



Employee Self Service Job Aids

Employee Self Service: Telecommuting Agreement

How to complete the Telecommuting Agreement using the Remote Worker tile in Employee Self Service: Once telecommuting has been formally approved, employees will gain access to the Remote Worker tile in Employee Self Service. This job aid outlines how to complete the Telecommuting Agreement.

Navigation: Employee Self Service > Remote Worker tile

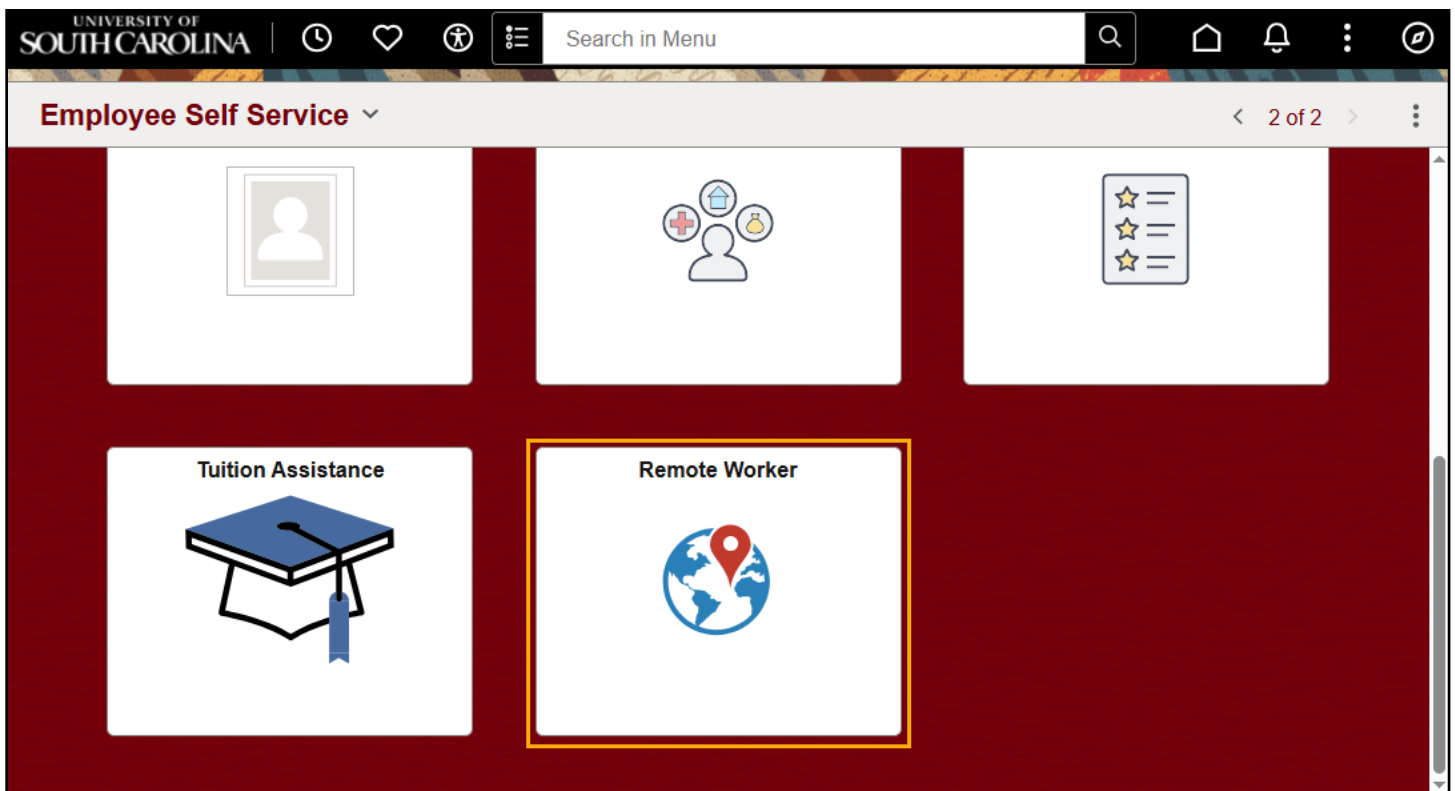
NOTE: If you have the **Remote Worker** tile saved as a favorite, you can navigate directly there using your favorites and skip the basic navigation steps below.

