Manager Self Service Job Aids

Manager Self Service: Remote Worker Approval and Additional Details

How to approve a Remote Worker Telecommuting Agreement in Manager Self Service: This job aid outlines how managers can review and approve an employee's Remote Worker Telecommuting Agreement. This aid also details how to review comprehensive information about Remote Workers on your team. Click **here** to skip directly to the section on reviewing information about Remote Workers on your team.

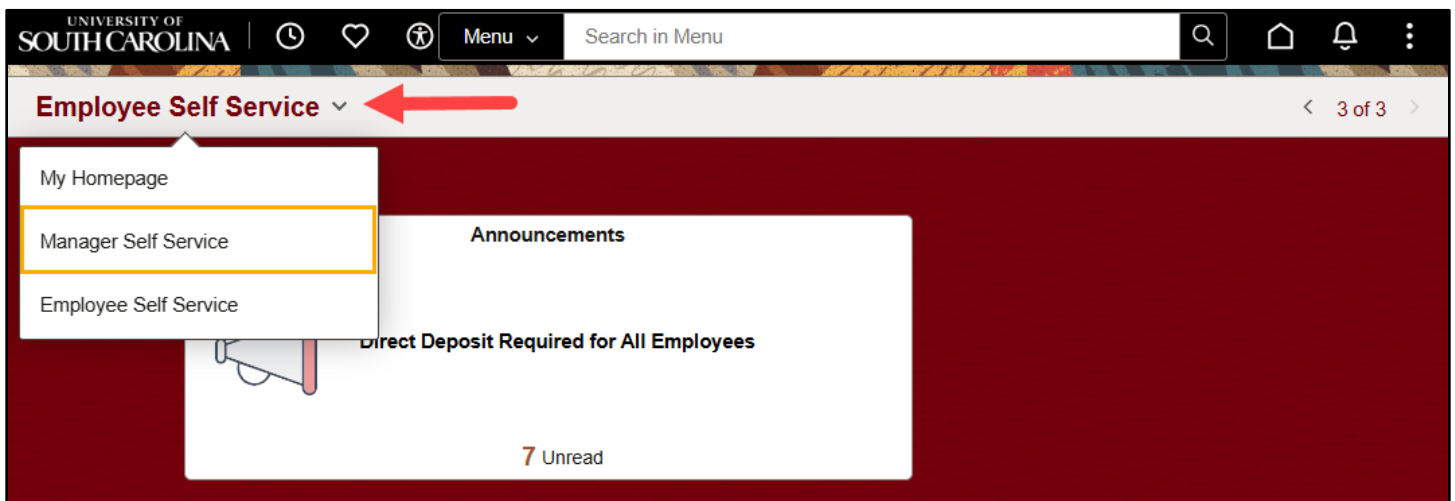**Navigation:** Employee Self Service > Manager Self Service > Approvals

