

Process steps

Title:	Updating Workday: Reviewing, Changing or Removing Remote Work Status, Updating Asset Lists
Related to:	OHA 010-023
Effective date:	12/09/2020

Purpose

This document provides step-by-step instructions for staff to view or update their remote work status, including the associated documents like the Working Remotely Acknowledgment Form and the Asset Survey.

OHA provides individuals the option to work remotely and flex their working hours when the responsibilities of a position make it possible and appropriate for the individual, the manager, the team, and the agency. Some OHA positions are bound by the responsibilities of their position to location or shift requirements. OHA provides equipment for one workspace per staff person. Individuals approved to work outside of state-owned or leased buildings provide their own internet and other utility coverage, without reimbursement from the state, allowing them to perform their assigned duties and participate in phone conferences and virtual meetings during scheduled work hours.

Process steps

1. Log in to individual Workday account.
- 2. To review current work status:**
 - a. In the Applications section of the Workday homepage, click on “Personal Information and Documents”.
 - b. In the Personal Information tab click on “View User Profile”.
 - c. In the left-hand tool bar click on “Contacts”.
 - d. Remote work information appears under the “Usage” section of the “Home Contact Information, Addresses” tab.
- 3. To review Working Remotely Acknowledgement Form:**
 - a. In the Applications section of the Workday home page, click on “Personal Information and Documents”.
 - b. In the Personal Information tab, click on “View User Profile”.
 - c. In the left-hand tab bar of the User Profile page, click on “Personal”.
 - d. In the tabs across the top of the Personal page, click the “Documents” tab.
 - e. The acknowledgment form appears under the “Reviewed Documents” section. Be sure to check the effective date as well as the document title for the most recent version of the document.
- 4. To remove or update remote work information or update the Asset Survey:**
 - a. In the Applications section of the Workday home page, click on “Requests”.

- b. Under the “Instructions” on the Requests page, click on the “Working Remotely” tab.
- c. In the “Actions” section click on “Working Remotely|Requests”.
- d. Click on the pencil icon in the “Primary Address” field to begin editing. (Do not change your home address here. If your home address is not correct in Workday, go back to the Workday Home Page and select the icon labeled “Personal Information and Documents” to correct it.)
- e. Scroll down to “Usage” and click on the menu prompt.
 - A. To remove remote work, click on the “X” in the usage field. This action is now complete.
 - B. To update remote work status, update the “Number of Days Per Week”, and “Days of the Week” as appropriate, and click Submit. This begins the review document and asset survey tasks (see step 5 of this process) for submission of changes to the manager.
 - C. To only update the asset survey, make no changes and click Submit. This begins the review document and asset survey tasks (see step 5 of this process) for submission of changes to the manager.
5. Workday takes individual to the “Up Next” screen.
6. Individual clicks on “Review Documents”.
 - a. Review the Oregon Department of Administrative Services (DAS) Working Remotely Policy and the Working Remotely Employee Acknowledgment documents.
 - b. After review, select the “I agree” box next to each document link.
 - c. Click “Submit”.
7. Workday takes individual to the “Up Next” screen.
8. Individual clicks on “To Do”.
 - a. Click on the “Asset Survey” link.
 - b. Complete the Asset Survey:
 - A. Data classification relates to the sensitivity of data used by individual employees. Based on DAS policy the classifications are:
 - i. Level 1, “Published” – low sensitivity, not protected from disclosure, will not jeopardize the privacy or security of staff, clients or partners.
 - ii. Level 2, “Limited” – Sensitive information that may not be protected from public disclosure but is not made easily or readily available because it may jeopardize the privacy or security of staff, clients or partners.
 - iii. Level 3, “Restricted” – Sensitive information intended for limited business use that is typically exempt from disclosure because it will jeopardize the privacy or security of staff, clients or partners.
 - iv. Level 4, “Critical” – Extremely sensitive information, intended for use by named individuals only and exempt from disclosure because disclosure could cause major damage or injury, up to and including death to named individuals, staff, clients, partners or the agency.
 - B. Computers, laptops, monitors, and printers should have an agency sticker with the asset identification number.
 - C. iPhone asset numbers can be found in the phone. Go to: Settings>General>About>Serial Number.
 - D. List any agency equipment not otherwise identified by the survey in the free text box at the end of the survey.
 - c. Click “OK” to submit.
9. Individual reviews the [OHA Flexible Work Solutions Policy](#).

10. Manager logs into their individual Workday account.
11. Manager receives Workday notification of the submitted request to their inbox, identified as “Home Contact Change”.
12. Manager selects from inbox “Home Contact Change”.
13. Manager reviews staff responses for accuracy with the agreed to schedule.
14. Manager reviews asset documentation and information classification for accuracy as to assigned tools and appropriate access requirements. To open the asset documentation, manager:
 - a. Goes to Workday home page and selects the application for “Manager Reports” (looks like a clipboard with a pie chart and “text” lines).
 - b. On the Manager Reports page, selects the tab for “Employee Reports”.
 - c. On the Employee Reports page, selects the report under Working Remotely, HRM|Survey Reports & Asset Tracking) for accuracy and chooses the appropriate option.
15. Manager returns to submitted request in their inbox, identified as “Home Contact Change”.
16. Manager approves the request or returns it to the individual for correction.
 - a. If manager selects “Approve”:
 - A. Workday moves to Approved screen.
 - B. Manager selects “Done” to move to the next message in the inbox.
 - C. The action is complete.
 - b. If manager selects “Send Back”.
 - A. Manager completes free text box with the reason the request is being returned to the individual.
 - B. Manager selects “Submit”.
 - C. Manager selects “Done” to move to the next message in the inbox.
17. If the manager sends the request back to the individual, the individual receives an inbox notification in Workday.
18. Individual opens inbox message, “Home Contact Change”.
 - a. Individual scrolls to the bottom of the page to “View Comments” for requested changes.
 - b. Individual scrolls to the top and selects the pencil icon in the “Primary Address” field to edit.
 - c. Individual completes requested corrections.
 - d. Individual selects “Submit”.
19. The individual and their manager complete steps five (5) through 18 until the manager can approve the remote work request in Workday.

References

[Working Remotely Job Aid](#)

Forms referenced

Related policies

[OHA 010-023 Flexible Work Solutions](#)

DAS 50.050.01 Working Remotely

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