

**DHS TELEWORKING POLICY
TELEWORKER CHECKLIST**

- _____ Completed Request for Teleworking Approval

- _____ Completed Teleworking Agreement

- _____ Completed Telework in PeopleSoft Enrollment Form

- _____ Completed DHS Property Removal Form (If removing State property)

- _____ Completed Telework Self Assessment

- _____ Completed Teleworker Space Self Certification

- _____ Teleworker and manager/supervisor completed training.
 - _____ Date Teleworker completed.
 - _____ Date Manager/Supervisor completed.

DIVISION OFFICE COORDINATOR CHECK LIST

- _____ Received Copy of Teleworking Approval for files

- _____ Received Telework in PeopleSoft Enrollment Form and forwarded to staff person responsible for PeopleSoft Entry

- _____ Verify telework employee and their manager/supervisor received training