

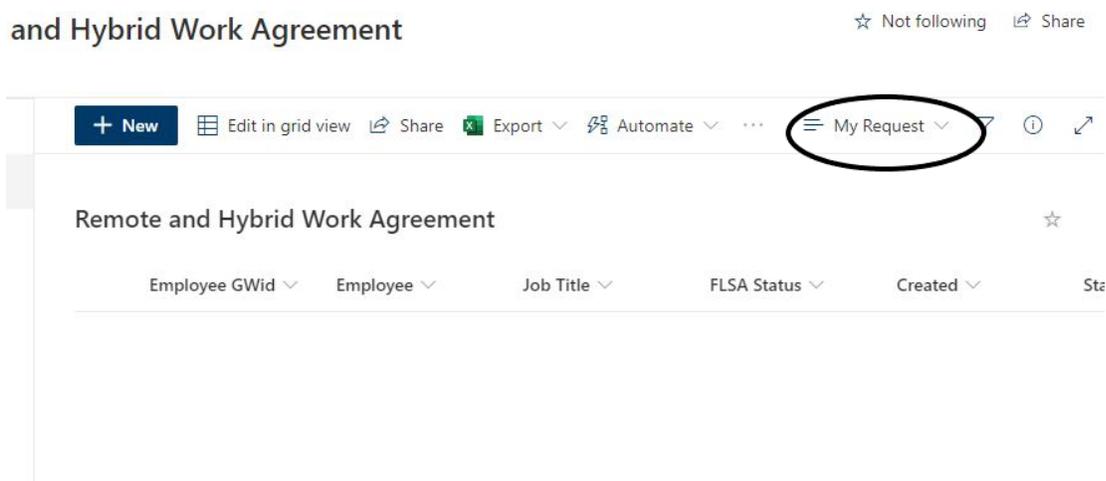
In the following guide, we will detail how to locate all Remote and Hybrid Work Agreements sent to you, and how you can view all completed agreements, all agreements In Progress, and any that may be denied.

To View Agreements In Progress

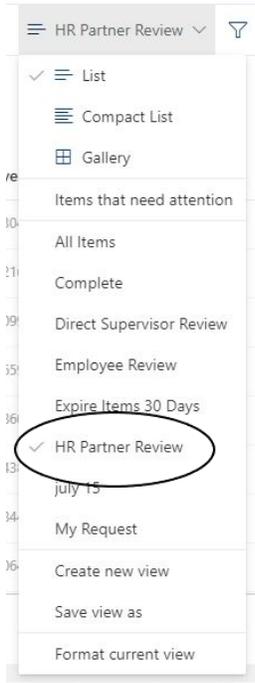
1. Navigate to the [Remote and Hybrid Work Agreements home page](#).
2. Select the Remote and Hybrid Work Agreements selection in the upper left-hand corner, under **Home**.



3. Select the dropdown arrow next to **My Request** and Hybrid Work Agreement



4. Select HR Partner Review



5. Now that all items are visible, you can locate the agreements In Progress. Select the agreement that you wish to take an action on by selecting the **In Progress** status. *Names have been removed to preserve client privacy.*

HR Telecommu... ▾	Employee Name ▾	Employee ▾	Created ▾
In Progress			July 14

6. On the Workflow Status page, please select the HR Partner Review task to begin your workflow. *Names have been removed to preserve client privacy.*

Remote and Hybrid Work Agreement My Request

Workflow Status: HR Telecommute Agreement Workflow

SharePoint 2010 Workflows have been deprecated. [Learn more.](#)

Workflow Information (Workflow Health)

Initiator: Rebecca Lavey_Admin	Item: [Redacted]
Started: 7/29/2021 10:43 AM	Internal Status: Started
Last run: 8/4/2021 1:48 AM	Status: In Progress

Tasks

This workflow created the following tasks. You can also view them in [Workflow Tasks](#).

<input type="checkbox"/> Assigned To	Title	Due Date	Task Status
[Redacted]	Direct Supervisor Review		Completed
[Redacted]	HR Partner Review <small>NEW</small>		Not Started

7. To begin the process, please select **Edit this Item**. After this, you can approve the form or send it back for more information.

Workflow Tasks

[Edit Item](#) [Delete Item](#) [Close](#) [Print to PDF](#)

GW

Task Name *
HR Partner Review

Task Outcome *
 Needs More Information
 Approve

Comments

Telework Request

[Click here to view the Remote and Hybrid work Agreement](#)

