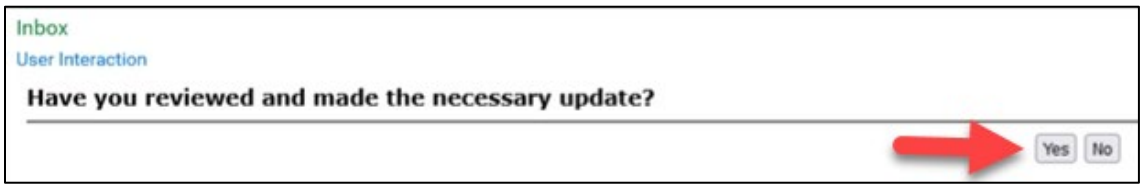
- NEVER RETURNED – This is a new submission.
- PREVIOUSLY RETURNED – This agreement is resubmitted after modification is made based on the previous review. To see the comments from the previous review, please follow the instructions in the View Comments in an Agreement section.



After reviewing the form, scroll down to the bottom and click “Save”.



A confirmation screen will appear. Click “Yes” to continue.



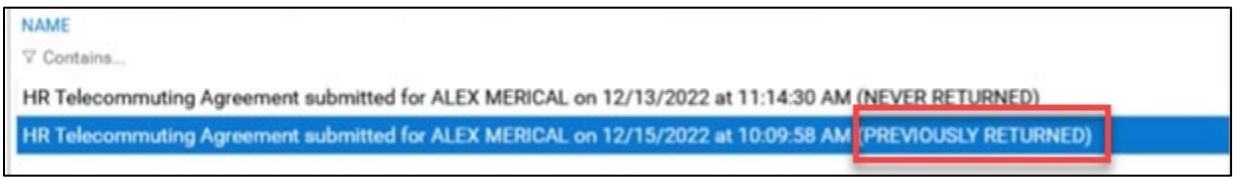
When you are ready to move the form forward (with action buttons available to you), click on the action and the form will be moved to the next step of the process.

Below are common actions for most Managers/Appropriate Administrators (depending on user permission, there might be additional actions available for you):

Approve – The agreement is approved by you and will be moved to the next step in the process and removed from your pending approval queue.

Deny – The agreement is denied by you and will exit the process. You will be required to add a comment stating the reason for the denial. The submitter will receive an email notification regarding this denial as well as the comments.

Return to Sender – The agreement will be sent back to the submitter for modification. You are required to add a comment before it can be returned. Submitters will be able to make changes then resubmit the same agreement. Once the agreement is resubmitted, the form shows “(PREVIOUSLY RETURNED)” in the Pending Approval folder.



Add Comments – You can add a comment for this agreement.

