Telecommuting Checklist
for
Employees

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.