Remote Worker Approval: This automated request and approval process is solely for the formal remote work arrangements. No form is required for periodic or temporary arrangements.

NOTE: The Remote Worker tile will not appear for all employees. Only employees who have received pre-approval to telecommute will be granted access to the Remote Worker tile.

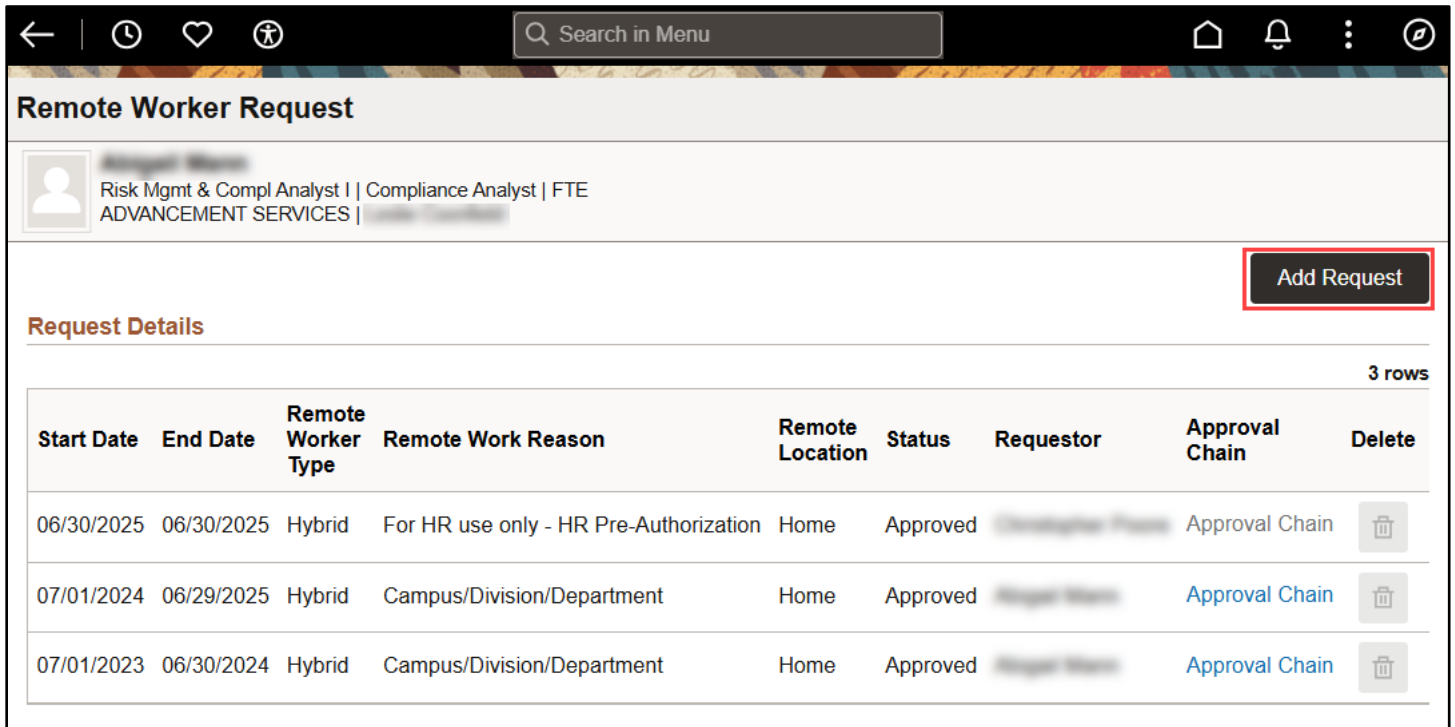
Take the following steps to complete a Telecommuting Agreement using the Remote Worker tile in Employee Self Service:

- 1) Begin on the Employee Self Service homepage. Scroll to the My Self-Service section and click the **Remote Worker** tile.



2) You will be taken to the **Remote Worker Request** page. On this page, you will find Remote Worker Requests previously submitted, as well as the pre-approval from Central HR. The **Remote Work Reason** will appear as **'For HR use only – HR Pre-Authorization'**. To begin completing your Telecommuting Agreement, click the **Add Request** button.

NOTE: New Remote Worker requests must be dated **AFTER** the start/end date listed on the HR Pre-Authorization line. You will not be able to submit your request if it is dated before this date.



