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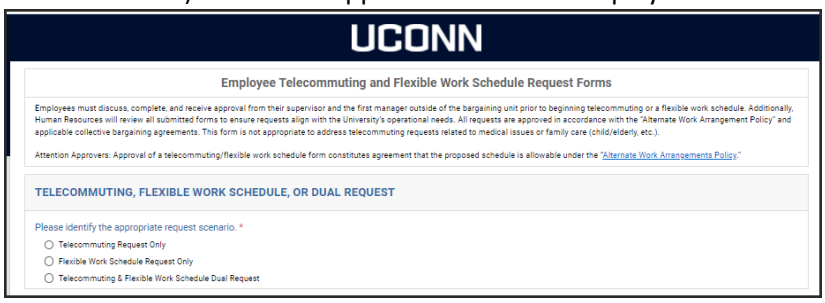
Telecommuting and Flexible Work Schedule Request Forms

Complete Online Form

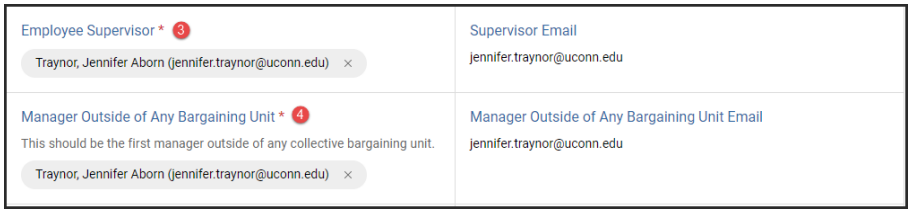
1. Log into the *Employee Telecommuting and Flexible Work Schedule Request Forms* at:

2. Select the type of request: **Telecommuting**, **Flexible Work Schedule**, or **Dual Request** (both Telecommuting and Flexible Work Schedule) ***Note:*** The applicable fields will display based on this selection.

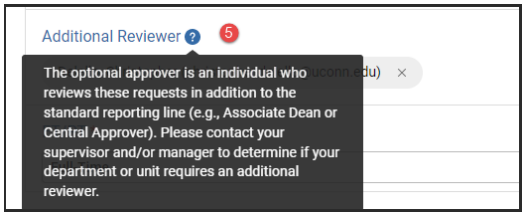


3. Enter the supervisor's name and select from the results in drop down list. Supervisor's email will auto populate.

4. Enter the manager's name and select from the results in drop down list. Manager's email will auto populate. (***Note:*** The manager's name is the manager who is not in a bargaining unit – management/exempt. The same person may be the supervisor and manager if not in a bargaining unit. If you do not know who is the Manager Outside of Bargaining Unit, please contact your HR Specialist.



5. *Optional Approver*: Enter an additional reviewer if requested by supervisor/manager.



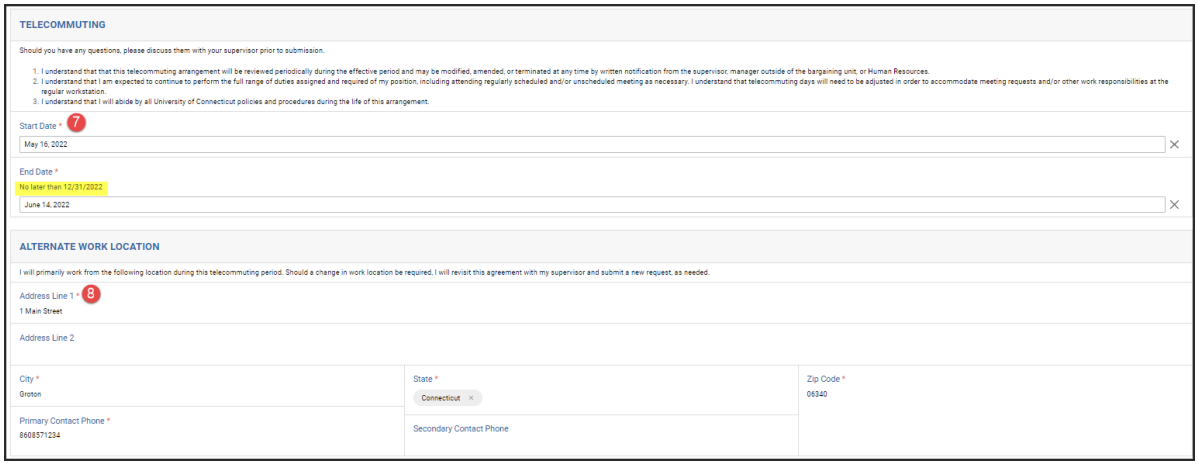
6. Select **Full-Time** or **Part-Time** from drop down list.

