

Steps to recording telecommuting

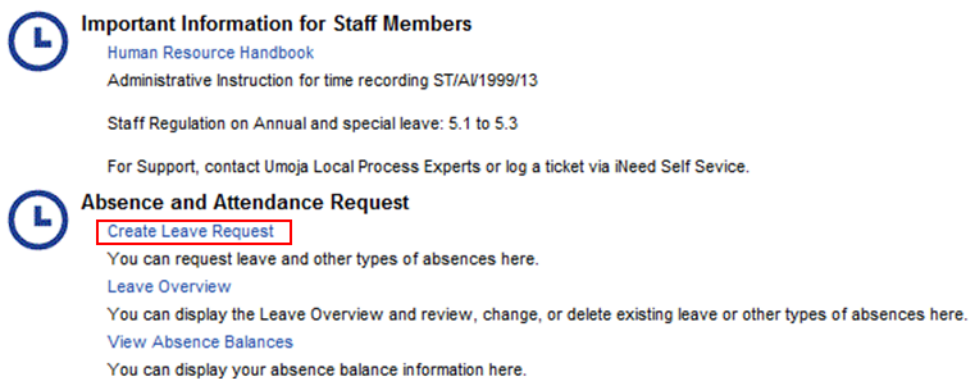
1. Log on to Umoja Self Service and click on “Employee Self-Service SM”



2. Click on “Time Management”



3. Choose “Create Leave Request”



- From the "Type of Leave" field, click the down arrow to see all the options and select "Telecommuting"

The screenshot shows a web application window titled "Leave Details" with a "Check" button. A message reads: "** Please, remember to use check button to calculate the days/hours**". The "General Data" section contains the following fields:

- Type of Leave: Annual Leave (dropdown menu is open, showing options: Official Bus. - w/Travel, Rest & Recuperation (R&R), Travel Time for R&R, Jury Duty, Paternity Leave, Attendance (Compressed), CTO Accrual, **Telecommuting**, Stand-by/On call, CTO Use)
- Description: Official Bus. - w/Travel
- Start Date: Jury Duty
- End Date: Paternity Leave
- Att./abs. days: Attendance (Compressed)
- New Note: CTO Accrual

- Enter the date of the day you are telecommuting both in the Start Date and End Date

The screenshot shows the "Leave Details" form with the following updated information:

- Type of Leave: Telecommuting (dropdown menu is closed, description: "Prior authorization is required before recording 'Telecommuting'")
- Start Date: 27.04.2017
- End Date: 27.04.2017
- Att./abs. days: 1.00
- New Note: (empty text area)

-

- Click Send

The screenshot shows the bottom of the application window. A "Send" button with an envelope icon is highlighted with a red box. Below it, a confirmation message reads: "Cher [Name] your leave request was successfully submitted". At the bottom, there are navigation buttons: "Calendar", "Team Calendar", "Leave Requests", and "Absence Balance".