

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.

The screenshot shows the MyBiz+ homepage with several service tiles. On the left, there is a 'Key Services' menu with options like MyPerformance, Manager Functions, and Request Employment Verification. In the center, there are 'Insurance' and 'Pay' sections. On the right, there are 'Other Responsibilities/Applications' and 'Professional Development' sections. Below these is a 'Last Personnel Action' section. At the bottom, there is a 'Detail Pages' row with icons for Personal, Pay, Leave and Benefits, Professional Development, Position (highlighted with a blue box), Performance, Reports, and My Team.

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

The screenshot shows the 'Position' page in MyBiz+. At the top, there is a breadcrumb 'Home / Position' and a navigation bar with icons. Below that, there is an 'Appointment' accordion. The appointment details are as follows:

| Effective Date | Position  | Grade | Step or Rate |
|----------------|---|-------|--------------|
| 01-Feb-2015    | T1996.SUPERVISORY PSYCHOLOGIST (ENGINEERING).560150.AF03.APPR | GS-14 | 06           |

Work Schedule: Full-Time  
Pay Rate Determinant: Regular Rate  
Within Grade Increase (WGI) Pay Date: 27-Dec-2015  
Key Emergency Essential Employee: Not assigned to E-E, NCE, Key, or Mission Essential Posn  
Annuitant Indicator: Ret Officer  
Date Arrived Personnel Office: 06-Feb-2006  
Assignment NTE Date:  
Leave Without Pay End Date:  
Sabbatical End Date:

Part-Time Hours Biweekly:  
Within Grade Increase (WGI) Eligibility Date: 27-Dec-2015  
Last Equivalent Increase: 29-Dec-2013  
Tenure: Permanent - Tenure Group 1  
Annuitant Indicator: Ret Officer  
Assignment NTE Start Date:  
Leave Without Pay Start Date:  
Sabbatical Start Date:  
Part-Time Hours Biweekly:  
Telework Eligibility: Not Eligible

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

Home / Position

Expand an additional section on page

Appointment

Position

| Effective Date | Position  | Organization                      | Location                                 | Valid Grade | Target Grade | Job               | Office Symbol |
|----------------|---|-----------------------------------|--|-------------|--------------|-------------------|---------------|
| 01-Feb-2015    | T1996.SUPERVISORY PSYCHOLOGIST (ENGINEERING).560150.AF03.APPR | AF OP TST EVAL CTR AF03KV03FKTF01 | 350455001 - Kirtland Afb, Bernalillo, NM | GS-14       | GS-14        | Psychology (0180) | A9A           |

Supervisory Status: Supervisor or Manager  
 Part-Time Hours Biweekly:  
 FLSA Category: Exempt  
 Pay Table ID: 0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000  
 Security Access: Single Scope Background Investigation (SSBI)  
 Payroll Office: DOD Payroll Office, Indianapolis (Air Force) (DE)  
 Position Occupied: Competitive Service  
 Drug Test: Agency Req Drug Test of Incumbent(Tier One)  
 Key Emergency Essential: Posn not E-E, NCE, Key, or Mission Essential

Work Schedule: Full-Time  
 Pay Basis: Per Annum  
 Bargaining Unit Status: 8888\_Ineligible for Inclusion In A Bargaining Unit  
 Position Sensitivity: Critical Sensitive (CS) National Security Risk

PRP/SCI:  
 Supervisory Diff Eligibility:  
 Language Required:  
 Training Program ID: Not Applicable

Position Telework Indicator: Yes

LEO Position Indicator: No Applicable Program  
 Cybersecurity Specialty:  
 Gun-Ammo Access ID: POSITION DOES NOT REQUIRE

VERIFICATION OF INCUMBENT ELIGIBILITY

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.

Home / MyTeam

Update My Supervisor / Update My Team

Diagram

Navigation

Back to Start Hide Show

Wofyiw P. Aif Sojwe  
 AF OP TST EVAL CTR  
 SUPERVISORY PSYCHOLOGIST  
 (ENGINEERING)  
 GS-0180-14  
 Kirtland Afb, Bernalillo, NM

Hahom U. Aif Maomuh  
 AF INSPECTION AG  
 FINANCIAL PROGRAM ANALYST  
 GS-0501-13  
 NM

Rismme Aif Timbopub  
 802 FORCE SUPPORT SQ  
 MAINTENANCE WORKER  
 SUPERVISOR  
 NS-4749-05  
 Randolph A F B, Bexar, TX

Vacant  
 US ARMY GARRISON ABERDEEN  
 PRV GRND  
 ASSISTANT CHILD DEVELOPMENT  
 CENTER DIRECTOR  
 NF-1702-03

Vacant  
 TRIPLER ARMY MEDICAL CENTER  
 SUPERVISORY FORENSIC  
 TOXICOLOGY TECHNICIAN  
 GS-0640-09  
 TRIPLER ARMY MEDICAL CENTER.

Vacant  
 U S ARMY ENG DIV.  
 NORTHWESTERN, NPR  
 FINANCIAL MANAGER  
 GS-0505-15  
 Portland, Multnomah, OR

Suspenses/Pending Actions

Employee Details

| View | Name                | Position Type | Hire Date   | Appointment Type     | Type of Employment               | Email Address |
|------|---------------------|---------------|-------------|----------------------|----------------------------------|---------------|
| +    | Hahom U. Aif Maomuh | APPR          | 14-Aug-1989 | Competitive - Career | Full Time Employee In Pay Status |               |
| +    | Rismme Aif Timbopub | NAF           | 18-Mar-1991 |                      |                                  |               |

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

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.

MyBiz+ for Managers and Supervisors

Welcome: Wofyw P. AIF Sojwe Viewing: Hahom U. AIF Maomuh

MyTeam / Personal

Expand an additional section on page

Personal Information

EDIPI: 1232176063  
Employee Number: 200575  
Service Obligation Type: NA  
Service Obligation Start Date: NA  
Service Obligation End Date: NA

View/Update Telework Eligibility Information

Personal Data History  
Contact Information  
Appointment Information

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

MyBiz+ for Managers and Supervisors

Welcome: Wofyw P. AIF Sojwe Viewing: Hahom U. AIF Maomuh

MyTeam / Personal / Telework Eligibility

Submit Cancel

Employee Name: Hahom U. AIF Maomuh

Need Help Determining Eligibility?

Telework Eligibility: Employee eligible to Telework due to medical condition.

Position Telework Indicator: Yes

Update/Change Telework Eligibility:

To change Telework Eligibility indicator select appropriate description and click 'Submit'. Click 'Cancel' to return to Personal view.

- Employee eligible to Telework due to medical condition.
- Employee eligible for regular and recurring Telework, including emergency and OPM prescribed "unscheduled Telework".
- Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
- Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
- Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
- Not eligible due to employee conduct issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
- Not eligible due to employee performance issues. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
- Not eligible due to employee failure to meet performance requirement of agreement. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.
- Not eligible during period of trainee status. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.

Not eligible - Does not require extensive force majeure contact between employee and affiliate and employee's physical presence. May be eligible in emergency or OPM "unscheduled Telework". Supv approval req'd on case-by-case basis.

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.