

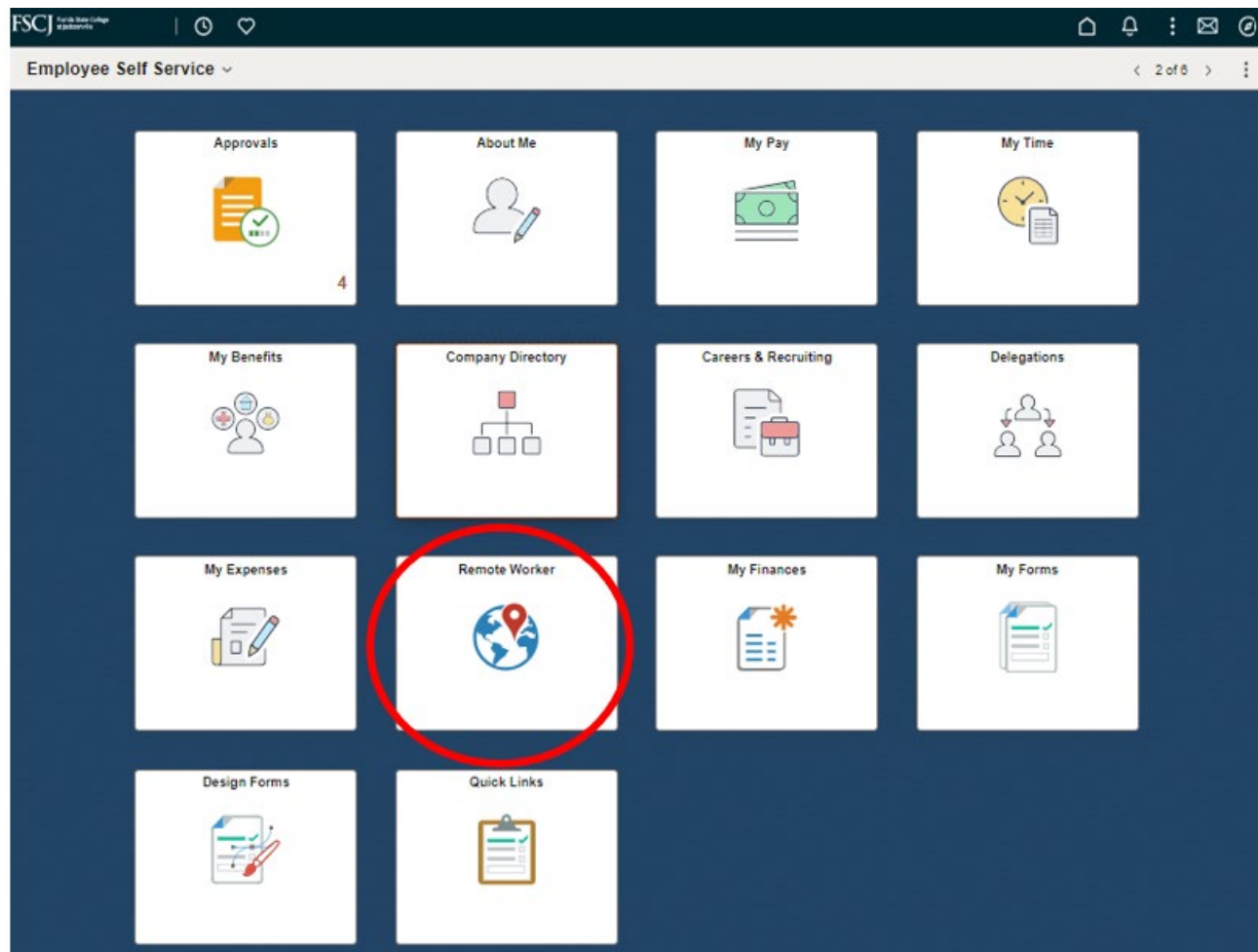
Submitting a Remote Worker Request in myFSCJ

This business process outlines the steps Administrative, Professional, and Career (non-instructional) employees should follow for submitting a flexible work arrangement request through the Remote Worker tile under Employee Self Service in myFSCJ.

It is important to note that each employee's flexible work arrangement may be unique depending on the needs of the College, department, position, supervisor, and employee.

Employees are encouraged to speak with their supervisor regarding eligibility and review [APM 03-0802 – Telework](#) **prior** to submitting the Remote Worker Request.

Navigation: The Remote Worker Request is located in Employee Self Service > Remote Worker



- From the Employee Self Service menu, click on the **Remote Worker** tile.
 - Click **Add Request**

- Enter the Start Date (ex. July 1, 2024)
- Enter the End Date (ex. June 30, 2025)

A new Remote Worker request should be submitted each fiscal year (July 1 – June 30).

- Select **Hybrid** or **Fully Remote** from the Remote Worker Type drop down.

- **Fully Remote** should be used only if an employee is not required to report in-person and/or on-campus. All other requests should use **Hybrid**.

