

GEMS Flexible Work Request - User Guide

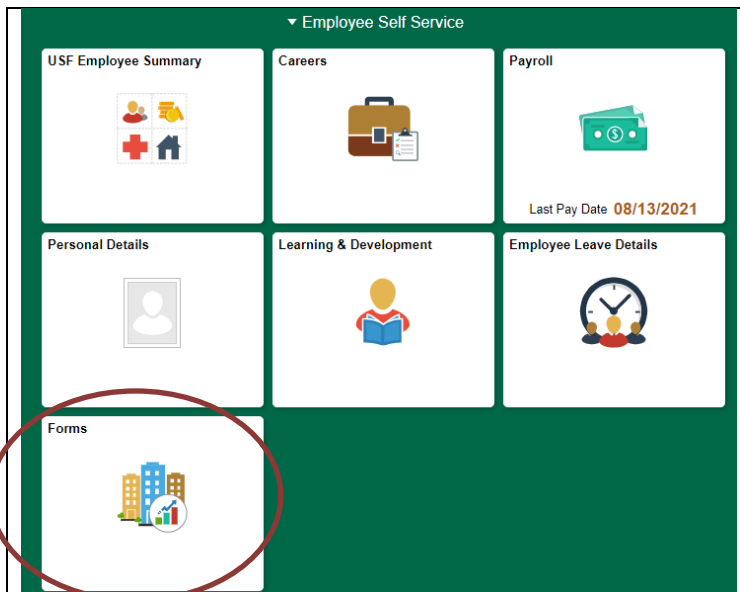
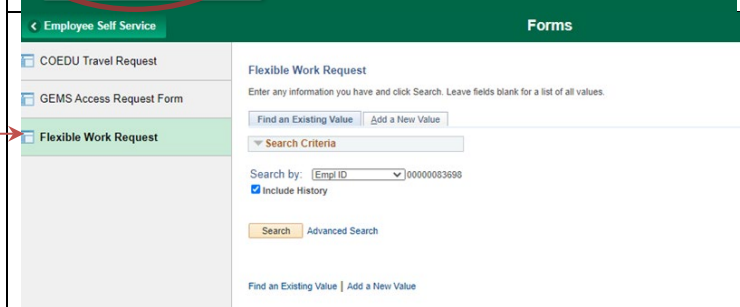
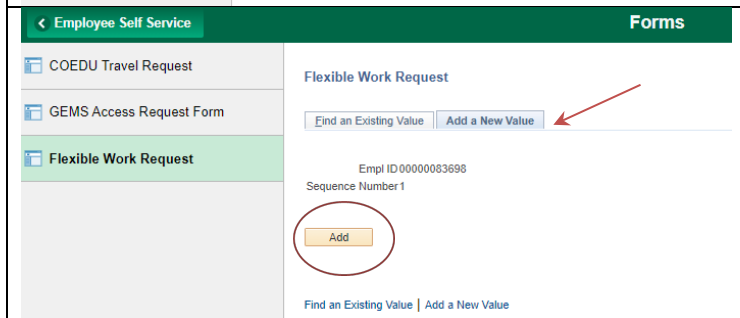
Table of Contents

GEMS FLEXIBLE WORK REQUEST - USER GUIDE

1

SUBMITTING A FLEXIBLE WORK REQUEST - EMPLOYEE----- 1
 APPROVING/DENYING A FLEXIBLE WORK REQUEST - MANAGER----- 3
 TERMINATING A FLEXIBLE WORK AGREEMENT - MANAGER ----- 5

