

0:03 - 0:14

Alice M.

In this video, we will show you how to initiate several telework renewal forms at one time via bulk renewal in the telework application.

0:17 - 0:28

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To initiate a form in the telework application, you must have the initiator role. This role is usually held by someone who performs HR activities for your agency.

0:32 - 0:43

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To initiate several telework renewal records at one time. Select the Initiate Form tab at the top of application, then select Bulk Renewal.

0:47 - 0:50

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Select the form, year and agency, if you initiate for more than one agency.

0:57 - 0:58

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Start and end dates will appear and are editable.

1:02 - 2:00

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Review the grid. Each page will display up to 250 records at one time. There is a system limit of initiating 250 records at a time. Displayed are all records. However, not all records will be eligible for bulk renewal. If a record is not eligible, it will have an initiation reason and be grayed out. You will not be able to select these records. Those records may be needed to be updated in cardinal first or may need to be individually initiated with a temporary supervisor name. Reasons for ineligibility are supervisor name or email is missing from Cardinal. Employee email is missing from cardinal. A form is already in process or completed.

2:04 - 2:10

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To initiate records for bulk renewal. Select the records via the checkbox next to the employee name.

2:15 - 2:22

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Selecting the box at the top of the grid selects all 250 records on that page. You can only select records one page at a time.

2:28 - 3:01

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Select the Initiate Bulk button. A confirmation box will appear indicating the number of records you have selected. When you select proceed, completing the process may take up to 30 seconds. A message will appear indicating loading. Please do not close your browser or the form initiations may not complete. Once the process has completed, you will receive a success message. Notifications will be sent to the persons assigned to the first step in processing the forms.

3:04 - 3:30

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Remember, there is a system limit of initiating 250 records at a time. Should you need to initiate more than 250, the next set of eligible records will display once the first set is completed. Repeat the process again. Please note records not eligible for bulk renewal may be initiated by individual, depending on their situation.

3:36 - 3:45

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There are reports to assist with the identification of all records which are ineligible for bulk initiation, along with the reason the records are ineligible. The report will also include the status of the form for all classified employees.

3:50 - 4:01

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If you have questions about the telework policy or process, please contact policy@dhrm.virginia.gov.

If you have questions about the telework application, please contact COVApps@vita.virginia.gov.