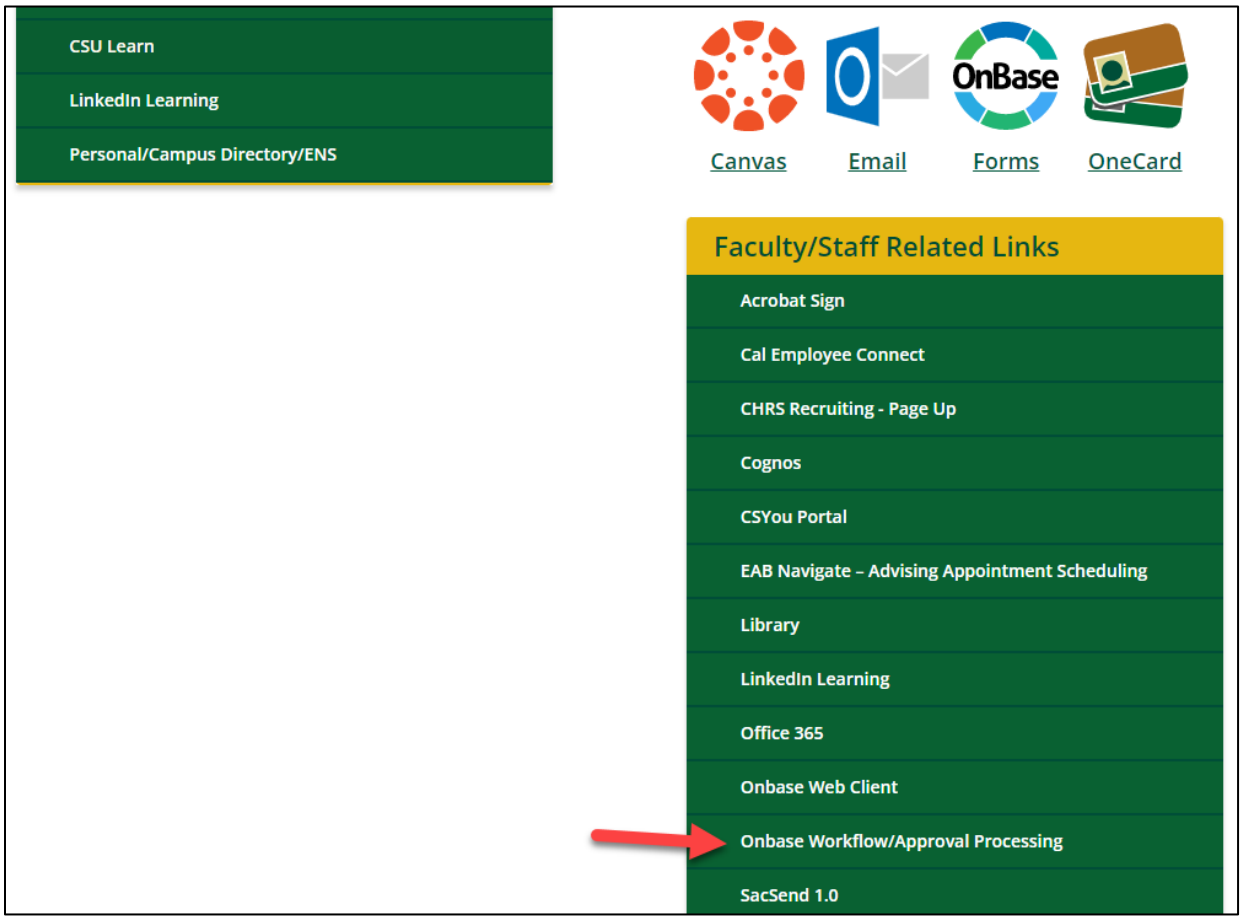
Position Description – Clicking on this icon will show you the position description that is attached to this agreement.

RESUBMIT RETURNED AGREEMENT

Manager/Appropriate Administrator could return the submitted HR Telecommuting Agreement to the submitter for modification before approving the request.

