University of South Carolina
HCM Employee Self Service Resources
Remote Worker Request

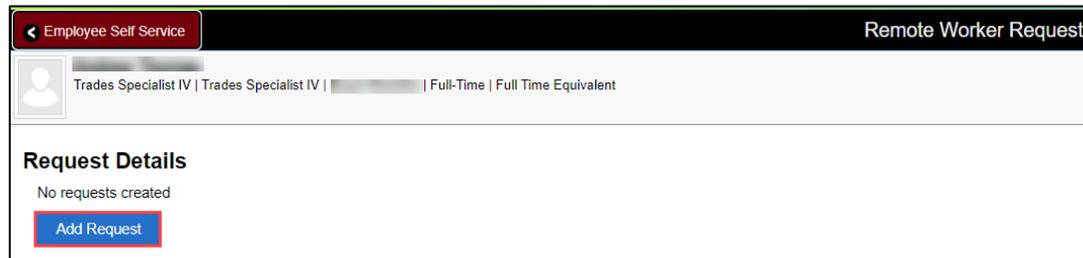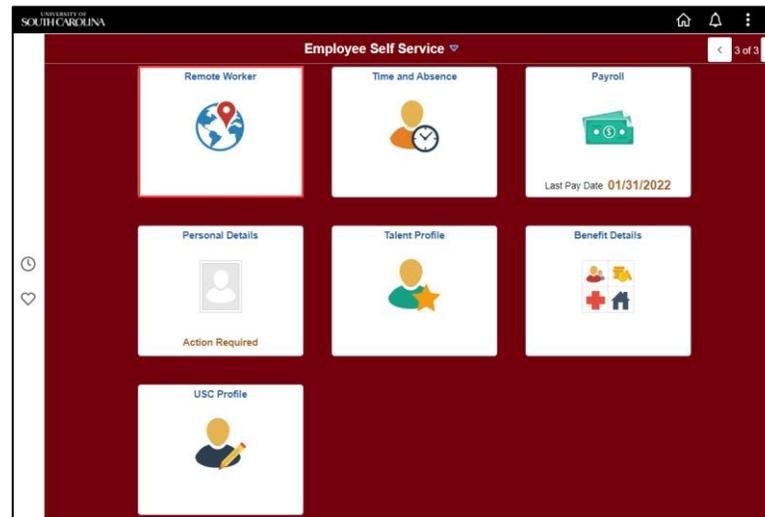| How to initiate a remote worker request in employee self service:	
This job aid outlines how an employee can initiate a request to become a remote worker (telecommuting).	
Navigation: Employee Self Service > Remote Worker tile	
Information	**Screenshots**
This automated process is solely for the formal remote work arrangements (for periods greater than 90 days). No form is required for the periodic or intermittent informal arrangement. **Initiating a remote worker request in employee self service**: To initiate a remote worker request, take the following steps: 1. From the Employee Self Service homepage click the **Remote Worker** tile. 2. On the Remote Worker Request page click the **Add Request** button.	

3. Enter the **Start Date** of the remote work request.

4. Enter the **End Date** of the remote work request. Cannot exceed one year from the start date.

5. Click the **Remote Worker Type** drop-down menu and select either **Fully Remote** or **Hybrid** based on your personal request.
   a. **Fully Remote** means you will be 100% telecommuting.
   b. **Hybrid** is a combination of in-office and telecommuting days.

