

Temporary Telecommuting Agreement Procedures:

Per the communication provided on Wednesday, March 18th, ITS has successfully set up the Temporary Telecommuting Agreement via Adobe Sign. Here is the link to the [Temporary Telecommuting Agreement](#). As the Appropriate Administrator, you will need to complete the following items:

- Submit the e-mail of the employee who will receive the agreement
- Enter the e-mail of your Vice President (or Dean) so they can receive and sign the agreement.
- Hit the “send” button which will take you to the Temporary Telecommuting Agreement

Once you are in the form, you will need to complete the following steps:

1. Confirm the Telecommute Effective Date
2. Select the Telecommute Designation (Hybrid/Remote)
3. Fill in the Campus Department Name
4. Fill in the Campus Department Location (Building is fine)
5. Complete your signature
6. Click on the “Click To Sign” blue oval

The document will then go to the employee who will fill in their name, their telecommute work location, primary phone contact and provide an electronic signature. The document will then go to the corresponding Vice President or Dean.

You will need to complete these for each the employees you have identified as Hybrid (essential) or remote. A telecommuting agreement is not required for a physically essential employee. If you experience technical difficulties with the form please contact ITS at Jose Lopez via e-mail at Jose.Lopez@csusb.edu