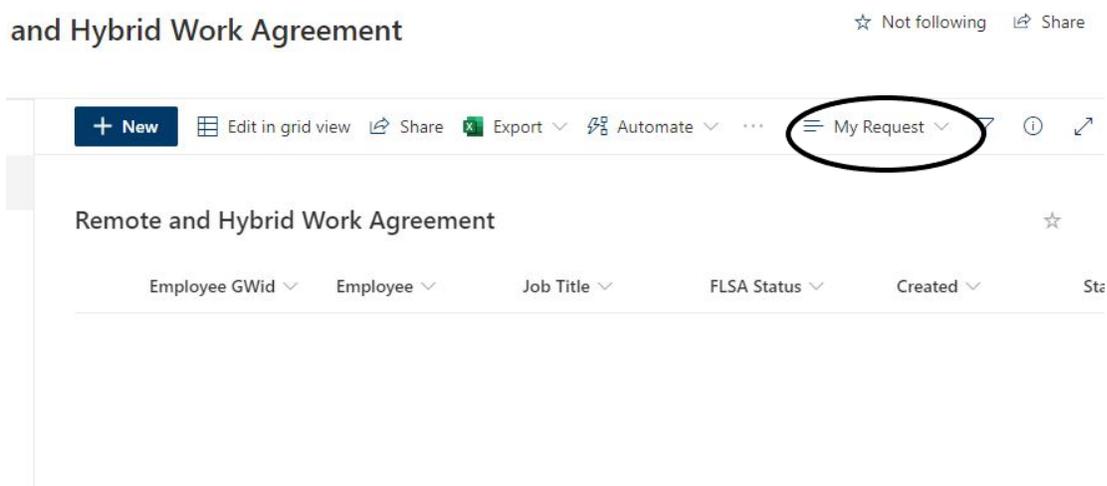
[Close](#)

To View Agreements Completed or Denied

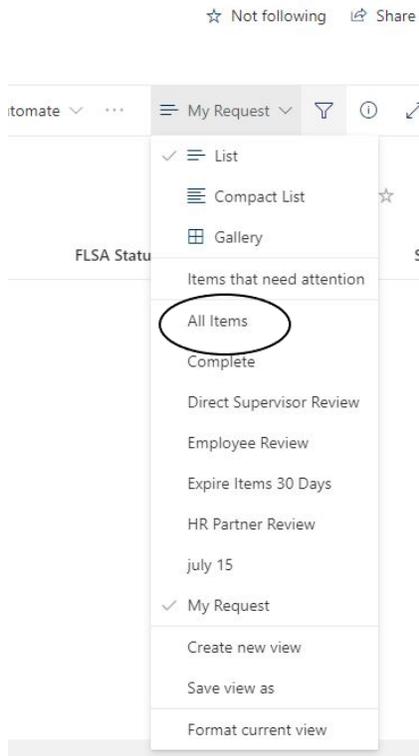
1. Navigate to the [Remote and Hybrid Work Agreements home page](#).
2. Select the Remote and Hybrid Work Agreements selection in the upper left-hand corner, under **Home**.



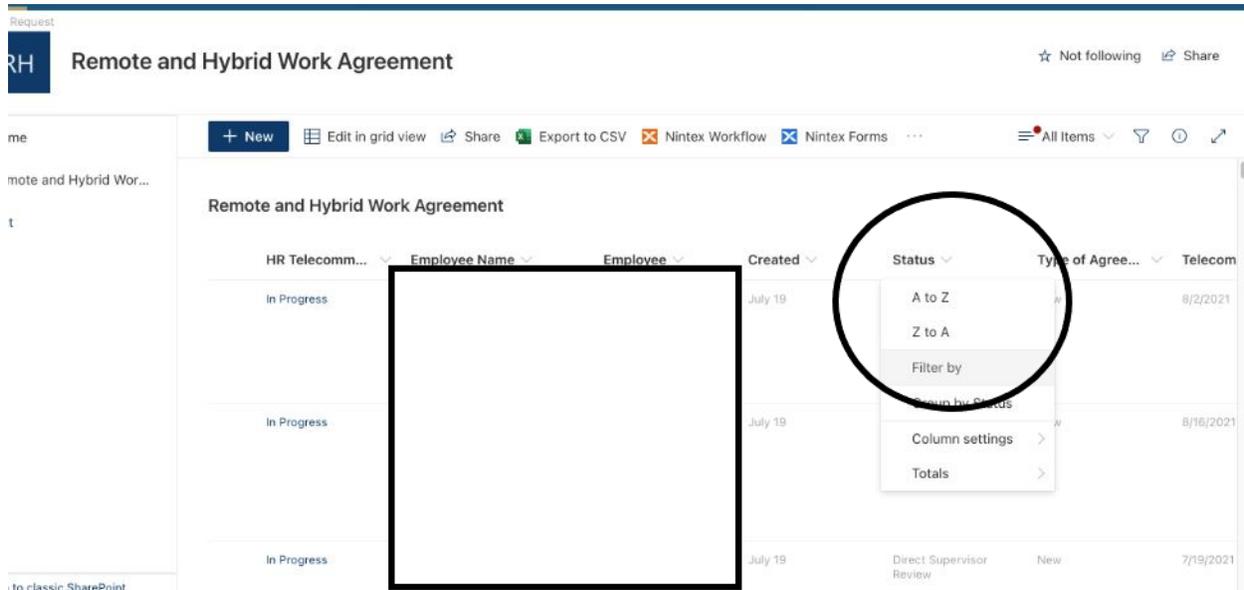
3. Select the dropdown arrow next to **My Request** and Hybrid Work Agreement



4. Select All Items



5. Navigate to the right of the menu to locate the Status selection. Select the Filter by option.



6. You can now filter agreements that have been sent to you by status. To view all completed agreements, please select **Complete**. All agreements that have been denied by you for more information can be found under **Direct Supervisor Review**. If the supervisor has denied the request, the agreement can be found via **Supervisor Denied Request**.