Submitting a Flexible Work Request - Employee

 <p>The screenshot shows the 'Employee Self Service' homepage with a grid of tiles: USF Employee Summary, Careers, Payroll (Last Pay Date 08/13/2021), Personal Details, Learning & Development, Employee Leave Details, and Forms. The 'Forms' tile is circled in red.</p>	<p>Employees can complete and submit a Flexible Work Request via GEMS Self Service.</p> <p>Starting from the Employees Self Service Homepage, click on the Forms tile.</p>
 <p>The screenshot shows the 'Flexible Work Request' search page. A red arrow points to the 'Flexible Work Request' link in the left sidebar. The main content area includes search criteria, a search by field (Empl ID), and search buttons.</p>	<p>Click on Flexible Work Request.</p> <p>Note, your EmplID will be displayed in the search field.</p>
 <p>The screenshot shows the 'Flexible Work Request' 'Add' page. A red arrow points to the 'Add a New Value' button. Below, the 'Add' button is circled in red. The page displays the employee's ID and sequence number.</p>	<p>Click Add a New Value, then click Add.</p>

Forms

New Wind

Flexible Work Arrangement

Employee Name: Badell, Angela M GEMS Employee ID #: 0000083698

Position Title: Senior HR Business Partner College/Div/Dept: Division Of Human Resources Status

Classification: Faculty Administration Staff Temporary/OPS Sequence: 1

Employee Acknowledgment: The practice of working at a remote location instead of physically traveling to a central workplace ("Flexible Work Arrangement") is a work alternative available to employees at the University of South Florida with management approval, provided that the arrangement is conducive to University operations and performance of the employee's job duties. The parameters of the Flexible Work Arrangement and any applicable limitations should be discussed between the employee and the employee's supervisor prior to implementation and revisited during the course of the Flexible Work Arrangement, as necessary. The employee acknowledges and agrees that the Flexible Work Arrangement covered by this Agreement is not an entitlement, benefit, term, or condition of employment, and that the employee remains subject to all performance expectations, rules, and procedures of the employee's department/unit, as well as all USF Policies and Regulations. Employees are encouraged to perform their duties within the state of Florida, where possible.

Discontinuation of Flexible Work Arrangement: Either management or the employee may discontinue the Flexible Work Arrangement at any time. Where practicable, at least two weeks' notice should be provided prior to discontinuation in order to facilitate the transition to on-site work.

University Equipment: USF-owned equipment or services normally will not be provided or paid for by USF when the Flexible Work Arrangement is authorized solely for the convenience of the employee. Any purchase of equipment or services, or the reimbursement of related expenses incurred by the employee, must be approved by appropriate management with budgetary authority prior to the purchase or expense being incurred. In such cases, the employee is responsible for protecting University Equipment against loss, damage, and unauthorized use. The employee will promptly notify management of any required maintenance or service relating to University Equipment. USF will not be responsible for operating, supply, or other incidental costs associated with the employee's remote work location.

Non-liability for Personal Property: The University will not be liable for damages to the employee's property resulting from the Flexible Work Arrangement.

Workers' Compensation: In the case of a remote work-related injury, the employee will immediately report the injury to the employee's supervisor, so that the matter can be processed in accordance with the University's standard policies and procedures.

Payroll Taxes: USF will only withhold federal payroll taxes. The employee is responsible for all other taxes, including those related to performing work from any jurisdiction outside the state of Florida.

Official Documents/Records and Other Information/Data: While working at the remote work location, the employee will properly safeguard University records from loss, damage, or unauthorized access and will prevent unauthorized access to any sensitive or non-public information and data via computer or other telecommunications, as applicable. The employee also agrees to ensure the retention of any records in paper or electronic format, including but not limited to e-mails, text messages, and communications via Microsoft Teams or similar platforms, that may be subject to disclosure under Florida's Public Records Law.

Failure to Comply: Non-compliance with the provisions of this Agreement may result in termination of the Agreement and Flexible Work Arrangement and/or appropriate disciplinary action.

Your name, EmplID, position title, department, and classification will be listed at the top of the form.

You must read the form and acknowledgement.

