HR353 Human Resources Read Only Overview

This Job Aid provides an overview of the key Human Resources pages and tabs that the HR Read Only role can access.   It includes an overview of the page or tab and lists key fields, field descriptions, and impacts to other functional areas.

The following HR pages are covered in this Job Aid:

- Position Data pages
- Personal Data pages
- Job Data pages
- Benefit Program Participation page
- Employment Information page
- Maintain Teleworker page

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid.   This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents
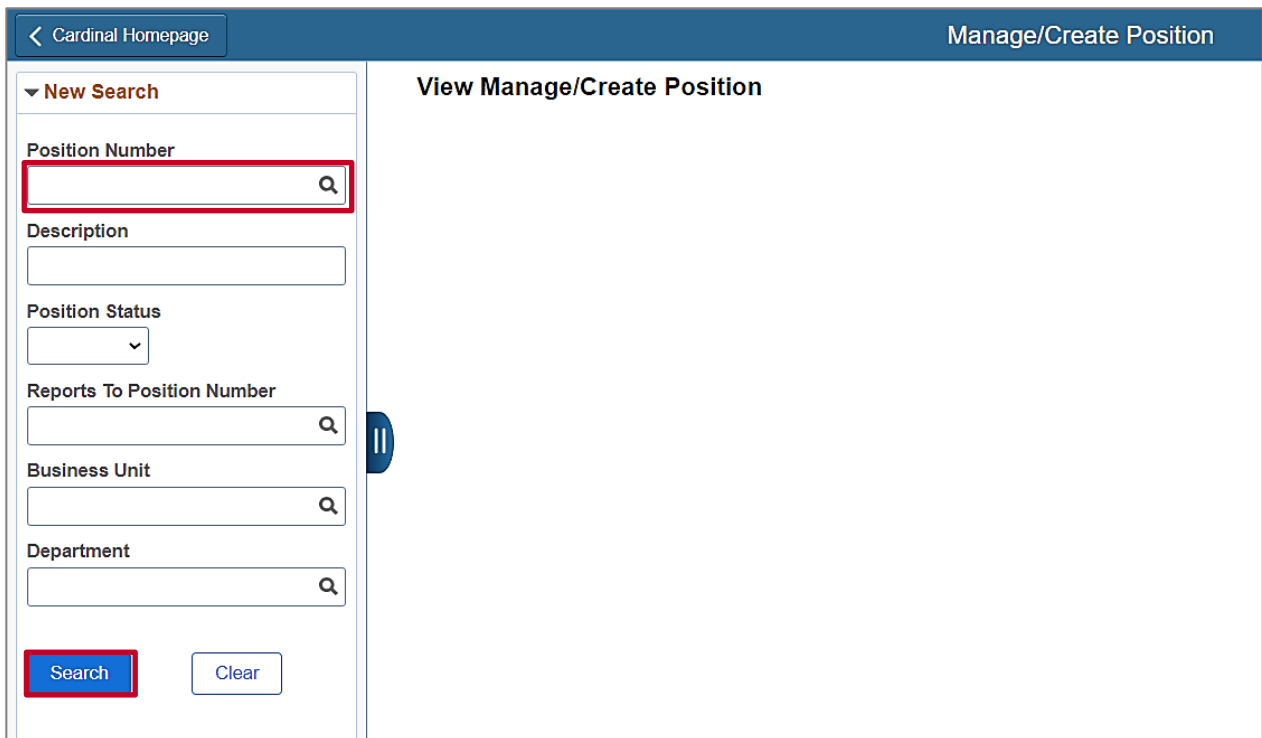
Viewing the Position Details Page

The **Position Details** page shows the history of changes for a position.   As one employee moves out of a position, attributes of a position (i.e., location, supervisor, etc.) can be updated before hiring a new employee into the position.

Use this page to view the history of position changes.

