

WorksForME FAQ

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General

Should contractors submit Telework Authorization Applications?

No, the application is intended for full-time and part-time State of Maine Employees. If a contractor submits an application, the supervisor will see that there is not a valid TAMS ID in the application.

Who gives the final Telework Authorization document to Human Resources?

After the supervisor and employee have signed the request, both parties will receive an email when the final document is available. Both will have access to download a copy of the PDF from the app. The supervisor should send the PDF as an attachment to the HR unit that supports you, as indicated on this site:

<https://www.maine.gov/bhr/state-hr-professionals/Human-Resource-Contacts>

Submission & Approvals

What do I do if the Telework Authorization App lists the wrong supervisor for me?

The app will populate with the supervisor listed for you in Active Directory. If this is incorrect, you can search by last name to find the correct supervisor.

Note: This will not make updates to Active Directory. If your supervisor has previously participated in the monthly HR Audit, they will be able to add you as one of their employees in the next round. If they have not, your supervisor can open a ticket with the Help Desk to update your information.

What if my supervisor is unavailable?

If your supervisor is on leave or the position is vacant, you should confirm who is the alternate person that can approve your application. You should enter this alternate person in the supervisor field. If you have already submitted your application and your supervisor becomes unavailable, you will need to submit a new application. There is no ability to reassign in-progress applications to a new supervisor.

How can I make a change to my application after it has been submitted?

Applications cannot be edited by employees after submission. If it has not yet been approved by your supervisor, they will have access to make changes on your behalf prior to approval. If changes are needed after supervisor approval or signatures, a new Telework Authorization Application will need to be created.

What happens if my Department requires second-level approvals?

The Telework Authorization App does not yet support secondary approvals. If a manager or Bureau director must review all applications prior to any supervisor approvals, the supervisor should hold off on approving in the app until they receive that secondary approval outside of the system. Reports will be created to allow leadership to view pending application data.

Schedules

Why does the schedule in the Telework Authorization App only have two weeks?

The schedule represents Weeks 1 and 2 of the payroll cycle. It is not tied to specific dates.

Do I need to fill in the schedule?

If you will typically be teleworking on a regular schedule, you should complete every workday of the schedule, indicating hours that you will telework and hours that you will work on-site. This information will be used by management to ensure appropriate coverage and will be used to analyze space requirements.

What if my schedule will change often?

If you will be teleworking on an ad hoc, or occasional, basis or have a rotating schedule, you do not need to enter schedule hours. You can describe the frequency and timing of your telework in the Occasional Telework field.

Why aren't the hours in my schedule calculating correctly?

The schedule uses military time, or a 24-hour clock. Refer to the cheat sheet below the schedule that you have entered your times correctly. For example, 5:00PM should be entered as 17:00. If the hours are entered 8:00-5:00, this will be read as 8:00AM-5:00AM, or -3 hours.

Job Changes

If I am approved for teleworking and change jobs, what happens to my approval?

Your approved Telework Authorization Application is based on the responsibilities, expectations and operational need of the position you were in when it was approved. If you would like to request to continue teleworking, you will need to submit a new application with your new supervisor that reflects the responsibilities of your new position.

If I get a new supervisor in my same position, will they have access to my telework approval?

Your approved Telework Authorization Application remains assigned to the supervisor who approved it. Your new supervisor will not have access to that information in the telework app but can obtain a copy from HR if needed.

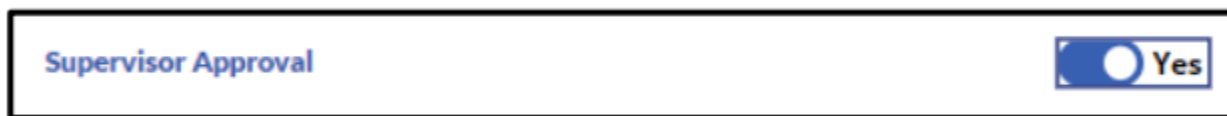
Supervisors

How can I make changes to an application after it has been approved or signed?

Applications cannot be edited by employees after submission or supervisors after approval. If changes are needed after supervisor approval or signatures, a new Telework Authorization Application will need to be created.

Why is the Specify Approval field only giving me an option to reject?

To approve an application, you need to set the **Supervisor Approval** button to Yes. This will set the **Specify Approval** field to Supervisor Approved.



I opened my employee's application and it appears incomplete. What do I do?

If an employee's application is opened before the email notification is received, the data may not yet have saved. If the email notification was received and there is missing data, please contact the Help Desk.

Troubleshooting

What if my question isn't answered in this FAQ?

You may find the answer to your question in the [Supervisor Help Guide](#) or the [Employee Help Guide](#). Additional questions can be emailed to WorksForME@maine.gov. This FAQ will be updated as needed.