*Flexible Work Arrangement Begin: 07/01/2021 *End Date (if applicable): 06/30/2022

Date:

Address of Remote Work Location(s) (if designated): [Home]

*Address: _____

*City: _____ *State: FL *Postal Code: _____

Laptop Desktop Monitor Other None

*Equipment / Services Provided by the University: headset, wireless keyboard and mouse

Enter the **Begin** and **End** dates of the request.

Note, the End date is optional; If populated, it is recommended to request in no more than yearly increments and review on an annual basis, if needed.

Select the Remote Work Address location in the drop-down. If **Home** is selected, the Address will be populated with your home address in GEMS. If you select **Other**, you will have the ability to enter the other remote work location.

Other Location address was chosen. (32000,14)

When selecting Other and entering your home address, it will not update your official address for the University. You must also complete the address update in GEMS Self-Service.

Please copy and paste the following URL to be directed to instructions:
<https://usfweb.usf.edu/human-resources/resources/showfile/1/54>

Note, if Other is selected for the work location, a pop-up will appear advising you that if your home address is not correct, you will need to update it in GEMS Self-Service.

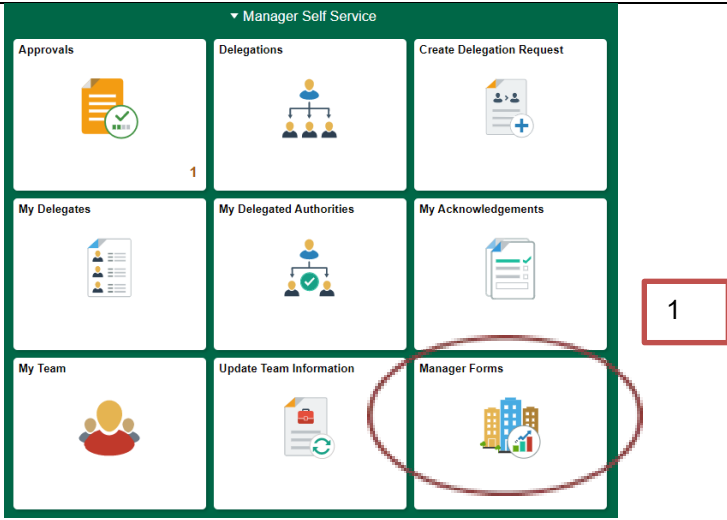

Click **Ok**.

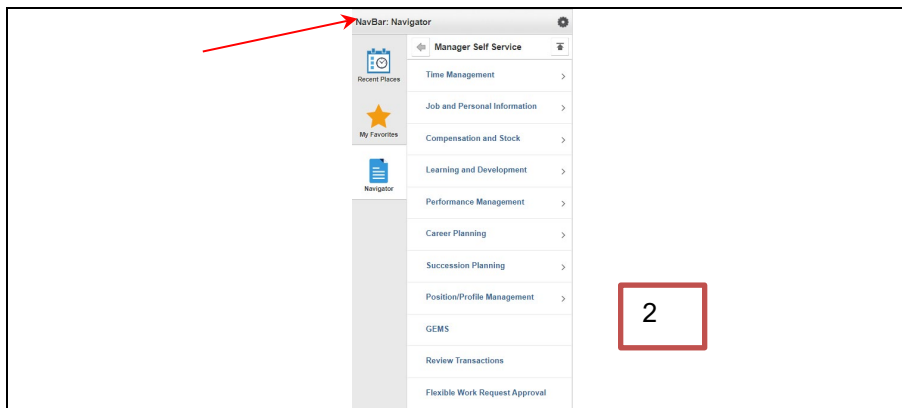
Management Comments (optional):

The Manager's Comments field is view only for the employee and will be populated once the Manager has approved / denied the request.

