Update Telework in MyBiz+ User Guide

MyBiz+ for Managers and Supervisors

Enterprise Human Resources Information Systems (EHRIS)

1/13/2017

Serving Those Who Serve Our Country

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Introduction

MyBiz+ Accessibility

From the MyBiz+ Home page, activate Screen Reader Mode by pressing keys ALT+J or in the Global Navigation Help menu, move to the 'Screen Reader Mode' item and press ENTER. For JAWS 14 users, you can press keys CTRL+INS+; to display the Document Regions list (or CTRL+INS+R for JAWS 15 users and above). Press G and when JAWS reads 'Global Navigation region' press ENTER to move to the start of that region. Press TAB until JAWS reads 'Help', and then presses ENTER to open the menu list. Press TAB until JAWS reads 'Screen Reader Mode (ALT + J) link' and press ENTER. Screen Reader Mode will be saved so the next time you access MyBiz+, it remains active.

Purpose

The purpose of this guide is to provide managers and supervisors step-by-step instructions on how to update employee's telework in MyBiz+.

Who Should Use This Guide

Managers and Supervisors who have access to MyBiz+

Background

The Telework Enhancement Act of 2010 mandates all federal employees have a telework eligibility status in their personnel record. Additionally, the Department of Defense is required to provide telework metrics to the U.S. Office of Personnel Management (OPM).

Who to Call For Help?

If you have a question regarding your login or access to other applications within MyBiz+ pages or system functionality, please contact your Component Help Desk. The Component Help Desk list is located at the bottom of the DCPDS Portal page at https://compo.dcpds.cpms.osd.mil.

Navigation Tips

Use Control and mouse click (Ctrl + Click) on the hyperlinked words to view associated screenshots or move throughout the document. Use the keyboard shortcut alt and left arrow (Alt + left arrow) to go back to where you were.

About Telework Eligibility

Telework eligibility consists of two parts – telework eligibility of the position, and telework eligibility of the person in the position. Both position and person telework information must match, meaning both must be indicate *eligible*, or *ineligible*. Managers and Supervisors can only update the 'person' telework eligibility in MyBiz+. Contact your HR office to update the 'position' telework eligibility.

Accessing View/Update Telework Eligibility Information

1. Log in to the DCPDS Portal at https://compo.dcpds.cpms.osd.mil to access the MyBiz+ home page.

2. Access View/Update Telework Eligibility Information by selecting the My Team tile at the bottom left.

3. To view or update telework eligibility information - from the drop-down menu under Employee Details, select Personal, and under the View column, select the right arrow ( ) to select the employee data.

4. The selected employee Personal information detail page displays. Select the View/Update Telework Eligibility Information link on the right.

5. To change the telework eligibility indicator, select the radio button next to the appropriate description. For example, *Not eligible during period of trainee status* is selected and submitted.

6. If the Position Telework Indicator is coded *Not Eligible*, as indicated below, a Telework Eligibility with *Eligible* in the description cannot be selected.

If it is selected, the error message 'Invalid Telework Eligibility Selection' displays when submitted – as depicted below. The message reads: *This position is ineligible for Telework. The only applicable description has to be one identified as ineligible. Please review list ans delect appropriate 'inelegible' description.*

7. Select the Cancel button to return to Personal View.

8. Select the 'Need Help Determining Eligibility?' link for a cross reference table descriptions.

Need Help Determining Eligibility?

If position telework indicator equals	Then select person eligibility description
Yes	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".
	Employee eligible to Telework due to medical condition.
	Employee eligible for work performed from home on a full time basis.
	Employee eligible for work performed from a remote work location.
	Employee declined Telework option.
	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 performance issues.
	Not eligible due to employee failure to meet performance requirement of agreement.
	Not eligible during period of trainee status.
	Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence.
	Not eligible - Posn requires access to material or special equip that can't be moved from office.
	Not eligible due to daily requirement to handle classified materials.
Employee eligible for situational telework only, including Emergency and OPM prescribed "Unscheduled Telework".	Employee eligible for situational Telework only, including emergency and OPM prescribed "unscheduled Telework".
Not Eligible.	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 performance issues.
	Not eligible due to employee failure to meet performance requirement of agreement.
	Not eligible during period of trainee status.
	Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence.
	Not eligible - Posn requires access to material or special equip that can't be moved from office.
	Not eligible due to daily requirement to handle classified materials.
Not Eligible - Posn requires access to	Prohibited due to official discipline for more than 5 days of

material or special equipment that cannot be moved from regular office. May be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.	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 performance issues.
	Not eligible due to employee failure to meet performance requirement of agreement.
	Not eligible during period of trainee status.
	Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence.
	Not eligible - Posn requires access to material or special equip that can't be moved from office.
	Not eligible due to daily requirement to handle classified materials.
Not Eligible – Posn requires daily access to classified material. Employee may be eligible during emergency or OPM prescribed "unscheduled Telework". Supv approval is req'd on case-by-case basis.	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
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