

#### Submitting Remote Worker Request as SDCCD Employee

This job aide provides step-by-step instructions for completing and submitting a Remote Worker request via <u>MySDCCD</u> portal. Please be sure to consult <u>AP 7170</u> and discuss with your supervisor before submitting request. Remote Worker requests must be completed every Fiscal Year (July 1, 20XX – June 30, 20XX.)

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
	Log in to MySDCCD Employee Self Service portal at: <u>https://myportal.sdccd.edu</u>	
1.	By logging this my 6DCCCD, you are agreeing not to dividue contribution protected by privacy laws. Unauthouse access and/or use of this system is published.         User 0:	
2.	From the portal menu, click the Employee Dashboard.	
	Employee Dashboard	
	Click the HR My Forms tab from left-side panel.	
	(2) Employee Dashboard	
	⟨ŷ⟩ My Pay	
2	💮 Benefit Details	
3.	ଙ୍କ My Time	
	S₂r My Personal Info	
	HR My Forms	
	Employee Dashboard	



	Click on the Remote Worker menu tile.	
4.	Remote Worker	
	Click on Add Request to initiate a remote worker request for yourself.	
5.	Add Request	
6.	Add request details then click Next (top right corner) to proceed.   Image: Clinical Cli	Remote Work requests may only be scheduled within fiscal year dates of July $1^{st}$ – June 30 <sup>th</sup> . If you attempt to submit a request for dates out of this range, you will receive an error message to correct. 100% Remote Work assignments (Fully Remote) will typically not be allowed and may only be approved by the appropriate executive manager (Chancellor, President, or Vice Chancellor).
7.		Tab on the left will show you which steps you have completed and which have not been started. The <i>Exit, Exit and save for later, Next</i> and <i>Submit</i> options are available to use throughout the guided steps.



