



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

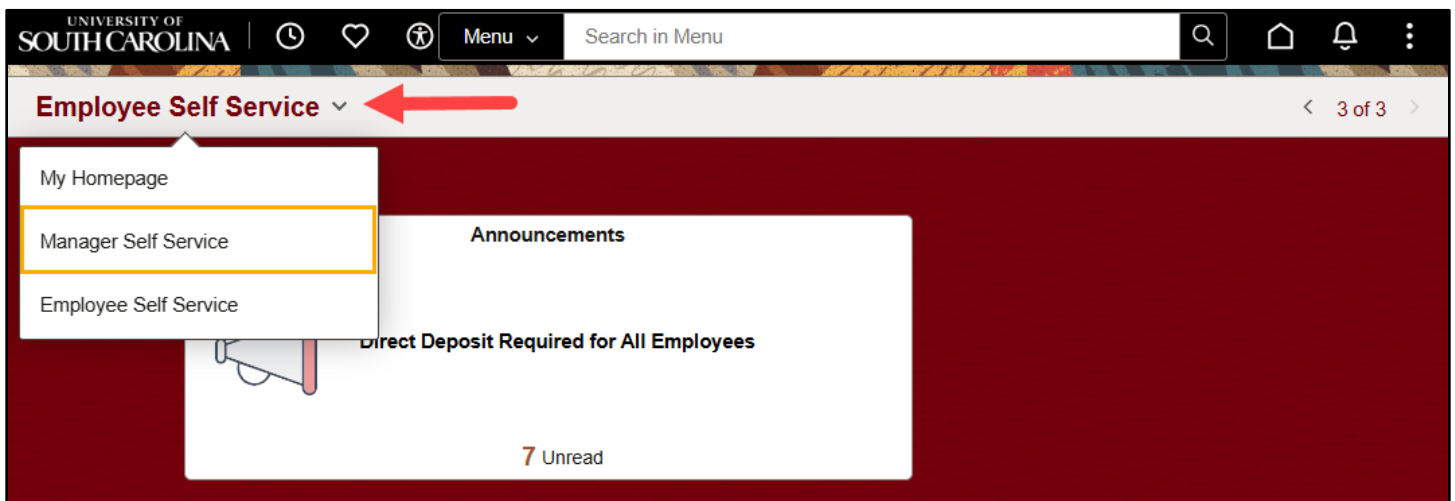
NOTE: If you have the **Approvals** tile saved as a favorite, you can navigate directly there using your favorites and skip the basic navigation steps below.

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.

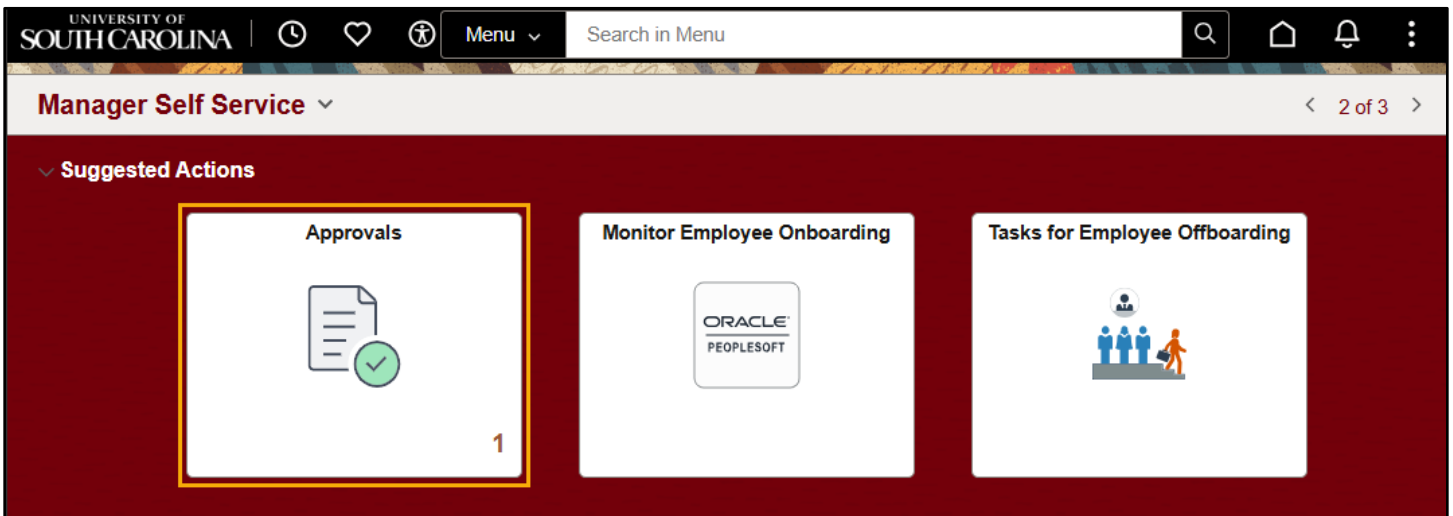
Take the following steps to approve a Remote Worker request in Manager Self Service.