Telecommuting Only or Dual Form

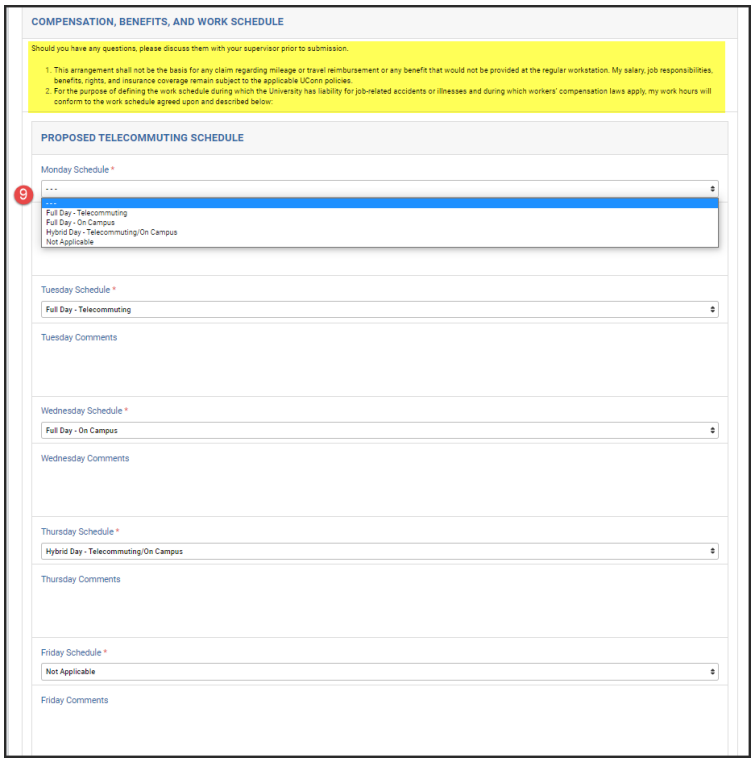
Fields will display for *Telecommuting* and *Dual Requests* (If requesting a Flex Schedule only – skip this section and continue with *Step 12*)

7. Click in the **Start Date** and **End date** fields and select dates from the calendars. End date cannot be later than date noted in field.

8. Enter the Alternate Work Location including **Address**, **City**, **State**, **Zip**, and **Primary Contact Phone.** Enter **Secondary Contact Phone** if applicable.