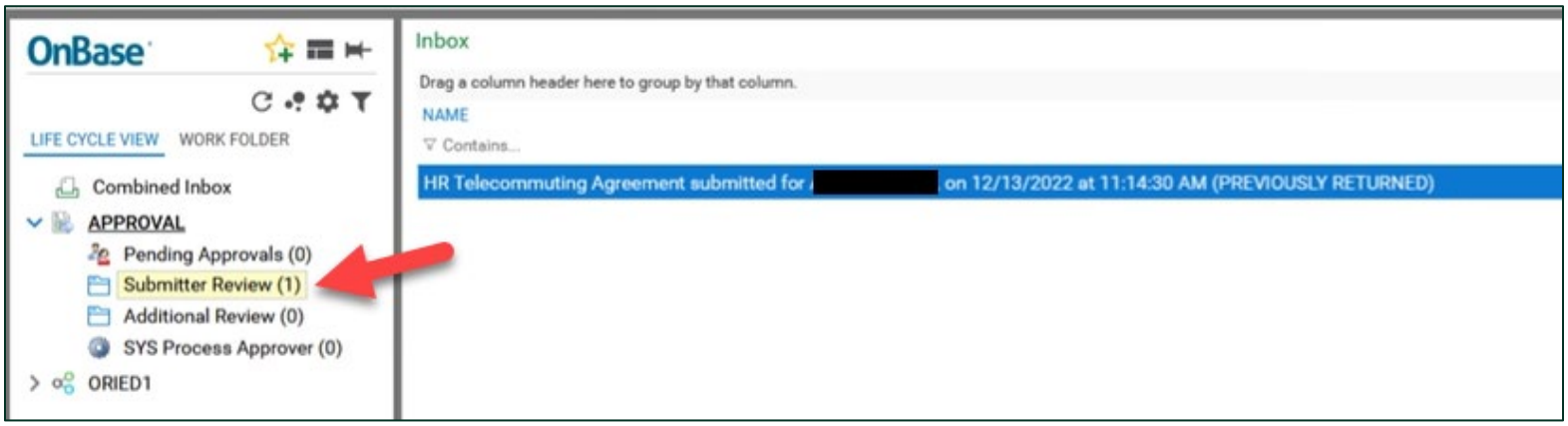
When an agreement is returned to the submitter, an email notification is sent to the submitter providing the Manager's/Appropriate Administrator's comment, as well as a link to the agreement to be modified.

Submitters can also access the returned agreement by logging into MySacState and clicking the "OnBase Workflow/Approval Processing" link under the Faculty/Staff Related Links.



Once you are in OnBase, look for the "Submitter Review" folder under "APPROVAL" workflow.

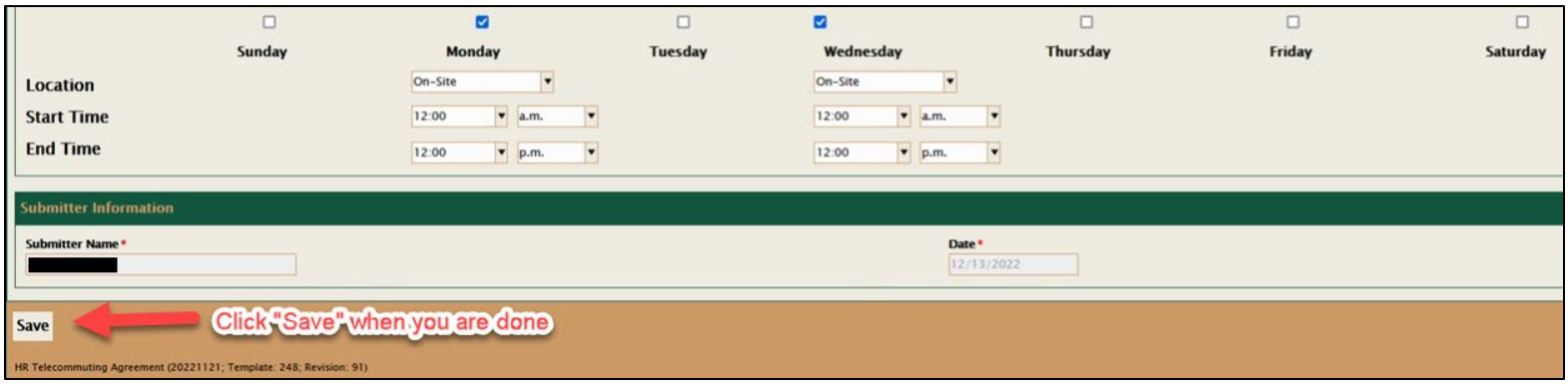
When you click on the "Submitter Review" folder, you will see the HR Telecommuting Agreement in the Inbox.



