

Process for Completing the Telecommuting Application

Step 1: Employee Completes Form

- The employee completes and signs the [Telecommuting Application, Standards, and Expectations form](#).
- The employee enters the names and email addresses of their leadership up to the vice president level. This sets up the approval queue in DocuSign.
 - The supervisor and Vice President fields are required.
 - Employees should consult with their supervisor to determine if additional approvers should be included. Optional fields are available for Unit Lead, Chair/Second-Level Approver, and Dean/AVP/Director.
 - An optional “FYI” field may also be used to send a copy of the completed form to one other individual for reference only.
- ***When applicable:*** *If remote work is approved as a reasonable accommodation through the interactive process with Disability Services, Disability Services must sign the form before it is sent to the supervisor. Employees **do not** have to enter this information into the routing queue.*

Step 2: Supervisor Review

- The employee’s direct supervisor receives the form.
- If the employee was not hired into a remote work position, the supervisor evaluates whether the employee is a good candidate for remote work.
- If approved, the supervisor reviews and signs the form.

Step 3: HR Review and Training Assignment

- Once both employee and supervisor have signed, the form routes to Human Resources (HR).
- HR reviews the form and assigns annual telecommuting training in the Talent Management System (TMS) to both the employee and the supervisor.
- An email from training@isu.edu notifies them when training is assigned.

Step 4: Training Completion

- Training must be completed annually by both the employee and supervisor.

- Supervisors only need to complete the training once per year, even if they have multiple employees requesting remote work.
- To access training:
 1. Log into MyISU (<http://my.isu.edu/>).
 2. Locate the Talent Management System card and click Access Talent Management.
 - If the card is missing:
 - Click the menu icon (top left).
 - Select Discover.
 - In “Find Cards,” type Talent Management System.
 3. Once you log in, on the welcome page, under the “Your Action Items” section, you can see the training assigned to you.
 4. Click on the “Telecommute [Employee or Supervisor] Training” to launch the training course.
- To complete training:
 1. Watch the training video.
 2. Complete the acknowledgement form (*required for completion*).
 3. A confirmation email from training@isu.edu will be sent once training is complete.

Step 5: HR Approval

- After both employee and supervisor complete training, HR signs off on the DocuSign form.

Step 6: Leadership Approval

- The form continues through the leadership approval queue entered by the employee, ending with the vice president.

Step 7: Annual Renewal

- Each September, HR sends reminders to employees and supervisors to:
 - Submit a new *Telecommuting Application, Standards, and Expectations* form.
 - Complete the annual training.