<p>We have thoroughly read and agree to comply with USF Policy 0-612, the University's Flexible Work Arrangement procedures located at Your Safe Return, and the provisions specified in this Agreement.</p> <p>Badell, Angela M Employee</p> <p>Sklenka, Angela Supervisor</p> <p style="text-align: right;">Status: Pending</p>	<p>You should review all of the resource materials, toolkits and documents located on the Your Safe Return website.</p>
<p style="text-align: center;">Submit for Approval</p> <p>Save Notify Add Update/Display Include History</p>	<p>Click Submit for Approval to route to your Manager.</p>
<p>A Flexible Work Request has been submitted by Badell, Angela M</p> <p>gmspro@AUP-GEMSAPP01.forest.usf.edu To: Angela Sklenka Cc: Angela Badell</p> <p>You forwarded this message on 8/11/2021 6:04 PM.</p> <p>The employee below has submitted a Flexible Work Request which requires supervisor approval.</p> <p>Date Requested: 2021-08-11-18.01.47.000000</p> <p>Employee: Badell, Angela M</p> <p>Start Date: 2021-08-11</p> <p>End Date:</p> <p>Department: Division Of Human Resources</p> <p>Supervisors should review the request, add any details or considerations to the Manager's Comments section before accepting or rejecting the request, using the link below.</p> <p>https://gems.usf.edu/psp/gemspro/EMPLOYEE/HRMS/c/ROLE_MANAGER_U_TELECOM_APR_COMP.GBL</p> <p><i>If you are logged into GEMS, then the above URL will take you directly to the GEMS page related to the employee's request.</i></p> <p><i>If you are not logged in to GEMS, the system will re-direct you to my.usf.edu to allow you to login to GEMS. Once logged into GEMS, you can access the transactions related to you via Manager Self Service > Flexible Work Request Approval.</i></p>	<p>You and your manager will receive an email notification to Approve or Reject the request.</p>

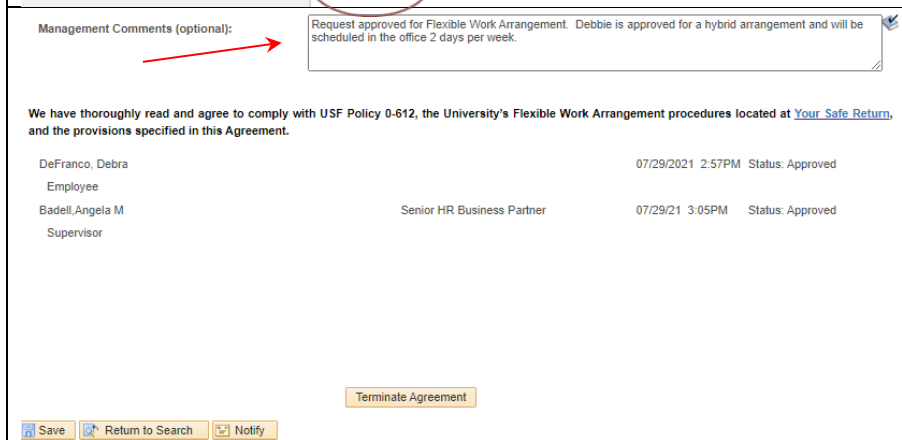
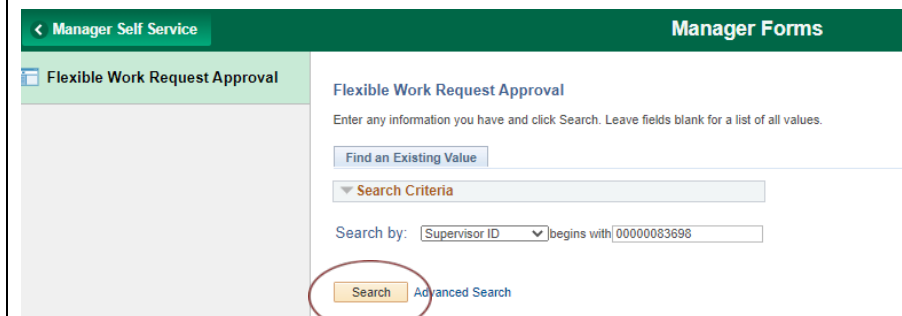
Approving/Rejecting a Flexible Work Request - Manager