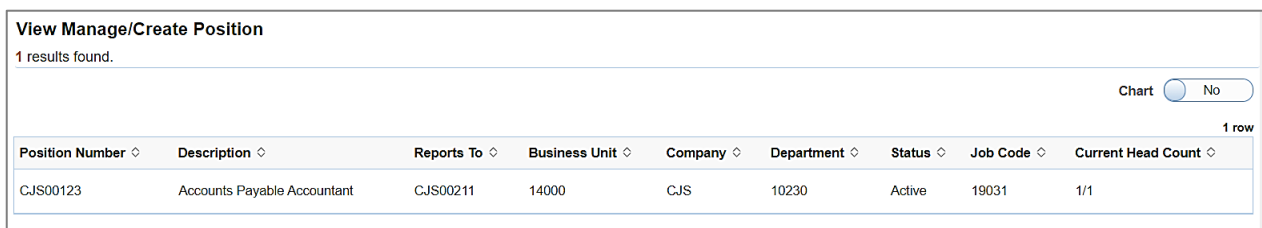1.   Navigate to the **Position Details** page using the following path:

   Menu > Organizational Development > Position Management > Manage Positions/Budgets > Manage Position

The **View Manage/Create Position** page displays.

2.   Search for the position by entering the Position Number in the **Position Number** field.

3.   Click the **Search** button.

The **View Manage/Create Position** page displays with the applicable position.

4.   Click anywhere in the row to select the position.

The **Position Details** page displays the position history rows, if applicable.

Note: The row at the bottom represents the oldest row of data and the row at the top represents the most recent row of data.   Always select the top row to view the most recent data related to the position.

Position Details:

Field	Description	Impacts to Other Functional Areas
Effective Date	Identifies the date the position updates are effective in Cardinal.	Errors encountered or incorrect data received if using a date prior to the employee's entry into the position.
Effective Sequence	Defaults to 0 but is systematically incremented by 1 digit whenever the same effective date is used sequentially.	N/A
Reason	Identifies the reason for the position change	N/A

5.   Click the **View Detail** arrow at the end of the top row to view more details about the position.

Viewing the View Position Page in Position Data

The **View Position** page displays.

View Position fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	This is the date the information on this page is effective in Cardinal.	Errors encountered or incorrect data received if using a date prior to the employee's entry into the position.
VPA Covered	Indicates if the position is covered by the Virginia Personnel Act (VPA). For all classified positions, this must be Y. For all other positions, this must be N.	Incorrect data will result in inaccurate reporting.

Position Information fields:

Field	Description	Impacts to Other Functional Areas
Confidential Position	Indicates if the position is a confidential position. (i.e., Undercover officers). If Yes is selected, incumbent information is not reported in Active Directory or employee directory extracts.	Incorrect value will cause inaccurate reporting and incumbent personal data to appear when it should not.
Max Head Count	Indicates the number of employees that should be assigned to a	Changes made to the position (i.e., location, reports to,

	position. Usual ratio is one employee to one position. Examples of when this could be different are job sharing, pooled positions, or dual incumbency.	supervisor, etc.) could inadvertently impact all incumbents.
Available for Telework	Indicates whether a position is eligible for telework.	Incorrect value will cause inaccurate reporting and prevent entry of a telework agreement for the incumbent.

Job Information fields:

Field	Description	Impacts to Other Functional Areas
Business Unit	Indicates the business unit (agency) that is associated with a position.	N/A
Job Code	Identifies the job associated with a position.	Incorrect value could cause inaccurate reporting and affect incumbent's FLSA Status, Full/Part Time Status, Salary Grade, and cause errors when entering compensation amount.

6. Scroll down to the **Work Location** section.

Work Location fields:

Field	Description	Impacts to Other Functional Areas
Department	Indicates the department the position is in.	If incorrect, the position funding ChartField allocations would be inaccurate.

Location	Displays the physical work location for the position.	If incorrect, if affects the COVA salary plans and the incumbent's benefits eligibility.
Reports To	Displays the position number of who will receive the employee's timesheet and absence requests for approval.	If incorrect, affects the incumbent's timesheet and absence request submissions.
Supervisor Position	Displays the position number of the incumbent's daily/operational supervisor.	If incorrect, the wrong supervisor is identified for performance management tasks.

Salary Plan Information fields:

Field	Description	Impacts to Other Functional Areas
Salary Admin Plan	Values are populated based on the job code selected and cannot be updated here.	If incorrect, errors could be received when entering the employee's compensation.

USA fields:

Field	Description	Impacts to Other Functional Areas
FLSA Status	This identifies the position as Professional (Exempt) or Nonexempt and determines eligibility for overtime pay.	If incorrect, this impacts Payroll and Time and Attendance for agencies who use Cardinal for this functionality.

7. If the **Budget and Incumbents** section is not open, click the arrow to expand this section.

Current Incumbents fields:

Field	Description	Impacts to Other Functional Areas
Name	Name of the employee hired into the position.	May impact benefit claims if the incorrect name is displayed.