Remote Worker Request

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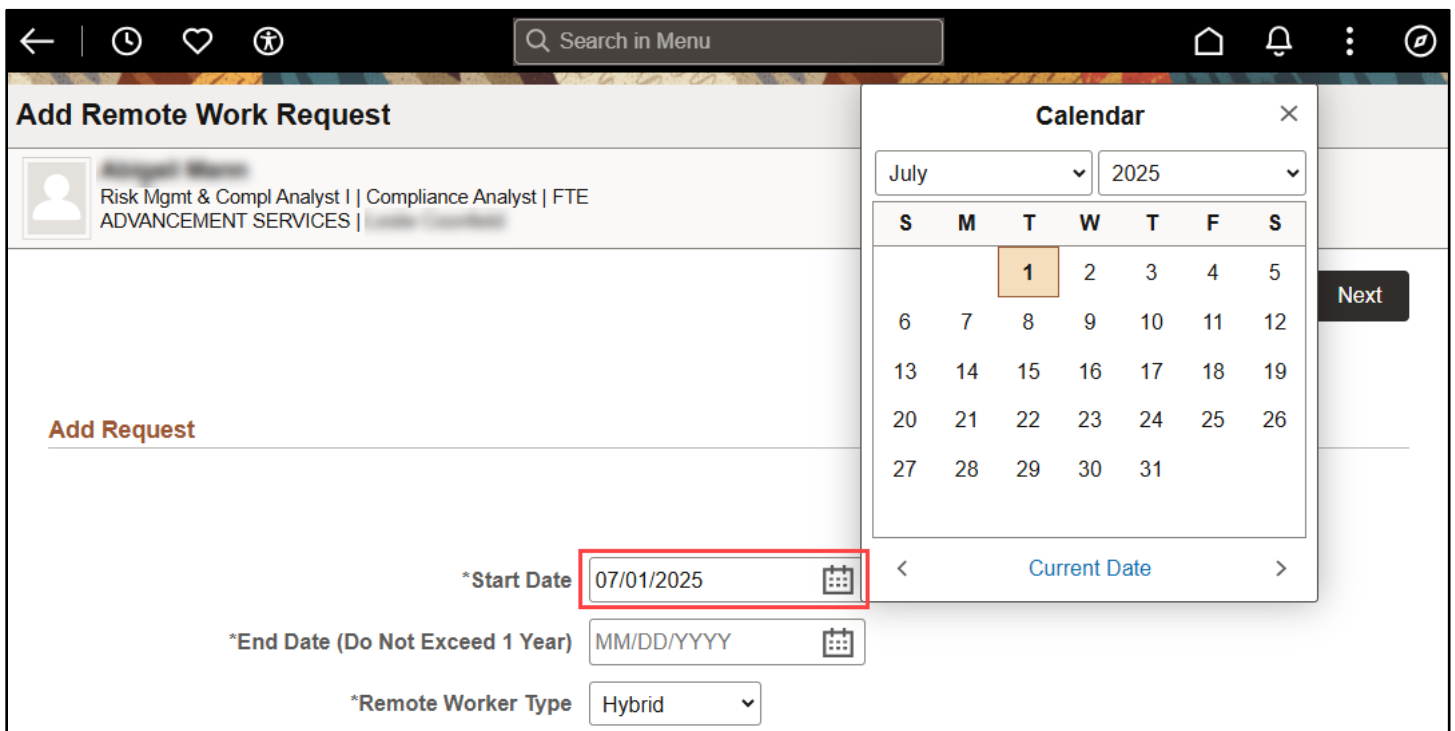
Add Request

Request Details

3 rows

Start Date	End Date	Remote Worker Type	Remote Work Reason	Remote Location	Status	Requestor	Approval Chain	Delete
06/30/2025	06/30/2025	Hybrid	For HR use only - HR Pre-Authorization	Home	Approved		Approval Chain	
07/01/2024	06/29/2025	Hybrid	Campus/Division/Department	Home	Approved		Approval Chain	
07/01/2023	06/30/2024	Hybrid	Campus/Division/Department	Home	Approved		Approval Chain	

3) Enter the **Start Date** of the **Remote Work Request**.



