

AGENCY HR TELECOMMUTING CHECKLIST

Acquire Telecommuting Approval & TWA—Verify Eligibility—Create LOA—Distribute LOA—Track Telecommute

PCN: _____ Employee Name: _____ EIN: _____

Dept: _____ Division: _____ Job Title: _____

Normal Duty Station: _____ Bargaining Unit: _____ BU Contact: _____

Length of Telecommute: ☐ 6 Months (New Agreement) ☐ 12 Months (Renewal) Dates: Start _____ End _____

Telecommute Location: ☐ Within Duty Station ☐ In-State (outside duty station) ☐ Out-of-State

Director Approval? Yes ☐ No ☐ Commissioner Approval? Yes ☐ No ☐ N/A ☐
(In-State & Out-of-State) (Out-of-State)

Permanent Status? Yes ☐ No ☐ If no, Director / Commissioner waiver approval? Yes ☐ No ☐

Previous Discipline? Yes ☐ No ☐ Performance Improvement Plan? Yes ☐ No ☐
(within last 12 months) (within last 12 months)

If within duty station location and all eligibility requirements have been met, skip to section 4.

In-State (outside duty station) & Out-of-State:

LOA Needed? Yes ☐ No ☐ LOA Number: _____

Salary Schedule? _____
(Duty station only for temporary LOA when maintaining a primary residence in that duty station. All other requests go to LR.)

State Income Tax? Yes ☐ No ☐ If no, Removed #5 from LOA? Yes ☐ No ☐
(Out-of-State Only)

LOA Sent to Union? Yes ☐ No ☐ Date Sent: _____

Tax Paperwork Rcv'd? Yes ☐ No ☐ Date Verified: _____
(Out-of-State Only)

LOA Signed? Yes ☐ No ☐ Date Signed: State: _____ Union: _____
(Note: LOA should not be signed by the State until tax paperwork has been received.)
(If LOA is not signed by Union, go to section 3 "Canceling a Telecommute.")

LOA Distributed? Yes ☐ No ☐ Date Distributed: _____

Distributed To: ☐ Payroll ☐ Finance ☐ Management ☐ Union

Canceling a Telecommute:

Telecommute Canceled? Yes ☐ No ☐ Date Canceled: _____ Reason: _____

Employee Notified Yes ☐ No ☐ Date of Notification: _____

*Payroll/Finance Notified Yes ☐ No ☐ *Union Notified Yes ☐ No ☐

*(If LOA is in place, all cancelations require a 15-day written notice to the employee and Union prior to cancellation date.)

Tracking:

Expiration Date on Calendar: Yes ☐ No ☐

Renewal Reminder Sent to Management: Yes ☐ No ☐ Renewal Needed? Yes ☐ No ☐

Agency HR Initials: _____