NOTE: If you have the **Approvals** 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: Managers will receive an alert in their notifications which will take you directly to the Remote Worker request. If accessing the request here, skip to Step 4 of this job aid.
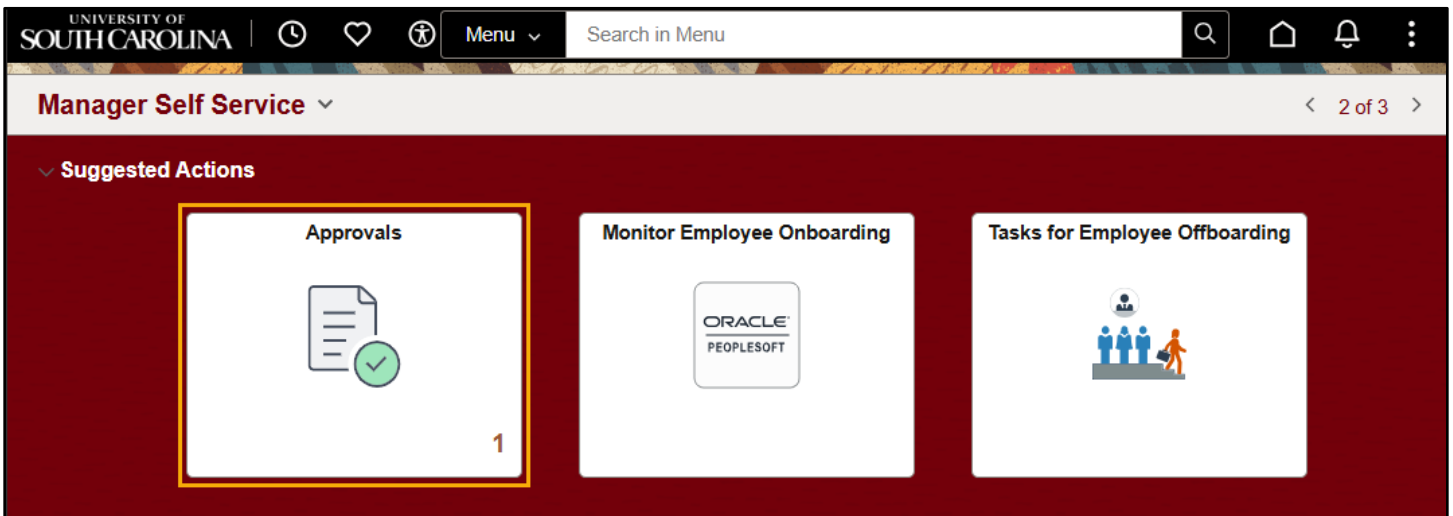
Take the following steps to approve a Remote Worker request in Manager Self Service.

1) Begin on the Employee Self Service landing page. Click the **Employee Self Service** drop-down menu and select the **Manager Self Service** option.
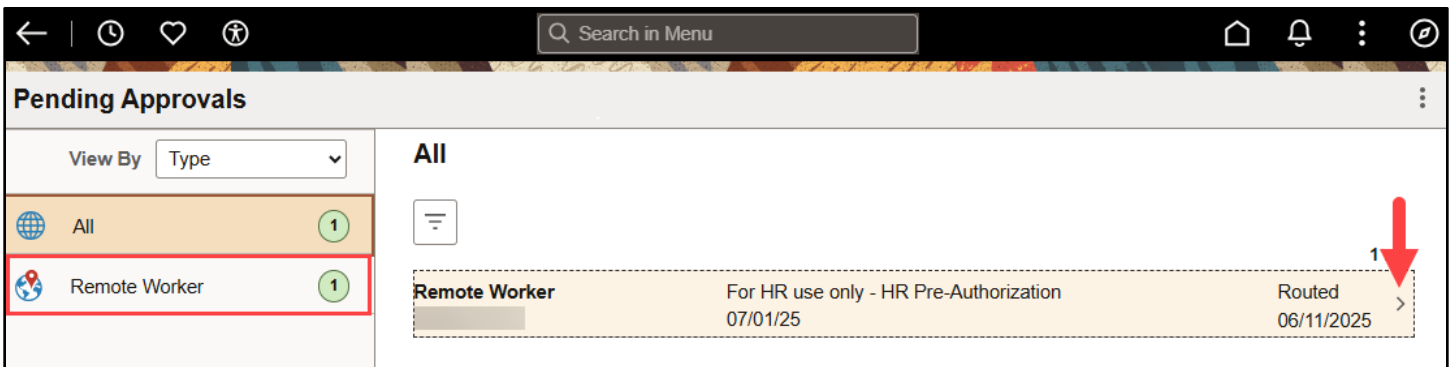
2) On the Manager Self Service landing page, click the **Approvals** tile.

3) On the **Pending Approvals** page, find the **Remote Worker** request for approval and click the arrow on the far right of that row. Alternatively, you can filter for Remote Worker requests only by clicking the Remote Worker filter on the left-hand side menu.