- Click **Next**

- After reviewing information regarding Flexible Work Arrangements click **Next**
 - More information can be found on the [Telework](#) website regarding Flexible Work Arrangements.
- **Check the box** to acknowledge receipt, understanding, and agreement to the Telework policy [APM 03-0802 – Telework](#).
 - Click **Next**
- Verify your current Home and Mailing Address
 - If no changes are required, click **Next**
 - To update your address, click on the > symbol

Verify Address

Home Address

501 W State Street
Jacksonville, FL 32202
Duval

Current

>

Mailing Address

501 W State Street
Jacksonville, FL 32202
Duval

Current

>

- In the Home/ Mailing Address Window input the updated Address.
 - Use the “Change as of” field to update your address for a future date.

[Cancel](#) **Home Address** [Save](#)

Instructions

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of

Address Type

*Country

Address 1

Address 2

Address 3

City

State

Postal

County

[Clear](#)

- Click **Save**.
- Click **Next**
- Enter Request Details:
 - a) Remote Worker Type will populate based on your previous input of either **Fully Remote** or **Hybrid**.
 - b) Select one of the following **Remote Work Reasons** from the drop down based on the geographic location of your flexible work assignment location.

NOTE: Ensure you select the correct option that correlates to the Remote Worker Type you selected in the step “a”.

 - i. Telework (NE FL: Baker, Clay, Duval, Nassau, St. Johns)
 - ii. Telework (Other than NE FL Counties Listed)
 - iii. Fully Remote (FSCJ Service or Surrounding Area)
 - iv. Fully Remote (Outside FSCJ Geographic Service Area)
 - c) Select **Home** from the **Remote Location** drop down. Your home address will populate automatically.

NOTE: If the populated address should reflect the Home Address you verified in the previous step.
 - d) **Hybrid** requests only: **Enter the Percentage** for the amount of time that will be spent teleworking. (Numerical inputs ONLY)
 - i. This should be based on the 40-hour work schedule;
For example: An employee whose work schedule is 8 hours per day, 5 days per week that plans to telework 2 days per week should enter “40”.
 - e) Select **Specific Days per Week** from the Remote Days drop down.
 - f) Click on the appropriate day(s) of the week you will telework.
 - g) Click **Next**.

Remote Worker Request

Employee Name
Job Title

< Previous **Next >**

- * Flexible Work Arrangements In Progress
- * Acknowledgement Complete
- * Verify Address Not Started
- * **Request Details In Progress**
- * Summer Schedule Details (if applicable) Not Started
- * Telework Equipment Request Not Started
- * Review and Submit Not Started

Request Details

Start Date 07/01/2025 End Date 07/31/2025

Details

*Remote Worker Type Hybrid

Remote Work Reason Telework (NE FL; Baker, Clay, Duval, Nassau, St. Johns)

Remote Location Home

Address 501 W State Street
Jacksonville, FL 32202
Duval

Percentage 40.00

Remote Days Specific Days Per Week

Select Days

Mon Tue Wed Thur
Fri Sat Sun

- Employees who work a modified telework assignment during the Summer 36-hour work schedule should click **Add Note** in order to document any changes to the percentage and/or specific days of the week of their flexible work arrangement during this time of the year.
 - Once the note has been entered, Click **Done**, then click **Next**.
- If a note is not applicable, click **Next**.

Remote Worker Request

Employee Name
Job Title

< Previous **Next >**

- * Flexible Work Arrangements In Progress
- * Acknowledgement Complete
- * Verify Address Not Started
- * Request Details Complete
- * **Summer Schedule Details (if applicable) In Progress**
- * Telework Equipment Request Not Started
- * Review and Submit Not Started

Attachments

Add Document

No Document has been attached

Add Attachment **Add Note**

Note

Cancel

*Description Telework during 36-hour work schedule

*Note Text Percentage = 50%
Specific Days: Monday and Tuesday

8045 characters remaining

Done

- Click **Submit** after you have reviewed your request.

×

Exit

⋮

Remote Worker Request

FSCJ

Employee Name
Job Title

< Previous

Submit

★ Flexible Work Arrangements

In Progress

★ Acknowledgement

Complete

★ Verify Address

Not Started

★ Request Details

Complete

★ Summer Schedule Details (if applicable)

Not Started

★ Telework Equipment Request

Not Started

★ Review and Submit

In Progress

Review and Submit

Start Date 07/01/2025

End Date 07/31/2025

Details

Remote Worker Type Hybrid

Remote Work Reason Telework (NE FL; Baker, Clay, Duval, Nassau, St. Johns)

Remote Location Home

Address 501 W State Street
Jacksonville, FL 32202
Duval

Percentage 40.00

Remote Days Specific Days Per Week

Select Days

Mon

Tue

Wed

Thur

Fri

Sat

Sun

Documents

After being submitted, the request will be routed to your supervisor and subsequent approvers up to and including the VP level.