
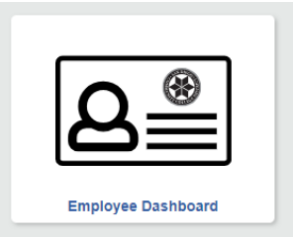
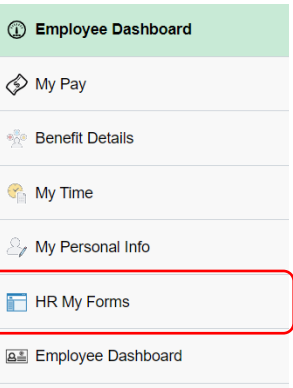
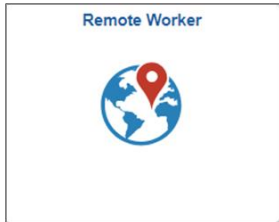

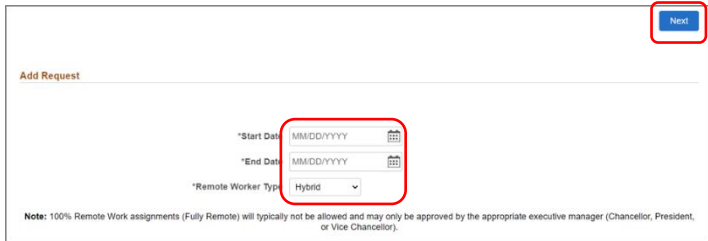
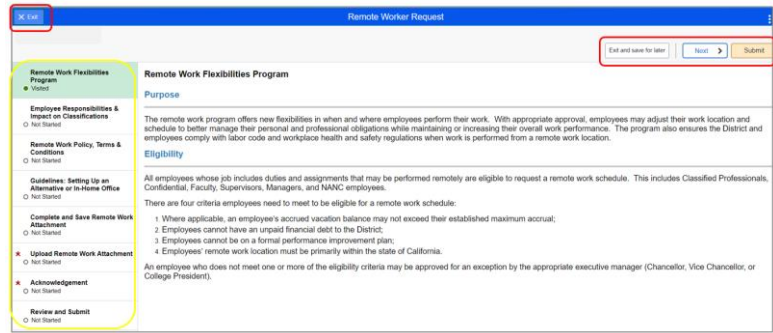


Submitting Remote Worker Request as SDCCD Employee

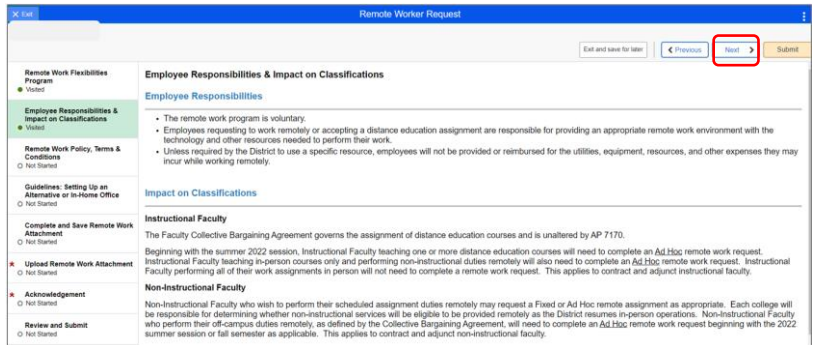
This job aide provides step-by-step instructions for completing and submitting a Remote Worker request via [MySDCCD](#) portal. Please be sure to consult [AP 7170](#) and discuss with your supervisor before submitting request. Remote Worker requests must be completed every Fiscal Year (July 1, 20XX – 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 [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 Employee Dashboard.</p> 	
3.	<p>Click the HR My Forms tab from left-side panel.</p> 	

