



Work From Home/ Flexi/ Telecommuting Request & Approval

Work From Home/ Flexi/ Telecommuting Policy

Objective

- To facilitate work environment where the employee owing to personal or business reasons can perform their work from alternate workplace up to the satisfaction of Business need /Customers and team expectation.

Scope

- The purpose of this policy is to provide guidelines to managers and employees on how to implement the Telecommuting arrangement, when it's suitable for the business, employees, Customers and the team.

Telecommuting Options

- Short-term: The employee can work from home on a scheduled basis for 30 calendar days at a stretch.
- Long term: The employee can work from home for 90 calendar days at a stretch.

Work From Home/ Flexi/ Telecommuting Request (India & USA users)

Employees use the normal iTime and use option (bottom right to opt for WFH

Enter Your Time Sheet

Phase/Activity

ORGANIZATIONAL

	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	8 SUN	Total
Domain Admin	03:00	03:00	03:00	03:00	03:00			45:00
Pravin Mani Dev	03:00	03:00	03:00	03:00	03:00			15:00
Domain Admin	03:00	03:00	03:00	03:00	03:00			15:00
Trig Mira Dev	02:00	02:00	02:00	02:00	02:00			10:00
Domain Admin	01:00	01:00	01:00	01:00	01:00			05:00
Resource accounts								
Mail Check & response								
Total Time Entry Hours	09:00	09:00	09:00	09:00	09:00	00:00	00:00	45:00
Total (ACS - Non-ACS) hours	09:07	08:52	08:30	09:58	00:42	00:00	00:00	37:09

Legend: Submitted for Approval, Referred Back, Approved, Company Holiday

Buttons: Save, Submit For Approval, COPY

My Timesheet Request: Attendance Coverage, **Work From Home / Flexi / Telecommuting**, Holiday Entry Request, Auto LWP Reversal Request

My Shift: Shift Timing 09:00 - 18:30

My Leave: Restricted Holiday (3.00 AVAILABLE), Annual Leave (48.00 AVAILABLE), My Leave (1.00 AVAILABLE)

Text: (*In case you observe any variation in ACT hours, please get your access card verified through facility security personnel.)

Text: Make time entry as default page.

Text: Click on Work From Home/ Flexi/ Telecommuting from iTime home page

Raising New Request for WFH (common for all HCL employees globally)

Welcome Azmat Bashir Khan (51635834) | My Favorites | Quick Links | My HCL | Logout
 Current Role: Reporting Manager | Feedback | App Home | Help | Change Role
 Time Sheet | My Request | My Approval | Reports | Others | RM Dashboard

Work From Home / Flexi / Telecommuting Request

Flexi Work From Home / Telecommuting

Raise a new Request | On the next screen, click on Raise a new request

Request Type: All | Back Attendance Coverage

Request Type	Start Date	End Date	Start Time	End Time	Request Hours	Remarks	Status	Pending With	Process Date	View Remarks	View Agreement
Short Telecommuting	06-Mar-2020	06-Mar-2020	09:00 AM	06:30 PM	09:30	Business reason	Submitted for approval	CHARUL KUMREJA DHINGRA (40179732)	06-Mar-2020	Remarks	-

Steps for Telecommuting Process:

Raise new request:

- Click on "Raise a new request link".
- Select the "Request Type" as "Short or Long".
- Fill all other mandatory inputs.
- Click on Save button. This will save the telecommuting request.

Submit a request:

- Select respective "Request Type" i.e. Short or Long.
- Select Status as "Pending with employee" from dropdown.
- Click on Go button. This will list down all the saved telecommuting requests.
- Select the required Telecommuting Request using the checkbox from table.
- Click on Submit button. This will submit the selected telecommuting request for approval.

Request Details Entry for WFH (common for all HCL employees globally)

Welcome Azmat Bashir Khan (51635834) | My Favorites | Quick Links | My HCL | Logout

Current Role: Employee | Feedback | App Home | Help | Change Role

Time Sheet | My Request | Reports | Others

Telecommuting Policy Request

Request Type	Short Telecommuting	Status	Pending with employee
Project Detail	Organization Activities Business Process Transformation	Start Date	09-MAR-2020
Shift: Start Time	09:00 AM	Shift End Time	06:30 PM
*Reason	Business Reasons for alternate work place		
*Emp. Remarks	Business reason		

On the request screen, provide details like: Request Type, Start & End Date, Reason & Remarks. Click on Save.

Steps for Telecommuting Process:

Raise new request:

- Click on "Raise a new request link".
- Select the "Request Type i.e. Short or Long".
- Fill all other mandatory inputs.
- Click on Save button. This will save the telecommuting request

Submit a request:

- Select respective "Request Type" i.e. Short or Long.
- Select Status as "Pending with employee" from dropdown.
- Click on Go button. This will list down all the saved telecommuting requests
- Select the required Telecommuting Request using the checkbox from table.
- Click on Submit button. This will submit the selected telecommuting request for approval.