4) Click the **View Remote Worker Request** link to view the details for the employee's pending request.
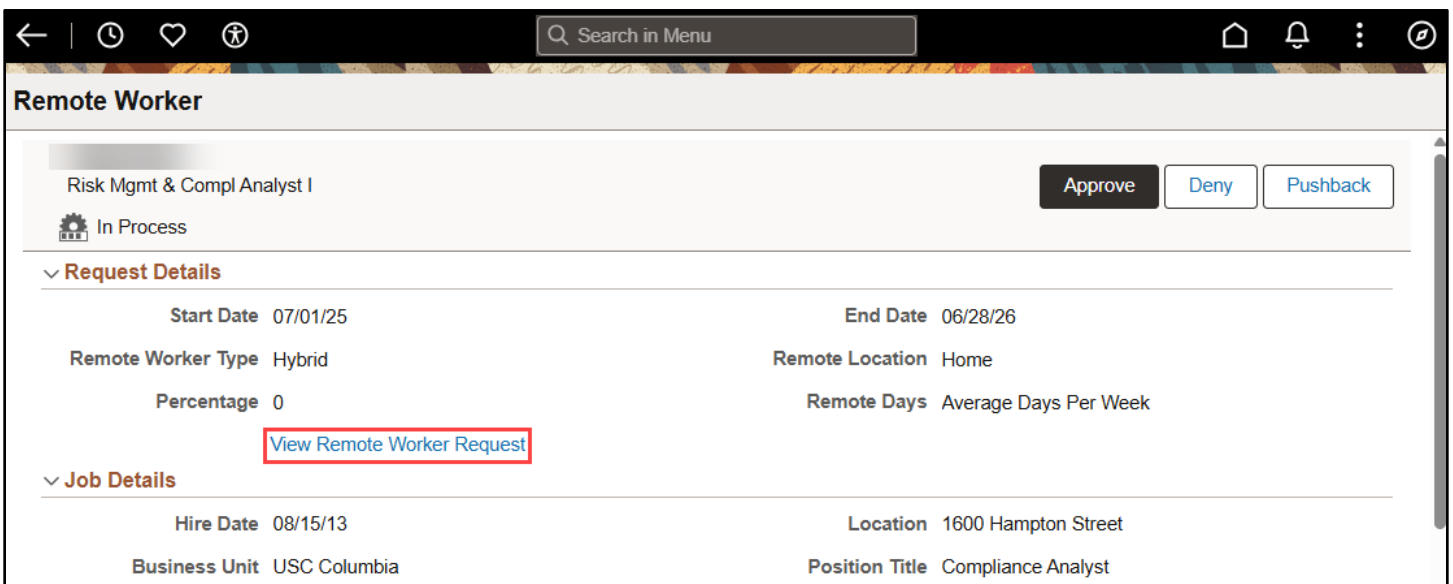
5) Review the **Request Details** of the Remote Worker.

6) Click the **Equipment Inventory List** link to review the information submitted.

NOTE: You can also find the **Equipment Inventory List** on the **Remote Worker Approval** page under the Documents header.

7) Scroll down to view the workflow.

- You as the supervisor are the first approver.
- The final approver is the Central HR Employee Relations Office.

8) Once you've reviewed all the information on the page, click the 'X' in the top right corner.

Remote Worker				✕
Average Days/Week 3.0				
Documents				
				1 row
Document Name ↕	Description ↕	Attached By ↕	Attached ↕	
Equipment_inventory_list1.xlsx	equipment list		06/11/25 03:24:36 PM	>

9) Optionally, if you wish to enter comments regarding your Approval, Denial, or Pushback of the request, click in the **Approver Comments** field and type the applicable information.

Remote Worker

Percentage 0	Remote Days Average Days Per Week

View Remote Worker Request

∨ Job Details

Hire Date 08/15/13	Location 1600 Hampton Street
Business Unit USC Columbia	Position Title Compliance Analyst

∨ Documents

Documents	>

Approver Comments

Enter any applicable information regarding your approval, denial, or pushback of the request.