Effective Date	The highest effective dated job data row for the employee.	N/A

Viewing the Biographical Details tab in Personal Data
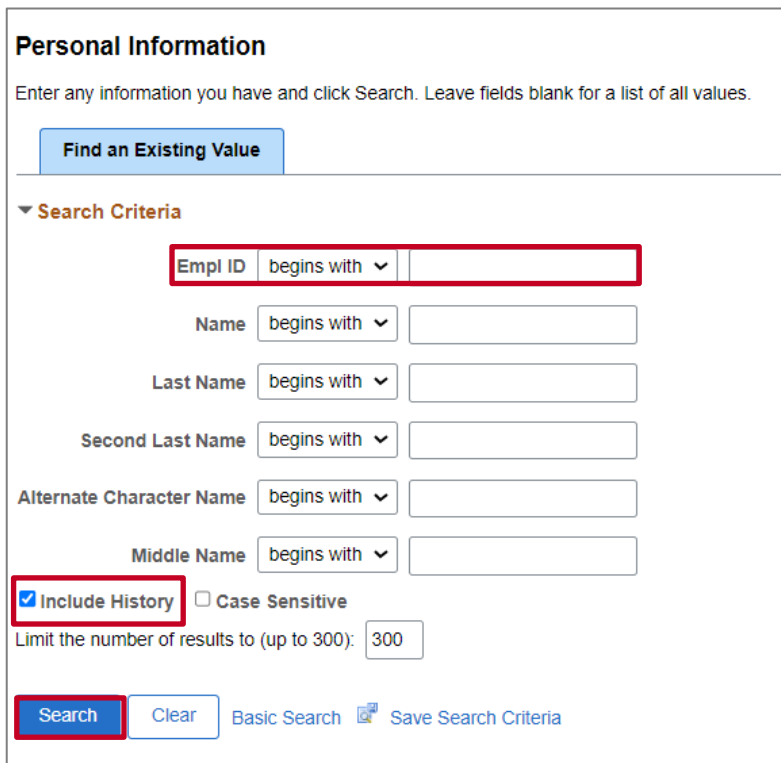
Personal data must be obtained and entered to start the hire process. When navigating to the personal data pages, the **Biographical Details** tab opens by default.

Use this page to view an employee's name, date of birth, legal gender, highest education level, martial status, and Social Security Number.

1. Navigate to the **Biographical Details** tab using the following path:

    Menu > Workforce Administration > Personal Information > Modify a Person

The **Personal Information Search** page displays.

2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

    Note: You can also search by employee name using the corresponding fields.   However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Check the **Include History** checkbox.

4. Click the **Search** button.

The **Modify a Person** page for the employee displays with the **Biographical Details** tab displayed by default.

| Biographical Details | Contact Information | Regional | VA Person Info |

Green Lawn   Person ID

Name   🔍 | |◀   ◀   1 of 2 ▾   ▶   ▶| | View All

Effective Date   02/01/2024
Format Type   English
Display Name   Green Lawn   [View Name]

Note: Below the tabs is the header section. The header section displays for each of the tabs on the **Modify a Person** page.

Header section fields:

Field	Description	Impacts to Other Functional Areas
Employee Name	Displays the current name for the employee.	If incorrect, benefit claims could be denied.
Person ID	Displays the employee's Employee ID.	N/A

Name section fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Date this name for the employee became effective in Cardinal.	If incorrect, could have inaccurate reporting and benefit claims could be rejected.
Display Name	Displays the current name for the employee.	If incorrect, could have inaccurate reporting and benefit claims could be rejected.

5. Click the **View All** link, if applicable, to view the name change history for the employee.

Name (History) section

Name					🔍	❘	◀❘	◀	1-2 of 2 ⌄	▶	❘▶	❘	View 1

Effective Date	02/01/2024	
Format Type	English	
Display Name	Green Lawn	[View Name]

Effective Date	07/10/2023	
Format Type	English	
Display Name	Brown Lawn	[View Name]

Note: The most recent name change appears at the top and the oldest at the bottom.

Biographic Information section

Biographic Information

Date of Birth	06/01/2000	Years	23	Months	9
Date of Death					
Birth Country	USA		United States		
Birth State					
Birth Location			☐ Exclude Contact Information?		