- 1) Begin on the Employee Self Service landing page. Click the **Employee Self Service** drop-down menu and select the **Manager Self Service** option.

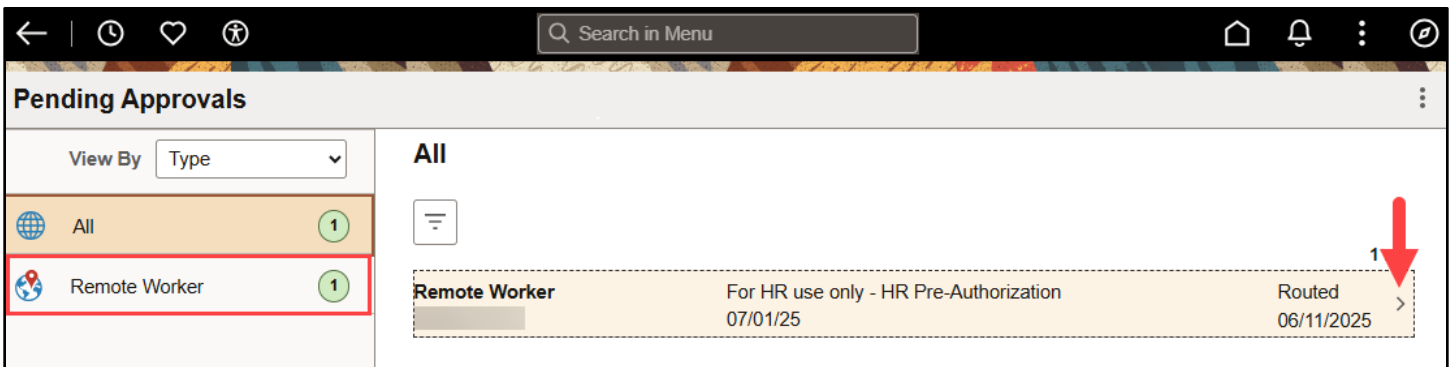


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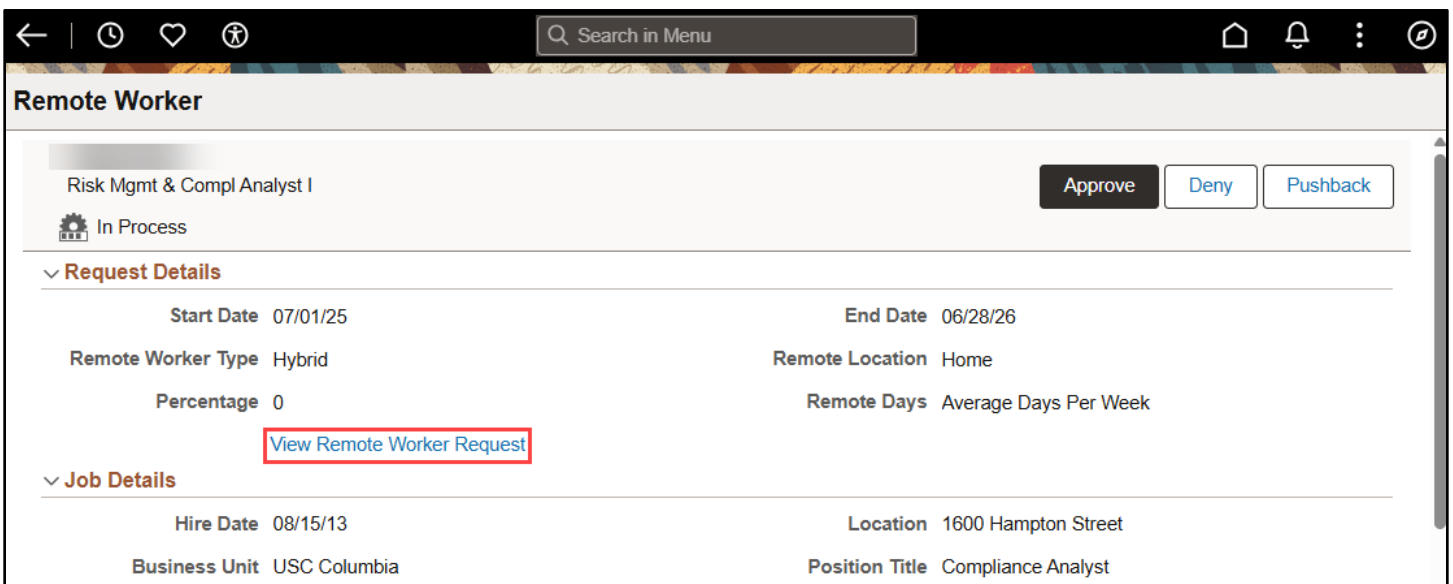
2) On the Manager Self Service landing page, click the **Approvals** tile.



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.

Remote Worker

 Risk Mgmt & Compl Analyst I

Request Details

Hire Date08/15/2013

Business UnitUSC Columbia

PositionCompliance Analyst

DepartmentADVANCEMENT SERVICES

Location1600 Hampton Street

Regulatory RegionUSA

Start Date07/01/2025

End Date06/28/2026

Details

Remote Worker TypeHybrid

Remote Work ReasonFor HR use only - HR Pre-Authorization

Remote LocationHome

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

Documents

Document Name ↑↓	Description ↑↓	Attached By ↑↓	Attached ↑↓
Equipment_inventory_list1.xlsx	equipment list		06/11/25 03:24:36 PM


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.


Approvals

Remote Worker Approval

Pending

 Pending

Manager Approval

 Not Routed

Multiple Approvers
Central ER Approval

- 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

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.

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Search in Menu

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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

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:

← | ⌚ | ♥ | ⓘ

Search in Menu

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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](#)

Manager Self Service : Remote Worker Approval and Additional Details

- **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.

The screenshot shows a mobile application interface for 'Remote Worker' management. A modal dialog titled 'Approve' is open, with 'Cancel' and 'Submit' buttons. The dialog contains the text 'You are about to approve this request.' and a section for 'Approver Comments' with a text input field. The background shows a 'Request Details' card with fields for Start Date (07/01/25), Remote Worker Type (Hybrid), Percentage (0), Job Details (Hire Date 08/15/13, Business Unit USC Columbia, Position Title Compliance Analyst), and Documents.

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.

The screenshot shows the 'Pending Approvals' screen. A green success banner at the top reads 'You have approved the request.' Below it, a message states 'You have no pending approvals at this time.' The screen includes a search bar, a back arrow, and a filter button labeled 'All' with a count of 0.

You have successfully approved a Remote Worker Request!