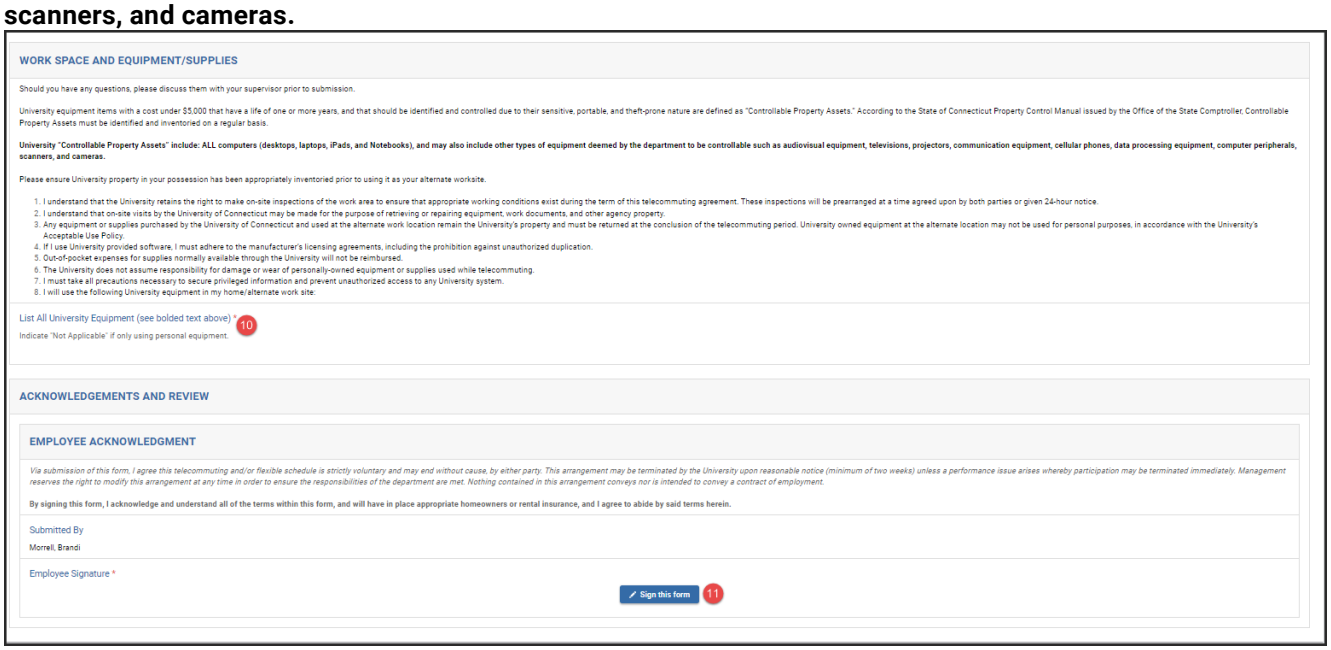


9. Select the applicable option for each day, and enter comments as needed.



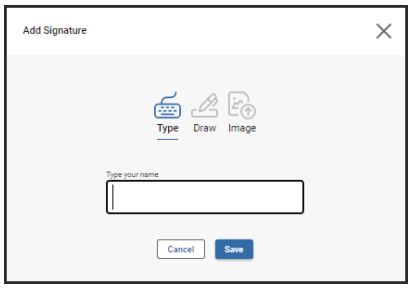
10. Review the *Work Space and Equipment/Supplies* and list university equipment (if applicable). If not applicable, enter *Not Applicable.*

University "Controllable Property Assets" include: ALL computers (desktops, laptops, iPads, and Notebooks), and may also include other types of equipment deemed by the department to be controllable such as audiovisual equipment, televisions, projectors, communication equipment, cellular phones, data processing equipment, computer peripherals, scanners, and cameras.



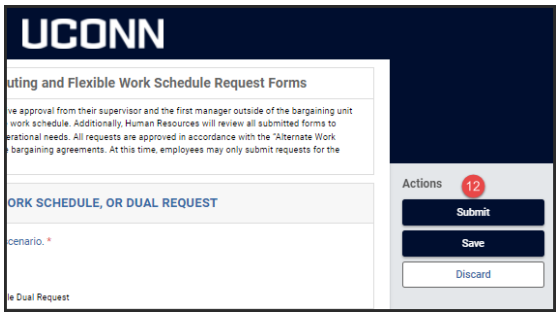
****If completing the dual form, skip to Step 13.**