X Lot	Remote Worker Request	
	Exit and save for later   < Previous Submit	
Remote Work Flexibilities Program	Employee Responsibilities & Impact on Classifications	
Employee Responsibilities &	Employee Responsibilities	
Visited     Remote Work Policy, Terms &     Conditions     O Not Started	<ul> <li>Employees requesting to work remotely or ascepting a distance existing and enter responsible for providing an appropriate remote work environment with the technology and other resources needed to perform their work.</li> <li>Unless required by the District's ourse a specific resource, employees will not be provided or reimbursed for the utilities, equipment, resources, and other expenses they may incur while working remotely.</li> </ul>	
Guidelines: Setting Up an Alternative or in-Home Office	Impact on Classifications	
O Not Started Complete and Save Remote Work	Instructional Faculty	
Attachment O Not Starled	The Faculty Collective Bargaining Agreement governs the assignment of distance education courses and is unaltered by AP 7170. Beginning with the summer 2022 session, Instructional Faculty teaching one or more distance education courses will need to complete an <u>Ad Hoc</u> remote work request.	
Upload Remote Work Attachment     Not Started	Instructional Faculty teaching in-person courses only and performing non-instructional duties remotely will also need to complete an <u>Ad Hoc</u> remote work request. Instructional Faculty performing all of their work assignments in person will not need to complete a remote work request. This applies to contract and adjunct instructional faculty.	
* Acknowledgement O Not Started	Non-Instructional Faculty Non-Instructional Faculty who wish to perform their scheduled assignment duties remotely may request a Fixed or Ad Hoc remote assignment as appropriate. Each college will	
Review and Submit O Not Started	be responsible for determining whether non-instructional services will be eligible to be provided remotely as the District resurves in-person operations. Non-instructional Faculty who perform their of campus duties remotely, as defined by the Ocletive Bagaining Rytement, will need to complete an <u>Ad Hoc</u> remote work request beginning with the 2022 summer session or fail semister as applicable. This applies to contract and adjunct non-instructional faculty.	
Read Remote	Work Policy, Terms and Conditions.	Click on all of the red links found with
Click Next to	proceed.	the guided steps.
X Ext	Remote Worker Request	If red links do not open by clicking on
Carmina Marie Vasquez	Ext and save for later Next > Submit	them, try right-clicking to open.
Remote Work Flexibilities	Remote Work Policy, Terms & Conditions	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Visited	Remote Work options allow employees and supervisors to mutually agree upon a varied geographic and daily distribution of their normal work hours. It does not change the number of days and/or hours worked.	Links will open in new window.
Impact on Classifications	Remote work allows individuals the flexibility to adjust their work location and/or schedule to manage their personal needs while maintaining or increasing the efficiency, effectiveness, and equily of outcomes of their work.	
Remote Work Policy, Terms & Conditions	Please be sure to consult policy AP2170 - Remote Work and Terms and Conditions below.	
Visied     Guidelines: Setting Up an     Alternative or In-Home Office     O Not Started	Remote Work Terms and Conditions 1. This agreement is for a formal Remote Work agreement. The employee will work primarily from the location identified as their remote work location. The agreement does not	
Complete and Save Remote Work Attachment	promise in electric in a page read a sum you require and introduce to their point and in the large read in the large rea	
Not Staned     Upload Remote Work Attachment	antiplice entrust abbain supervise approval before taking leave in accordance with District policies as if the employee was working onits. 3. The employee will comply with all District rules and policies governing the use of equipment and technology. District-provided equipment will be serviced and maintained by the	
O Not Started	District. The employee is responsible for servicing and maintaining any personal equipment, materials, and technologies provided and used by the employee for business purposes.	
O Not Started	4. The employee must make reasonable attempts to create and maintain a safe and healthy work environment. The District may inspect the employee's remote work location during the employee's normal working hours to ensure proper maintenance of any District-owned property and compliance with health and safety standards. The District will provide at lass at two-working-day notice prior to the inspection, except in an emergency, and the District will state the reasons for the inspection. The District agent will only visit	
Review and Submit O Not Started	long enough to confirm health and safety standards are being met. 5. The District shall not be liable for damages to the employee's personal or real property during the course of performance of official duties or while using District equipment in	
Paad Cuidali	for Sotting Up on Alternative on In Upone Office	
Read Guidelii	hes for Setting Up an Alternative or In-Home Office.	
Click Next to	proceed.	
X Dil	Remote Worker Request	
	Ext and save for later Vervices Vervices Submit	
Remote Work Flexibilities Program	Guidelines: Setting Up an Alternative or In-Home Office	
Employee Responsibilities &	A remote office should be in a safe, efficient, and comfortable location. Observe your patterns of movement in and around the work area and avoid high traffic areas of the home or alternate locations.	
Visited	Primary Consuderations	
Remote Work Policy, Terms & Conditions Visited	<ul> <li>verse + on-vy are avery a upport the weight of any perpendice quipment (computers, printers, etc.) Conventional deals are typically 20" high, and computer deals 20" high.</li> <li>Chair - Seats should be adjustable, including the headnest.</li> </ul>	
Guidelines: Setting Up an Alternative or In-Home Office	3. Lighting - Work lighting should be directed toward the side or behind the line of vision. Bright light sources can diminish the sense of contrast. Overhead lighting is optimal for office work and computer operation.	
a Martin d	4. Electricity - Avoid overloading circuits. There should be enough power outlets to support the equipment used. Cover interconnecting cables or place them out of walking paths. Use a surge protector to connect all electronic equipment. Position equipment near outlets. Ensure electrical outlets are grounded.	
Complete and Save Remote Work	5. Noise - Avoid and keep distracting sound minimized. Use doors and/or room dividers to control external noises. Use soft background music to maintain productivity and concentration.	
Visited     Complete and Save Remote Work     Attachment     Not Started	Concerns allowed and a section model.	
Visio     Complete and Save Remote Work     Attachment     Not Stand      Vision     Vision	6. Protecting data and equipment: a. Position equipment away from sumight and other heat sources.	
visio     visio     Complete and Save Remote Work     Attachment     Not Stanted      Vipload Remote Work Attachment     Vipload Remote Work Attachment     Not Stanted      AttaChnowledgement     Not Stanted	A Protecting data and equipment:     a. Position equipment away from surlight and other heat sources.     b. Place equipment on well-wentilited surfaces and leave space around the item.     c. Data environment from well-	



11.	Complete and Save Remote Work Attachment. Click Next to proceed.	It is required to complete and attach <u>Remote Work Attachment</u> which includes eligibility questions and Safety & Ergonomic checklist. Click or right-click on red link to open attachment in new window. Complete attachment and save copy for your records to attach at next step.
12.	Upload Remote Work Attachment. Click on Add Attachment to upload saved attachment from previous step. Upload Remote Work Attachment Add Document No Document has been attached. Add Attachment Add Note	Click <b>Next</b> to proceed.
13.	Click on My Device.	New window will open.
14.	Search and select your saved Remote Work Attachment. Click <b>Upload</b> .	
15.	Click Done once you see Upload Complete.	