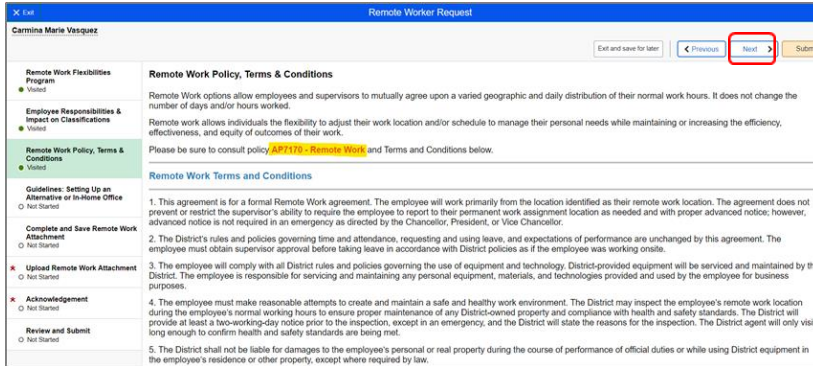
4.	<p>Click on the Remote Worker menu tile.</p> 	
5.	<p>Click on Add Request to initiate a remote worker request for yourself.</p> 	
6.	<p>Add request details then click Next (top right corner) to proceed.</p>  <p>Note: 100% Remote Work assignments (Fully Remote) will typically not be allowed and may only be approved by the appropriate executive manager (Chancellor, President, or Vice Chancellor).</p> <p>Start Date: May be any date between 7/01/XX – 06/30/XX</p> <p>End Date: May be any date on or before 06/30/XX</p> <p>Remote Worker Type: Options include Hybrid or Fully Remote</p>	<p>Remote Work requests may only be scheduled within fiscal year dates of July 1st – June 30th.</p> <p>If you attempt to submit a request for dates out of this range, you will receive an error message to correct.</p> <p>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).</p>
7.	<p>Read through Remote Work Flexibilities Program and click Next to proceed.</p> 	<p>Tab on the left will show you which steps you have completed and which have not been started.</p> <p>The <i>Exit</i>, <i>Exit and save for later</i>, <i>Next</i> and <i>Submit</i> options are available to use throughout the guided steps.</p>

8. Read Employee Responsibilities and Impact on Classifications.
Click Next to proceed.



The screenshot shows a web form titled "Remote Worker Request" with a navigation bar at the top containing "Exit and save for later", "Previous", "Next", and "Submit". The "Next" button is highlighted with a red box. The main content area is divided into two columns. The left column contains a sidebar with sections: "Remote Work Flexibilities Program" (Visited), "Employee Responsibilities & Impact on Classifications" (Visited), "Remote Work Policy, Terms & Conditions" (Not Started), "Guidelines: Setting Up an Alternative or In-Home Office" (Not Started), "Complete and Save Remote Work Attachment" (Not Started), "Upload Remote Work Attachment" (Not Started), "Acknowledgement" (Not Started), and "Review and Submit" (Not Started). The right column contains the following sections: "Employee Responsibilities & Impact on Classifications", "Employee Responsibilities" (with a bulleted list), "Impact on Classifications", "Instructional Faculty" (with a paragraph), and "Non-Instructional Faculty" (with a paragraph).

9. Read Remote Work Policy, Terms and Conditions.
Click Next to proceed.



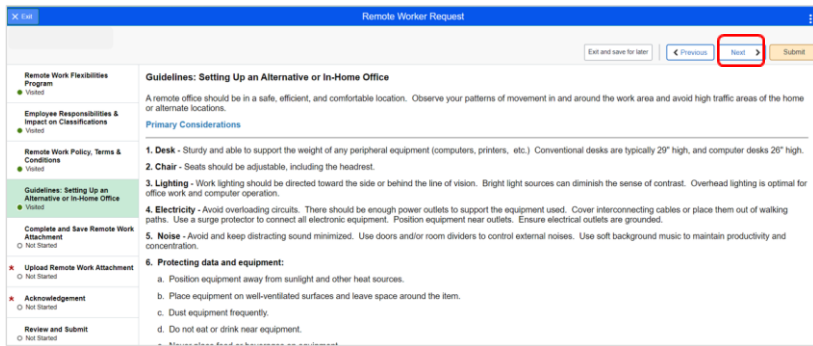
The screenshot shows a web form titled "Remote Worker Request" with a navigation bar at the top containing "Exit and save for later", "Previous", "Next", and "Submit". The "Next" button is highlighted with a red box. The main content area is divided into two columns. The left column contains a sidebar with sections: "Remote Work Flexibilities Program" (Visited), "Employee Responsibilities & Impact on Classifications" (Visited), "Remote Work Policy, Terms & Conditions" (Visited), "Guidelines: Setting Up an Alternative or In-Home Office" (Not Started), "Complete and Save Remote Work Attachment" (Not Started), "Upload Remote Work Attachment" (Not Started), "Acknowledgement" (Not Started), and "Review and Submit" (Not Started). The right column contains the following sections: "Remote Work Policy, Terms & Conditions" (with a paragraph), "Remote Work Terms and Conditions" (with a paragraph), and a list of five numbered guidelines.

Click on all of the red links found within the guided steps.