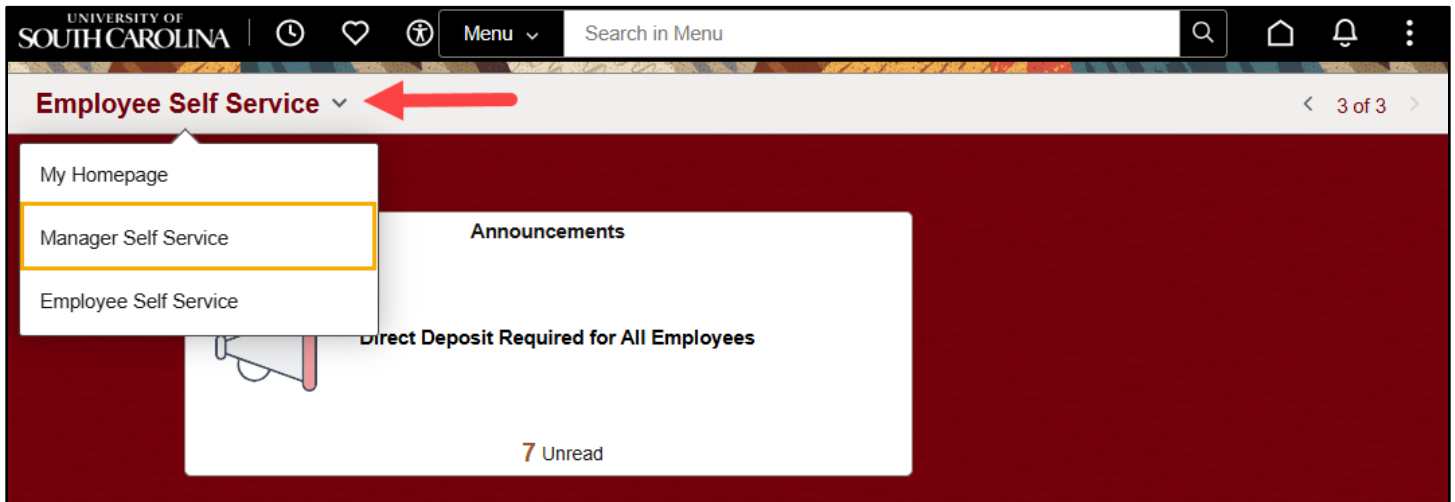
Manager Self Service : Remote Worker Approval and Additional Details

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

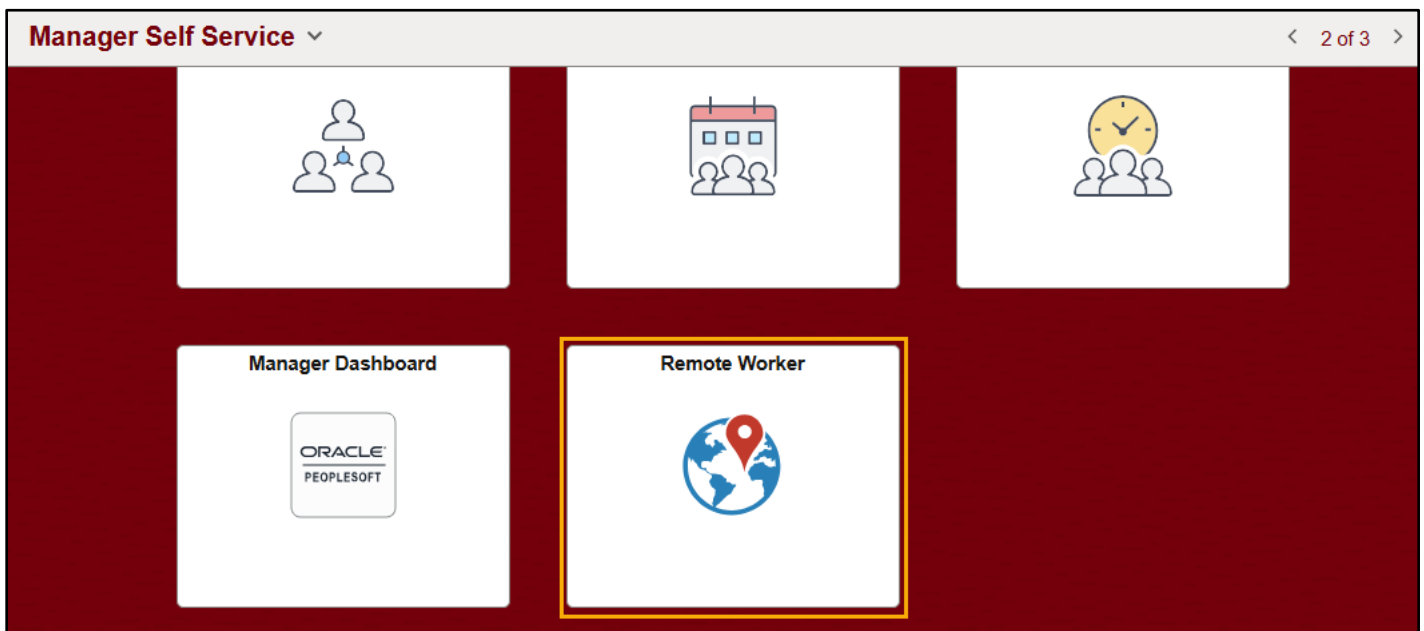
Navigate to Manager Self Service homepage to access the **Remote Worker** and **Remote Worker Dashboard** tiles.

