



Update Telework in MyBiz+ User Guide

MyBiz+ for Managers and Supervisors

Enterprise Human Resources Information Systems (EHRIS)

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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.

The screenshot shows the MyBiz+ Home page. At the bottom, there is a row of 'Detail Pages' represented by icons: Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, Reports, and My Team. The 'My Team' icon, which shows a person with a plus sign, is highlighted with a red rectangular box.

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.

The screenshot shows the MyBiz+ Employee Details page. On the left, there is a dropdown menu for 'Employee Details' with options: Personal, Position, Salary, Awards, Bonuses, Performance, Personnel Actions, Professional Development, and Leave Balances. The 'Personal' option is selected. Below this menu, there is a table with columns: View, Name, Position Type, Hire Date, Appointment Type, Type of Employment, and Email Address. The right arrow in the 'View' column is highlighted with a red box.

View	Name	Position Type	Hire Date	Appointment Type	Type of Employment	Email Address
➔	Employee One	APPR	14-Mar-2005	Competitive - Career	Full Time Employee In Pay Status	@mail.mil
➔	Employee Two	APPR	19-Nov-1984	Competitive - Career	Full Time Employee In Pay Status	@mail.mil

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

MyBiz for Managers and Supervisors

Welcome: The Rater Viewing: Employee One

MyTeam / Personal

Expand an additional section on page

Personal Information

EDIPI: 1106479630
Employee Number: 404113
Service Obligation Type: NA
Service Obligation Start Date: NA
Service Obligation End Date: NA

View/Update Telework Eligibility Information
View Emergency Contact Information
View Joint Duty Assignment Information

Personal Data History
Contact Information
Appointment Information
Retained Grade Details
Language Information
Veteran Information
Service Computation Date Information
SF50 Personnel Actions

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.

MyTeam / Personal / Telework Eligibility

Submit Cancel

Need Help Determining Eligibility?

Employee Name: Employee One
Work Email Address: @mail.mil

Telework Eligibility: Not eligible during period of trainee status.

Position Telework Indicator: Not eligible

*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".
- 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 conduct issues.
- 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.

Submit Cancel

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

Welcome: The Rater Viewing: Employee One

MyTeam / Personal / Telework Eligibility

Submit Cancel

Employee Name: Employee One
 Work Email Address: @mail.mil
 Telework Eligibility: Not eligible during period of trainee status.
 Position Telework Indicator: Not eligible
 *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.

Need Help Determining Eligibility?

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 and select appropriate 'inelegible' description.*

Welcome: The Rater Viewing: Employee One

MyTeam / Personal / Telework Eligibility

Submit Cancel

Invalid Telework Eligibility Selection
 This position is ineligible for Telework. The only applicable description has to be one identified as ineligible. Please review list and select appropriate 'inelegible' description.

Employee Name: Employee One
 Work Email Address: @mail.mil
 Telework Eligibility: Not eligible during period of trainee status.
 Position Telework Indicator: Not eligible
 *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".
 Employee eligible for work performed from home on a full time basis.
 Employee eligible for work performed from a remote work location.

Need Help Determining Eligibility?

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

Welcome: The Rater Viewing: Employee One

MyTeam / Personal / Telework Eligibility

Submit Cancel

Employee Name: Employee One
 Work Email Address: @mail.mil
 Telework Eligibility: Not eligible during period of trainee status.
 Position Telework Indicator: Not eligible
 *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.

Need Help Determining Eligibility?

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

MyBiz+ for Managers and Supervisors Exit Employee View Help Logout

Welcome: DCPAS Lopy Viewing: Czzvhxe Z. EHRIS Wcjygtz

MyTeam / Personal / Telework Eligibility

Submit Cancel

Employee Name: Czzvhxe Z. EHRIS Wcjygtz
 Work Email Address: civ@mail.mil
 Telework Eligibility: Not eligible due to daily requirement to handle classified materials.
 Position Telework Indicator: 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.
 *Update/Change Telework Eligibility:

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

Need Help Determining Eligibility?

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

<p>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.</p>	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.
<p>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.</p>	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.