

Approving Remote Worker Request as SDCCD Manager

This job aide provides step-by-step instructions for reviewing and approving Remote Worker requests via <u>MySDCCD</u> 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 <u>clear cache</u>, and log back in to try again.

STEP	ACTION	RESULT/NOTES
1.	Log in to MySDCCD Employee Self Service portal at: <u>https://myportal.sdccd.edu</u>	
	By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited. User ID: 000000000 Password Password Password Password Son to Forgot your Password? Regular system maintenance Bixes Biace between 04.00 and 06.00 AM DST on Thursday momings. During time period certain sections of the system may not be available for use. Need Assistance? Student Help Employee Help	
2.	From the portal menu, click the Manager Dashboard.	
	Manager Dashboard	
3.	Click the Manager Self Service tab from left-side panel.	Manager self-service dashboard will
	(1) Manager Dashboard	appear.
	Anager Self Service	
	Employee Dashboard	
	Manager Dashboard	
4.	Approvals Delegations Remote Worker Manager My Team Image: Constraint of the second se	Approvals tile is used to review and approve direct reports Remote Worker requests.
	Team Time Team Time Direct Reports Manage Exceptions Manager Search Options	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.



	To review and approve Remote Worker requests, click on Approvals menu tile.	
5.	Approvals	
	Click on Remote Worker tab from left-side panel.	
	View By Type	
6	All 6	
	Payable Time 4	
	😵 Remote Worker 🔹	
	You will see all Remote Worker requests pending your approval. Click on carrot located on far-right side of request to review.	
7.	Pending Approvals	
	0 # 0 T 0 # 0 T 0 Provide From 0 Provide From	
	A former three three and three and the analysis of the analysi	
	Cover page shows request details such as start date, end date and remote worker type.	Remote Location will not appear for
	Cick of view Remote Worker Request to view Remote Worker attachment.	
	Creates Account Control Norther	Job Details will show a "No" besides Job Eligible and Position Eligible fields. You
	Samples United State of Solido A Solido	may ignore this as all positions will display this way by default.
8.	This Data	The Approve, Deny and Pushback
	* Decuments y Approver Comments	options are available on top right-hand corner.
	Approxit Chan 3	The Documents, Approver Comments.
		and Approval Chain options.



San Diego Community College District 3375 Camino del Rio South, San Diego, CA 92108 People, Culture, and Technology Services [Human Resources]

	Remote worker eligibility questions and schedule details are collected on Remote Worker attachment. Click on document link to review responses.	Document will open in new window.
9.	Request Details Request Details Request Details Request Details Request Details Request Details Request Resonance Request Details Request Resonance Request Resonance Request Resonance Request Resonance Request Resonance Request Resonance Request Resonance Request Resonance Request Resonance Request Resonan	
10.	Once you have reviewed the responses within Remote Work attachment, close window or click back on Approvals tab.	
11.	Request Details	
12.	Final step of approval may include notes in the Approver Comments followed by selection to Approve, Deny, or Pushback.	If you Deny or Pushback request, please provide details in the Approver Comments field. Employees will receive email to read comments, correct and resubmit if applicable.
13.	Approval Chain × Remote Worker Approval Approved Appro	If you are an assigned approver at multiple steps. Your initial approval will be applied to both steps. An example of this is if you are both the Reports to Supervisor and Campus Approver.



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: <u>https://myportal.sdccd.edu</u>	
	by logging usin mySOCCD, you are agreeing onto disclose confidential information protected by grinking lass. Unaufhinded access and/or use of this system is printibiled. User ID: Occococcoco Password Password Password	
	Signs In Forget your Password? Regiser poten meteoranes takes place between 64 00 AU PET as Transfer meteorane. During this pared actes radios of the system may not be available to ruse. Need Assistance? Bucket Horp (Employee Herp) Employee Herp)	
2.	From the portal menu, click the Manager Dashboard.	
	Manager Dashboard	
3.	Click the Manager Self Service tab from left-side panel.	Manager self-service dashboard will appear.
	Manager Dashboard	
	A Manager Self Service	
	Employee Dashboard	
	A Manager Dashboard	



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.
	Prind Team Member Decision Team Member Team Member Team Member	
6.	If a Remote Worker request has been submitted, you will see it listed and be able to view 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 <u>clear cache</u>, 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: <u>DLforHRSystems@sdccd.edu</u>