

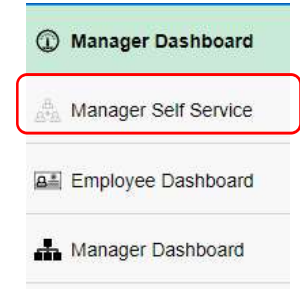




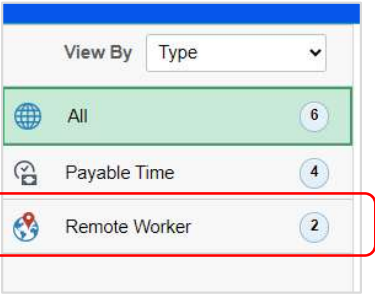




Approving Remote Worker Request as SDCCD Manager

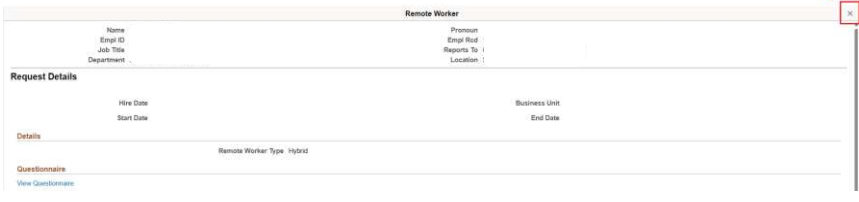
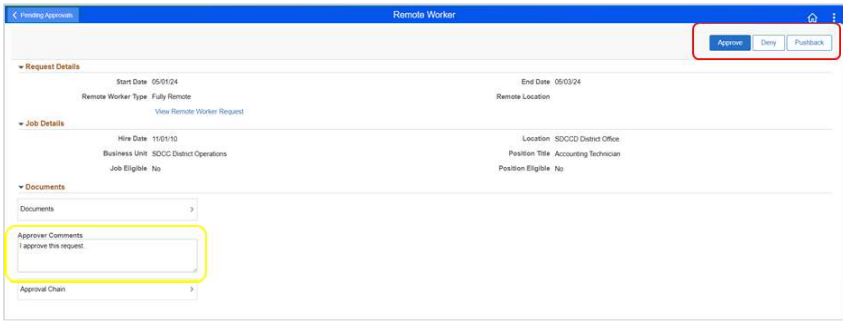

This job aid provides step-by-step instructions for reviewing and approving Remote Worker requests via [MySDCCD](https://myportal.sdccd.edu) portal. Remote Worker module provides high level information for Managers about team members remote status. It does not track complex remote work schedules or act as a Scheduling or Resource Planning System.

It is recommended you use Google Chrome when logging into Employee Self-Service. If you have any issues viewing any of the options or screens within these steps, please log out, follow instructions to [clear cache](#), and log back in to try again.

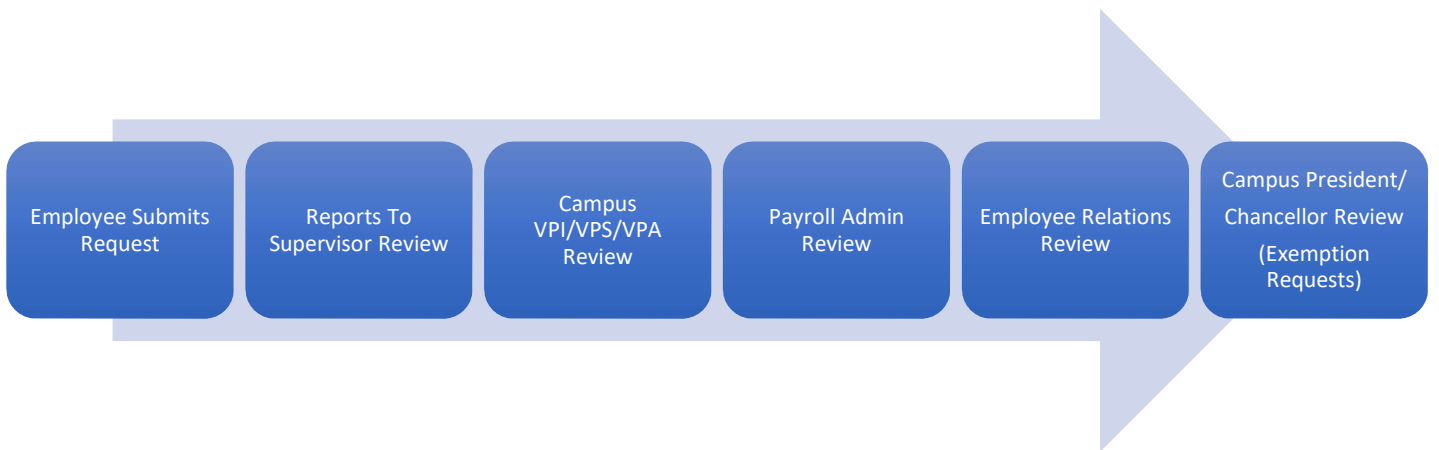
STEP	ACTION	RESULT/NOTES
1.	<p>Log in to MySDCCD Employee Self Service portal at: https://myportal.sdccd.edu</p> 	
2.	<p>From the portal menu, click the Manager Dashboard.</p> 	
3.	<p>Click the Manager Self Service tab from left-side panel.</p> 	<p>Manager self-service dashboard will appear.</p>
4.		<p>Approvals tile is used to review and approve direct reports Remote Worker requests.</p> <p>Remote Worker Manager tile is used to review the status of staff requests. Please see Reviewing Remote Worker Requests as SDCCD Manager on page 4.</p>



