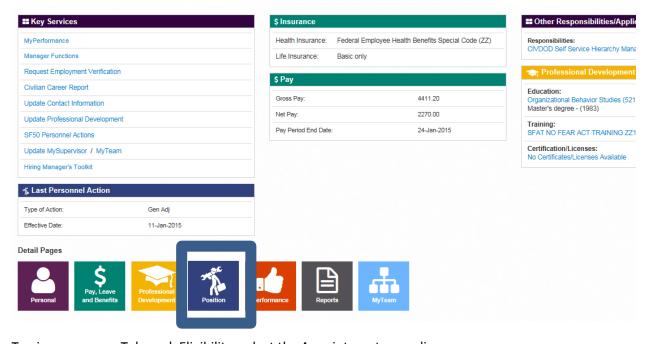
## **Definitions:**

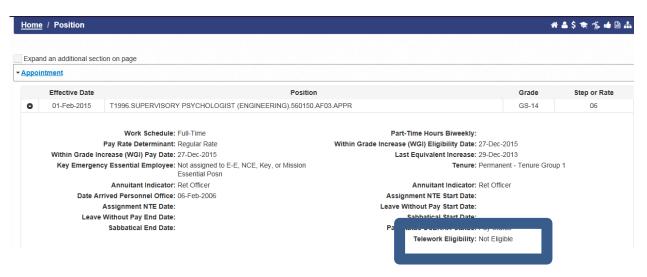
- Telework Eligibility Describes whether or not an employee is eligible to perform the duties of the position from an approved offsite location.
- Telework Indicator Identifies if the position is eligible for Telework.

Locating fields in MyBiz+ Steps:

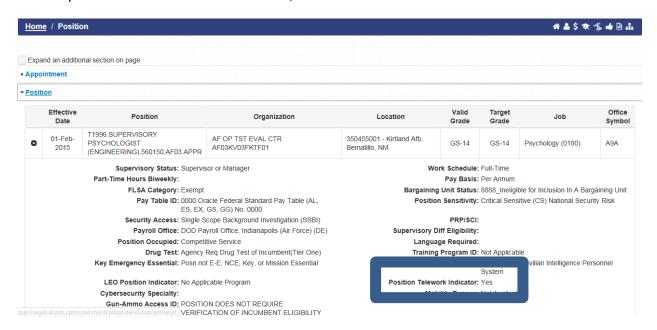
From the MyBiz+ Homepage, an employee will select the Position tile.



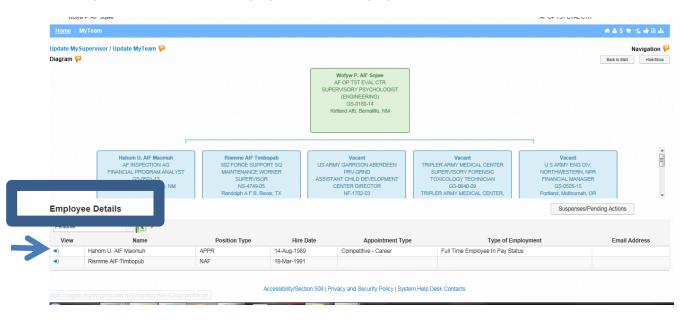
To view your own Telework Eligibility, select the Appointment accordion.



To view your own Position Telework Indicator, select the Position accordion.

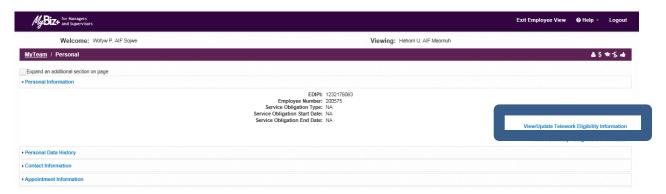


From the MyBiz+ homepage, a supervisor can view/ update Telework for their subordinates by selecting the MyTeam tile. Supervisor will select the employee from the Employee Details.

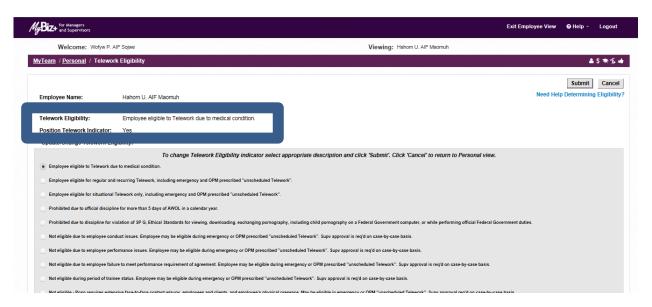


To view/update Telework Eligibility for this employee, select the View/Update Telework Eligibility Information link.

Note: Position Telework Indicator will also appear on the next screen.



Note, both the Telework Eligibility and Position Telework Indicator fields display.



You can also view this information for the employee selected by selecting the Position icon from the navigation bar. Once in the Position page, select either the Position accordion or Appointment.

