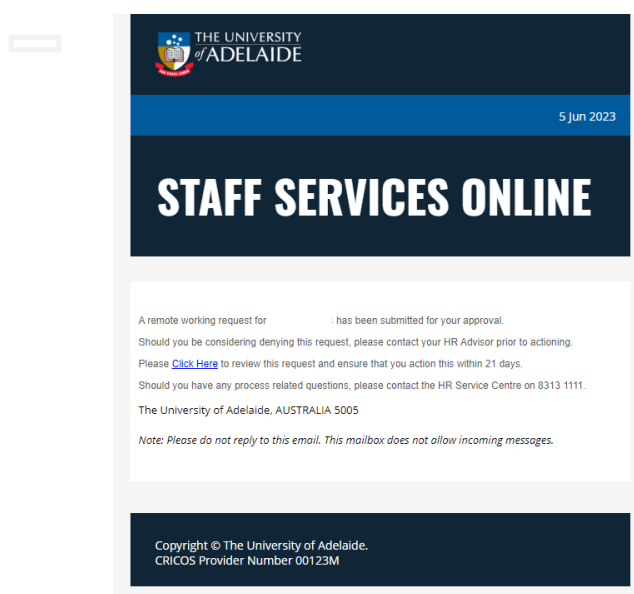# Head of School - Approve or Decline a Remote worker request

Introduction

This guide is to assist Head of School (HOS) to view and action (approve, decline or push back) the Remote worker request.
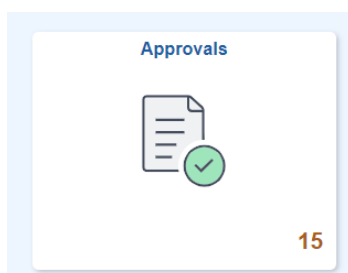
Procedure

1. You will receive an email notification to approve a remote worker request.
   To view the eForm, click the **Employee Name** link and log in with your ID and password.

The Remote Worker request form can be viewed and actioned via Employee SSO > Approvals

a)

1. Select **Remote Worker** from the menu.

🌐	All	14
🏢	Casual Engagement	2
👤	Name Change	11
📍	Remote Worker	1

Please select the task from the list, and click the '**Right Arrow**'

Remote Worker

🔽

1 row

| Remote Worker | Personal reasons
03/07/23 | Routed
01/06/202 | > |

The below page will pop up

Higher Education Officer Lvl 5   [Approve] [Deny] [Pushback]

▼ **Request Details**

Start Date	19/06/23	End Date	28/06/24
Remote Worker Type	Hybrid	Remote Location	Home
	View Remote Worker Request	Remote Days	Specific Days Per Week

▼ **Job Details**

| Hire Date | 16/05/22 | Location | North Terrace Campus |
| Business Unit | University of Adelaide | Position Title | HR Service Centre Officer |

▼ **Reason/Supporting Documents**

Documents   >

Approver Comments

Approval Chain   >

> Click here to view the remote worker details*
> Reason and supporting documents cannot be viewed from this page

> Click here to view the reason and supporting documentation.

*View the **remote worker request**

Remote Worker   ✕

Request Details

Hire Date	16/05/2022	Business Unit	University of Adelaide
Position	HR Service Centre Officer	Department	Human Resources
Location	North Terrace Campus		
Regulatory Region	AUS		
Start Date	19/06/2023	End Date	28/06/2024

Details

Remote Worker Type	Hybrid
Remote Work Reason	Personal reasons
Remote Location	Home
Address	SA AUS
Remote Days	Specific Days Per Week

Select Days

(Mon) (Tue) (Wed) (Thur)
(Fri) (Sat) (Sun)

Documents

2 rows

Document Name	Description	Attached By	Attached	
ops-daily-offer-acceptance-report.pdf	Email approval		05/06/23 11:47:08 AM	>
Note	Working from Home		05/06/23 11:47:08 AM	>

1. Click $\boxed{>}$ to view the reason and supporting documentation

   *Click the **X** located in the top right to go back to the previous screen.*

Attachments ⊗

Add Document

2 rows

Document Name ⌄	Description ⌄	Attached By ⌄	Attached ⌄	
ops-daily-offer-acceptance-report.pdf	Email approval		05/06/23 11:47:08 AM	>
Note	Working from Home		05/06/23 11:47:08 AM	>

2. Click **Approve, Decline or Push back**.

   a. **Approve** will workflow the task to the next step in the approval workflow. (Note: change of work pattern does not require further approval)
   b. **Decline** will end the request.
   c. **Push back** will workflow the task back to the employee for further action and resubmission.

   Enter the reason for declining or pushing back the request in the Comments section. The comments will be included in the email notification received by the employee informing them that the request has either been declined or pushed back.

Higher Education Officer Lvl 5   ●   [Approve] [Deny] [Pushback]

▾ Request Details

Start Date	03/07/23	End Date	28/07/23
Remote Worker Type	Hybrid	Remote Location	Home
	View Remote Worker Request	Remote Days	Specific Days Per Week

▾ Job Details

Hire Date	04/05/15	Location	North Terrace Campus
Business Unit	University of Adelaide	Position Title	HR Service Centre Officer

Approver Comments

[ ]

Approval Chain   >

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au