6. Click the **Next** button.
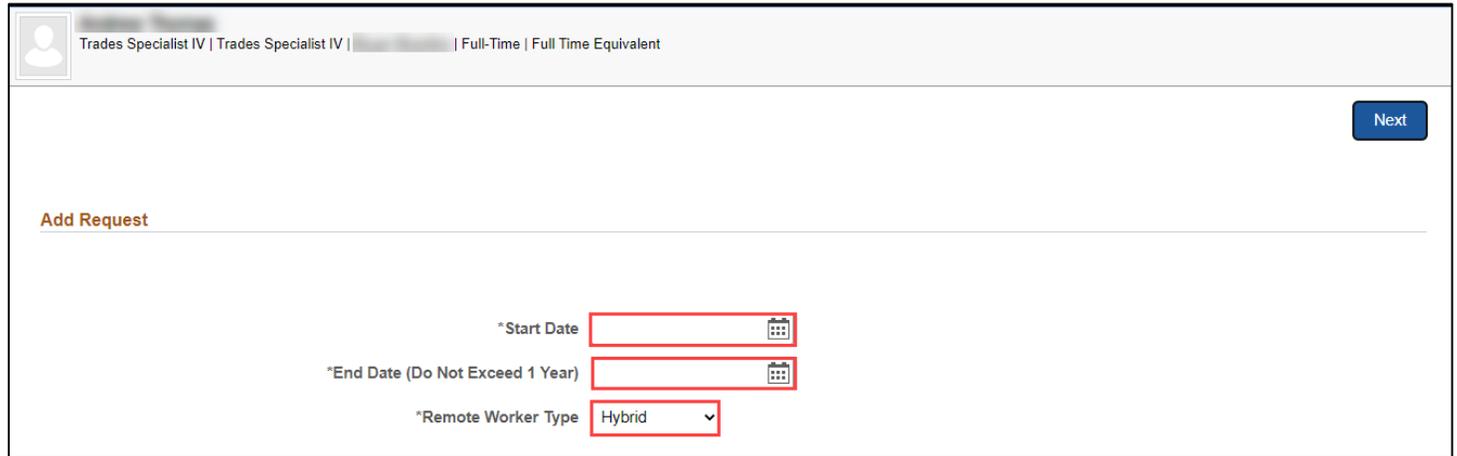
Trades Specialist IV | Trades Specialist IV | | Full-Time | Full Time Equivalent
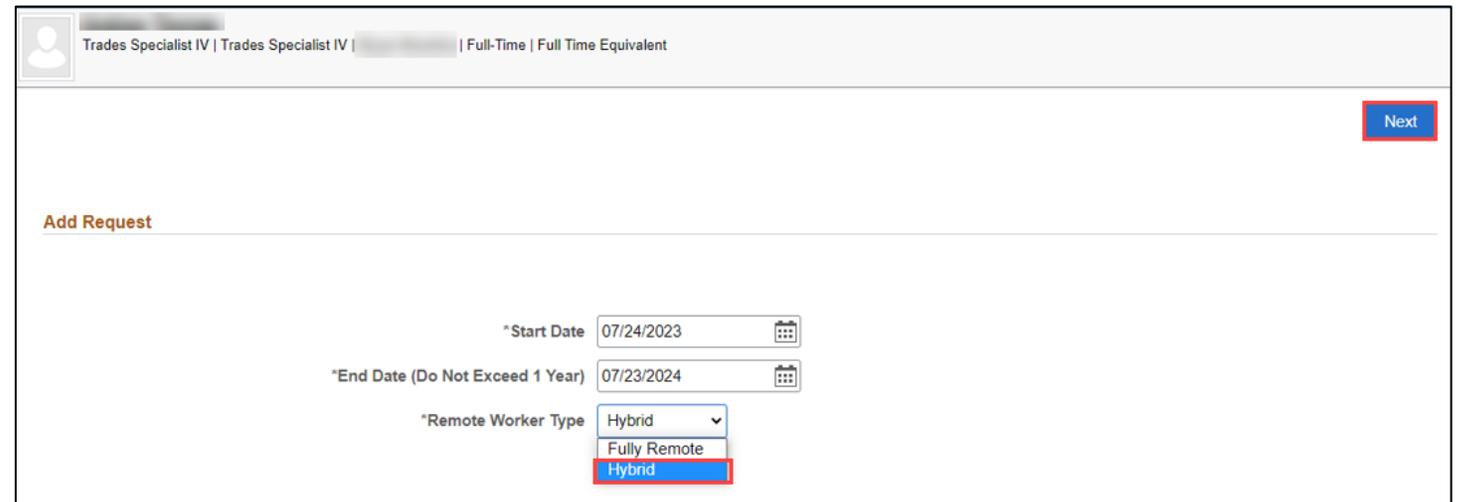
Next

Add Request

*Start Date
*End Date (Do Not Exceed 1 Year)
*Remote Worker Type   Hybrid

Trades Specialist IV | Trades Specialist IV | | Full-Time | Full Time Equivalent

Next

Add Request

*Start Date   07/24/2023
*End Date (Do Not Exceed 1 Year)   07/23/2024
*Remote Worker Type   Hybrid
                       Fully Remote
                       Hybrid

7. Read the **Instructions** page to ensure you are fully aware of the process to request remote work.
   a. Click to read policy HR 1.22, visit the HR website and utilize the assessment tool.