5.	<p>To review and approve Remote Worker requests, click on Approvals menu tile.</p> 	
6.	<p>Click on Remote Worker tab from left-side panel.</p> 	
7.	<p>You will see all Remote Worker requests pending your approval. Click on carrot located on far-right side of request to review.</p> 	
8.	<p>Cover page shows request start date, end date and remote worker type. Click on View Remote Worker Request.</p> 	
9.	<p>Click on View Questionnaire to review Eligibility Criteria and Safety & Ergonomic Checklist.</p> 	New window will open.
10.	<p>Once you have reviewed Questionnaire, close window or click back on Approvals tab.</p> 	

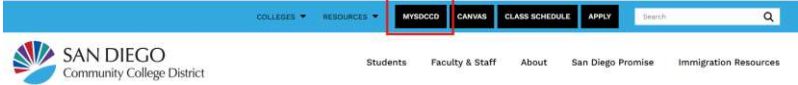
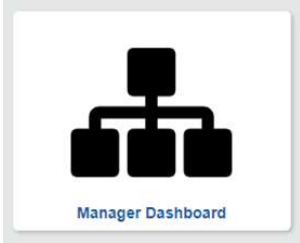
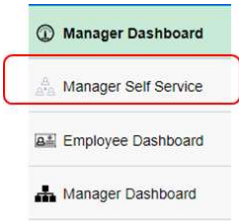
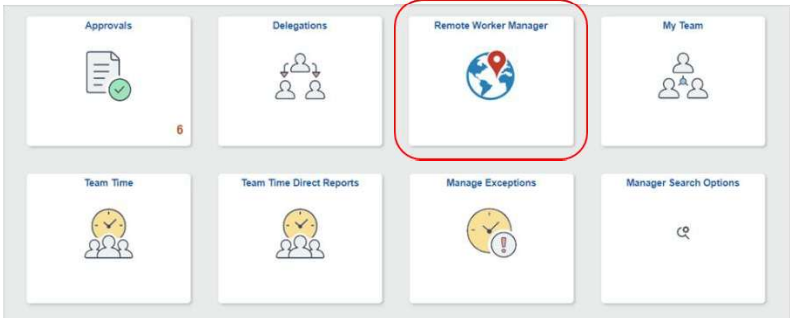
<p>11.</p>	<p>Click on X located in top right corner to close request details window and return to cover page.</p> 	
<p>12.</p>	<p>Final step of approval may include notes in the Approver Comments followed by selection to Approve, Deny, or Pushback.</p> 	<p>The <i>Approve, Deny and Pushback</i> options are available on top right-hand corner.</p> <p>If you Deny or Pushback request, please provide details in the Approver Comments field.</p> <p>Employees will be able to view comments, correct and resubmit if applicable.</p>
<p>13.</p>		<p>If you are an assigned approver at multiple steps. Your initial approval will be applied to both steps.</p> <p>An example of this is if you are both the Reports to Supervisor and Campus Approver.</p>