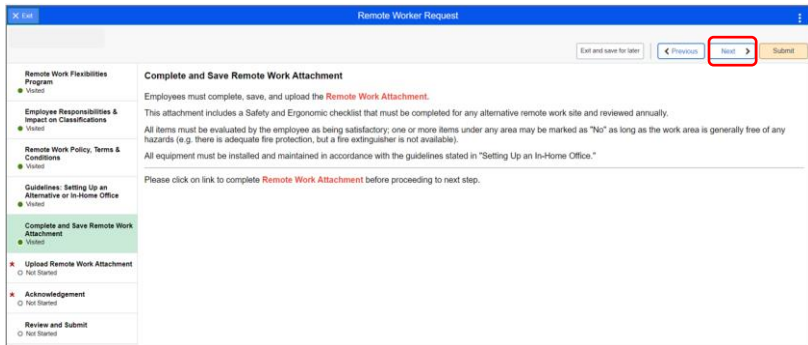
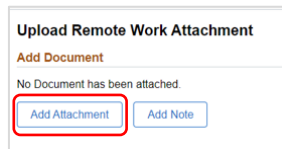


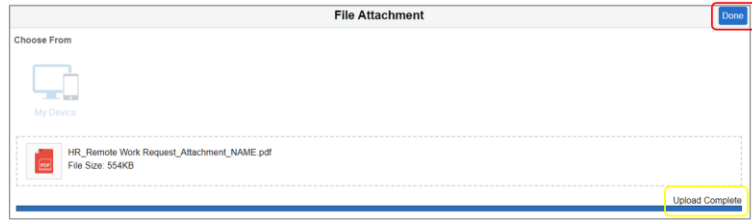
If red links do not open by clicking on them, try right-clicking to open.


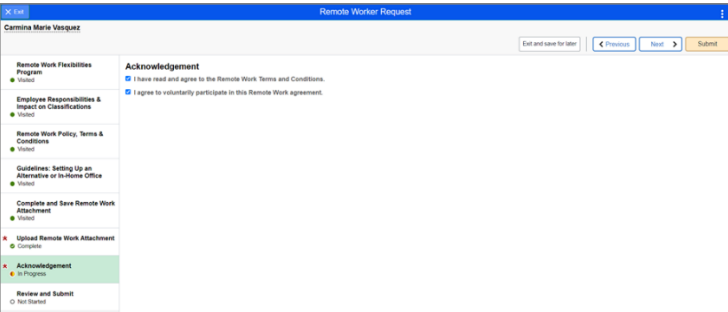
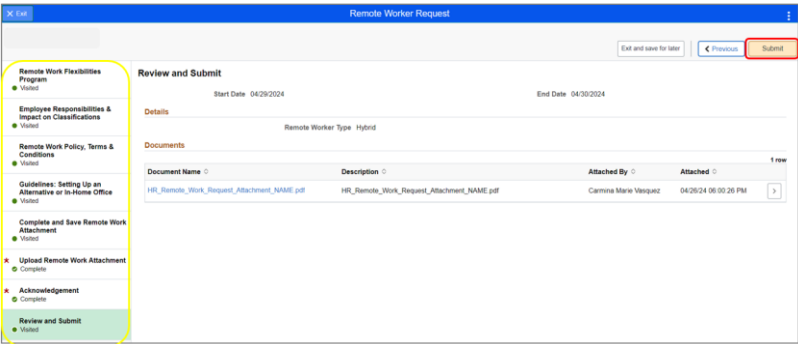
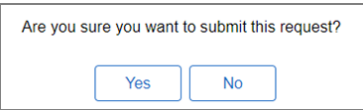
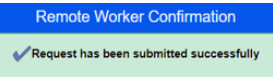
Links will open in new window.