Add Remote Work Request

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Add Request

Calendar

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

***Start Date** 07/01/2025

***End Date (Do Not Exceed 1 Year)** MM/DD/YYYY

***Remote Worker Type** Hybrid

- 4) Enter the **End Date** of the **Remote Work Request**. This date cannot exceed one year from the start date. To the extent possible, the agreement should end by June 30th, to coincide with the end of the fiscal year.

The screenshot shows the 'Add Remote Work Request' form. At the top, there is a navigation bar with a search icon and a 'Search in Menu' input field. Below the navigation bar, the form title 'Add Remote Work Request' is displayed. The user's profile information is shown: 'Risk Mgmt & Compl Analyst I | Compliance Analyst | FTE ADVANCEMENT SERVICES'. The form contains several fields: 'Add Request' (a link), '*Start Date' (07/01/2025), '*End Date (Do Not Exceed 1 Year)' (06/30/2026), and '*Remote Worker Type' (Hybrid). A calendar overlay is visible, showing the month of June 2026. The date 06/30/2026 is highlighted in the calendar. A 'Next' button is located to the right of the calendar.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 5) Click the **Remote Worker Type** drop-down menu and select either **Fully Remote** or **Hybrid** based on what you discussed with your supervisor. Once you have made your selection, click **Next**.

- **Fully Remote** means you will be 100% telecommuting.
- **Hybrid** is a combination of in-office and telecommuting days.

The screenshot shows the 'Add Remote Work Request' form with the 'Remote Worker Type' dropdown menu open. The dropdown menu has three options: 'Hybrid', 'Fully Remote', and 'Hybrid'. A red arrow points to the 'Hybrid' option. The 'Next' button is highlighted with a red box.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 6) You will land on the **About Remote Work & Steps to Apply** page. Read the instructions on this page to ensure you are fully aware of the process to request remote work. You can click to read the **HR 1.22 Telecommuting Policy**, visit the **Human Resources website**, and utilize the optional **Assessment Tool**. When you have reviewed all information, click the **Next** button.

Remote Worker Request

Risk Mgmt & Compl Analyst I

Next >

About Remote Work & Steps to Apply
● Visited

* Telecommuting Agreement
○ Not Started

Verify Addresses
○ Not Started

W4 Tax Withholdings
○ Not Started

* Request Details
○ Not Started

South Carolina

Thanks for your interest in requesting a Telecommuting/Remote Work arrangement!

While telecommuting is generally an option for university employees, it may not be suitable for all employees and/or positions. Approval is determined at the campus, college, or division, based on operational needs and role suitability.

Before proceeding:

1. Review the details of this program in [HR 1.22 Telecommuting](#) Policy and via [the Human Resources website](#).
2. Since your telecommuting request has already been pre-authorized, follow the next steps to finalize your telecommuting arrangement in accordance with the established telecommuting guidelines.

For additional insight, you may use this optional [Assessment Tool \(PDF\)](#) to evaluate how your skills and work environment align with remote work expectations.

- 7) Read all statements on the **Telecommuting Agreement** page. Once all statements have been read, click the checkbox next to 'I AGREE WITH ALL STATEMENTS'. Then, click the **Next** button.

Remote Worker Request

Risk Mgmt & Compl Analyst I

Previous Next >

About Remote Work & Steps to Apply
● Visited

* Telecommuting Agreement
● In Progress

Verify Addresses
○ Not Started

W4 Tax Withholdings
○ Not Started

* Request Details
○ Not Started

Environment.

17. I will follow all University rules, policies and procedures regarding the destruction and/or retention of confidential or sensitive information.

IT Security

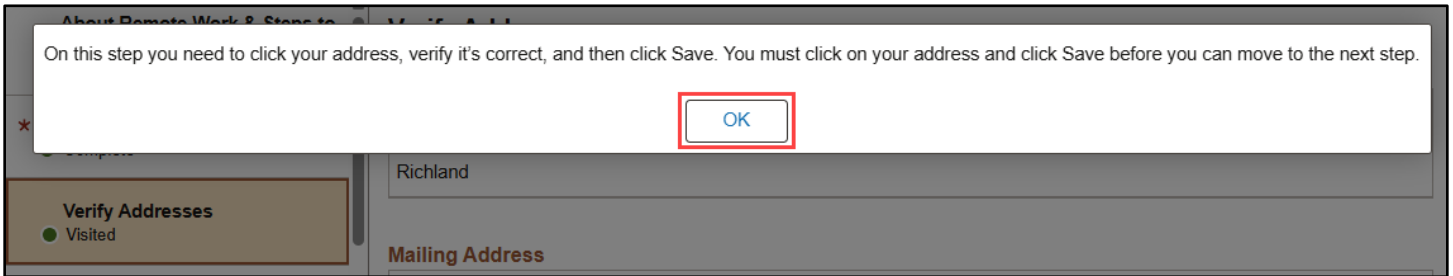
1. I certify that I have/will contact the IT security liaison for my organizational unit to ensure compliance with the Secure Remote Access Guidelines before I can begin telecommuting.