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.



Manager Self Service : Remote Worker Approval and Additional Details

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.

The screenshot shows the 'Remote Worker Request' page. At the top, there is a navigation bar with a search icon and a 'Search in Menu' input field. Below this, the page title 'Remote Worker Request' is displayed. A section titled 'Find Team Member' contains a search bar labeled 'Team Member' with the placeholder text 'Enter Name, Title or Email'. A red rectangle highlights this search bar and its search icon. Below the search bar, there is a table titled 'Select Employees' with 4 rows. The first row shows an employee with a profile picture, a job title 'Compliance Analyst', a department 'ADVANCEMENT SERVICES', and a type 'Employee'. A red circle highlights a right-pointing arrow icon on the right side of the first row. The second row is partially visible, showing a job title 'HR Service Team Manager' and a department 'ADVANCEMENT SERVICES'.

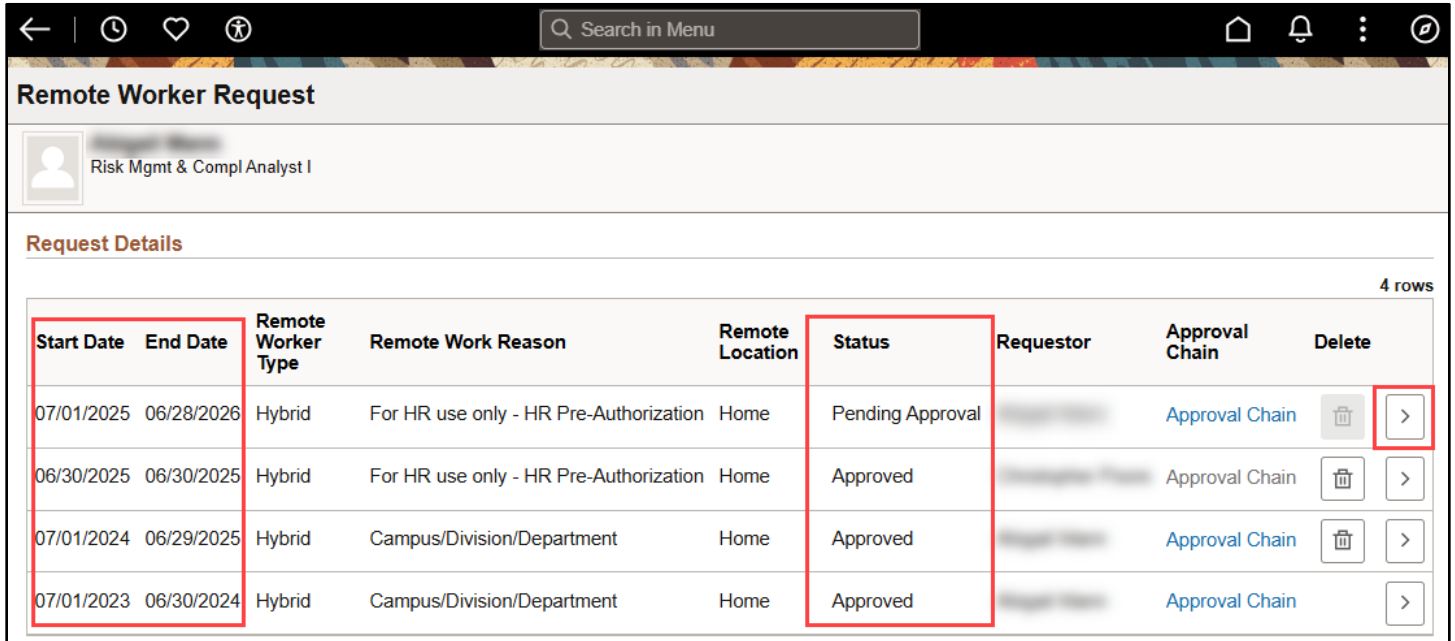
NOTE: Your direct reports who have their own direct reports will have a link directly below their name. You can click this link to access information on those indirect reports.