8. Once you've reviewed all information on the page, click the **Next** button.

MAINTENANCE SERVICES
Trades Specialist IV

Next ▶

About Remote Work & Steps to Apply
● Visited

★ **Telecommuting Agreement**
○ Not Started

Verify Addresses
○ Not Started

Information for W4 Tax Withholdings
○ Not Started

★ **Request Details**
○ Not Started

Download Equipment List and Complete
○ Not Started

★ **Upload Equipment List or Add note**
○ Not Started

★ **Review and Submit**
○ Not Started

About Remote Work & Steps to Apply

UNIVERSITY OF
South Carolina

Thanks for your interest in requesting a Telecommuting/Remote Work arrangement!

Generally, all university employees are eligible for telecommuting. However, telecommuting may not be suitable for all employees and/or positions. The decision to allow an employee to telecommute is solely at the discretion of the campus, college, or division.

Before you proceed further:

1. Review the comprehensive information about this program found in HR 1.22 Telecommuting and the Human Resources website.

2. Talk with your supervisor to determine if your job would be suitable for remote work.

These Assessment Tool [PDF] can be used to help evaluate and discuss your individual skills and work environment to determine if you are a good candidate to telecommute.

USC offers two types of telecommuting/remote work:

- Periodic or Intermittent (Informal) – Informal telecommuting arrangements may be approved at the department level for short-term projects of *less than 3 months* and to approve temporary remote work for brief illnesses and emergency situations in accordance with current university policy. These arrangements *do not* require a formal telecommuting agreement, but supervisors must document approval in writing.

  - If you are seeking an informal telecommuting arrangement, 🛑 DO NOT PROCEED with this automated process.

- Regular or Recurring (Formal) - Formal telecommuting agreements are for periods *greater than 90 days* and conform to the telecommuting policy and procedures.

  - If you are seeking a formal telecommuting arrangement, PROCEED with this automated process.

Instructions to Apply:

1. If determined that your job is suitable, the request is for more than 90 days, and your manager agrees, complete the next steps of this guide to submit your request.

2. After submitting, the request will go through the following approval steps:
   - Your manager
   - HR within your College/Division
   - Central HR

3. You will receive a notification when your request is approved or denied.
4. Renewals of requests are required annually.

9. Read all statements on the Telecommuting Agreement page.

10. Once all statements have been read, click the checkbox next to 'I AGREE WITH ALL STATEMENTS'.

11. Click the **Next** button.

About Remote Work & Steps to Apply
● Visited

Telecommuting Agreement
● In Progress

Verify Addresses
○ Not Started

Information for W4 Tax Withholdings
○ Not Started

Request Details
○ Not Started

Download Equipment List and Complete
○ Not Started

Upload Equipment List or Add note
○ Not Started

Review and Submit
○ Not Started

Telecommuting Agreement

Please review all of the statements below. Once all statements have been read, click the acknowledge button that you agree to all terms for remote work at the University of South Carolina.

Telecommuting Special Conditions and Additional Agreemnets

1. I agree that I am responsible for attending all required meetings, unless my supervisor approves otherwise.
2. I agree to be available and accessible during the telecommuting scheduled hours for customers, coworkers, and supervisors/managers. Regardless of my telecommuting arrangement, I can be required to report to the office location at any time with or without advance notice.
3. I understand that all personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., should be done only during established break times, lunch time and before and after work hours. I understand and agree that I am prohibited from providing dependent care (either to a child or an adult) while working at the alternate work location.
4. I understand that telecommuting agreements are not transferable from one position to another, and this agreement is valid only for my position at the time the agreement is signed.
5. I agree to return all university equipment, supplies, material documents and/or other property immediately upon request, termination of participation in the telecommuting program and/or termination of employment.
6. I understand that working hours cannot coincide or overlap with any other type of employment.
7. I agree to inform my manager or supervisor any time there is an actual or suspected security issue that arises during my work at an alternate workplace.
8. I understand that the university is not liable for any damages to my personal or real property while I am performing official duties at my alternate workplace.
9. I agree that I will not conduct any face-to-face University business at my telework location.
10. I agree to immediately report to my manager or supervisor any work-related injuries that occur while in the telecommuting arrangement.
11. I agree to provide certificates of my homeowners' or renters' insurance and to submit any renewal or changes as needed, if requested.
12. I agree that it is my responsibility to ensure compliance with any local zoning ordinances related to working at home or maintaining a home office.
13. I agree that any tax implications of telecommuting are entirely my responsibility as the telecommuter. Telecommuters are encouraged to seek professional advice in this area.