10) Click the applicable button in the top right corner:

Remote Worker

Risk Mgmt & Compl Analyst I

⚙ In Process

[Approve] [Deny] [Pushback]

∨ Request Details

Start Date 07/01/25	End Date 06/28/26
Remote Worker Type Hybrid	Remote Location Home
Percentage 0	Remote Days Average Days Per Week

View Remote Worker Request

- **Approve** – You approve the remote worker request as submitted.
- **Deny** – You do not approve this request and will not approve with changes. Choosing this option ends the request permanently, no changes can be made.
- **Pushback** – Use this option if edits are needed to the submission before approval can be granted.

11) Upon clicking the **Approve** button, you are again prompted to add any comments applicable to the approval. Enter your comments or leave the field blank and click the **Submit** button.

NOTE: You will receive a success banner at the top of the screen when the request has been approved. This banner only appears for a few moments following the approval. The action is now pending with Employee Relations.

You have successfully approved a Remote Worker Request!

After approving an individual Remote Worker request, you may want to see comprehensive information about remote workers on your team.

Navigate to Manager Self Service homepage to access the **Remote Worker** and **Remote Worker Dashboard** tiles.

Take the following steps to review details about Remote Workers on your team in Manager Self Service.

1) Begin on the Employee Self Service landing page. Click the **Employee Self Service** drop-down menu and select the **Manager Self Service** option.
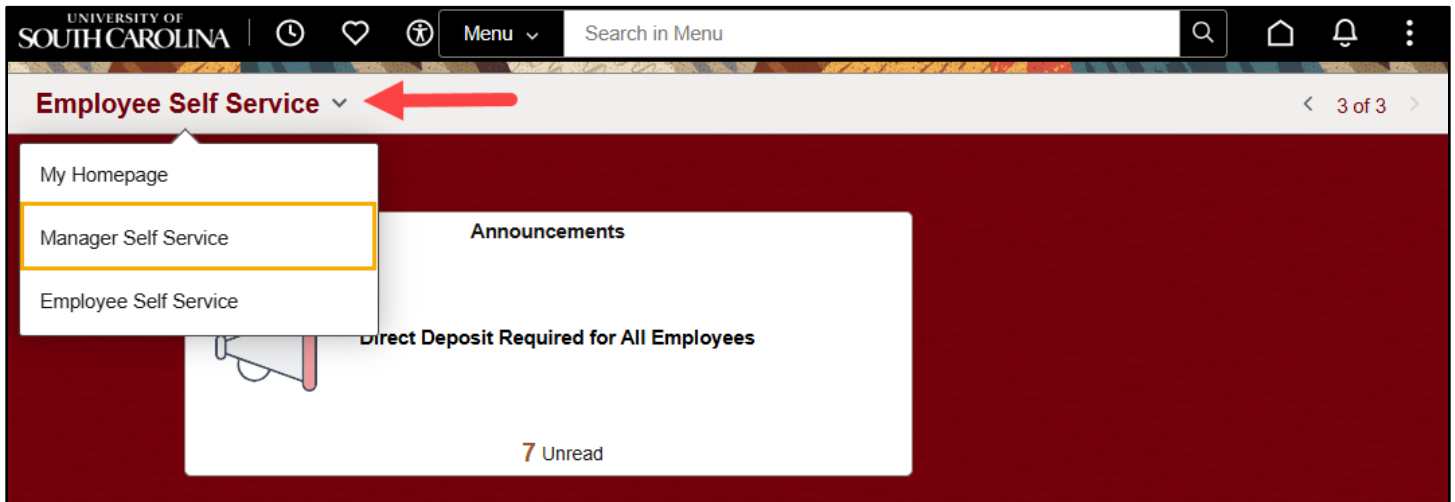
2) Click the **Remote Worker** tile.
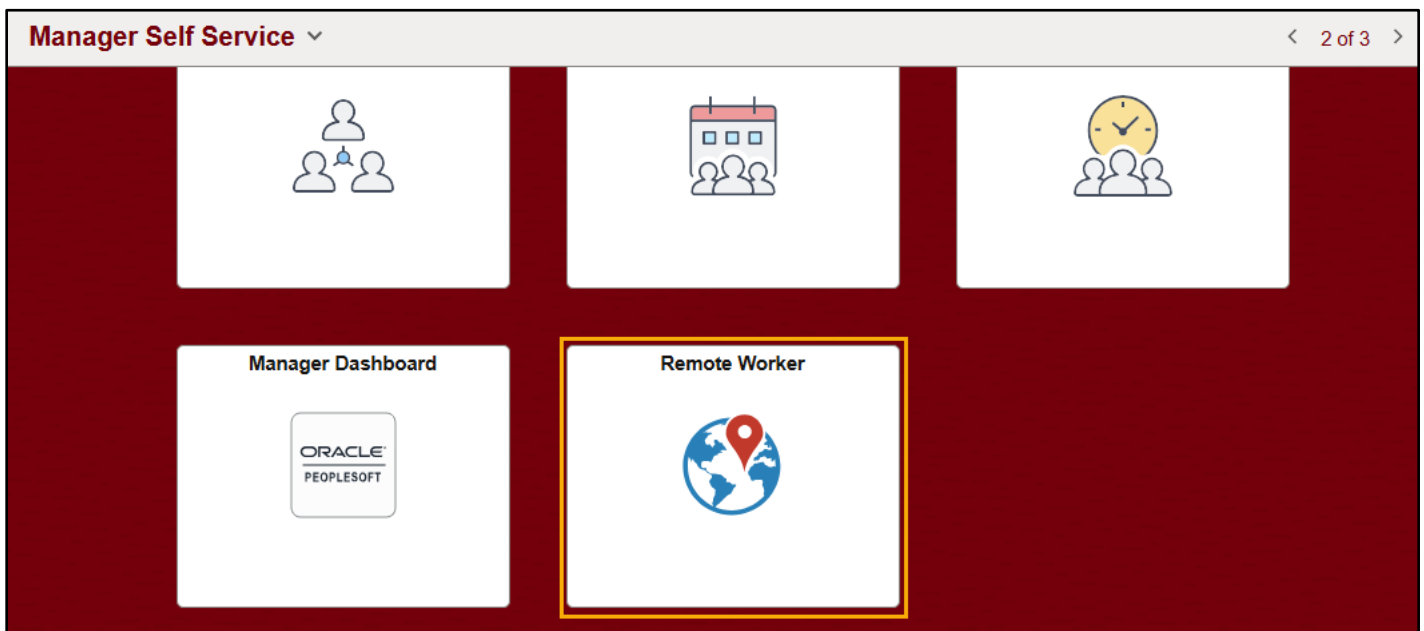
The **Remote Worker Request** page allows managers to see the remote worker type and details for all their direct and indirect reports.