Safety Checklist

1. My offsite workspace has adequate lighting, ventilation and is reasonably quiet and free from distractions. It is a comfortable workspace where it is easy to concentrate on work.
2. My offsite workspace is maintained in a safe condition, free from hazards and other dangers to the employee and the university's equipment.
3. I have the necessary software and required office equipment with sufficient and safe (grounded) electrical outlets in the offsite work space. All electrical equipment is free of any hazards and is connected to a surge protector as necessary.
4. I will back up data on a university server on a regular basis to ensure the university has such records.

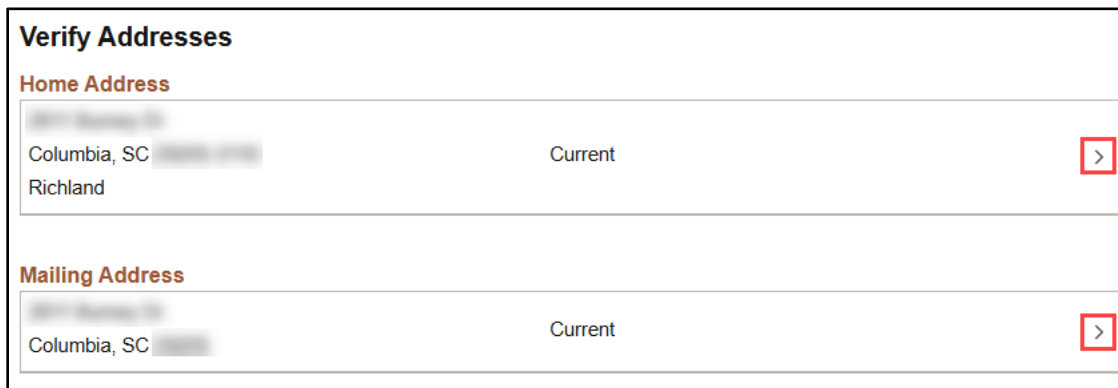
☒ I AGREE WITH ALL STATEMENTS

- 8) Once you have clicked the Next button in the previous step, you will receive a warning regarding the next step. On the **Verify Addresses** page, you must click inside each address and click save before you can proceed. Acknowledge this warning by pressing **OK**.



A screenshot of a web application interface. At the top, a white dialog box with a red border contains the text: "On this step you need to click your address, verify it's correct, and then click Save. You must click on your address and click Save before you can move to the next step." Below the text is a blue "OK" button, which is highlighted with a red rectangle. In the background, the "Verify Addresses" page is visible, showing a "Mailing Address" section with the text "Richland".

- 9) Verify your current **Home** and **Mailing Addresses** on file. If changes are needed, click the arrow button on the applicable address row and edit your address.



A screenshot of the "Verify Addresses" page. It has two main sections: "Home Address" and "Mailing Address". Each section contains a text input field with a redacted address, the word "Current" to its right, and a red arrow button in a red box. The "Home Address" section also shows "Columbia, SC" and "Richland" below the input field.

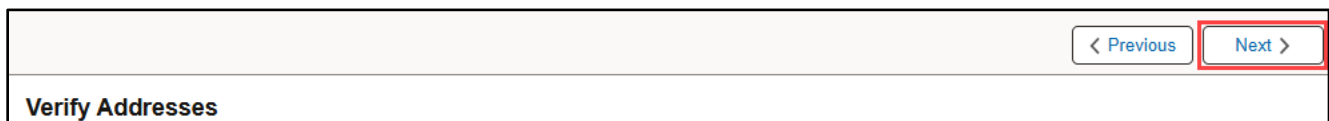
- 10) Once you have verified your address or made any applicable changes, click **Save**.