	It is optional to add an additional note or description. Click <b>Next</b> to Proceed	
	Ext and save for later   CPuevous Next Submit	
16.	Upload Remote Work Attachment	
	Add Document Add Attachment Add Note	
	Document Name 0         Description 0         Attached By 0         Attached 0         Status 0	
	HR, Remote, Work, Request, Attachment, NAME pdf 04/28/24 05 52:15 PM Active	
	Read and provide Acknowledgement of two statements by checking the boxes.	This step is required.
	Click <b>Next</b> to proceed.	
	X Feet Remote Worker Request :	If you have any questions or concerns,
	Carmins Marie Vasguz Ent and save for liter	please discuss with your supervisor.
	Render Weis Prebillies Acknowledgement Program Note Acknowledgement Note Acknowledgement Ackn	
	Employee Responsibilities & To Lagree to voluntarily participate in this Remote Work agreement. mpact on Cassification	
17.	wrech     W	
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	e Stolet X Uplad famole Work Attachment	
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	Review and Submit O htt Stanet	
	Make sure you have Visited and Completed each step of the request.	
	Click Submit.	
	Vice Denvis Wedge Denvis	
	Renote Work Precisities Review and Submit	
	Mole      M	
10	Impact on Classifications	
18.	Monda work value; wrms a     Conditions     Conditions     Occuments     Manuel     Occuments	
	Outdetine: stilling (b) in Attentive at In-Home Office         HR_Renote_Work_Repart_Attachment_VAME pdf         Camma Mann Magnet: 04/20/24 00:00:20 PM                Vision:         Vision:         Vision:         Camma Mann Magnet: 04/20/24 00:00:20 PM	
	Complete and Save Remote Work Attachment 9 Voted	
	Upload Remote Work Attachment     O Complete     O Complete	
	R Acknowledgement © Comprise	
	Review and Submit    Vision	
	A prompt will as if you are sure you want to submit this request.	
	Click Yes.	
19.	Are you sure you want to submit this request?	
	Yes No	
		You will see pending approval workflow.
	Confirmation page will show request has been submitted successfully.	
20.	Remote Worker Confirmation	
	A Partiest has been submitted successfully	
	wiges his been submittee subcession	



# **Approval Workflow**



## **Reviewing Remote Worker Requests as SDCCD Employee**

Once you have submitted a Remote Worker request, you may view the status at any time. To check the approval status, click on Approval Chain.

If for any reason your request is pushed back for edits, you can		
mments made by		
approver by clicking on		
Chain.		
n b C		

## Saving Remote Worker Request to Complete Later

At any time while completing request, you may Exit and Save for Later.

STEP	ACTION	RESULT/NOTES
	Click on Exit and Save for Later found at top right corner.	
1.	X Exit Remote Worker Request	
1.	Exit and save for later Next > Submit	
	You will receive a prompt asking if you are sure you want to exit the guided process.	
2.	Are you sure you want to exit the guided process? By exiting the guided process, you will be able to return to the last step you were working on and continue your guided process.	
	To return to the last step you were working on, click on the right carrot located on right	
	side of request.	
3.	C No remain Remote Worker Request	
	Add Treport	
	Start Date         End Date         Remote Worker Type         Status         Reguester         Approval Chain         Deleter           04/30/2024         Hybrid         Date         Approval Chain         Diff	
1		



## **IT Technical Tips**

1. It is recommended you use Google Chrome when logging into Employee 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 <u>AP-7170 Remote Work</u>.

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 Employee Self Service, please email: <u>DLforHRSystems@sdccd.edu</u>