IT Security

1. I certify that I have/will contact the IT security liaison for my organizational unit to ensure compliance with the Secure Remote Access Guidelines before I can begin telecommuting.

Safety Checklist

1. My offsite workspace has adequate lighting, ventilation and is reasonably quiet and free from distractions. It is a comfortable workspace where it is easy to concentrate on work.
2. My offsite workspace is maintained in a safe condition, free from hazards and other dangers to the employee and the university's equipment.
3. I have the necessary software and required office equipment with sufficient and safe (grounded) electrical outlets in the offsite work space. All electrical equipment is free of any hazards and is connected to a surge protector as necessary.
4. I will back up data on a university server on a regular basis to ensure the university has such records.
5. I will protect confidential information and keep such information in a secure place (lock and key) when I am not working.
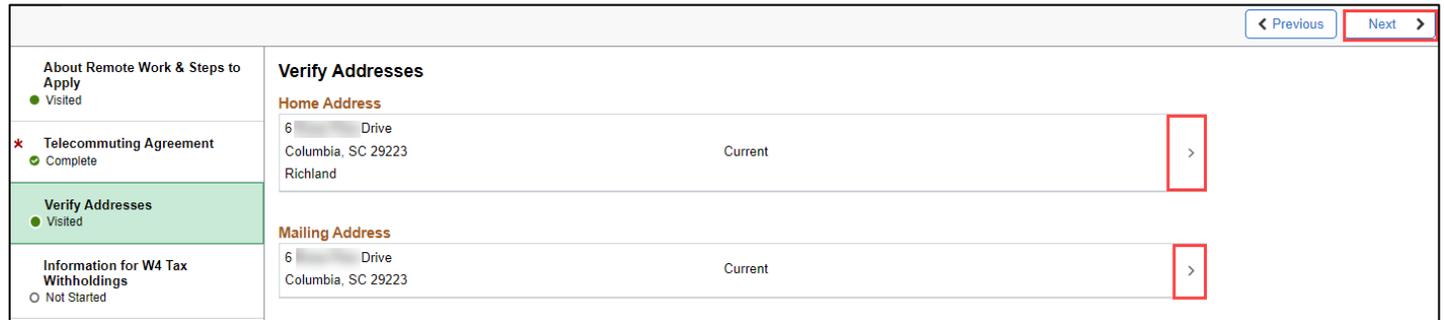
☐ I AGREE WITH ALL STATEMENTS

◄ Previous   Next ►

12. Verify your current **Home** and **Mailing Addresses** on file. If changes are needed, click the arrow button on the applicable address row and edit your address.
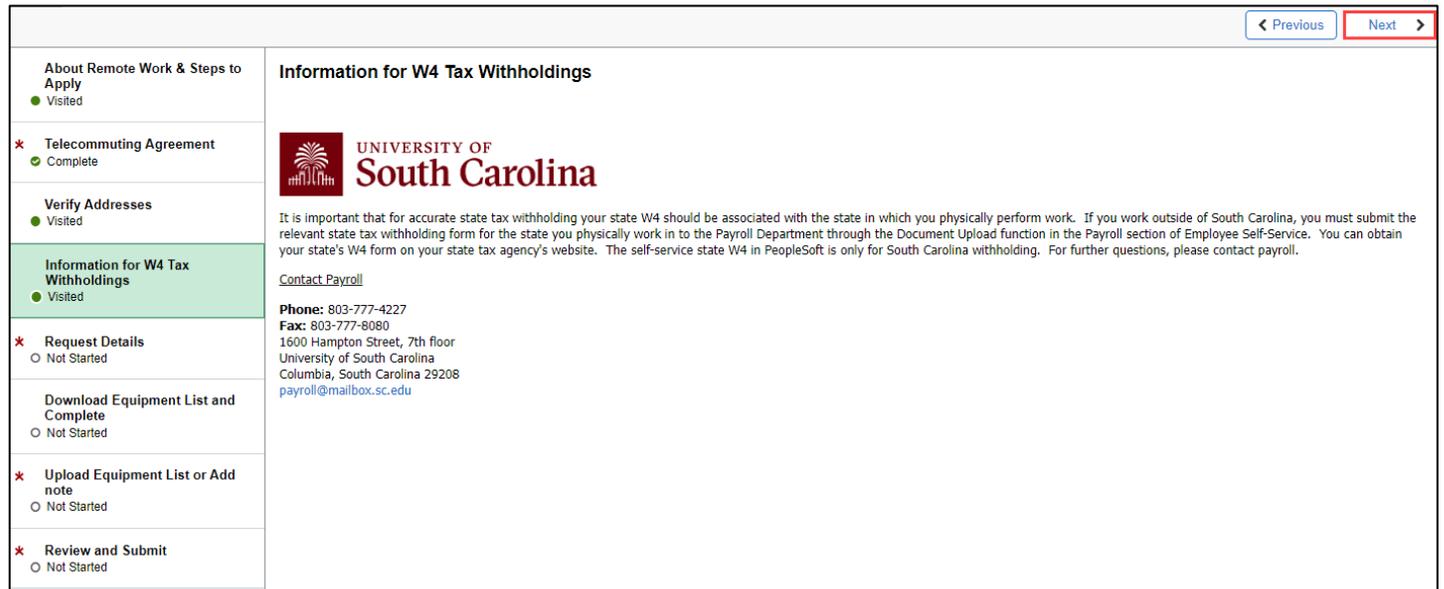
13. Upon verification or making applicable edits, click the **Next** button.

