REQUESTING AD-HOC TELEWORK IN ITAS

The following guide details the steps taken to request telework in ITAS.

**STEPS TO REQUEST AD HOC TELEWORK**

1. Click the Request Telework menu item
2. Enter the Start Date
3. Select the Start Time
4. Enter the Number of Hours or select the End Time
5. Select the Telework Location
6. Enter a comment if needed
7. Click the OK button

Requests can be made for a partial day, a full day or multiple days. Partial telework requests and leave requests can be made for the same day, as long as there is no overlap in time and there are hours available. An email is automatically sent to the employee’s LAO and the employee each time a Telework Request is submitted.
COMMON ERRORS

- If an employee attempts to submit an Ad hoc Telework Request without entering Start or Stop Times and Hours, the following error message is displayed: Error! Start time: Enter Start time and hours.
- If an employee attempts to submit an Ad hoc Telework Request without selecting an End Time or enter the Number of Hours, the following error message is displayed: Error! End time: Enter End time and/or hours.
- If an employee attempts to submit an Ad hoc Telework Request for the more than 13 hours, the following error message will be displayed: Error! Cannot submit a telework request for more than 13 hours per workday for MM/DD/YYYY.

You must be on an active telework agreement in ITAS to be eligible to request ad hoc telework.

Please work with your supervisor to determine your eligibility.