

## The Six Steps to PA Telework

For additional information, please visit the PA Telework website at [www.oa.pa.gov/telework](http://www.oa.pa.gov/telework).

1. **Discuss**

Talk to your supervisor about your interest in telework.

2. **Request**

If you're interested, go to ESS and select Telework Request. Review the telework expectations and indicate your preferred schedule. Click Submit when finished.

3. **Confirm**

You will receive an email notification when your request is approved or denied. If approved, continue to the next step.

4. **Acknowledge**

If you are approved, your notification will direct you to complete the Telework Directive Acknowledgement training in LSO.

5. **Agree**

After you finish the training, you will finalize your telework agreement with your supervisor and upload to ESS.

6. **Telework!**

Complete your telework training and implement best practices for your alternative work location.