Biographic Information fields

Field	Description	Impacts to Other Functional Areas
Date of Birth	Displays the employe's birth date.	If incorrect, could result in delayed or denied benefit claims, IRS/ACA reporting, and Supplemental Life Insurance rate calculations.
Date of Death	Displays the employee's date of death, if applicable.	If incorrect, could affect dependent benefits.
Exclude Contact Information	If checked, this excludes this employee's personal information from appearing on employee data extract and directories.	N/A

Biographical History section

Biographical History									View All

Effective Date 07/10/2023

Gender Female

Highest Education Level Not Indicated

Marital Status Single   **As of** 07/10/2023

Language Code

Alternate ID ☐ Full-Time Student

Biographical History fields

Field	Description	Impacts to Other Functional Areas
Gender	Displays the employee's legal gender.	If incorrect, could result in incorrect benefit options, delayed or denied benefit claims, and payroll processing.

National ID section

▼ National ID

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	XXX-XX-9459	☑

National ID fields

Field	Description	Impacts to Other Functional Areas
National ID	Displays the last four digits of the employee's Social Security Number.	If incorrect, causes inaccurate Federal/State reporting and issues for payroll.

Viewing the Contact Information tab in Personal Data

All employees are required to have a home address, phone number, and email address captured on the **Contact Information** tab in personal data.

Contact Information tab

| Biographical Details | **Contact Information** | Regional | VA Person Info |

Green Lawn   Empl ID ▓▓▓▓

Current Addresses

| | | | | | 1-1 of 1 ∨ | ▶ ▶| | View All |

Address Type	As Of Date	Status	Address	
Home	07/10/2023	A	200 Main Street Richmond, VA 23219	View Address Detail

Current Addresses fields:

Field	Description	Impacts to Other Functional Areas
Address Type	Displays as "Home" or "Mailing"	N/A
As Of Date	Displays the date the address became effective.	N/A
Status	Displays the status of the current address: "Active" or "Inactive".	N/A
Address	Displays the employee's home address information.	This address drives benefit options for the employee, tax calculations in payroll, and determines where checks are mailed, if needed.

1. Click the **View Address Detail** link to see a history of the employee's addresses.

The **Address History** page displays a history of the addresses for the employee in Cardinal.

Note: Although this page is called **Address History**, it displays future dated addresses also. If a future dated address is displayed here, that address will not show in the **Current Addresses** section until it becomes effective.

Email Option Selection and **Email Addresses** sections screenshot

Email Option Selection and **Email Addresses** fields:

Field	Description	Impacts to Other Functional Areas
Email Option Selection	Displays who provided the email address, there are 3 options: • Agency Provided • Pending Agency Provided • Employee Provided	N/A
Email Type	Displays whether the email address is a personal or business email.	N/A
Email Address	Displays the employee's email address.	The preferred email address is used by the employee to register for Cardinal access. It is also the email provided to benefit vendors and Office of Health Benefits (OHB).
Preferred	Identifies the email that will be used as the primary email address.	N/A

Viewing the Work Location tab in Job Data

Job Data is where information related to the employee's job(s) is housed. The **Work Location** tab opens by default when navigating to Job Data.

Use this page to view an employee's job information.

1.   Navigate to the **Work Location** tab using the following path:

Menu > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value |

▼ **Search Criteria**

Empl ID	begins with ▼	
Empl Record	= ▼	
Name	begins with ▼	
Last Name	begins with ▼	
Second Last Name	begins with ▼	
Alternate Character Name	begins with ▼	
Middle Name	begins with ▼	

☑ Include History ☐ Case Sensitive

Limit the number of results to (up to 300): 300

| Search | Clear   Basic Search 🖳 Save Search Criteria

The **Job Data** page displays for the applicable employee with the **Work Location** tab displayed by default.

Note: The Job Data header section displays the employee's name, Employee ID, and Employee Record.   It is visible at the top of all of the job data pages and tabs.   Always review this section to ensure you are viewing job data for the correct employee.

Top and middle sections of the **Work Location Details** fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Displays the date the personnel action became effective.	High impact to all other functional areas. When date related errors display in other modules, the date here is the first place to look.
Action	Displays the personnel action taken.	If incorrect, may produce errors in other functional areas.
Reason	Displays the reason for the personnel action.	If incorrect, may produce errors in other functional areas.
Job Indicator	Displays if the job is the employee's primary or secondary job. It defaults to "Primary" if the employee only has one job.	If incorrect, may impact the employee's benefits and pay.

