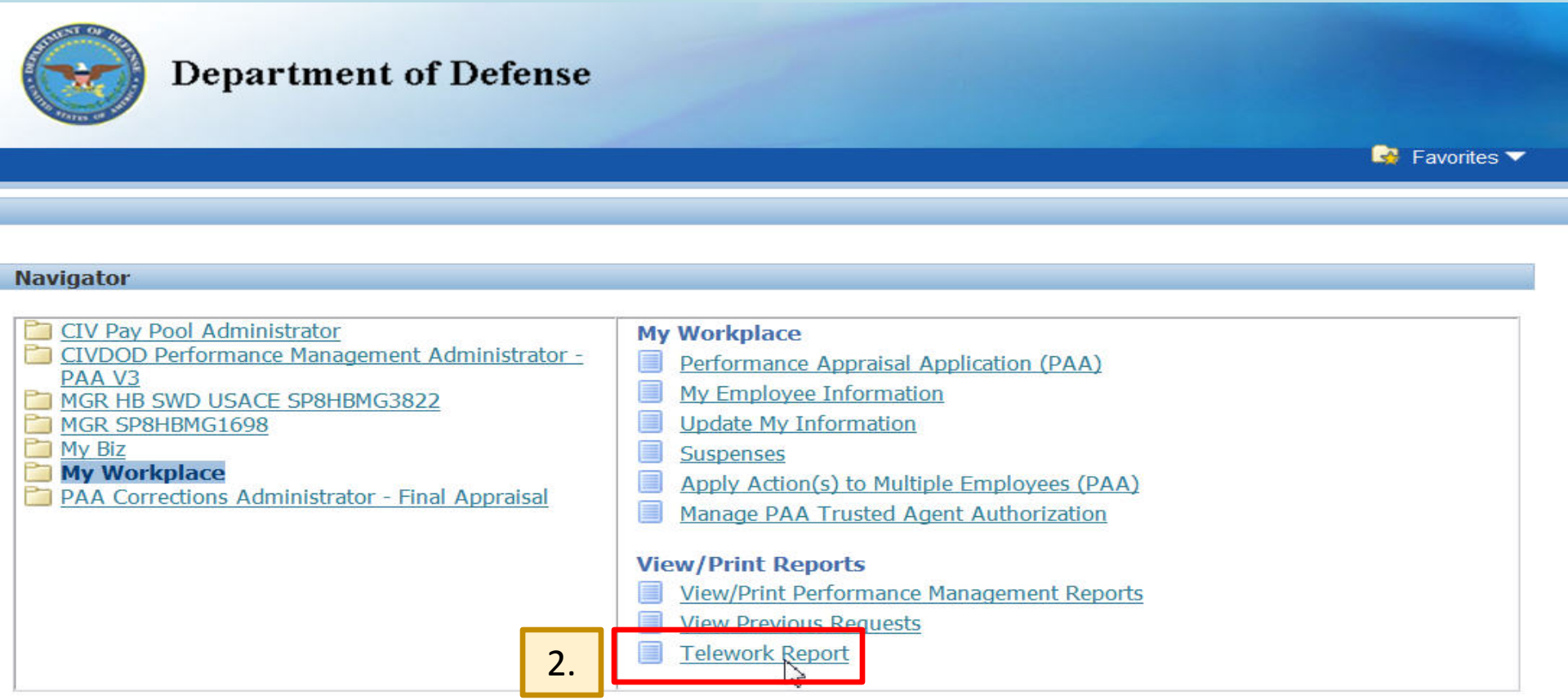
RUNNING A TELEWORK ELIGIBILITY INDICATOR REPORT IN MY WORKPLACE FOR YOUR EMPLOYEES

SWD CPAC

1.) Click “MY WORKPLACE.”

2.) Click “TELEWORK REPORT.”



"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

3.) Click “SUBMIT” to start the report.

File Edit View Favorites Tools Help

Favorites

Oracle Self Service Human Resources: ...

Page Safety Tools

Department of Defense

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Submit Telework Report

Submit Cancel

Information: This report will provide position telework indicator and person telework eligibility data for employees who are currently in your Self Service Hierarchy. To continue, select 'Submit' button.

3.

