

## Telecommuting Checklist for Employees

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### Steps for Employees:

- Review the Telecommuting Policy and sign the Telecommuting Agreement
- Identify equipment, software, systems needed off-site to conduct job duties and inform Appropriate Administrator (see the Technology Resources Form)
- Identify a quiet room or area within your home to work without interruptions
- Check in with your Appropriate Administrator at the beginning of your scheduled workday or as agreed upon and inform your Appropriate Administrator when off duty.
- Respond to your emails and voicemails, and/or texts if applicable, in a timely manner.
- Identify and report any technical issues immediately to your Appropriate Administrator and the IT department.
- Use your personal time when you need to conduct personal business or when ill.
- Enter your time remotely for approval and timely pay.
- Follow instructions for paycheck retrieval. If currently paid by direct deposit the process will not change.