11. Read the **Employee Acknowledgement** and click **Sign this form**. Type, draw, or upload signature and **Save**.

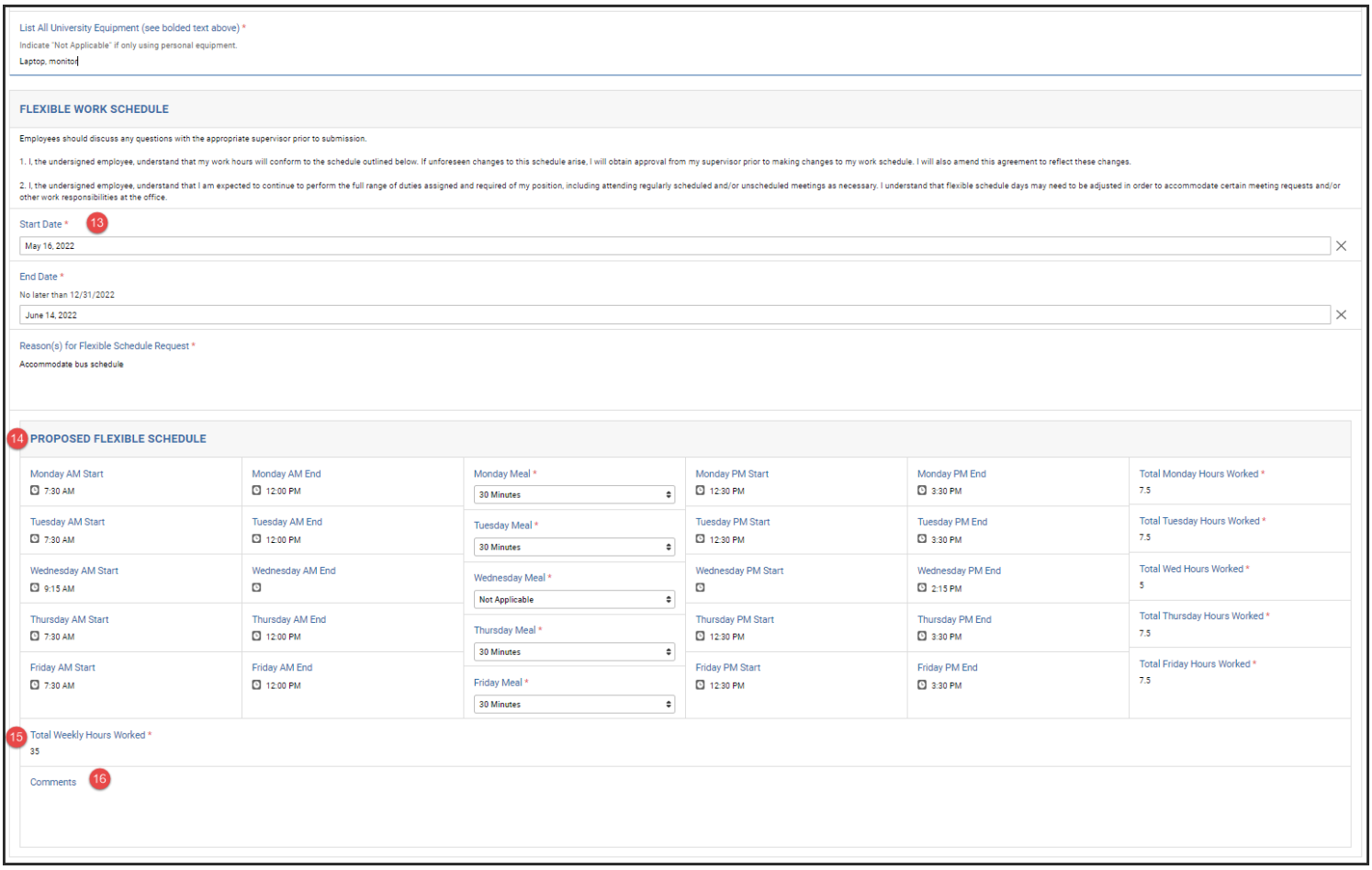


Signature Displays

12. Scroll to top right of form and click **Submit**.



13. Click in the **Start Date** and **End date** fields and select dates from the calendars.



14. Complete the **Proposed Flexible Scheduled** section.

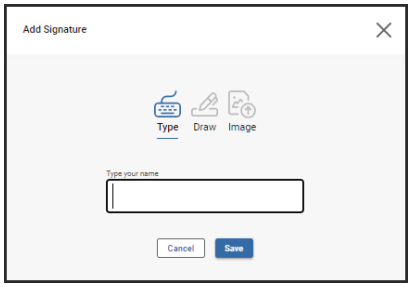
- Daily ***AM Start*** – Enter the morning start time
- Daily ***AM End*** – Enter the morning end time (prior to break)
- Daily ***Meal*** – Select the applicable meal break duration
- Daily ***PM Start*** – Enter the break return time
- PM ***End*** – Enter the daily end time
- ***Total Hours Worked*** (for each day) – enter total hours worked **excluding meal break**

15. Enter **Total Weekly Hours Worked** (**excluding meal break**)

16. Enter **Comments** if applicable.

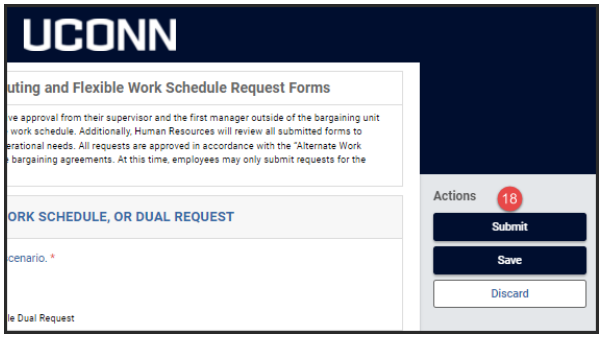
Note: For weekend days, enter the information in one of the daily fields and note in the **Comments** (e.g. Flex hours for Saturday are entered in Friday fields.)