Field	Description	Impacts to Other Functional Areas
Position Number	Displays the position number the employee is hired into.	If incorrect, may affect benefit options, access to timesheet, and pay.
Position Entry Date	Displays the date the employee was hired into the position.	If attempting to use a date for the employee related to this job that is prior to this date, an error will occur.
Company	Displays the 3-character company code (Agency) that is associated with the position.	If incorrect, could impact access to timesheet and cause inaccurate reporting.
Business Unit	Displays the numerical code and description for the Agency associated with the position.	If incorrect, could impact access to timesheet and cause inaccurate reporting.
Department	Displays the department code and description associated with the position.	If incorrect, will cause inaccurate reporting.
Location	Displays the physical location the position will reside.	If incorrect, could impact benefit options availability.

Bottom section of **Work Location Details** screenshot

Bottom section of the **Work Location Details** fields:

Field	Description	Impacts to Other Functional Areas
STD Claim Number	Displays the Short Term Disability claim number for an employee on Short Term Disability leave.	If incorrect, may cause inaccurate reporting.

Field	Description	Impacts to Other Functional Areas
Turn Off Auto Pay	Used for leave processing in order to pause an employee's salary and additional payment when turned on.	If incorrect option selected, may cause inaccurate leave and payroll processing.

Viewing the Job Information tab in Job Data

Most of the information from the **Job Information** tab is pulled from the position the employee is hired into.

Job Information Details fields:

Field	Description	Impacts to Other Functional Areas
Job Code	Displays the job code and description associated with the position the employee is hired into.	If incorrect, could affect the way timesheet data is displayed.
Reports To	Displays the position number, position description, and name of the individual who will approve the employee's timesheets and absence requests.	If incorrect, timesheet approvals and absence request approvals could be delayed.
View Current Incumbents	Clicking this link displays the person in the Reports To position's name, Employee ID, and Employee Record.	If incorrect, timesheet approvals and absence request approvals could be delayed.
Empl Class	Displays the employee's classification. (i.e., Wage, Classified, and Adjunct).	If incorrect, timesheet setup, benefits eligibility, and payroll distributions are affected.

Field	Description	Impacts to Other Functional Areas
SOC Code	Displays the Standard Occupational Code for the position.	If incorrect, will cause inaccurate reporting.
Supervisor Name	Displays the employee's supervisor's position number, Employee ID, and name.	If incorrect, may cause inaccurate reporting and delay access to performance management pages.

Standard Hours and **USA** screenshots

Standard Hours and **USA** fields:

Field	Description	Impacts to Other Functional Areas
Standard Hours	Displays the hours per week the employee is expected to work based on their status of full-time, part-time or quasi.	If incorrect, could impact absence management calculations, benefits eligibility, and the FTE value.
FTE	Displays the fulltime equivalent value for the employee based on the standard hours.	If incorrect, could impact absence management calculations and benefits eligibility.
FLSA Status	Displays the employee's status of either Professional (Exempt) or Non-exempt from the position.	If incorrect, it could affect the employee's overtime eligibility, timesheet options, and cause inaccurate reporting.

Viewing the Payroll tab in Job Data

Information on the **Payroll** tab identifies how the employee's absences are managed, their pay group assignment, and other payroll attributes.

Payroll Information and **Payroll for North America** sections:

Work Location	Job Information	Payroll	Salary Plan	Compensation

Green Lawn
Employee

Empl ID
Empl Record 0

Payroll Information ⑦   🔍 | ◁ ◁ 1 of 3 ▾ ▶ ▶|

Effective Date	07/17/2023		Go To Row
Effective Sequence	0	**Action** Pay Rate Change	
HR Status	Active	**Reason** Competitive Salary Offer	
Payroll Status	Active	**Job Indicator** Primary Job	Current

Payroll System Payroll for North America
Absence System Absence Management

Payroll for North America ⑦

Pay Group SM1	Semimonthly Class (SUNSAT07)		
Employee Type S	Salaried	**Holiday Schedule** HOLSAL	Sal.HolSch
Tax Location Code 760	Richmond (City)		
GL Pay Type		**FICA Status** Subject	
Combination Code		Edit ChartFields	

Payroll Information and **Payroll for North America** fields:

Field	Description	Impacts to Other Functional Areas
Absence System	Identifies whether Cardinal is used to manage the employee's time and attendance activity. Options are: • Absence Management: managed within Cardinal • Other: hourly employee or managed by non-Cardinal system	If incorrect, the wrong pay group options are available, and absences are managed incorrectly.
Pay Group	Identifies the pay group assignment (i.e., Semi-monthly, or Bi-Weekly).	If incorrect, causes inaccurate benefit withholdings, time reporting options and pay.
Tax Location Code	Displays the code for the work location for the employee. Any changes to this value must be communicated to Payroll.	If incorrect, affects the tax distribution setup and causes inaccurate reporting.
Holiday Schedule	Displays the calendar associated with paid holidays for the employee.	If incorrect, may cause the wrong holidays to display on the

Field	Description	Impacts to Other Functional Areas
		timesheet and inaccurate payroll processing.
FICA Status	Displays the employee's status for Federal Insurance Contributions which are deducted from each paycheck. The value defaults to "Subject".	If incorrect, may cause inaccurate paycheck deductions and inaccurate reporting.

Absence Management System section

Absence Management System

Pay Group	SM1	Semi-monthly Classified

Setting
- ☐ Use Pay Group Eligibility
- ☑ Use Pay Group Rate Type
- ☑ Use Pay Group As Of Date

Eligibility Group VSDPELGGRP   VSDP Eligibility Group
Exchange Rate Type
Use Rate As Of

Absence Management fields:

Field	Description	Impacts to Other Functional Areas
Pay Group	The value for the pay group here should match the pay group above in the **Payroll for North America** section.	If incorrect, employee information would be processed incorrectly in Absence management.
Eligibility Group	Displays the eligibility group assigned to the employee that controls their available absence types.	If incorrect, may cause the wrong absence types to display in Absence management.

Viewing the Salary Plan tab in Job Data

All information from this tab is populated from the employee's position. If anything is incorrect on this page, an update must be made to the position.

Salary Plan Details section:
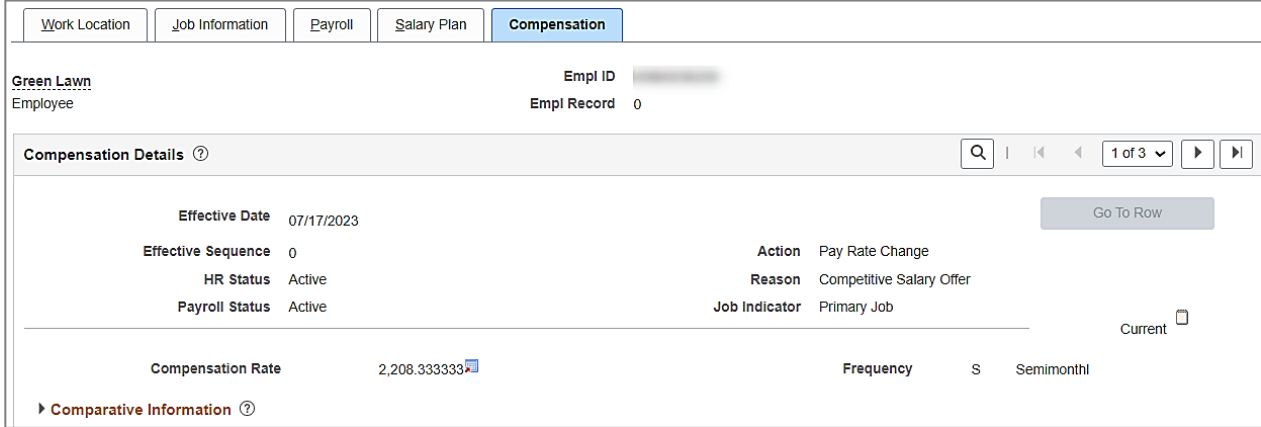
Salary Plan Details fields:

Field	Description	Impacts to Other Functional Areas
Salary Admin Plan	Displays the salary plan derived from the job code on the position.	If incorrect, affects the timesheet options and the salary if it does not fall within the minimum and maximum ranges.
Grade	Displays the grade derived from the job code on the position. It determines the minimum and maximum ranges for salary.	If incorrect, affects the timesheet options and the salary if it does not fall within the minimum and maximum ranges.

Viewing the Compensation tab in Job Data

The **Compensation** tab houses details related to the employee's compensation amount.

Compensation Details section:

Compensation Details fields:

Field	Description	Impacts to Other Functional Areas
Compensation Rate	Displays the payment amount based on the pay frequency specified in the (pay) **Frequency** field to the right.	If incorrect, will cause incorrect payment amount, number of payments, and VRS benefit calculations.
Frequency	Displays the frequency in which the employee is paid (i.e., S - Semimonthly or H – Hourly).	If incorrect, will cause incorrect payment amount or incorrect number of payments.