If you have several direct or indirect reports, you can utilize the search function at the top of the page (circled in red below). Please note that the search works by name, title, email or USC ID.
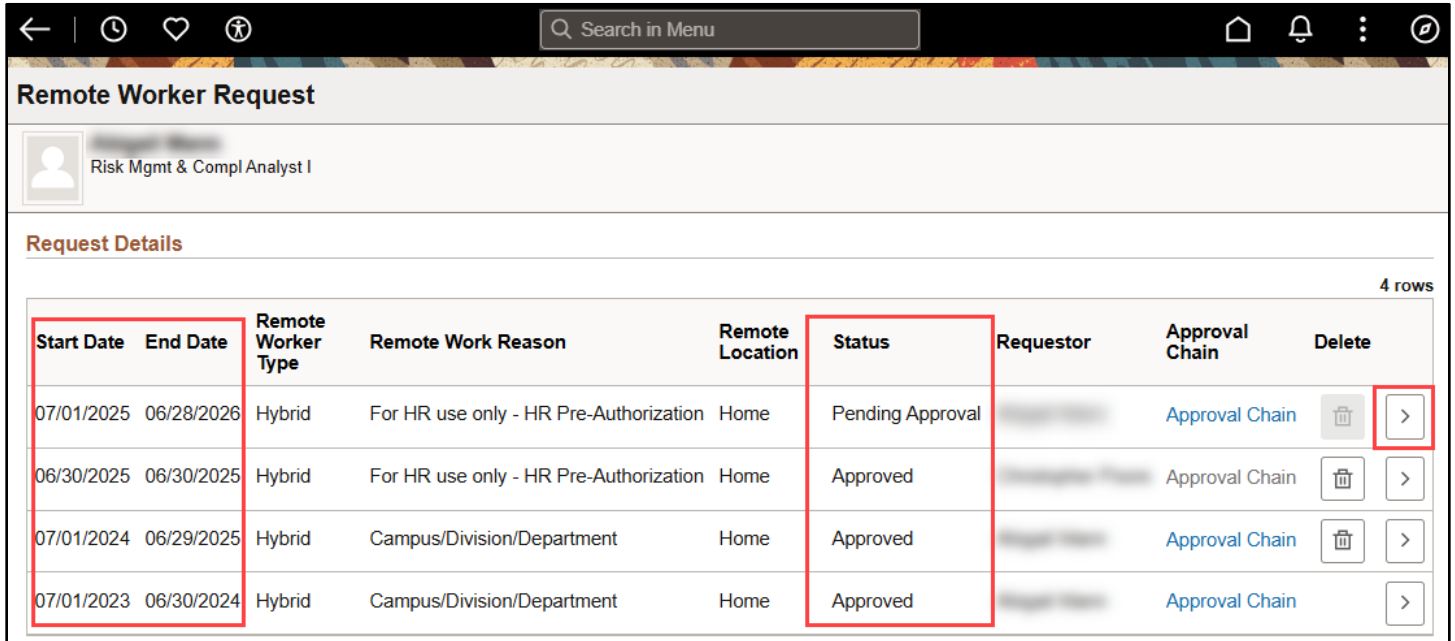

NOTE: Your direct reports who have their own direct reports will have a link directly below their name. You can click this link to access information on those indirect reports.

3) Click the **>** icon on an employee to view their remote status.

4) The **Request Details** page gives key information, such as **Start and End Dates**, **Remote Worker Type**, and **Status.** To view the full **Remote Worker Request,** click the **>** icon.
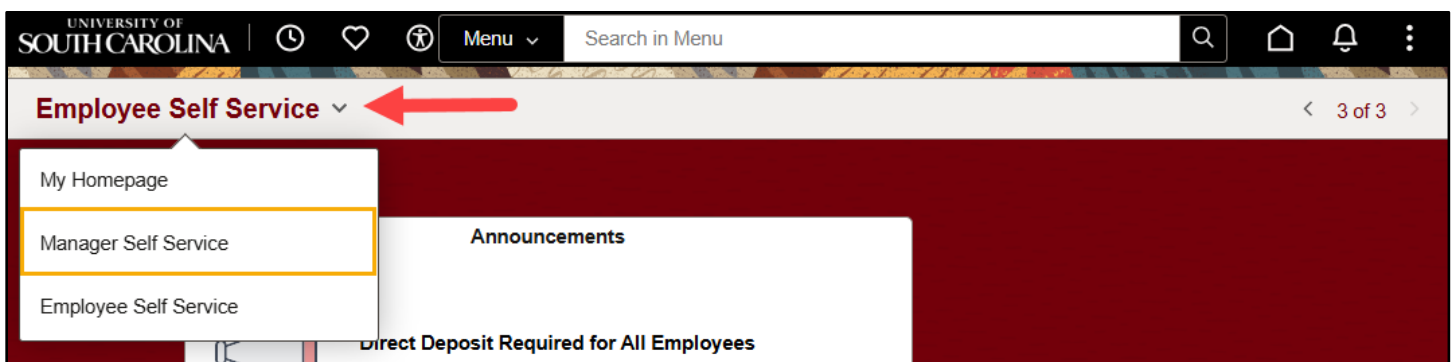

5) This page shows all information for the **Remote Worker Request** and allows you to view the attached documents.

