

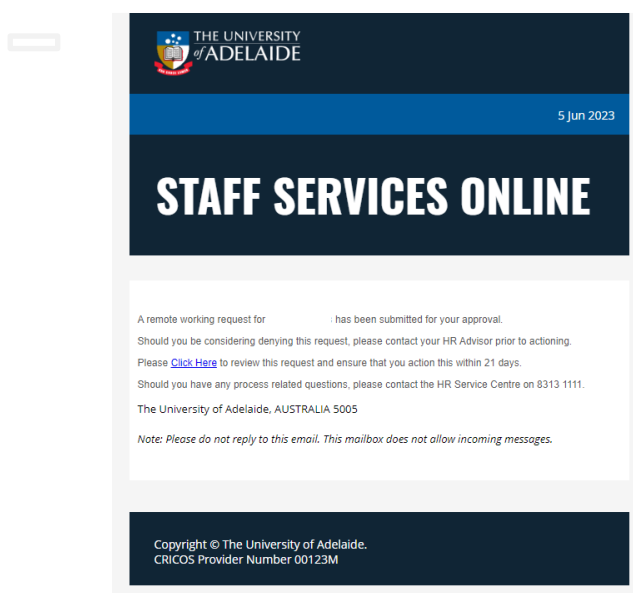
Supervisor-Approve or Decline a Remote worker request

Introduction

This guide is to assist Supervisors to view and action (approve, decline or push back) a remote worker request.

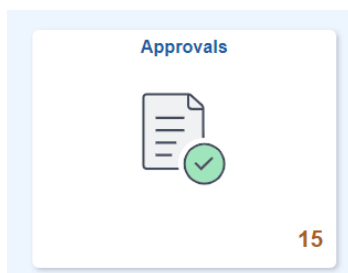
Procedure

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



Remote Worker

Personal reasons

03/07/23

Routed

01/06/2023

1 row

>

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

Remote Days Specific Days Per Week

[View Remote Worker Request](#)

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**

Request Details

Remote Worker

Hire Date 16/05/2022

Position HR Service Centre Officer

Location North Terrace Campus

Regulatory Region AUS

Start Date 19/06/2023

Business Unit University of Adelaide

Department Human Resources

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  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				
Document Name	Description	Attached By	Attached	2 rows
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 03/07/23End Date 28/07/23

Remote Worker Type HybridRemote Location Home

View Remote Worker RequestRemote Days Specific Days Per Week

Job Details

Hire Date 04/05/15Location North Terrace Campus

Business Unit University of AdelaidePosition 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 hrrservicecentre@adelaide.edu.au