17. Read the **Employee Acknowledgement** and click **Sign this form**. Type, draw, or upload signature and **Save**.



Signature Displays

18. Scroll to top right of form and click **Submit**.

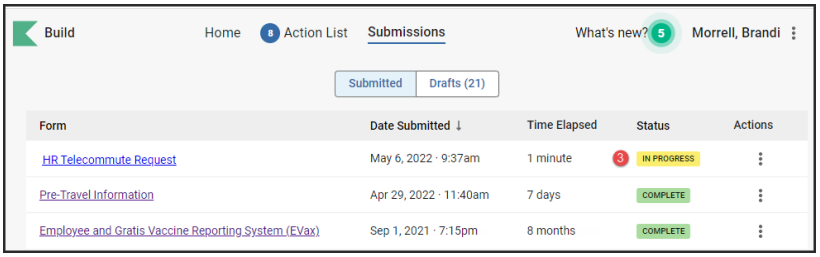


Check the status of Request

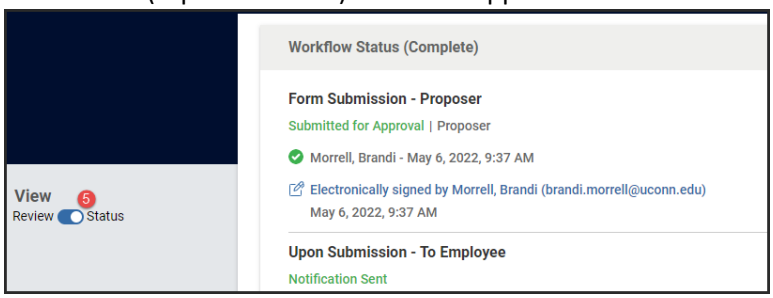
Upon approval or if the request is sent back to you for changes, you will receive an email notification from *no-reply@mail.kualibuild.com*. Kualibuild is used for many projects at the University and many users have setup inbox rules to move Kualibuild notifications to a separate folder. Please check your inbox rules to adjust as needed for emails including *Telecommuting / Flexible Schedule Request* in the subject line.

1. Click the link provided in the notification email or log in at: https://uconn.kualibuild.com/app/builder/#/my/submissions
2. Click Submissions

3. Review the status of the form on the submitted list.



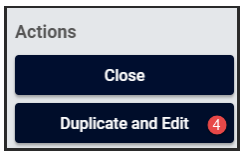
4. Click on the form name to view comments provided by approvers and to view the entire form submitted.
5. Click Status (top left of form) to review approvals and comments.



Duplicate a Form to Submit for a New Request

1. Click the link provided in the prior request approval notification email or log in at: https://uconn.kualibuild.com/app/builder/#/my/submissions
2. Click Submissions

3. Click on the form name to view comments provided by approvers and to view the entire form submitted.
4. Click **Duplicate and Edit** (top right)

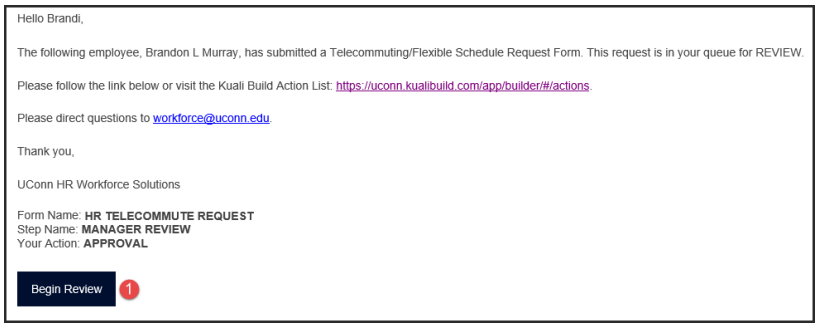


5. Review the form, enter new dates, and update other fields as needed.
6. Read the **Employee Acknowledgement** and click **Sign this form**. Type, draw, or upload signature and save.
7. Click **Submit**.