Submit Cancel

Apply

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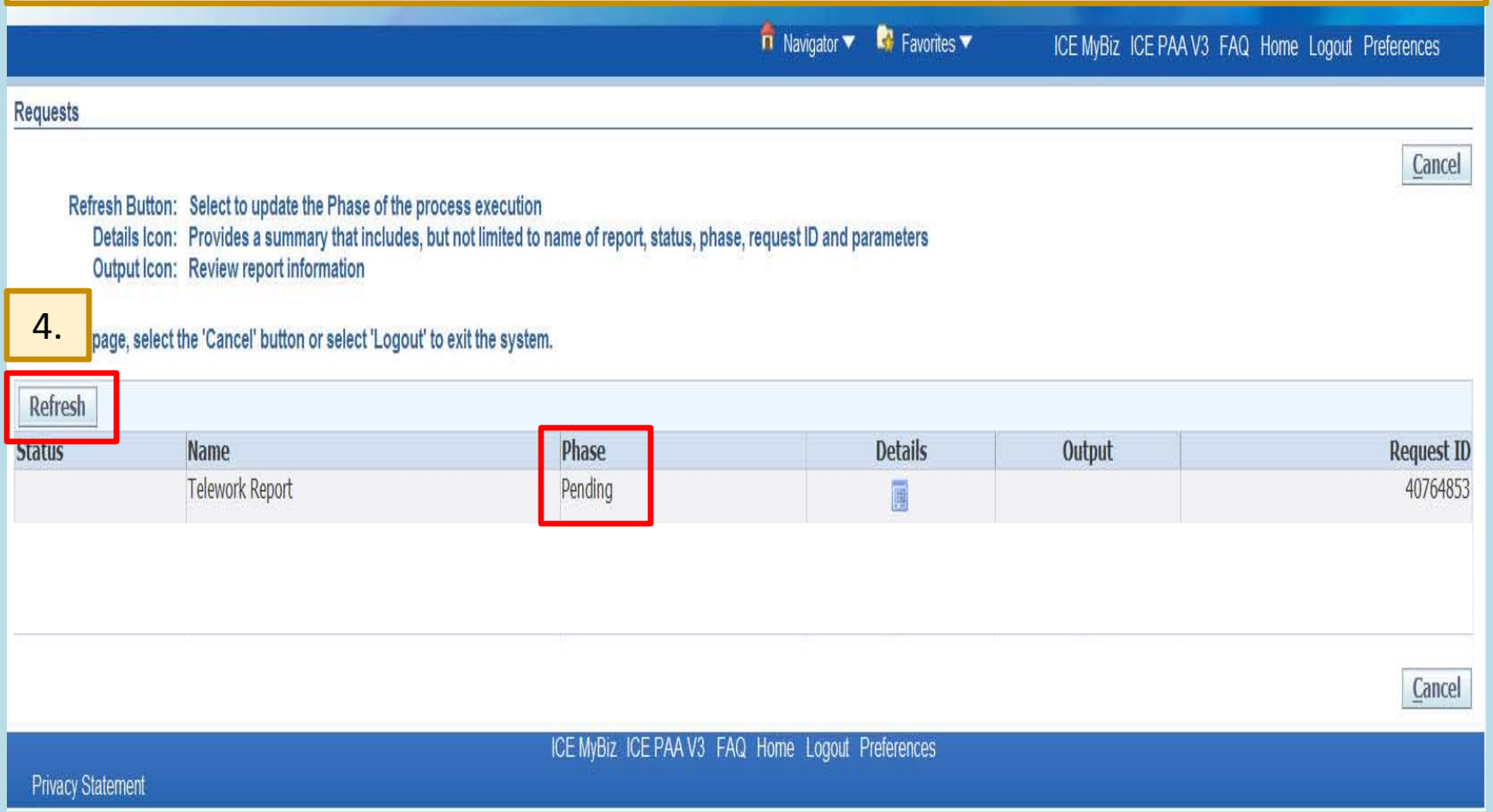
4.) On the “Requests” page, the report status phase shows “Pending.” Click “REFRESH” to update the phase of the process execution.

NOTE: You will need to keep clicking on the “REFRESH” icon periodically until the phase indicates “Completed.”



5.) When the status “Phase” shows “COMPLETED,” click on the details icon to display the report.

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Requests

Cancel

Refresh Button: Select to update the Phase of the process execution
Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters
Output Icon: Review report information

To exit this page, select the 'Cancel' button or select 'Logout' to exit the system.

Refresh

Status	Name	Phase	Details	Output	Request ID
	Telework Report	Completed	5.		40764853