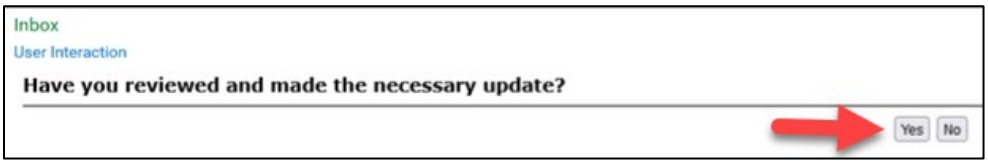
Double-click on the agreement and you will see the form in the lower part of your screen.

The comments for the agreement will show on the email notification sent to the submitter when the agreement is returned. You can also see the comments in the agreement in OnBase Web Client. For instructions, please refer to the View Comments in an Agreement section.

Make sure to check all three (3) parts of the agreement and make necessary modifications. Click the "Save" button at the bottom of the form when you are done.

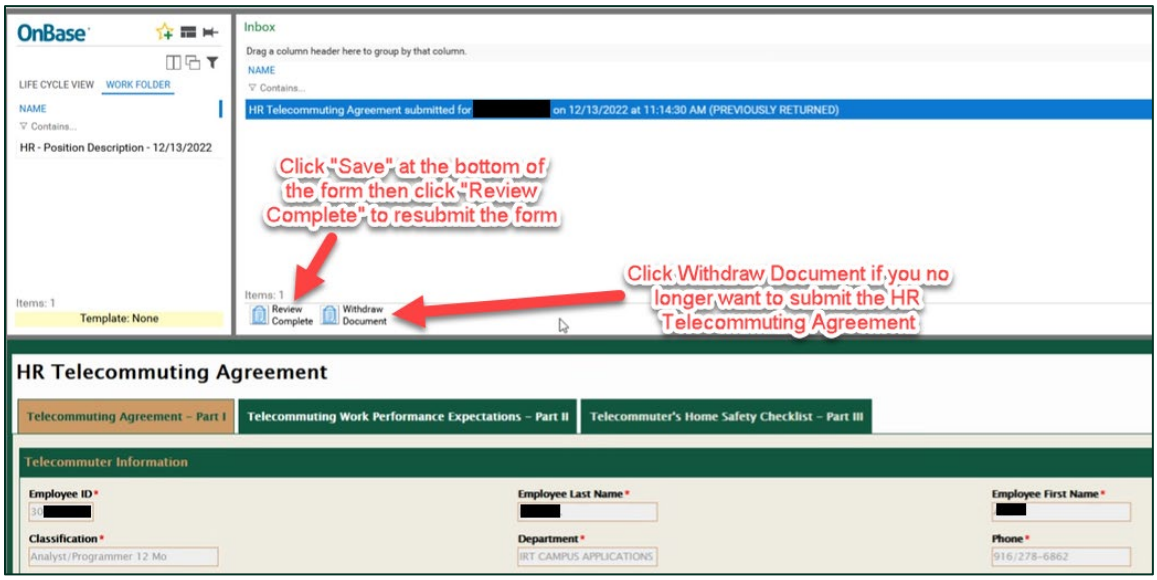


A confirmation screen will appear. Click "Yes" to continue.



When you are ready to resubmit the form, click "Review Complete" and the form will be resubmitted to the Manager/Appropriate Administrator for review and processing.

An error message will show if the modifications are not saved prior to clicking on the "Review Complete" button.