Submit the request for WFH (common for all HCL employees globally)

Welcome Azmat Bashir Khan (91635834) | My Favorites | Quick Links | My HCL | Logout
 Current Role: Reporting Manager | Feedback | App Home | Help | Change Role
 Time Sheet | My Request | My Approval | Reports | Others | RMI Dashboard

Telecommuting Policy Request

Request saved successfully Confirmation will be displayed

Filed Work From Home / Telecommuting

[Raise a new Request](#)

Request Type: Short Telecommuting | Status: Pending with employee

Request Type	Start Date	End Date	Start Time	End Time	Request Hours	Remarks	Status	Pending With Name	Cancel	View Remarks	View Agreement
All	Short Telecommuting	12-Mar-2020	09:00 AM	06:30 PM	09:30	Business Reason	Pending with employee		Cancel	Edit	-

[Submit for Approval](#)

Steps for Telecommuting Process:

Raise new request:

- Click on "Raise a new request link".
- Select the "Request Type" i.e. Short or Long".
- Fill all other mandatory inputs.
- Click on Save button. This will save the telecommuting request

Submit a request:

- Select respective "Request Type", i.e. Short or Long.
- Select Status as "Pending with employee" from dropdown.
- Click on Go button. This will list down all the saved telecommuting requests
- Select the required Telecommuting Request using the checkbox from table.
- Click on Submit button. This will submit the selected telecommuting request for approval.

Click on 'Submit for Approval' to submit your request to Reporting Manager



Approval Process

Work From Home/ Flexi/ Telecommuting Request Approval (Other GEO Users)

Approver to use the normal iTime and use option (top right) to opt for WFH ***

My Time Sheet

Current Role: Reporting Manager(RM) | Feedback | App Home | Help | Change Role | Time Sheet | My Request | My Approval | Reports | Others | RM Dashboard

Welcome ARIF MOHIDEEN SHEIK MOHAMED (40137958) | My Favorites | Quick Links | My HCL | Logout

Make time entry as default page | 06-Mar-2020

Quick Activity Selection

PHASE	ACTIVITY	Mon 02	Tue 03	Wed 04	Thu 05	Fri 06
PROJECT : C/061879 - OMWM - AM						
SubLV1 : 001 - Level Normal						
Maintenance	Incident Management					
Maintenance	Schedule Maintenance					
Maintenance	Team Leading					
Maintenance	Team Meeting					
Maintenance	Management - Other	08:00	08:00	08:00	08:00	08:00
Organizational	Internal Audit Meeting					
internal audit	Intnl/Audit particip/ cnduct					
internal audit	Internal Audit Report Prep					
internal audit	Internal Audit Defect Closure					
Total Activity Hours		8:00	8:00	8:00	8:00	8:00
Grand Total [Normal + Additional] Hours		8:00	8:00	8:00	8:00	8:00

Projects Assignment Details

Select Entry Week: 01

Work From Home / Flexi / Telecommuting Approval

Click on Work From Home/ Flexi/ Telecommuting Approval from iTime menu under My Approval

Copy Time Entries From Last Week

As an employee/ manager working in the United Kingdom you are required to adhere to ensure the following:

- 11 hours consecutive rest breaks are mandatory in between two working day period eg if the employee finish work at 8pm, they shouldn't start work again until 7am the next day.
- There should be a weekly rest period of 24 hours uninterrupted rest in a week, I hereby confirm that as an employee I have adhered to the above Statutory rest breaks

Your Check in Time : 06-Mar-2020 04:33 PM

Save | Save & Check Out | Submitted for approval | Approved | Referred Back

Submit For Approval

*** Please note that iTime new UI rolled out to India & US and other GEOS it is WIP hence old screen for iTime as above



Approve Request for WFH (common for all HCL employees globally)

Welcome Rachit Agrawal (51770610) | My Favorites | Quick Links | My HCL | Logout
Current Role: Reporting Manager | Feedback | App Home | Help | Change Role |
Time Sheet | My Request | My Approval | Reports | Others | RM Dashboard

Flexi Hours Approval

Flexi Telecommuting

Request Type: <<Select>> | Status: <<Select>> | Request From Date: 5/1 | Request End Date: 5/1 | Get Data

Period: All

All	Employee	Request Type	Start Date	End Date	Start Time	End Time	Request Hours	Remarks	Pending With	Status	Week Days	Action	Request Reason	View Remarks	Agreement
<input type="checkbox"/>	Ashish Bajpai (51789019)	Adhoc Telecommuting	05 Mar 2020	05 Mar 2020	09:00 AM	06:30 PM	09:30		Rachit Agrawal	Submitted for approval		<<Select>>	Business Reasons for alternate work place	Remarks	

Select the request to approve & click on Submit

This application is best viewed on Microsoft Internet Explorer (7.x through 10.x) at a screen resolution of 1024 x 768 or higher

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\$8.6 BILLION | 137,000+ IDEAPRENEURS | 44 COUNTRIES