This is a close-up of an employee card. It shows a profile picture, a job title 'HR Service Team Manager', and a department 'ADVANCEMENT SERVICES'. Below the department name, there is a yellow button labeled '5 Directs'.

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

This screenshot shows the 'Select Employees' table. The first row is highlighted with a red box around the right-pointing arrow icon. The table has columns for Job Title, Department, and Type. The first row shows a 'Compliance Analyst' in the 'ADVANCEMENT SERVICES' department, with a type of 'Employee'.

- 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.



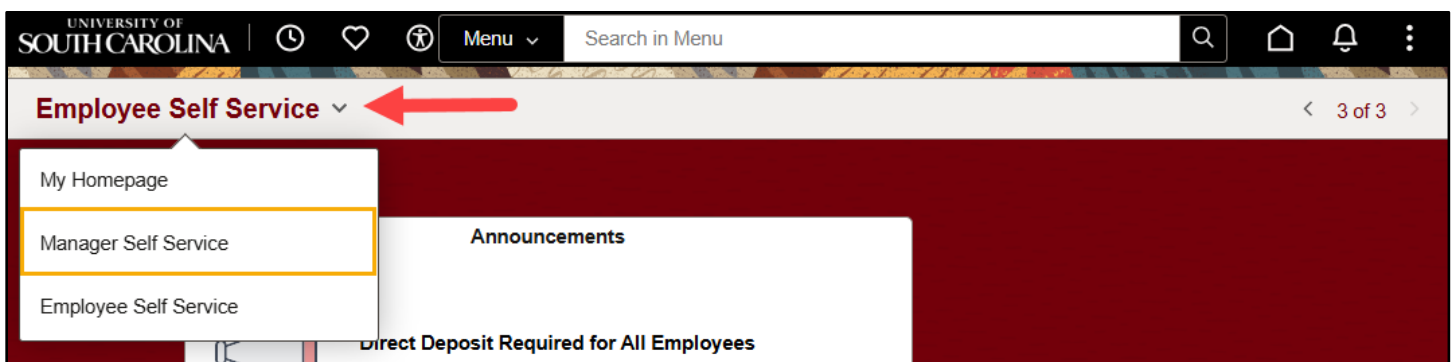
Start Date	End Date	Remote Worker Type	Remote Work Reason	Remote Location	Status	Requestor	Approval Chain	Delete
07/01/2025	06/28/2026	Hybrid	For HR use only - HR Pre-Authorization	Home	Pending Approval		Approval Chain	>
06/30/2025	06/30/2025	Hybrid	For HR use only - HR Pre-Authorization	Home	Approved		Approval Chain	>
07/01/2024	06/29/2025	Hybrid	Campus/Division/Department	Home	Approved		Approval Chain	>
07/01/2023	06/30/2024	Hybrid	Campus/Division/Department	Home	Approved		Approval Chain	>