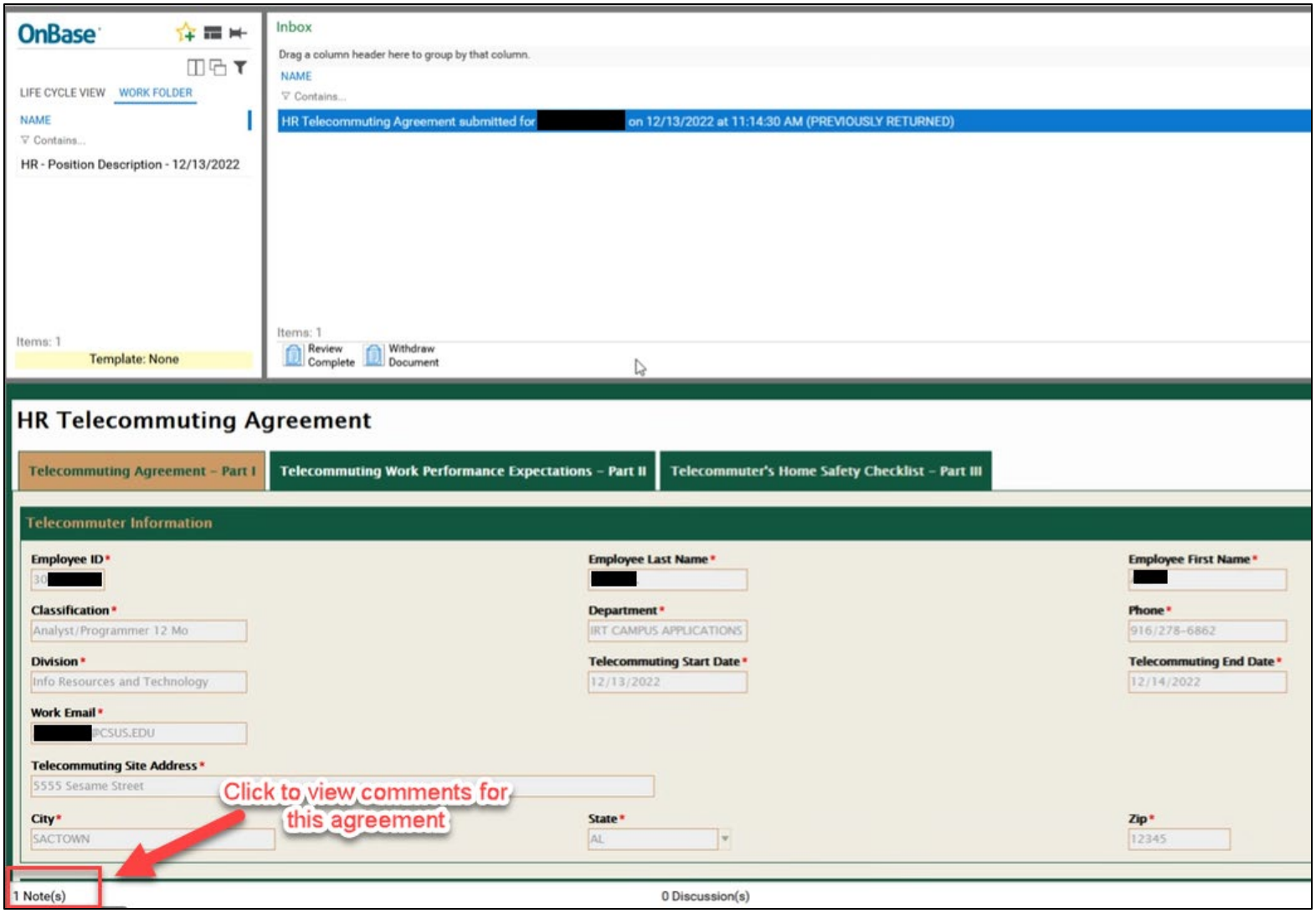
When you are finished, make sure to log out of OnBase and close the browser to end the session.

VIEW COMMENTS IN AN AGREEMENT

The comments for the agreement will show on the email notification sent to the submitter when the agreement is returned. However, you can also see the comments for the agreement in OnBase Web Client.

Select the agreement in the Inbox window.