14. Read the **Information for W4 Tax Withholdings**. Your State W4 should be the state in which you physically work. Reach out to the Payroll office with any questions.

15. Once you've read the information on this page, click the **Next** button.

‹ Previous	Next ›

Verify Addresses

About Remote Work & Steps to Apply
● Visited

★ Telecommuting Agreement
✔ Complete

Verify Addresses
● Visited

Information for W4 Tax Withholdings
○ Not Started

Home Address
6 ▒▒▒▒ Drive
Columbia, SC 29223   Current
Richland

Mailing Address
6 ▒▒▒▒ Drive
Columbia, SC 29223   Current

‹ Previous	Next ›

Information for W4 Tax Withholdings

About Remote Work & Steps to Apply
● Visited

★ Telecommuting Agreement
✔ Complete

Verify Addresses
● Visited

Information for W4 Tax Withholdings
● Visited

★ Request Details
○ Not Started

Download Equipment List and Complete
○ Not Started

★ Upload Equipment List or Add note
○ Not Started

★ Review and Submit
○ Not Started

UNIVERSITY OF
South Carolina

It is important that for accurate state tax withholding your state W4 should be associated with the state in which you physically perform work. If you work outside of South Carolina, you must submit the relevant state tax withholding form for the state you physically work in to the Payroll Department through the Document Upload function in the Payroll section of Employee Self-Service. You can obtain your state's W4 form on your state tax agency's website. The self-service state W4 in PeopleSoft is only for South Carolina withholding. For further questions, please contact payroll.

Contact Payroll

Phone: 803-777-4227
Fax: 803-777-8080
1600 Hampton Street, 7th floor
University of South Carolina
Columbia, South Carolina 29208
payroll@mailbox.sc.edu

16. Your **Start Date**, **End Date**, and **Remote Worker Type** pre-populate based on selections made previously in the checklist.

17. Click the **Remote Work Reason** drop-down and select the only option available: **Campus/Division/Department Plan**.

18. Click the **Remote Location** dropdown and select either **Home** or **Other**. If you select **Home**, your current home address (which you verified or edited in a previous step) will populate. If you select Other, you must add the address where you will be working.

19. Click the **Remote Days** dropdown and select one of the following:
- **Average Days Per Month** – You will enter the average number of remote days per month.
- **Average Days Per Week** – You will enter the average number of remote days per week.
- **Specific Days Per week** – You will provide the remote days each week.

Note: If you previously selected the option to be Fully Remote, the questions regarding remote days will not appear in this step.

20. Click the Next button.

21. Click the **Download** button to download, complete, and save the equipment list document. You will need this for the next step in the request.

22. Once downloaded, click the **Next** button.

| | | ‹ Previous | Next › |

Download Equipment List and Complete

Step 1 - Download Documents

Document / Description	File Name	Action
Remote Worker Equipment List Please download, complete, and save the equipment document and in the next step upload the completed form.	Equipment_inventory_list1.xlsx	Download

Navigation sidebar:
- About Remote Work & Steps to Apply — Visited
- ★ Telecommuting Agreement — Complete
- Verify Addresses — Visited
- Information for W4 Tax Withholdings — Visited
- ★ Request Details — Complete
- Download Equipment List and Complete — Visited
- ★ Upload Equipment List or Add note — Not Started
- ★ Review and Submit — Not Started

23. Click the **Add Attachment** button and follow the on-screen prompts to find and upload your completed Equipment List document from your device.

24. *Optional* - You can click the **Add Note** button here to add a note that will be seen by all in the approval workflow.

25. Once you've successfully added your attachment, click the **Next** button.

About Remote Work & Steps to Apply ● Visited	**Upload Equipment List or Add note**
✱ Telecommuting Agreement ⊘ Complete	**Add Document**
	No Document has been attached.
Verify Addresses ● Visited	[Add Attachment] [Add Note]
Information for W4 Tax Withholdings ● Visited	
✱ Request Details ⊘ Complete	
Download Equipment List and Complete ● Visited	
✱ Upload Equipment List or Add note ◑ In Progress	
✱ Review and Submit ○ Not Started	

⟨ Previous   Next ⟩

About Remote Work & Steps to Apply ● Visited	**Upload Equipment List or Add note**
✱ Telecommuting Agreement ⊘ Complete	**Add Document**
	[Add Attachment] [Add Note]
Verify Addresses ● Visited	
Information for W4 Tax Withholdings ● Visited	
✱ Request Details ⊘ Complete	
Download Equipment List and Complete ● Visited	
✱ Upload Equipment List or Add note ◑ In Progress	
✱ Review and Submit ○ Not Started	

⟨ Previous   Next ⟩

1 row

Document Name ◇	Description ◇	Attached By ◇	Attached ◇	Status ◇	
Equipment_inventory_list1.xlsx			06/12/23 03:41:24 PM	Active	⟩

26. Review all of your selections on the summary page. If everything is accurate, click the **Submit** button. If changes are needed, navigate back through previous steps using the left side menu or by clicking the **Previous** button.

27. Upon clicking the Submit button a pop-up message will appear. If you are ready to submit, click the **Yes** button.

Congratulations! You have successfully submitted a request for remote work.
The Remote Worker Confirmation page provides the workflow for your request form.

1. Your supervisor is the first approver.
2. The College/Division/Campus HR authority is the second approver.
3. The final approver is the Central HR Employee Relations office

Upon submission you will receive an automated email confirmation that your request has been initiated. The email will come from the HCM system at HPRD@mailbox.sc.edu. Sample email on the right.

From: HPRD@mailbox.sc.edu
Sent: Monday, June 12, 2023 1:48 PM
To: Thompson, Connie <CONNIET@mailbox.sc.edu>
Subject:

Hi,

Your request for telecommuting was successfully submitted. This request requires approval(s) before it will be saved to the database. You will be notified via email when it is approved or denied. You must wait for an approval notification before telecommuting can begin as outlined in your request.

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

You will receive either an approval or denial email. Sample emails on the right.

The denial email may come from your supervisor or from Employee Relations. If you have questions about the denial, please speak with your supervisor.

The final approval email will come from Employee Relations.

Denial Email

From: HPRD@mailbox.sc.edu
Sent: Monday, June 12, 2023 11:02 AM
To: Thompson, Connie <CONNIET@mailbox.sc.edu>
Subject: Remote Worker Request for Connie Thompson has been denied.

Hi,

The Remote Worker Request for Connie Thompson, _____ has been denied. Please see your supervisor for additional details regarding the denial. Discuss if there is an opportunity to submit a new request with your supervisor.

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Approval Email

From: HPRD@mailbox.sc.edu
Sent: Monday, June 12, 2023 12:03 PM
To: Thompson, Connie <CONNIET@mailbox.sc.edu>
Subject: Remote Worker Request for Connie Thompson has been approved.

Hi,

The Remote Worker Request for Connie Thompson, _____ has been approved. You may begin telecommuting following the plan you submitted. Please remember to adhere to the Telecommuting Policy, HR 1.22 and speak to your supervisor if you have any questions.

It is important that for accurate state tax withholding your state W4 should be associated with the state in which you physically perform work. If you work outside of South Carolina, you must submit the relevant state tax withholding form for the state you physically work in to the Payroll Department through the Document Upload function in the Payroll section of Employee Self-Service. You can obtain your state's W4 form on your state tax agency's website. The self-service state W4 currently in Peoplesoft is only for South Carolina withholding.

For further questions about your W4, please contact payroll:

Phone: 803-777-4224
Fax: 803-777-8080
1600 Hampton Street, 7th floor
Columbia, SC 29208