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## **TELECOMMUTING CHECKLIST**

Telecommuting is a voluntary program and must be approved by **all** parties prior to the beginning of telecommuting. Failure to adhere to the Telecommuting Agreement and University Policies and Procedures may result in the termination of the Telecommuting Agreement.

### **Employee**

- Review Florida State University Telecommuting Policy and complete the Telecommuting Agreement with your supervisor.
- If necessary, submit medical documentation to the Telecommuting Administrator in Human Resources if you are on Parental or Medical Leave.
- Account for all University property and systems being used at remote work location.
- Enter Telecommuting hours on OMNI timesheet using the time reporter code REGHP and the override reason code of TELCM.

### **Department**

- Review Florida State University Telecommuting Policy and complete the Telecommuting Agreement providing detailed information on duties to be performed, hours to be worked and the dates (begin and end) of the agreement.
- Review position description to ensure job duties can be accommodated by Telecommuting. If the position description is more than 3 years old, it must be updated before the employee can execute a Telecommuting Agreement.
- Obtain all appropriate signatures through the Vice President level prior to sending Telecommuting Agreement to the Telecommuting Administrator in Human Resources.
- Document all University equipment and software that will be used by the employee.
- Ensure all Telecommuting hours are entered on employee's OMNI timesheet as REGHP with an override reason code of TELCM.

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