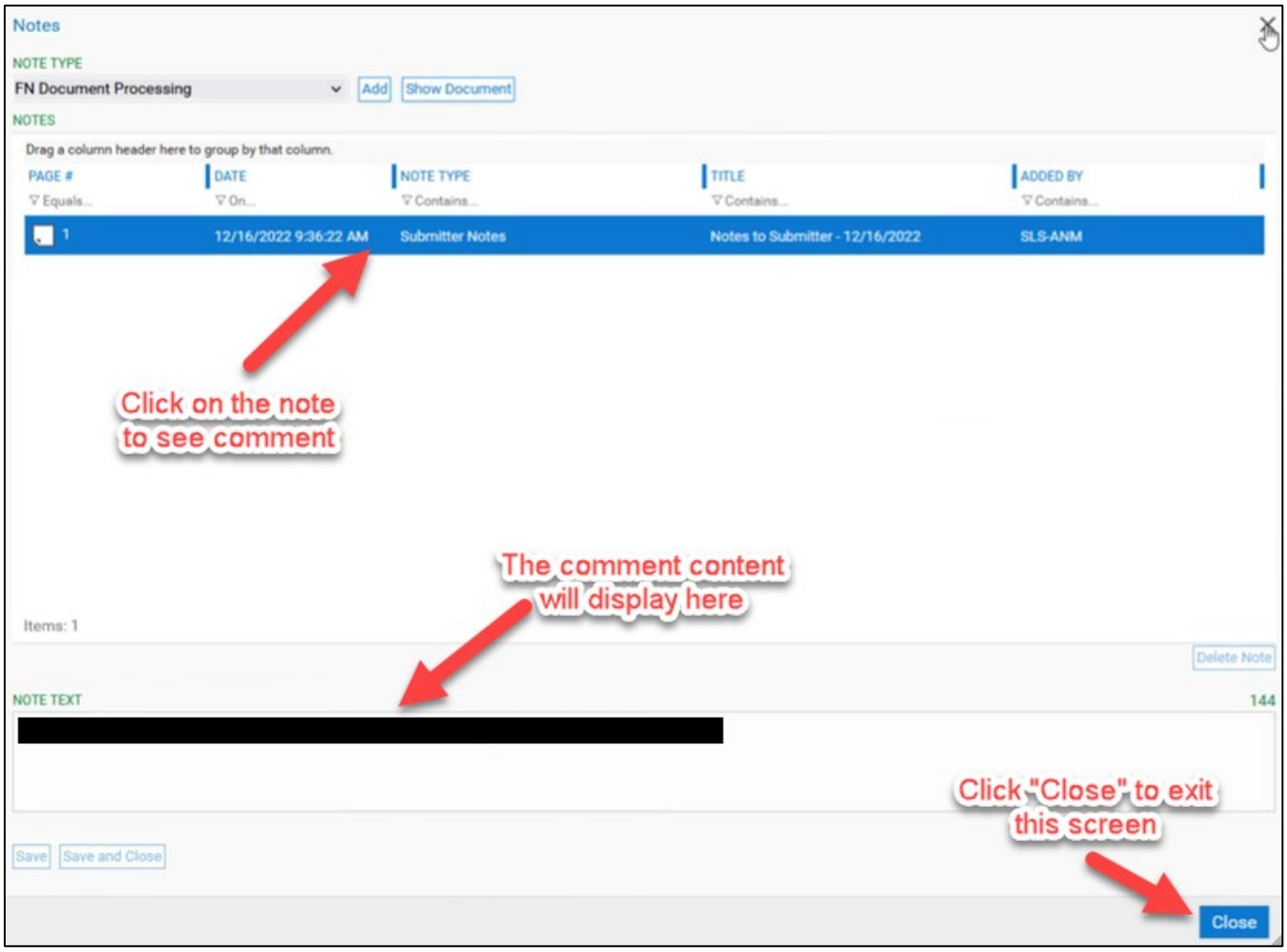
Clicking on the “Note(s)” button at the bottom left of the screen will open the Notes screen.



On the Notes screen that pops up, click on the link of the note you want to see. If there is more than one (1) note, there will be multiple lines showing.

The comment for the note you selected will show at the bottom half of the screen.

When you are done, click “Close” to go back to the agreement.



----------End of Instruction----------