

Add / Update Worker Teleworking Reporting Data

This task is used to add/update worker teleworking reporting data. Please add or update this data as necessary. This data is stored on the Additional Data tab of the Worker.

Procedure:



Tip: There are several methods for finding the worker. Please use whatever method you are familiar with.

1. To Add or update the Worker Teleworking Reporting Data in SPS, HR Staff may go to the **Actions** button on the employee's **profile page**, click on actions, scroll to the button of the list of actions to the **Additional Data** option. Select the **Edit Effective-Dated Custom Object** option next to Additional Data.

The screenshot displays the SPS system interface for a worker profile. The worker's name is "New Employee (W1234567)" and their title is "Assistant Program Manager". The location is "Baltimore - 301 W. Preston St". The "Actions" menu is open, showing various options. The "Additional Data" option is selected, and the "Edit Effective-Dated Custom Object" option is highlighted with a blue circle.

Worker Profile Information:

- Location:** Baltimore - 301 W. Preston St
- Worker:** New Employee (W1234567)
- View Team** (button)
- Contact:** Work Address: 301 W. Preston Street Baltimore, MD 21201 United States of America
- Job:**
 - Organization:** LABOR - DWDAL/SCSEP/Admin
 - Business Title:** Assistant Program Manager
 - Manager:** Josephine Cabi (W2020526)
 - Location:** Baltimore - 301 W. Preston St
 - Time in Position:** 24 year(s), 0 month(s), 27 day(s)
- Talent:**
 - Performance Review:** FY 2024 Annual PEP (December 2023): New Employee (W1234567)
 - Performance Rating:** 3 - Outstanding

Actions Menu:

- Actions
- Frequently Used
 - View Worker History
 - Start Proxy
 - View Time Off Results ...
 - View Worker History by...
 - Start Performance Revi...
- Business Process >
- Compensation >
- Job Change >
- Organization >
- Payment >
- Payroll >
- Payroll Interface >
- Personal Data >
- Talent >
- Time and Absence >
- Worker History >
- Favorite >
- Integration IDs >
- Security Profile >
- Additional Data >

Additional Data Sub-menu:

- Edit Effective-Dated Custom Object
- View All
- View All As Of
- Edit

2. You will see the screen below, enter the date of the change (current date) and click the button.

OK

Edit Worker Effective-Dated Custom Object New Employee (W1234567) ⋮

Effective Date * 05/01/2024 

OK Cancel

3. You will see the pop-up below, click the **Complete Questionnaire** button

Complete Questionnaire

You have submitted

Up Next: HR Coordinator | Choosing Additional Data Type | Due Date 05/04/2024

[View Details](#)

Complete Questionnaire

4. You will see the screen below, choose **“Worker Telework Reporting Data”** and click the button finalize your choice.

OK

Choosing Additional Data Type 'Edit Additional Data - Type? for BP' for Edit Worker Additional Data Event: New Employee (W1234567) - Admin Spec II on 05/01/2024 ⋮

Select the Additional Data Type you are adding or updating?

What type of data are you entering or updating?

Please select only 1 option from below (Required)

- Worker Telework Reporting Data
- None of the Above (Exit without making any changes)

Submit Save for Later Cancel

5. You will see the pop-up below, click the **Edit Additional Data** button to continue.

Edit Additional Data

You have submitted

Up Next: HR Coordinator | Edit Additional Data

[View Details](#)

Edit Additional Data

6. You will see the screen below. Make your desired selections and click  to continue.
NOTE: Number of Days in Office is required for Telework Status Hybrid and should be either 2 or 3 days

Edit Additional Data Edit Worker Additional Data Event: New Employee (W1234567)

Custom Object Worker Telework Reporting Data

Worker Telework Reporting Data

Telework Status Fully Remote

Telework Status Hybrid

Telework Number of Days in Office

 

7. You will see the pop-up below, click the  button to continue.

Success! Event submitted

Up Next: [HR Coordinator](#) | [Review Documents](#) | Due Date
05/03/2024

[View Details](#)



8. You will see the screen below. If desired, you may attach (upload) a copy of the “signed” Telework Policy here by clicking , finding the correct document on your computer and uploading it. Once document is uploaded (or no document is uploaded) click  to complete the process.

Review Documents Review Documents for Edit Worker Additional Data Event: New Employee (W1234567) - Admin Spec II on 05/01/2024 ...

Documents

Document Link [Telework Policy \(5/15/2024\)](#)

Instructions Attach signed copy of Telework agreement.

Drop file here

or



  

9. You will see this pop-up when completed:

You have submitted

[View Details](#)

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