How to Request Remote Work Hours

E-FORM AP7900 REMOTE WORK

Step 1: Go to Employee Self service in HCM and choose **Request for remote work** tile (as show in below screenshot)
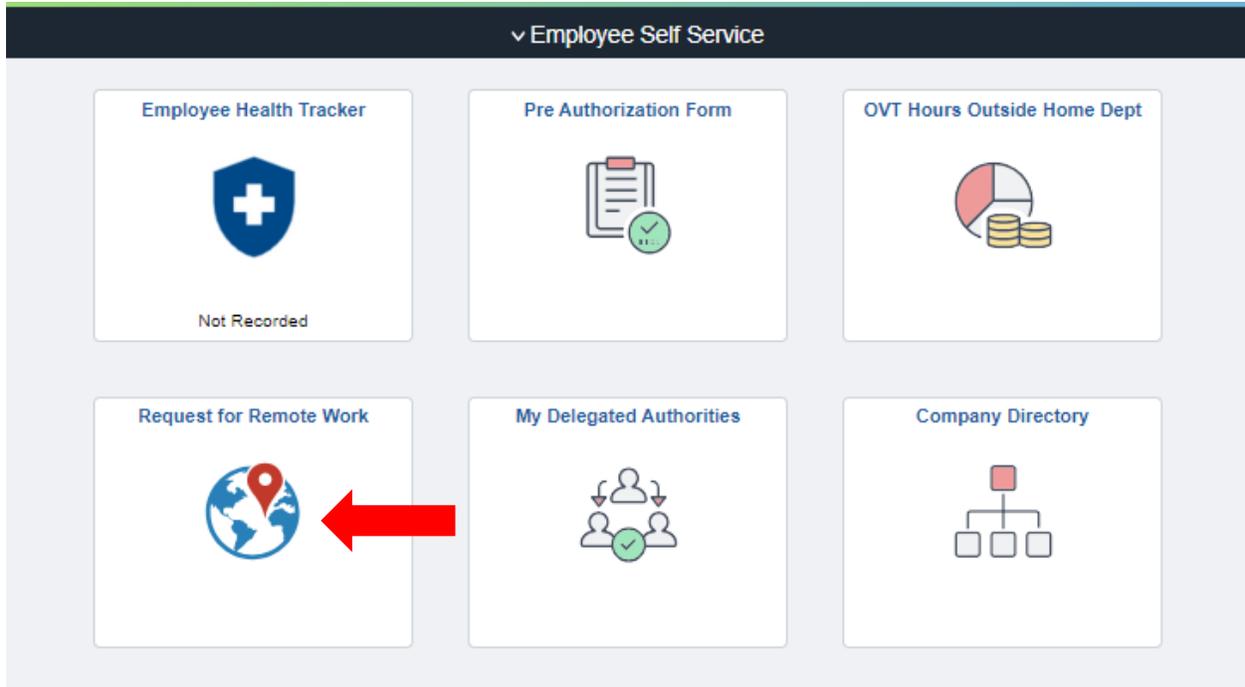
Step 2: Once you selected the tile, Remote work Request will appear, click on **Create New Request** text box.
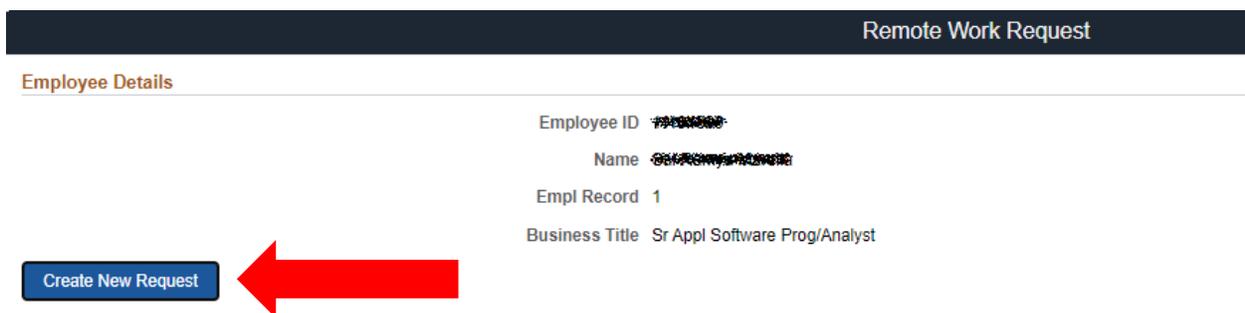
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Step 3: The Remote work Request page will show up on the screen.

4. Employee will enter the remote work phone number

5. Employee details will populated as per information in the database.

6. Employee will enter the date/s applicable for the remote requested hours .

7.Employee selects the remote work type either Hybrid or Fully remote.

8.Employee selects the remote work location.

> **=> If employee choose Home as remote work location, Address will auto populated.**

> **=>if employee choose other as remote work location, Then employee needs to enter the respective details.**

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Day ◇	Off Day? ◇	Work Location ◇	Begin Time ◇	End Time ◇
1 MON	Work	Office ▾ ←	8A	5P
2 TUE	Work	Office ▾	8A	5P
3 WED	Work	Remote ▾ ←	8A	5P
4 THU	Work	Remote ▾	8A	5P
5 FRI	Work	Remote ▾	8A	5P
6 SAT	Off ←			
7 SUN	Off			

Employee Acceptence

I have read and understand this Agreement, understand its provisions and, agree to be bound by this agreement.
I have met with my supervisor and discussed my role and responsibilities for Remote Work.
VIEW AP7900 🖉

No ←

9.Employee click on "WORK" button if it is not "OFF" Day then employee provides the work location (i;e; Office or Remote) with respective hours in specific format mentioned in the instructions at top left corner of the page highlighted in red.

10. Employee will need to accept the attestation that information entered are valid and true by changing the default from "No" to "Yes".

11. Employee will click on "Submit" button when ready to request the Remote work hours.

12. Manager will receive email notification to approve time.