



START

For complete program information:



PROCESS ROADMAP

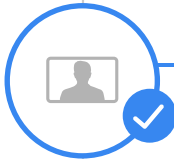
To use all links, first log into TMS on your browser.

Complete each step by clicking on the images



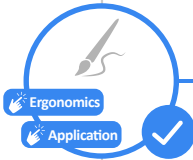
01

Employee and supervisor review if job position qualifies and policy eligibility is met. If yes, they can use the Hybrid Telework Self-Assessment to reflect on the core competencies needed to be successful.



02

Employee attends the optional **virtual Info Session** and if they wish to apply, obtains initial support from their supervisor. (To use the link on the left, first log into TMS.)



03

Employee submits:

Ergonomics & Safety Checklist

- Signatures required:
- Employee
 - Immediate supervisor

Department Application:

- Signatures required:
- Employee
 - Immediate supervisor
 - Manager in employee's chain of command.



04

Employee and supervisor register and complete the required policy and process-based **eLearning module**. (To use the links on the left, first log into TMS.)



05

Employee and supervisor register and complete the required **in-person training**. (To use the links on the left, first log into TMS.)



06

Employee requests **HR authorization**.

Signatures required:

- Employee
- Immediate supervisor
- Office of Talent & Organizational Development to confirm training completion
- Manager in employee's chain of command
- Department Director
- Copy to HR Records Management

READY!

Employee begins teleworking



Note: Some links may only be active when your department has been approved to launch the program. Please see Appendix A - Citywide Rollout Schedule in the policy.