STEPHEN F. AUSTIN STATE UNIVERSITY
Human Resources

Electronic Telecommuting Request

Manager Quick Guide

Why electronic requests?
The current telecommuting process requires employees, managers, and divisional leaders to sign a paper form that is logged by the Human Resources Department. The new process will be faster and more efficient since the form will be routed electronically, much like an EPAF. Also, the president will no longer have to approve each form; instead, the Vice President/division head will be the final approver, reducing the number of approvals for each request.

How do I know when I have requests that need approval?
You will receive an email when you have a request that requires your approval. The approvals needed are (1) the employee's direct supervisor, (2) the department head, and (3) their division head. If the department head and the division head are the same, only one approval will be required from them.

Once you receive an email that you have requests pending approval, log in to mySFA, go to the Employee tab under "Employee Info." The "Staff Telecommuting Request and Agreement Form" link will take you to the form. Here you will be able to request telecommuting arrangements for *yourself and on behalf of others* and approve requests in your queue.

When would I submit a request on behalf of an employee?
If an employee is unable to access mySFA to submit the request, you may submit it on their behalf. The routing will be the same if you submit it or if they submit it.

What if a request is wrong or incomplete?
If a request is wrong, incomplete, or the employee needs to update the form in order for you to approve it, you may disapprove the request. The form will require you to add a comment with the reason. Employees are immediately notified when a request is disapproved. Reach out to the employee to ask that they resubmit the form. The information they submitted in the previous request will still be in the form, so they will only need to make the appropriate updates and resubmit it.

If I disapprove a request, is the employee notified?
Yes, the employee is notified immediately if their direct supervisor, department head, or division head disapproves a request. Disapproved requests require a comment.

If I approve a request, is the employee notified?
Yes, the employee is notified of the status of their request once all levels have approved it and in mySFA when they access the form again.

What happens when an employee or the person submitting the request on their behalf selects the option that the request to telecommute is a workplace accommodation?
When an employee designates that their request to telecommute is an ADAAA accommodation, HR will process the request per Policy 11.22, Reasonable Workplace Accommodations for Disabilities and notify the employee's department head if the accommodation request is approved or disapproved.

I have faculty in my department. Do they use this form to request to telecommute?
No. Faculty follow the process outlined in the Guidelines for Faculty, Updated for Fall 2020 document dated September 3, 2020 to request to telecommute.