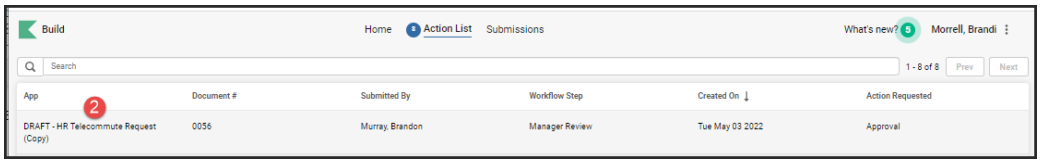
Approve Online Telecommuting and Flexible Work Schedule Request Forms

Approvers will receive an email communication from *no-reply@mail.kualibuild.com*. Kualibuild is used for many projects at the University and many approvers have setup inbox rules to move Kualibuild notifications to a separate folder. Please check your inbox rules to adjust as needed for emails including *Telecommuting / Flexible Schedule Request* in the subject line. *Note:* When the same person is listed in the supervisor and manager fields, the system will generate 2 emails to the same person.

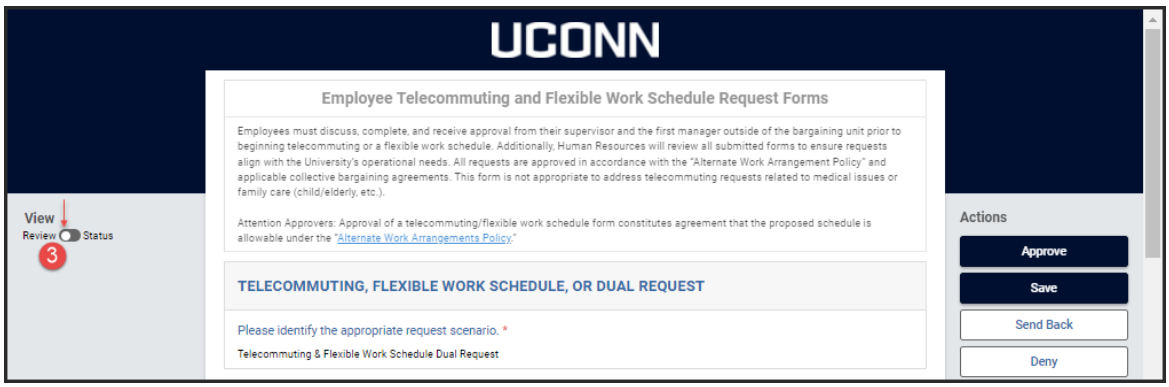
1. Open the email notification and click ***Begin Review***.



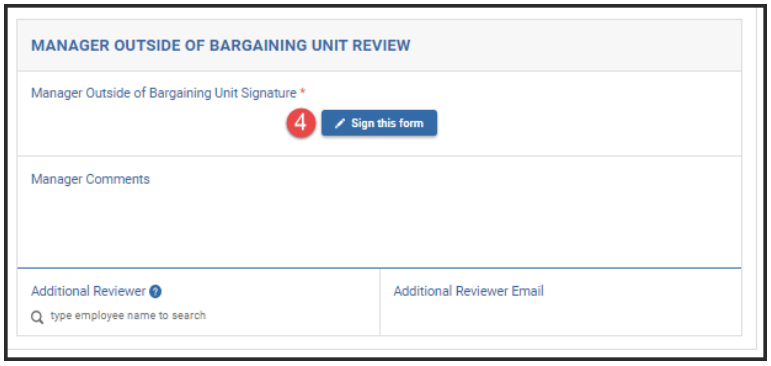
2. Click the request from the *Action List*

