

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 bottom 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 HR system interface for a new employee, W1234567, who is an Assistant Program Manager. The left sidebar shows a navigation menu with options like Summary, Job, Contact, Personal, Competency, Pay, Performance, Career, and Time Off. The main content area shows the employee's profile, including location (Baltimore - 301 W. Preston St), job details (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)), and talent information (Performance Review: FY 2024 Annual PEP (December 2023): New Employee (W1234567), Performance Rating: 3 - Outstanding). The 'Actions' menu is open, showing a list of actions. The 'Additional Data' option is highlighted, and the 'Edit Effective-Dated Custom Object' option is circled in red.

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-
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 * 

OK

Cancel

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

Edit Additional Data

You have submitted

Up Next: HR Coordinator | Edit Additional Data

[View Details](#)

Edit Additional Data

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6. You will see the screen below. Make your desired selection(s) and click  to continue.

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

******NOTE:**

- If the employee is FULLY Remote, check the box **Telework Status Fully Remote**
 - AND leave field **Number of Days in Office** blank
- If the employee is HYBRID Remote, check the box **Telework Status Hybrid**
 - AND enter a number 2 or 3 in field **Number of Days in Office**
- If the employee is NOT scheduled for telework do NOT check either **Telework Status** box
 - Enter a 5 in **Number of Days in Office**

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

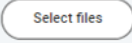
Success! Event submitted

Up Next: HR Coordinator | Review Documents | Due Date
05/03/2024

[View Details](#)

 Review Documents

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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:

