

00;00;04;16 - 00;00;24;27

Alice M.

In this video, we will show you how to start the telework form process as an initiator. If you've been given the role of initiator for telework forms by your agency administrator, you will see the initiate form tab at the top right of the telework application.

00;00;24;29 - 00;01;02;26

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Click on that tab. Select the form you would like to process. Start typing the employee's name and the application will begin to give you some options. Select the employee's name. If the employee's name does not appear, please check Cardinal to confirm the employee's position. Is eligible for telework. The employee's manager from Cardinal will populate should the manager's name need to be updated.

00;01;02;29 - 00;01;06;29

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Type in alternate name and select initiate form.

00;01;06;29 - 00;01;14;08

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An email notification will be sent to the employee to prompt them to process their telework form.