	<p>Upon receiving the email notification, managers can log into GEMS to Approve or Reject the Flexible Work Request.</p> <p>There are two paths to navigate to the approvals page:</p> <ol style="list-style-type: none"> 1. Go to the Manager Self Service homepage. Click on the Manager Forms tile. <p>Or</p> <ol style="list-style-type: none"> 2. Access via the Navigator by clicking  in the upper right hand corner of GEMS: Navigator -> Manager's Self Service -> Flexible Work Request Approval
--	--



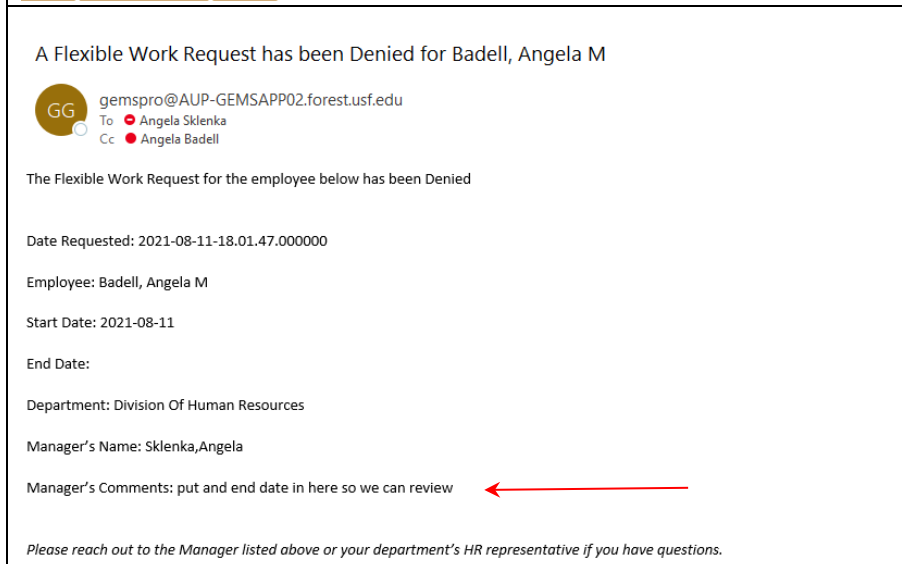
To find the Flexible Work Request from your employee, click **Search**.

If multiple requests have been submitted click on the employee's **Empl ID** to open the request.