Pay Components section:

Pay Components fields:

Field	Description	Impacts to Other Functional Areas
Rate Code	Displays the type of pay the employee is receiving. (i.e., STATE for state	If incorrect, causes inaccurate pay or withholding calculations.

Field	Description	Impacts to Other Functional Areas
	salary or NAHRLY for hourly for wage employees).	
Comp Rate	Displays the annual compensation amount for salaried employees and the hourly rate for wage employees.	If incorrect, causes inaccurate pay calculations.
Frequency	Displays either "A – Annual" for salaried employees or "H – Hourly" for wage employees.	If incorrect, causes inaccurate pay calculations.

Viewing the Benefit Program Participation page in Job Data

The **Benefits Administration Eligibility** section houses the fields that determine which Agency is billed for an employee's benefits, whether the employee is responsible for completing and submitting their timesheet in Cardinal, the number of contract months, and number of payments per year.

1. Navigate to the **Benefit Program Participation** page by clicking the **Benefits Program Participation** link at the bottom of any of the job data tabs (i.e., Work Location, Payroll, etc.)

Benefits Administration Eligibility section:

Benefits Administration Eligibility fields:

Field	Description	Impacts to Other Functional Areas
Elig Fld 1	Displays the VRS Eligibility Code which is populated by the VRS interface.	If incorrect, may cause benefit deduction and Additional Pay (VRS Code) issues.
Elig Fld 2	Displays the Healthcare Group ID which identifies which Agency to bill for health insurance premiums.	If incorrect, may cause benefit enrollment issues, and delay in vendor coverage.
Elig Fld 3	Displays who will enter time for the employee. Y – employee will enter or N – employee will not enter.	If incorrect, may affect access to timesheet.
Elig Fld 8	Displays the contract length and number of pays used for enrollment of the cash match.	If incorrect, may cause benefit enrollment and deduction issues.
Elig Fld 9	Displays the code that identifies the nature of the employee and how the health premiums are paid.	If incorrect, may cause benefit enrollment and vendor payment issues.

Benefits Program Participation Details section:

| Benefit Program Participation Details ⑦ | | | | | | | 🔍 | \| | ◀\| | ◀ | 1 of 1 ▾ | ▶ | ▶\| | \| | View All |

Effective Date 07/10/2023	**Currency Code** USD
Benefit Program SAL	Salaried Employee Benefit Pgm

Benefits Program Participation Details fields:

Field	Description	Impacts to Other Functional Areas
Effective Date	Displays the date the employee is eligible for benefit program selection.	If incorrect, may cause benefit enrollment issues.
Benefit Program	Displays the type of benefit program (i.e., Salary, Wage or Retirement).	If incorrect, inaccurate benefits and deductions applied.

![Cardinal logo]

Viewing the Employment Information page in Job Data

The **Employment Information** page houses many importance service dates, employee's probation expiration date, and the employee's telework eligibility.

1. Navigate to the **Employment Information** page by clicking the **Employment Data** link at the bottom of any of the job data tabs (i.e., Work Location, Payroll, etc.).

Organizational Assignment Data section screenshot

Organizational Assignment Data fields:

Field	Description	Impacts to Other Functional Areas
VSDP Sick/PER Leave Efft Date	This field is updated systematically using data in the **Veteran's Service Credit Months** and the **Annual Leave Eligibility Date** fields.	If incorrect, this will affect the employee's balance.
Probation Date	Displays the date the employee's probation expires.	N/A
Employee Eligible for Telework?	Displays whether or not the employee is eligible for a telework agreement.	N/A

Field	Description	Impacts to Other Functional Areas
Alternate Leave Plan	Displays the leave eligibility group for employees whose Agencies do not use Cardinal Absence Management.	If missing or incorrect, the leave accrual, leave balances, and reporting may be inaccurate.
VSDP Enroll Date	Displays the date provided to the VSDP program vendor to determine the original program enrollment date.	If missing or incorrect, may affect the employee's eligibility for Short Term Disability.