Approval Workflow



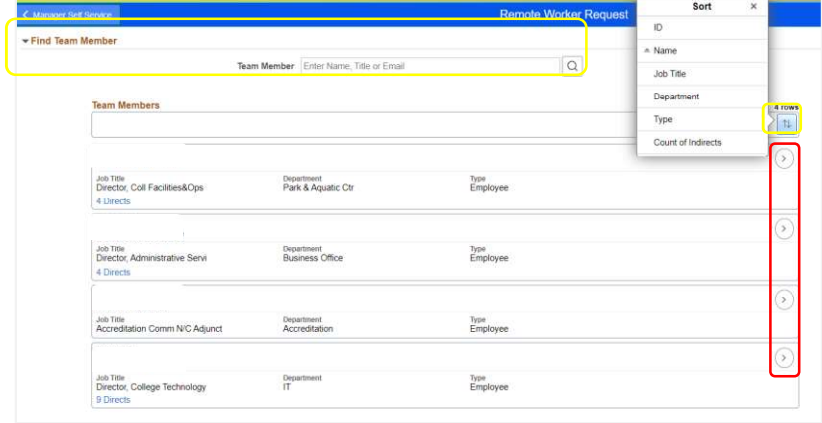
Reviewing Staff Remote Worker Requests as SDCCD Manager

At any time, you may review the Remote Worker status of your direct reports and their direct reports via Remote Worker Manager tile.

STEP	ACTION	RESULT/NOTES
1.	Log in to MySDCCD Employee Self Service portal at: https://myportal.sdccd.edu 	
2.	From the portal menu, click the Manager Dashboard . 	
3.	Click the Manager Self Service tab from left-side panel. 	Manager self-service dashboard will appear.
4.	Click on Remote Worker Manager tile 	Approval or Denial of requests cannot be made via Remote Worker Manager tile. Please see Approving Remote Worker Requests as SDCCD Manager on page 1 for instructions.

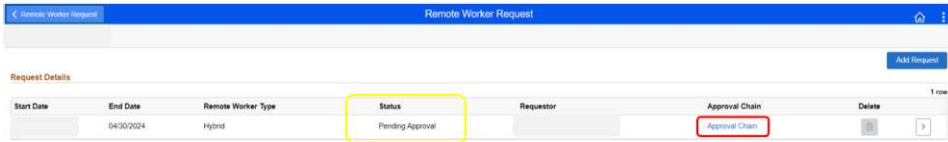
5. There are different search options you can use to find employees:
 1. Click on Find Team Member located on top left corner.
 2. Click on Sort option to filter how Team Members appear.

To view specific employee, **click on right carrot** on far-right side of name.



Remote Worker Manager tile gives you access to view Remote Worker status of all of your direct reports and all of their direct reports in one place.

6. If a Remote Worker request has been submitted, you will see it listed and can view approval status.



You can review comments and Approval status by clicking on Approval Chain.

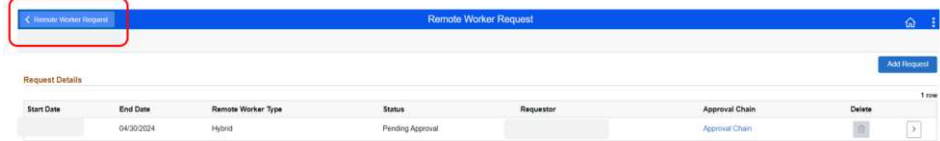
7. Once Remote Worker request has been approved, Managers will see the option to Delete request. ***DO NOT Click on Delete.**



Delete option should only be used if changes need to be made to dates or terms of request.

Once deleted, request will need to be resubmitted and approved.

8. When finished reviewing, click Manager Self Service located top-left corner to go back to Manager Self Service.





IT Technical Tips

1. It is recommended you use Google Chrome when logging into Manager Self-Service.
2. If you have any issues viewing any of the options or screens within these steps, please log out, follow instructions to [clear cache](#), and log back in to try again.

Frequently Asked Questions

1. For any questions regarding Remote Worker policy, please reference [AP-7170 Remote Work](#).
2. Only one Remote Worker request may be submitted at a time within any given date range.
3. For any questions regarding Remote Worker requests within Manager Self Service, please email: DLforHRSystems@sdccd.edu