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



Hire Date	08/15/2013	Business Unit	USC Columbia
Position	Compliance Analyst	Department	ADVANCEMENT SERVICES
Location	1600 Hampton Street	Job Eligible	No
Regulatory Region	USA	Position Eligible	No
Start Date	07/01/2025	End Date	06/28/2026

- 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**.

The screenshot shows the 'Remote Worker Dashboard' interface. At the top, there is a search bar, a 'DQL' button, a calendar icon with a dropdown, and a 'Last 15 years' date range selector. To the right are 'Show dates' and 'Refresh' buttons. Below the search bar is a '+ Add filter' button. The 'Filter By' section contains eight dropdown menus arranged in two rows: Supervisor, Employee, Regulatory Region, Business Unit, Department, Job Family, Remote Worker Type, and Remote Location. At the bottom, there is a 'Remote Worker Type Help' section with three definitions: 'Fully Remote: Employee will be 100 percent remote.', 'Hybrid: Employee will work part-time remote and part-time in the office.', and 'Onsite: Employee is working full time in office.'

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



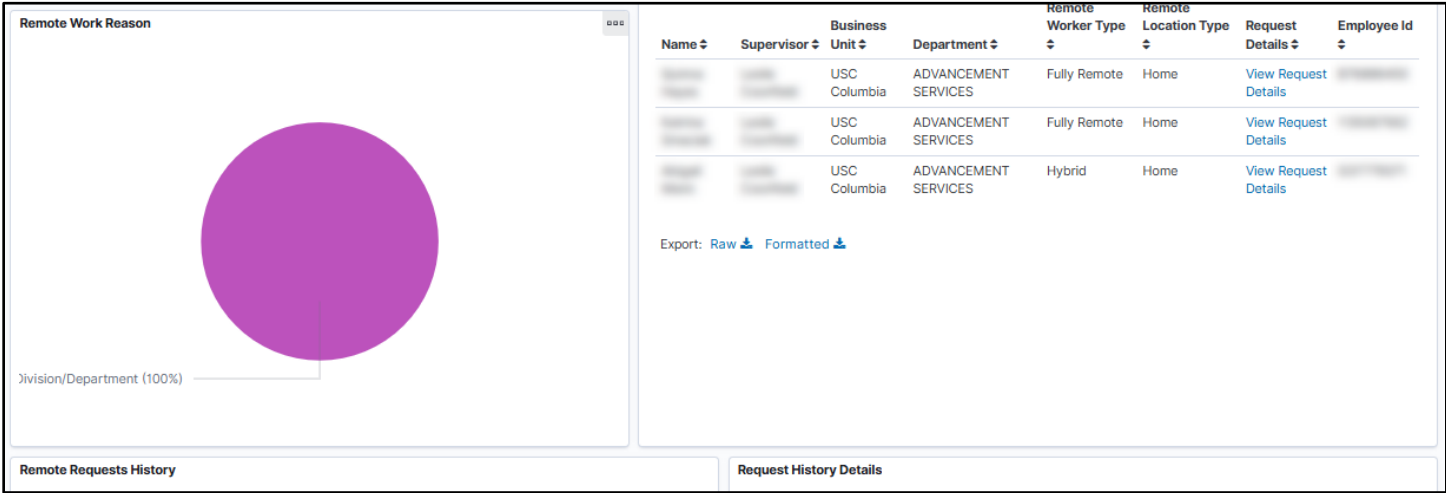
- Hybrid Remote Work Days
- Remote Work Eligibility
- Remote Work Reason
- Current Remote Worker Details



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!