Person Employment Dates section screenshot

Person Employment Dates fields:

Field	Description	Impacts to Other Functional Areas
Continuous State Service Date	Displays state employment time without any break in service.	If missing or incorrect, eligibility for severance and benefits at layoff could be calculated incorrectly.
Annual Leave Eligibility Date	Is populated for all VPA covered employees and salaried employees for agencies that use Cardinal Absence Management.	If missing or incorrect, will impact the employee's leave accrual.
Previous State Service Months	Displays the months of prior service when an employee has had a break in service.	If missing or incorrect, employee's state service calculations, leave balances, and reporting would be inaccurate.
Veteran's Service Credit Months	Displays the months of military service the employee is getting credit for.	If missing or incorrect, leave balances and reporting would be inaccurate.

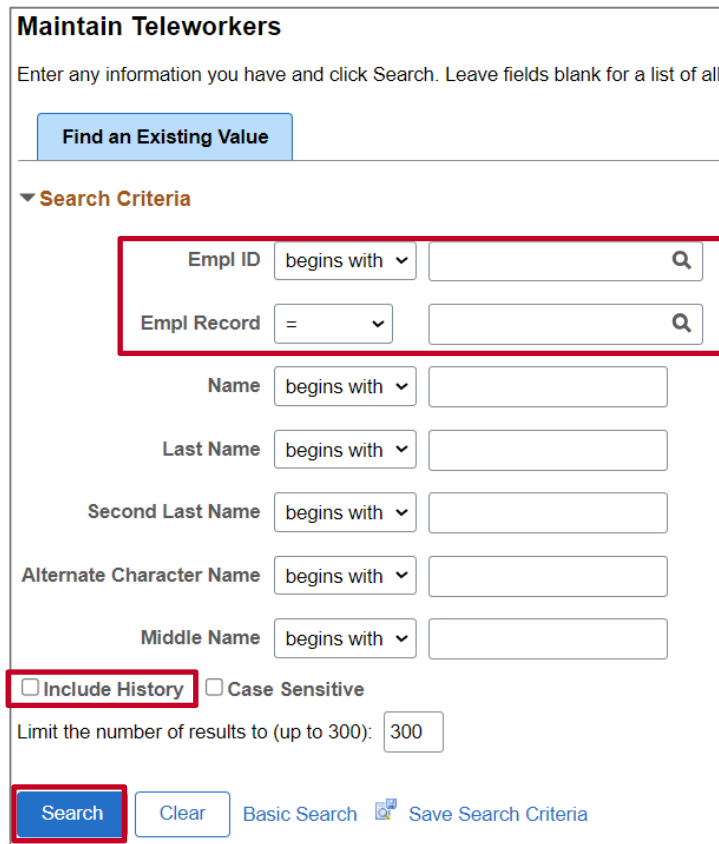| Field	Description	Impacts to Other Functional Areas
Total Service Credit Months	Displays the sum of Previous State Service Months and Veteran's Service Credit Months.	In missing or incorrect, the Annual Leave Eligibility Date, employee's leave balance, and reporting would be inaccurate.

Viewing the Maintain Teleworker Page

If an employee is eligible for a teleworker agreement, it is entered and maintained on the **Teleworker Status** page.

Use this page to review an employee's teleworker eligibility and agreement if one exists.

1. Navigate to the **Maintain Teleworker** page using the following path:

    Menu > Workforce Administration > Job Information > Maintain Teleworkers

The **Maintain Teleworkers Search** page displays.

2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

3. Enter the employee record in the **Empl Record** field.

4. Click the **Include History** checkbox.

5. Click the **Search** button.

The **Maintain Teleworker** page displays the **Teleworker Status** tab

Telework Status

| Soccer Goalie | Employee | Empl ID 00164090200 | Empl Record 0 |

Job Information

Job Title	Gen Admin Manager III		☑ Position Eligible for Telework
Position Title	Division Dir Prog & Services		
Full/Part Time	Full-Time		
Regular/Temporary	Regular	Employee Eligible for Telework?	Employee Eligible for Telework

Telework Details 🔍 | ◀◀ ◀ 1 of 1 ▾ ▶ ▶▶ | View All

Start Date	03/16/2023	End Date	03/16/2024
Approved Telework Days per Week	1	☐ Out of State	

Job Information section fields

Field	Description	Impacts to Other Functional Areas
Position Eligible for Telework	If checked, indicates that the employee's position is eligible for telework.	N/A
Employee Eligible for Telework?	Identifies if the employee is eligible for a telework agreement or not.	N/A

Telework Details section fields

Field	Description	Impacts to Other Functional Areas
Start and End Dates	Displays the start and end date of the telework agreement.	N/A
Approved Telework Days per Week	Displays the number of days per week teleworking is authorized for the employee.	N/A