6) Navigate back to your **Manager Self Service** homepage to access the **Remote Worker Dashboard** tile.

7) Scroll to the **My Dashboards** section and click the **Remote Worker Dashboard** tile.

NOTE: You MUST be on the University's VPN (Cisco AnyConnect Secure Mobility Client) if you are not on campus for this dashboard to work. Otherwise, an "error message face" shows on the tile instead of the live graphic in the screenshot above.

The **Remote Worker Dashboard** presents easy to digest graphics on different aspects of remote work. Managers can view this information for their direct and indirect reports.

Data presented in this dashboard lists employees as either:
- Fully remote
- Hybrid
- Onsite

Managers can filter information on this page in several fields including **Supervisor**, **Department**, **Remote Worker Type**, and **Remote Location**.

8) Scroll down the page to review the graphics. There are eight different graphics that appear on this page and two tiles that show additional details on **Remote Workers**.

Data presented includes:
- Remote Worker Distribution Percentage
- Remote Work Percent
- Employee Distribution by Department
- Remote Work Location

- Hybrid Remote Work Days
- Remote Work Eligibility
- Remote Work Reason
- Current Remote Worker Details

NOTE: The **Current Remote Worker Details** graphic allows you to export details for your reports as raw or formatted data. This section also links to **Request Details**.

Data presented includes:
- Remote Requests History
- Request History Details
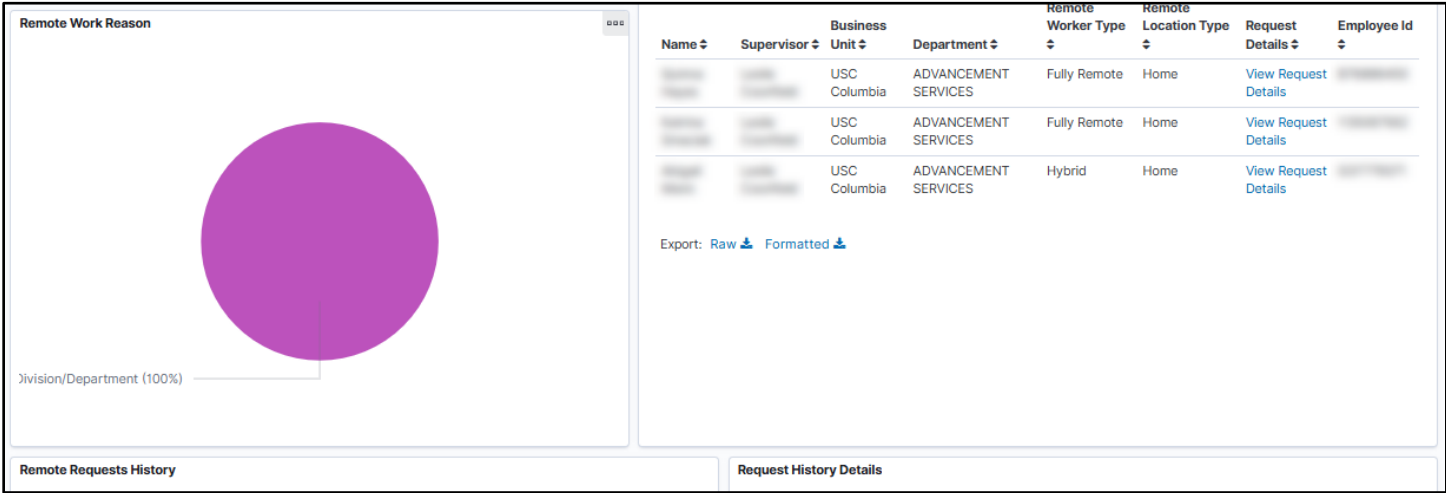
You have successfully monitored remote worker information for your team!