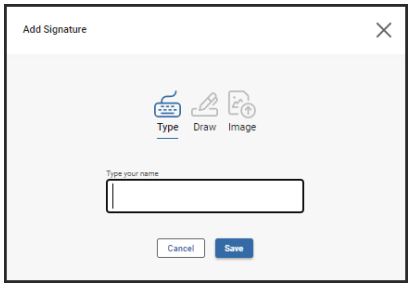


3. Confirm form is set to review, or click from status to review.



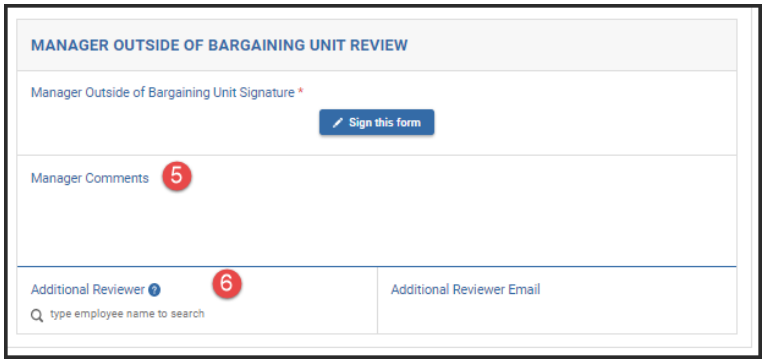
4. Review the request and click **Sign this form** at the bottom of page. Type, draw, or upload signature and **Save**.





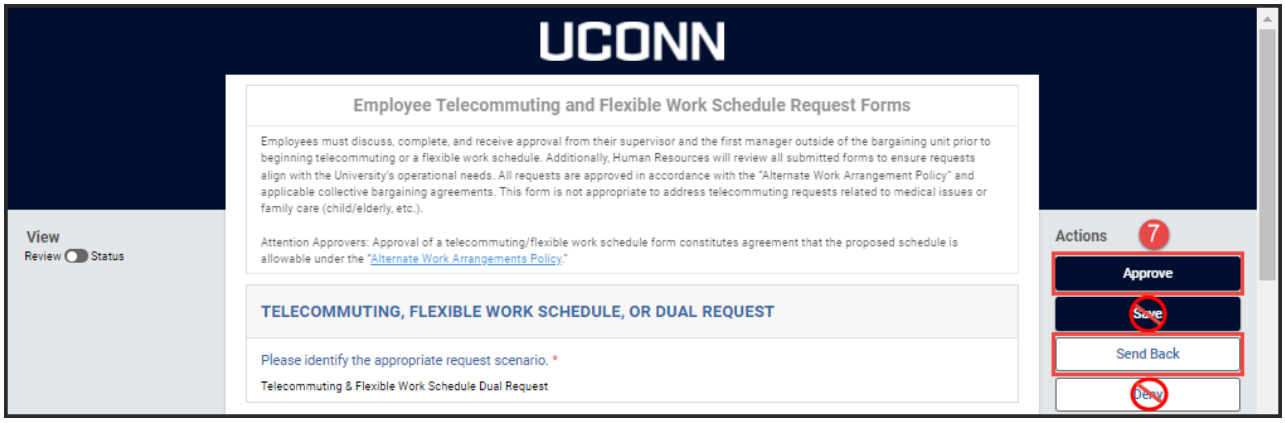
Signature Displays

5. Enter comments (*optional*).
Note: These comments will be seen by all with access on the form. If sending back or denying, please enter instructions/comments for the employee.

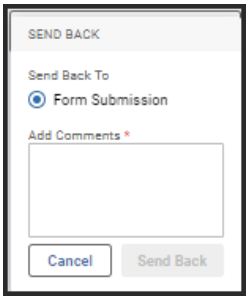


6. Add and Additional Reviewer (*if needed - optional*). Adding an additional reviewer adds another level of approval into the workflow before submitting to HR.

7. Scroll to the page top right and select the action of ***Approve*** or ***Send Back***.



Approve – Approves the request and submits to the next level of approval
Save – Do not use
Send Back – Add a comment and click **Send Back** to return for the employee to update and resubmit into the approval workflow.
Deny – Denies the request and ends the process. The employee cannot make changes and is used on limited occasions. Use **Send Back** to allow the employee to update and resubmit into the approval workflow.



Note: Supervisors, managers, and additional reviewers will receive a notification upon full approval. When the same person is listed in the supervisor and manager fields, the system will generate 2 emails to the same person.

Questions?

For specific questions related to data entering in your form, please contact your HR Specialist.

General Questions: Contact workforce@uconn.edu