***Please distribute this alert to any users within your agency who use the NEOGOV, Applicant Tracking System on a regular basis.***

**Requisition Form – Telework Eligibility Field**

* Information regarding a new custom field for telework eligibility on the requisition form.
* **Revised Alert (06.07.2021):** This revision includes a change to the selections for the Telework Eligibility field. The “Required” status has been replaced with a “Preferred” status.

Effective October 26, 2020, the requisition form will include a new optional custom field “Telework Eligibility”. The new field will indicate the current status of telework for a position.



The selection options for the new field correspond to the “Telework Eligibility” field in SAP and will automatically populate via the position control interface when a position is selected on the requisition form. The SAP data associated with this field will also be viewable within the position details screen in NEOGOV. Further information on the system changes in SAP can be found in [PA Alert 2020-16 (Telework System Enhancements)](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Pers%20Admin%20Alerts/PA_Alert_2020_16_Telework.docx). Please refer to the following table for a description of each telework status:

|  |  |
| --- | --- |
| **Status** | **Description** |
| Preferred | Indicates the position is best suited for telework. Employees who occupy these positions will telework on a full-time basis when approved by the supervisor and agency telework coordinator |
| Eligible | Indicates the position is eligible for telework. Employees who occupy these positions may telework on a full-time, part-time or ad hoc basis if approved by the supervisor and agency telework coordinator |
| No Status (i.e. blank) | Indicates the position is ineligible for telework. Employees who occupy these positions do not have the option to telework |

In addition to informing users of the current telework status, this field will also assist users in drafting job postings to ensure the appropriate information on telework is communicated to applicants.

**Users should NOT manually complete or update this field since it auto-populates from SAP data.** If there are questions or concerns with the telework status of a position, the user should reach out to the Agency Telework Coordinator who is responsible for setting the telework status and overseeing the agency teleworking program.

Please note that initially the status will be blank for all positions. Telework statuses will be assigned to positions over the next few months as Telework Coordinators prepare for implementation of agency telework programs. A go-live date for teleworking programs has not yet been established.

As stated above, **users should NOT manually complete or update this field** as all telework statuses are designated by Agency Telework Coordinators. Additionally, **users should NOT use this field to communicate teleworking on job postings until telework programs are officially established and released to employees.**

This alert will be updated with additional information and further guidance on standard posting language will be provided by the OA-Bureau of Talent Acquisition once permanent teleworking programs are open to employees.

**Questions?**
Any policy related questions regarding telework should be sent to the OA, Employee Relations and Workforce Support Office at ra-oaleave@pa.gov. If you have any questions regarding the Requisition Form – Telework Eligibility Field, please submit an [HR/Pay Help Desk](https://oaiss.state.pa.us/HR-Pay_Help_Desk/Login.asp) ticket under the ‘HR Application Support’ category.