10. Read Guidelines for Setting Up an Alternative or In-Home Office.
Click Next to proceed.

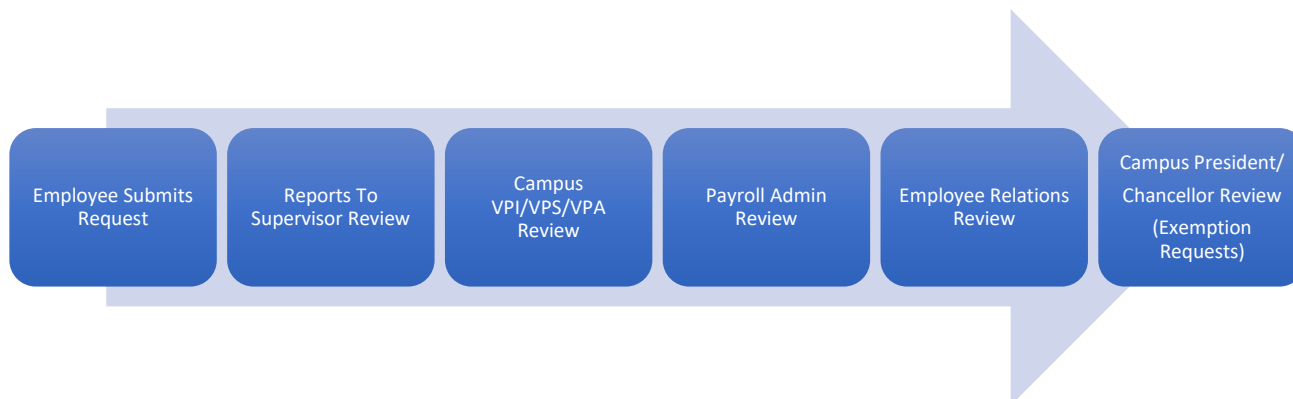


The screenshot shows a web form titled "Remote Worker Request" with a navigation bar at the top containing "Exit and save for later", "Previous", "Next", and "Submit". The "Next" button is highlighted with a red box. The main content area is divided into two columns. The left column contains a sidebar with sections: "Remote Work Flexibilities Program" (Visited), "Employee Responsibilities & Impact on Classifications" (Visited), "Remote Work Policy, Terms & Conditions" (Visited), "Guidelines: Setting Up an Alternative or In-Home Office" (Visited), "Complete and Save Remote Work Attachment" (Not Started), "Upload Remote Work Attachment" (Not Started), "Acknowledgement" (Not Started), and "Review and Submit" (Not Started). The right column contains the following sections: "Guidelines: Setting Up an Alternative or In-Home Office" (with a paragraph), "Primary Considerations" (with a list of six numbered items), and a list of six numbered guidelines.

11.	<p>Complete and Save Remote Work Attachment. Click Next to proceed.</p> 	<p>It is required to complete and attach Remote Work Attachment which includes eligibility questions and Safety & Ergonomic checklist.</p> <p>Click or right-click on red link to open attachment in new window.</p> <p>Complete attachment and save copy for your records to attach at next step.</p>
12.	<p>Upload Remote Work Attachment. Click on Add Attachment to upload saved attachment from previous step.</p> 	Click Next to proceed.
13.	<p>Click on My Device.</p> 	New window will open.
14.	<p>Search and select your saved Remote Work Attachment. Click Upload.</p> 	
15.	<p>Click Done once you see Upload Complete.</p> 	

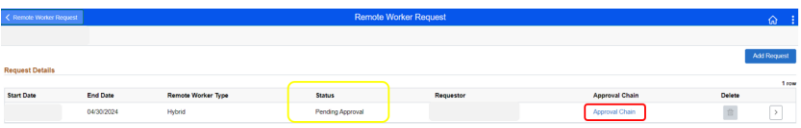
16.	<p>It is optional to add an additional note or description. Click Next to Proceed</p> 	
17.	<p>Read and provide Acknowledgement of two statements by checking the boxes. Click Next to proceed.</p> 	<p>This step is required.</p> <p>If you have any questions or concerns, please discuss with your supervisor.</p>
18.	<p>Make sure you have Visited and Completed each step of the request. Click Submit.</p> 	
19.	<p>A prompt will as if you are sure you want to submit this request. Click Yes.</p> 	
20.	<p>Confirmation page will show request has been submitted successfully.</p> 	<p>You will see pending approval workflow.</p>

Approval Workflow



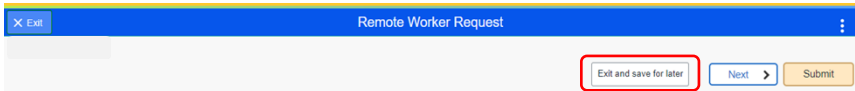
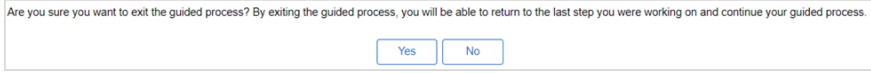
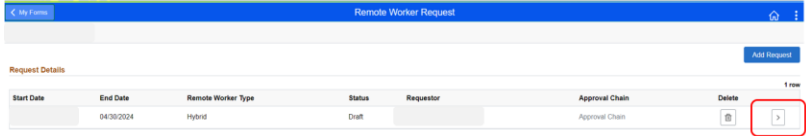
Reviewing Remote Worker Requests as SDCCD Employee

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.

STEP	ACTION	RESULT/NOTES
1.	<p>To check the approval status, click on Approval Chain.</p> 	<p>If for any reason your request is pushed back for edits, you can review comments made by approver by clicking on Approval Chain.</p>

Saving Remote Worker Request to Complete Later

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

STEP	ACTION	RESULT/NOTES
1.	<p>Click on Exit and Save for Later found at top right corner.</p> 	
2.	<p>You will receive a prompt asking if you are sure you want to exit the guided process.</p> 	
3.	<p>To return to the last step you were working on, click on the right carrot located on right side of request.</p> 	



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 [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 Employee Self Service, please email: DLforHRSystems@sdccd.edu