A screenshot of the "Home Address" verification form. It has a "Cancel" button on the top left and a "Save" button on the top right. Below the buttons is a section titled "Instructions" with the text: "To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3, Address 4". Below the instructions is a "Change As Of" date field set to "06/20/2025" and a calendar icon. At the bottom, it says "Address Type Home". A small note on the right says "* Indicates required field".

NOTE: A green banner will appear briefly indicating that you have successfully saved your changes.

- 11) After verification or making applicable edits, click the **Next** button.



A screenshot of the "Verify Addresses" page. At the bottom right, there are two buttons: "< Previous" and "Next >". The "Next >" button is highlighted with a red rectangle.

- 12) Review your **W-4 Tax Withholdings**. Your state W-4 should be the state in which you will be physically working. Reach out to the **Payroll Office** with any questions. Make any updates using the '**Update your Federal Tax Information**' or '**Update your tax information for your state**' buttons. Once you have verified your W-4 Tax Withholdings, click **Next**.

- 13) The next page allows you to specify your **Request Details**. Your Start Date and End Date pre-populate from selections made previously in the request. Click the **Remote Worker Type** drop-down menu to specify if you will be **Fully Remote** or **Hybrid**.

- 14) Click the **Remote Work Reason** drop-down menu and select **Exceptional Circumstances** as the reason. *DO NOT* select 'For HR use only – HR Pre-Authorization'. Next, select the **Remote Location** where you will be performing the remote work.

NOTE: If you select **Home**, your current home address (which you verified or edited in a previous step) will populate. If you select **Other**, you must add the address where you will be working.

- 15) Click the **Remote Days** drop-down menu and select one of the following:
- **Average Days Per Month** – You will enter the average number of remote days per month.
 - **Average Days Per Week** – You will enter the average number of remote days per week.
 - **Specific Days Per Week** – You will provide the specific remote days each week.

The screenshot shows a 'Request Details' form. At the top, it displays 'Start Date 07/01/2025' and 'End Date 06/30/2026'. Below this is a 'Details' section. The form contains several dropdown menus: '*Remote Worker Type' set to 'Hybrid', '*Remote Work Reason' set to 'Exceptional Circumstances', and '*Remote Location' set to 'Home'. Below these is an 'Address' field with a blurred input. The 'Remote Days' dropdown menu is open, showing three options: 'Average Days Per Month', 'Average Days Per Week', and 'Specific Days Per Week'. A red arrow points to the 'Remote Days' dropdown menu.

NOTE: If you previously selected the option to be **Fully Remote**, the questions regarding **Remote Days** will not appear in this step.

- 16) Click the **Next** Button.

The screenshot shows the 'Remote Worker Request' form. On the left side, there is a sidebar with a list of steps: 'About Remote Work & Steps to Apply' (Visited), 'Telecommuting Agreement' (Complete), 'Verify Addresses' (Visited), 'W4 Tax Withholdings' (Visited), and 'Request Details' (In Progress). The main content area shows the 'Request Details' form, which is identical to the one in the previous screenshot. At the bottom right of the form, there are two buttons: '< Previous' and 'Next >'. The 'Next >' button is highlighted with a red border.

- 17) Click the **Download** button to download, complete, and save the **Remote Worker Equipment List** document. You will need this for the next step in the request. Once downloaded, click **Next**.

Remote Worker Request

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< Previous **Next >**

About Remote Work & Steps to Apply
 Visited

*** Telecommuting Agreement**
 Complete

Verify Addresses
 Visited

W4 Tax Withholdings
 Visited

Download Equipment List and Complete

Step 1 - Download Documents

Please download the following listed documents. Those documents requiring updates can be uploaded in the Required Documents to Acknowledge / Upload table.

Document / Description	File Name	Action
Remote Worker Equipment List Please download, complete, and save the equipment document and in the next step upload the completed form.	Equipment_inventory_list1.xlsx	Download

- 18) Click the **Add Attachment** button and follow the on-screen prompts to find and upload your completed **Equipment List** document from your device. Once you've successfully added your attachment, click **Next**.

Remote Worker Request

Risk Mgmt & Compl Analyst I

< Previous **Next >**

Telecommuting Agreement
 Complete

Verify Addresses
 Visited

W4 Tax Withholdings
 Visited

Upload Equipment List or Add note

Add Document

Add Attachment **Add Note**

Document Name	Description	Attached By	Attached	Status
Equipment_inventory_list1.xlsx	Equipment List		06/20/25 02:07:21 PM	Active

1 row

NOTE: Optionally, you can click the **Add Note** button to add a note that will be seen by all in the approval workflow.

