

Submitting a Telework Request in LEAF

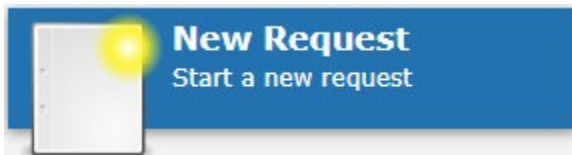
VA telework requests are managed using the VISN 23 Benefits page in the VA LEAF system on the VA intranet (https://leaf.va.gov/VISN23/499/visn_23_benefits/). You must have VA network access to submit this request.

Before you submit a request:

1. Talk to your direct supervisor regarding telework. Ensure s/he supports your intended use of telework, and that s/he agrees with the type, frequency, and scheduling of your proposed telework.
2. Complete the two required TMS training modules:
 - a. "VA Telework Training Module for Employees" (TMS course VA1367006)
 - b. "VA Privacy and Information Security Awareness and Rules of Behavior" (TMS course VA10176)
3. For both courses, save the TMS completion certificate as a PDF. You will need both certificates to submit your request.
 - Note: If you will be accessing PHI/PII as part of your job, you should also ensure "Privacy and HIPAA Training" (TMS Course VA10203) is up to date, but you will not need the completion certificate for this course.
4. Complete the VA0740 Telework Request/Agreement form (<https://www.oit.va.gov/resources/remote-access/media/VA0740.pdf>). For guidance on how to complete this form, see the Research Service Telework Policy (R:\All_Staff\Administrative_SOPs).
5. Sign the VA0740 form in the Employee Signature field in Sections VIII (page 5) and IX (page 6). You must use digital signatures, verifying with PIV card, do NOT print and scan the form.
6. Provide the completed form to your supervisor for review and approval. If s/he approves, supervisor must digitally sign Supervisor Signature fields in Section VIII (page 5) and Section IX (page 6), ensuring "Approved" box is checked on Page 6. Again, supervisor must use digital PIV signature, do NOT print and scan.

To submit a telework request:

1. On the VISN 23 Benefits page (https://leaf.va.gov/VISN23/499/visn_23_benefits/), click "New Request".

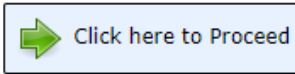


2. In Step 1, select "618 Minneapolis" for Service. Leave Priority unchanged. Enter "Minneapolis/[your name]" for the Employee Location/Employee Name field.

Step 1 - General Information	
Contact Info	<input type="text" value="Joshua Nixon"/> <input type="text" value="612-467-2804"/>
Service	<input type="text" value="618 Minneapolis"/>
Priority	<input type="text" value="Normal"/>
Employee Location/Employee Name	Please enter Employee Location/Employee Name. <input type="text" value="Minneapolis/Joshua Nixon"/>

3. In Step 2, check the box for “Telework Form – New” and then click the “Click Here to Proceed” button.

Telework Form - New
 Voluntary Leave Transfer Program Request



4. On the next page, enter your name in the Employee Name field (last name, first name). Employee names that match your entry will show below. Make sure you type the full name (and middle initial, if needed) so that only the single correct address book entry is shown.

Employee Name: * Required

Name	Location	Contact
Nixon, Joshua P. <i>Health Science Specialist</i>	Minneapolis VAMC	Email: Joshua.Nixon@va.gov Phone: 612-467-2804

5. The job title should appear under your name. Enter this (verbatim) into the “Job Title” field. For Service Line, enter “Research”.

Job Title: * Required

Service Line/Department: * Required

6. For Supervisor Name, all personnel paid by Research Service Line should enter “Nixon, Joshua P” to route the form to our office for review.

7. Attach the required training certificates where indicated. For both the VA Telework Training and Information Security/Rules of Behavior, click the “Choose File” button and select the correct training certificate.

VA 1367006 VA Telework Training Module for Employees * Required

File Attachment(s)

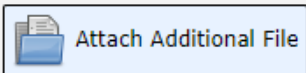
Select File to attach: No file chosen

Maximum attachment size is **20MB**.

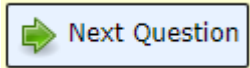
If it attached correctly, you should see a message indicating it was successfully uploaded.

File Attachment(s)

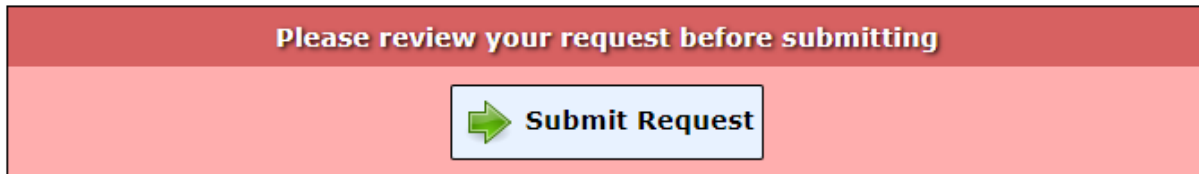
TELEWORK.pdf has been attached!



8. Under “Telework Form”, attach your completed **and signed** VA0740 form. Ignore the instructions listed in LEAF – your supervisor **MUST** have signed the form to indicate his/her approval prior to upload. After attaching this form, click the “Next Question” button.



9. Review the attachments and the form information shown. Make sure your name is listed, all forms and certificates are attached, and Dr. Nixon is listed as supervisor. If all looks correct, click the “Submit Request” button.



10. The LEAF system will route your request to Research for review. If approved, you will receive an email once HR has processed the request.

Denial of Telework Requests:

Telework requests may be denied by Research Service and/or HR for any of the issues below:

- Request routed to incorrect person for approval
- Incomplete VA0740 form (*E.g. missing employee or supervisor signatures, missing schedule, missing Alternate Work Station address, missing/incomplete Safety or Technology checklist*)
- Missing or expired mandatory TMS training
- Performance rating below “Fully Successful” OR (for new employees onboard <3 months) inadequate time on station to establish satisfactory performance
- Request not compatible with terms outlined in Research Service Telework Policy