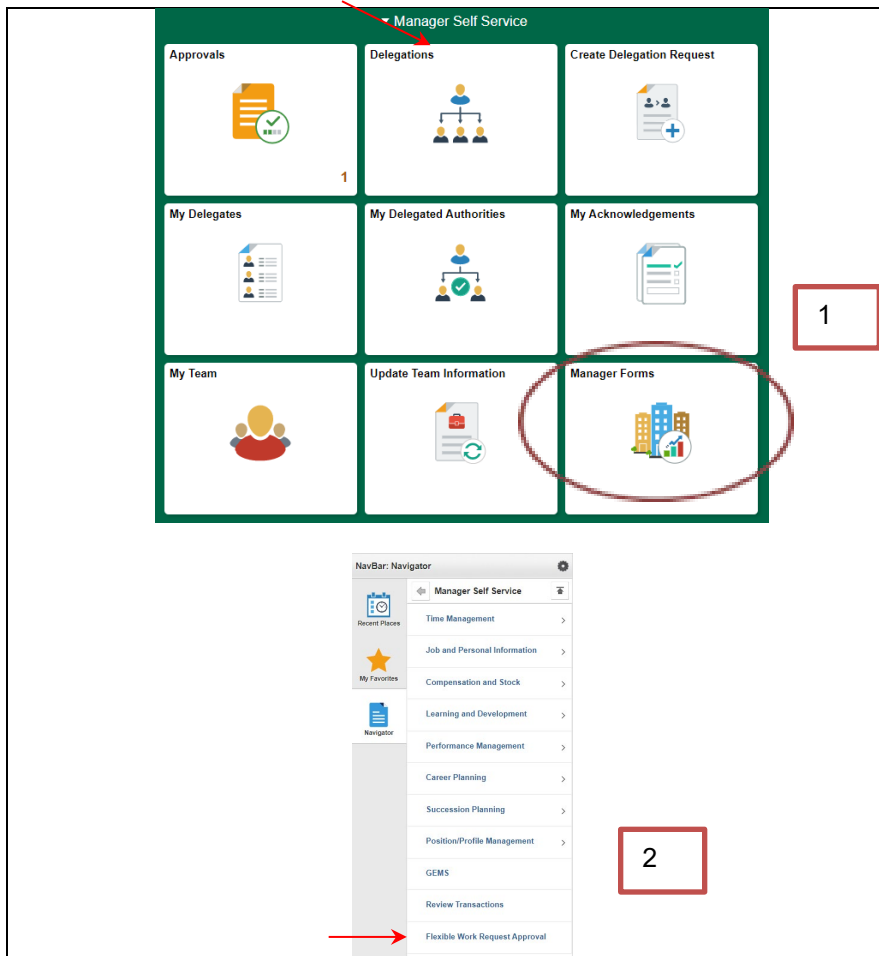
Your employee's request form will be displayed. Use the **Management Comments** text box to enter any details around the request that you have previously discussed. I.e, scheduled days or hours, limitations, etc.

Click **Approve** or **Reject**.



An email notification will be sent to the Manager and Employee denoting the **approval** or **rejection** of the request including any comments related to the approval or rejection.

Terminating a Flexible Work Agreement - Manager




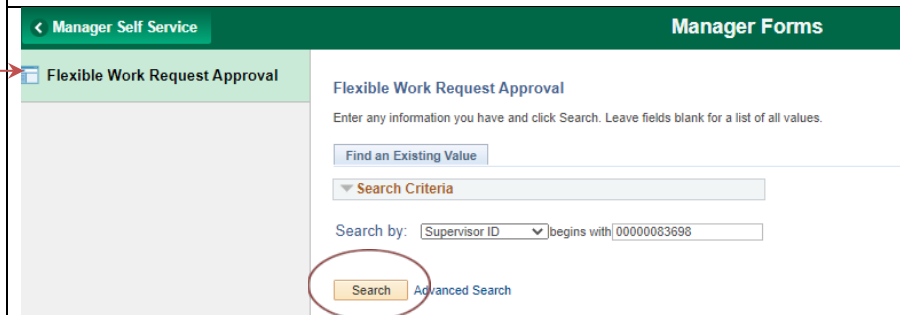
Managers can terminate the Flexible Work Request at the request of management or the employee.

There are two paths to navigate to the approvals page:

1. Go to the **Manager Self Service** homepage. Click on the **Manager Forms** tile.

Or


2. Access via the Navigator by clicking on the  in the upper right hand corner of GEMS: **Navigator -> Manager's Self Service -> Flexible Work Request Approval**



To find the Flexible Work Request from your employee, click **Search**.



If multiple requests have been submitted click on the employee's **Empl ID** with the most recent effective date to open the request.

<p style="text-align: center;">Terminate Agreement</p> <p>Save Return to Search Notify</p>	<p>When the request opens, Click Terminate Agreement at the bottom of the page.</p>
<p>*Flexible Work Arrangement Begin Date: 07/29/2021 *End Date (if applicable): 07/29/2022 Agreement End Date: 08/11/2021</p> 	<p>Enter the Agreement End Date, the date must be equal to or greater than the day you are entering the request termination.</p>
<p style="text-align: center;">Terminate Agreement</p> <p>Save Return to Search Notify</p>	<p>Click Terminate Agreement.</p>