- 19) You must watch the **Remote Worker Training** video. To do so, click the link on this page. Once you have watched the required video, click the checkbox next to 'I have completed the remote worker training', then click **Next**.

Remote Worker Request

Risk Mgmt & Compl Analyst I

< Previous **Next >**

Verify Addresses
 Visited

W4 Tax Withholdings
 Visited

*** Request Details**
 Complete

Download Equipment List and Complete
 Visited

Remote Worker Training

The **Telecommuting Workplace Success at USC** course equips employees with essential guidance for successful remote work. It defines telecommuting expectations, ensures clarity on workspace setup and security, outlines virtual communication standards, and reinforces productivity strategies and policy compliance.

Upon completion, please certify that you have watched the video by clicking the checkbox at the bottom of this form.

To begin your training, click here: **Remote Worker Training**

☒ I have completed the remote worker training

Save

- 20) Review all your selections on the **Review and Submit** page. If everything is accurate, click the **Submit** button. If changes are needed, navigate back through previous steps using the left side menu or by clicking the **Previous** button. Upon clicking the **Submit** button, a pop-up message will appear. If you are ready to submit, click the **Yes** button that is displayed.

Remote Worker Request

Risk Mgmt & Compl Analyst I

[< Previous](#)
[Submit](#)

W4 Tax Withholdings

● Visited

★ Request Details

● Complete

Download Equipment List and Complete

● Visited

★ Upload Equipment List or Add note

● Complete

★ Remote Worker Training

● Complete

★ Review and Submit

● In Progress

Review and Submit

Start Date 07/01/2025

End Date 06/30/2026

Details

Remote Worker Type Hybrid

Remote Work Reason Exceptional Circumstances

Remote Location Home

Address

Remote Days Specific Days Per Week

Select Days

Mon

Tue

Wed

Thur

- 21) After successful submission, you will be taken to the **Remote Worker Confirmation** page. A green banner will appear at the top that indicates your request has been submitted successfully. On the confirmation page, you will see the workflow for your request form.

Remote Worker Confirmation

Request has been submitted successfully

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Remote Worker Approval

Remote Worker Approval Pending

Remote Worker Approval

⌚ Pending

Manager Approval >

📄 Not Routed

Multiple Approvers Central ER Approval >

[Go to Remote Worker Requests](#)

- Your supervisor is the first approver.
- The final approver is the Central HR Employee Relations Office.

- 22)** After submitting your Remote Worker Request, you will receive an automated email confirmation from the HCM system. The screenshot below displays a sample email:

Subject: Remote Worker Request for [REDACTED] has been submitted.

Hi,

Your request was successfully submitted. This request requires approval(s) before it will be saved to the database. You will be notified when it is approved or denied.

This communication is system generated. Please do not reply to this email.

- 23)** Once your request has been reviewed, you will receive an Approval, Denial, or Pushback email. See sample emails below:

Approval:

Subject: Re: Remote Worker Request for [REDACTED] has been approved.

Hi,

The Remote Worker Request for [REDACTED] has been approved. You may begin telecommuting following the plan you submitted. Please remember to adhere to the Telecommuting Policy, HR 1.22 and speak to your supervisor if you have any questions.

It is important that for accurate state tax withholding your state W4 should be associated with the state in which you physically perform work.

For further questions about your W4, please contact payroll:

Phone: 803-777-4224
Fax: 803-777-8080
1600 Hampton Street, 7th floor
Columbia, SC 29208
payroll@mailbox.sc.edu

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Denial:

Subject: Remote Worker emails- denied

Denied

Hi,

The Remote Worker Request for [REDACTED] has been denied. Please see your supervisor for additional details regarding the denial. Discuss if there is an opportunity to submit a new request with your supervisor.

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Pushback:

Subject: Remote Worker Request for [REDACTED] has been Pushed back

Hi,

The Remote Worker Request for [REDACTED] has been pushed back for additional information and/or correction(s).

Please review the request and take necessary action(s). If you have any questions about why your request was returned, please reach out to your supervisor for assistance in resubmitting your request.

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

NOTE: The denial email may come from your supervisor or from Employee Relations. If you have questions about the denials, please speak with your supervisor. The final approval email will come from Employee Relations.

You have successfully initiated a Remote Worker Request!