Cancel

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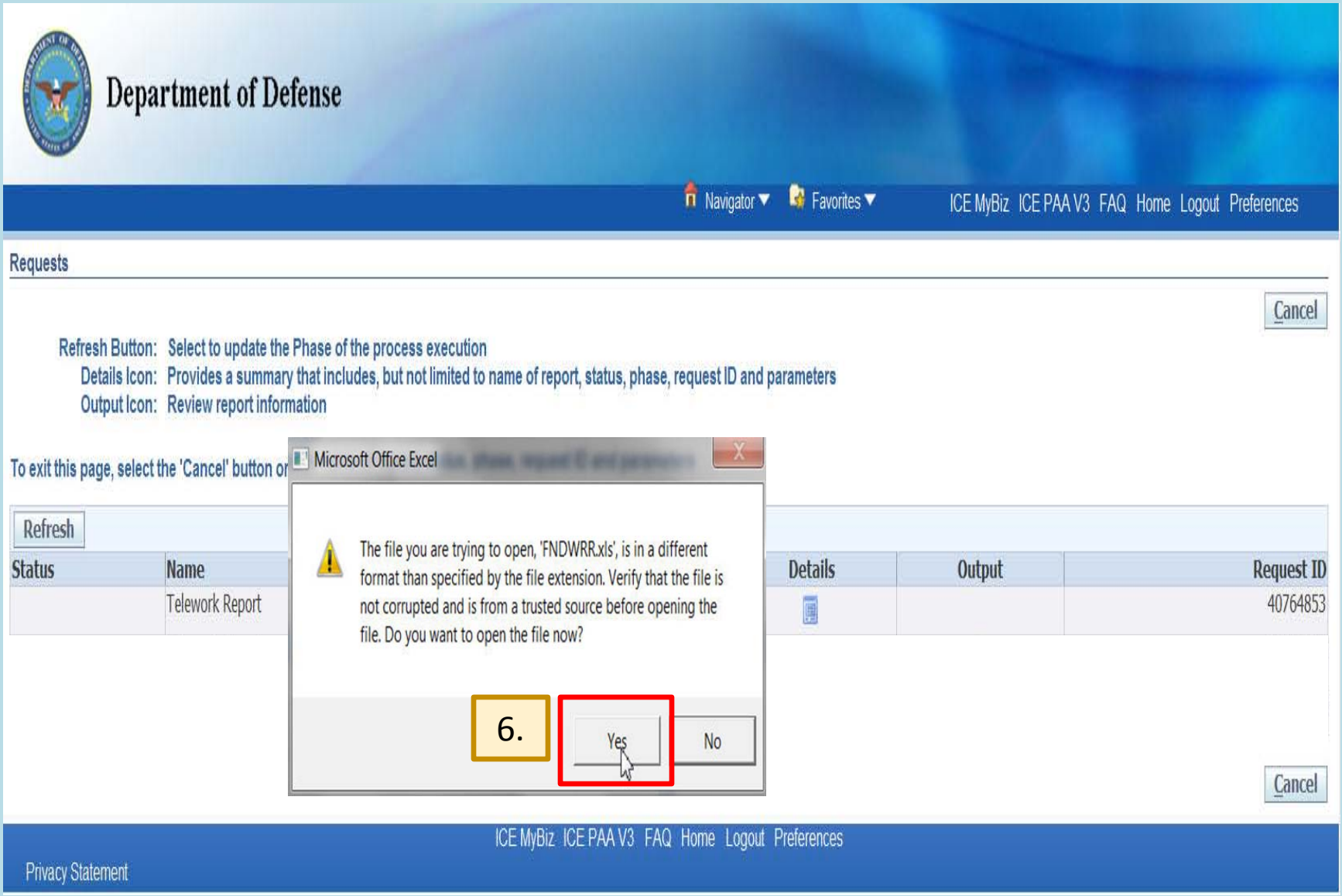
6.) Click “YES” to allow the report to open Microsoft Excel.



Here are the report's results. NOTE: Each time an employee is moved to a new position (ex: Promotion, Reassignment, etc.), the "PERSON TELEWORK ELIGIBILITY DESCRIPTION" field is automatically deleted. The supervisor will then need to code** the "person" telework eligibility for the employee's new position.

Report Name : Telework 13-Mar-2012

Information : Report data will pull from the supervisor hierarchy

Name(Last, First, Middle)	Organization	Position Title, Pay Plan-Srs-Grade	Position Telework Ind Description	Person Telework Eligibility Description
[redacted]	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST (EMPL &	Yes	Employee eligible for regular and recurring Telework, including
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST, GS-0201-	Yes	Employee eligible for regular and recurring Telework, including
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST	Yes	Employee eligible for regular and recurring Telework, including
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST, GS-0201-	Yes	Not eligible during period of trainee status. Employee may be eligible
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR ASSISTANT (OA), GS-	Yes	Not eligible - Posn requires extensive face-to-face contact
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST (EMPL &	Yes	Employee eligible for regular and recurring Telework, including
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST, GS-0201-	Yes	Not eligible during period of trainee status. Employee may be eligible
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST	Yes	Employee eligible for regular and recurring Telework, including
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST	Yes	Employee eligible for regular and recurring Telework, including
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST	Yes	Employee eligible for regular and recurring Telework, including
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST	Yes	Employee eligible for regular and recurring Telework, including
	US ARMY CIV PERSONNEL ADVISORY CENTER	HR SPECIALIST	Yes	

**See separate instructions for "Viewing and Updating the Person Telework Eligibility Indicator in My Workplace for Your Employees."

Additional Information

- SWD Telework Policy:
  - http://www.swf.usace.army.mil/swd-cpac/SWDR%20690-2-1.pdf
- See additional Telework Eligibility instructions:
  - Viewing and Updating the Person Telework Eligibility Indicator in My Workplace for Your Employees
  - Viewing Your Position Telework Eligibility Indicator in My Biz