

## COMPLETING THE TELECOMMUTING AGREEMENT

### STEPS FOR EMPLOYEE REQUESTING TO TELECOMMUTE:

1. Complete Telecommuter Information section (page 1).
2. Complete Telecommuter Work Schedule section (page 1). Select “N/A” for location on any days you are not scheduled to work.
3. Review your telecommuting workspace for all items in the Telecommuter’s Home Safety Checklist section (page 3). Check off items on the checklist to indicate your agreement that your telecommuting workspace meets each expectation.
4. Sign pages 1 and 3.
5. Select “Click to Sign” button.
6. Provide name and CSUN email address for your Appropriate Administrator (MPP or Department Chair) who will complete the form next.

**Assign the next participants** ×

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

**\* Participant 2** ▲  
READ CAREFULLY: Provide APPROPRIATE ADMINISTRATOR'S name and CSUN email address. They will sign next. You may add an optional message.

First name	Last name	Email address
6 Enter first name ⚠	Enter last name	Enter email address

+ Add Message

**\* Participant 3** ▲  
READ CAREFULLY: Provide YOUR name and CSUN email address. You will sign page two after your Administrator completes their step.

First name	Last name	Email address
7 Enter first name	Enter last name	Enter email address

Cancel Next

7. Provide your CSUN name and email address.

**Enter Your Information** ×

Please enter your email and then click to sign this document.

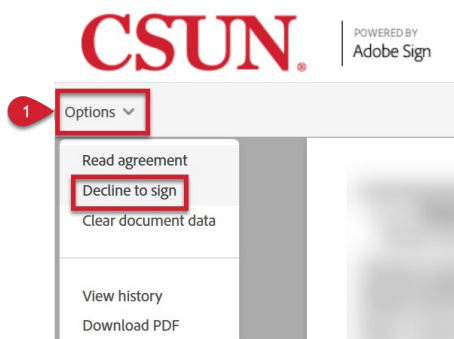
8 Email

Cancel Back Click to sign

8. After the form is submitted, you will receive an email from Adobe Sign asking you to confirm your signature on the form that was submitted. Open the email and select the “Confirm my email address” link to verify your identity.
9. There will be another required employee signature after the Appropriate Administrator approves the agreement.

### STEPS FOR APPROPRIATE ADMINISTRATOR:

1. Review the form and either select the “Select if Approved” box on page 1 or, if you wish to deny the Employee’s Telecommuting Agreement, select “Options” under the CSUN Adobe Sign logo, then “Decline to Sign”. If declined, you will be asked to provide a reason, which will be sent back to the Employee and the form will exit the workflow process.



2. If anything entered by the Employee needs to be changed after they sign and submit the form, it must be canceled and a new form will need to be submitted. To cancel the form, “Decline to Sign” per the instructions in step 1, above. You may provide an explanation or a note to the Employee regarding what should be done next. The form will exit the workflow process.
3. Attach Employee’s Position Description on page 1.
4. In the Telecommuting Work Performance Expectations section (page 2), identify Employee’s work expectations and note which work can be performed on campus or at telecommute site, or both.
5. Sign pages 1 and 2.
6. Select “Click to Sign” button. Form will automatically route to Human Resources.

### STEPS FOR EMPLOYEE REQUESTING TO TELECOMMUTE – PART TWO:

1. Review the Telecommuting Work Performance Expectations that the Appropriate Administrator entered on page 2.
2. Sign page 2.
3. Select “Click to Sign” button. The form will route to CSUN Human Resources.